



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

| |
|-----------------------------|
| Councillor Ian Bailey |
| Councillor Kirilee 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 April 2022
6.30pm
63 Mt Barker Road Stirling

A copy of the Agenda for this meeting is supplied under Section 83 of the Act.

Meetings of the Council are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 84 of the Act.

David Waters
A/Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 26 April 2022
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. They are Custodians of this ancient and beautiful land and so we pay our respects to Elders past, present and emerging. We will care for this country together by ensuring the decisions we make will be guided by the principle that we should never decrease our children's ability to live on this land.

3. APOLOGIES/LEAVE OF ABSENCE

3.1. Apology
Apologies were received from Cr Leith Mudge and Cr Andrew Stratford

3.2. Leave of Absence
Cr Leith Mudge 26 April – 8 May 2022
Cr Andrew Stratford 26 April – 10 May 2022
Mayor Jan-Claire Wisdom 1 June – 15 June 2022

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 22 March 2022
That the minutes of the ordinary meeting held on 22 March 2022 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
 - 8.1.1. Property at Lobethal Road Lenswood
 - 8.1.2. Randell's Cottages, Gumeracha
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

- 9.1. David Hitchcock, Gawler River Floodplain Management Authority

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

- 11.1. Property on Lobethal Road Lenswood – Cr Chris Grant, Confidential Item
- 11.2. Gumeracha Soldiers Memorial Hospital Emergency Department – Cr Malcolm Herrmann
 - 1. *The Mayor writes to the Premier the Hon Peter Malinauskas outlining previous representations made by the Council in respect to reinstatement of the Emergency Department at the Gumeracha District Soldiers Memorial Hospital and requesting that his newly elected government commit to reopening the facility at the earliest opportunity.*
 - 2. *Copies of the representation be provided to the Member for Mayo and the Member for Schubert*

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. GRFMA Annual Business Plan 2022-2023

1. *That the report be received and noted*
2. *To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2022-23 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$29,167 as set out in the draft 2022-23 Budget.*

12.2. 2022-2023 Long Term Financial Plan for Adoption

1. *That the report be received and noted*
2. *To adopt the 2022-23 Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with Section 122 of the Local Government Act 1999.*

12.3. Land Purchase 8 St John Road Norton Summit

1. *That the report be received and noted*
2. *In conjunction with The Synod of the Diocese of Adelaide of the Anglican Church of Australia ("the Church"), undertake a boundary realignment to alter the boundaries between the land located at 2 St John Road Norton Summit owned by Council and the land located at 8 St John Road Norton Summit owned by the Church, with the effect of Council purchasing from the Church an area of approximately 2705m² for the amount of \$175,000 exclusive of GST*
3. *To allocate funding in 2022/23 budget for the purchase of the land in the amount of \$175,000 exclusive of GST plus \$16,175 for the Council's proportion of purchase and land division costs*
4. *To update the Council's Community Land Register to reflect the additional area of land vesting in Council and to develop a Community Land Management Plan for the site*
5. *To delegate to the CEO to all do things necessary, including sign all documents to give effect to this resolution*

12.4. Trails and Cycling Routes Framework

1. *That the report be received and noted*
2. *To receive and note the Recreation Trails and Cycling Routes Management Framework Community Engagement Outcomes Report contained in Appendix 1.*
3. *To adopt the draft Trails and Cycling Routes Framework in its entirety, including the draft Trails and Cycling Routes Service Levels (Rev. C) contained in Appendix 2 and the draft Trails and Cycling Routes Guidelines for Maintenance and Upgrades (Rev. B) contained in Appendix 3.*

12.5. Free Camping Expression of Interest

1. *That the report be received and noted.*
2. *That the Council support, in principle, the installation of an RV Dump Point at the Johnston Memorial Park in 2022-23 with up to \$15,000 provided by the Council on the condition that funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere.*
3. *That the Council support, in principle, the installation of an RV Dump Point at the Mount Torrens Hotel in 2022-23 with up to \$10,000 provided by the Council on the condition that funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere.*
4. *That the remaining \$5,000 (from a total allocation of \$30,000), be allocated as a contingency to spend as required across either or both sites and/or on incidental costs such as road signage to promote the new sites.*
5. *That the Council in recognising its in principle support notes that other statutory processes, such as development approval and community land use processes, may need to be undertaken and are subject to separate processes.*
6. *That the Chief Executive Officer, or delegate, be authorised to work with the applicable parties to progress the matter, including seeking statutory approvals, finalising agreements and contracts etc. as required to progress the establishment of the facilities.*

12.6. Heathfield Resource Recovery Centre Management Agreement

1. *That the report be received and noted.*
2. *That the Heathfield Resource Recovery Centre Management Agreement with the Adelaide Hills Region Waste Management Authority be extended for a five year period pursuant with renewal provisions within the existing agreement.*
3. *To delegate to the Chief Executive Officer the authority to negotiate any minor amendments required to the Heathfield Resource Recovery Centre Management Agreement and to give effect to resolution 2 above.*

12.7. Options for Randell's Workmen's Cottages, Gumeracha

1. *That the report be received and noted.*
2. *To rescind parts 3 to 6 of resolution numbered 77/19 of 26 March 2019 thereby removing the requirement to pursue a land division application and Expression of Interest process for the reuse of the Randell's Workmen's Cottages for tourist accommodation or some other use.*
3. *That the Administration undertakes further scoping and costing for option 4, as outlined in this report, for undertaking minor works on the cottages to prevent further deterioration.*
4. *That the results of the scoping and costing exercise be considered as part of the 2023/24 budget preparation process.*

12.8. Lobethal Bushland Park

1. *That the report be received and noted.*
2. *That in light of the change of government since representations were initially made by former Minister David Spiers, the Mayor writes to the recently appointed Minister for Climate, Environment and Water, the Hon Susan Close MP to ascertain whether the Minister wishes to explore the potential for Lobethal Bushland Park to be transferred to the State Government and declared as a Conservation Park.*
3. *That if the new Minister is interested in considering the matter, that the Chief Executive Officer, or delegate, further discussions with the Department of Environment and Water to explore the various options and implications for any potential transfer, with the outcomes brought back to Council for a decision on further action.*
4. *That Council affirms its commitment to engagement with key stakeholders including local community, community groups and volunteer based organisations involved with Lobethal Bushland Park, as part of any subsequent processes associated with the matter.*

12.9. Review of Council Assessment Panel Sitting Fees

1. *That the report be received and noted*
2. *To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:*
 - i. *Independent Presiding Member - \$550 (excl GST) per attended meeting*
 - ii. *Independent Ordinary Member - \$420 (excl GST) per attended meeting*
 - iii. *Council Member or Deputy Council Member - \$210 (excl GST) per attended meeting*
 - iv. *Authorised Training - \$75 (excl GST) per hour of training attended, excluding travel time*
3. *That in the event an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, that member will receive the Presiding Member sitting fee of \$550 (excl GST) for that meeting.*
4. *The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in 2024.*
5. *To adopt the updated Council Assessment Panel Terms of Reference as contained in Appendix 2.*

12.10. Review of Building Fire Safety Committee Members

1. *That the report be received and noted.*
2. *To appoint the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the Planning, Development and Infrastructure Act 2016 commencing on 1 June 2022 and expiring on 31 May 2025:*
 - a. *Louis Palumbo, Team Leader Building Services as an authorised Council Officer with expertise in the area of fire safety, and*
 - b. *Colin Paton, Senior Fire Safety Officer – Country Fire Service as an authorised officer under Part 3 Division 5 or Section 86 of the Fire and Emergency Services*

Act 2005, who has been approved by the Chief Officer of the Country Fire Service, and

- c. Tom Warneke, Building Officer as a person who holds prescribed qualifications in building surveying.*
- 6. To appoint Louis Palumbo as the Presiding Member of the Building Fire Safety Committee.*

12.11. Policy Review - Tree Management

- 1. That the report be received and noted.*
- 2. With an effective date of 10 May 2022, to revoke the 9 April 2019 Tree Management Policy and to adopt the draft April 2022 Tree Management Policy.*
- 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Tree Management Policy prior to the effective date of adoption.*

12.12. Policy Review - Tributes for Commemorative Services

- 1. That the report be received and noted*
- 2. That with an effective date of 10 May 2022 to revoke the 24 July 2018 Tributes for Commemorative Services Policy and adopt the April 2022 Tributes for Commemorative Services Policy contained in Appendix 1.*

12.13. Status Report – Council Resolutions Update
Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Quarterly Council Performance Report Q3 2021-22

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 Panel – 13 April 2022
That the minutes of the CAP meeting held on 13 April 2022 as supplied, be received and noted.

- 17.2. Audit Committee - 20 April 2022
That the minutes of the Audit Committee meeting held on 20 April 2022 as supplied, be received and noted.

- 17.3. CEO Performance Review Panel
Nil

18. CONFIDENTIAL ITEMS

- 18.1. Appointment of CAP Independent Members
- 18.2. Adelaide Hills Region Waste Management Authority appointment of Independent Presiding Member

19. NEXT MEETING

Tuesday 24 May 2022, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2022

| DATE | TYPE | LOCATION | MINUTE TAKER |
|------------------|---|----------|--------------|
| MAY 2022 | | | |
| Tues 3 May | Special Council Meeting (to be confirmed) | Stirling | Pam Williams |
| Tues 10 May | Workshop | Woodside | N/A |
| Wed 11 May | CAP | TBA | Karen Savage |
| Thur 12 May | CEOPRP | Stirling | TBA |
| Tues 17 May | Professional Development | Stirling | N/A |
| Mon 23 May | Audit Committee | Stirling | TBA |
| Tues 24 May | Council | Stirling | Pam Williams |
| JUNE 2022 | | | |
| Wed 8 June | CAP | TBA | Karen Savage |
| Tues 14 June | Workshop | Woodside | N/A |
| Tues 21 June | Professional Development | Stirling | N/A |
| Tues 28 June | Council | Stirling | Pam Williams |
| JULY 2022 | | | |
| Tues 12 July | Workshop | Woodside | N/A |
| Wed 13 July | CAP | TBA | Karen Savage |
| Tues 19 July | Professional Development | Stirling | N/A |
| Tues 26 July | Council | Stirling | Pam Williams |

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 2021

6.00 for 6.30pm

(dates and venues to be confirmed)

| DATE | LOCATION |
|------|----------|
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| | |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 8.1.1

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the Chief Executive

Subject: Petition - Property Lobethal Road Lenswood

For: Decision

SUMMARY

A petition has been received with 294 signatories stating:

We the undersigned petition the Council to take action to ensure the unsightly state of 1615 Lobethal Road is rectified and that any animals kept there be properly contained.

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 294 signatories requesting that a property on Lobethal Road Lenswood be tidied up and animals contained be received and noted.**
 - 2. That it notes the Administration has undertaken and continues to address the petitioners concerns.**
 - 3. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**
-

1. PETITION DETAILS

Council has received a petition organised by Cam Stafford of Lenswood and signed by 294 signatories.

The Petition states:

We the undersigned petition the Council to take action to ensure the unsightly state of 1615 Lobethal Road is rectified and that any animals kept there be properly contained.

The petitioners add:

We feel the junk, unsightly, decrepit and derelict materials, equipment and untidy fencing, and the piles of building materials and steel are ugly and out of keeping with our community and the beauty of the area. We feel it will lower the perception of our community with tourists and has resulted in a serious reduction of business for the Lenswood Post Office and General Store and may result in its closure.

The regularly straying stock are a nuisance and menace to neighbours and when on public roads are a serious safety issue.

2. OFFICER'S RESPONSE – Melissa Bright, A/Director Development & Regulatory Services

➤ Relationship/relevance to Council services/activities/plans/strategies/resolutions

The property in question is in the centre of the Lenswood settlement and is highly visible from Lobethal Road, particularly when approaching from the eastern direction. It is apparent that the local community, generally speaking, is aggrieved with the presentation and condition of the property. The petition specifically uses the term "unsightly." It has been communicated to Council by community representatives that the matter is having an impact on community cohesion and morale and there are concerns for the impact on local tourism and horticulture.

Within its statutory remit, Council Administration has been working with the owner of the property for many years to improve the condition of the property and the livestock at 1615 Lobethal Road, Lenswood. Since 2018 Council has received more than 60 complaints relating to this property and each has been investigated. As a result of the investigations a number of notices and expiations have been issued and legal advice sought on all available options for Council and others to appropriately address the issues.

The legislative instruments available to Council's authorised officers are:

- *Planning, Development and Infrastructure Act 2016*
- *Local Nuisance & Litter Control Act 2016*
- *Impounding Act 1920*
- *Road Traffic Act 1961*
- *Public Health Act 2011*
- *Local Government Act 1999*

The status of Council's actions under each of these legislation is outlined in more detail in the 22 February 2022 meeting response to a Question on Motion. Council will be considering a confidential Motion on Notice later in the meeting.

It is important to note that the Council's powers in relation to this matter are generally limited to addressing the extremes of behaviour under each legislative provision. The Council does not have the general power to require a property owner to present their property in a way which meets the expectations of other community members.

In addition Council has sought support and review from SA Police, Environment Protection Agency, Landscape SA Hills and Fleurieu and RSPCA. Those agencies, too, are limited in their ability to act by the scope of the legislation under which they operate.

Council staff met with two representatives of the Lenswood community (Campbell Stafford and Irene Filsell), following their deputation to the Council at the March 2022 Council Meeting. Actions taken by Council under the abovementioned legislation were discussed, as were other options available to the community to address the impact that the matter is having on the town. These include the community coming together to look at ways of 'lifting' the overall appearance and feel of the settlement and perhaps provide an alternative focus for community members and visitors. Council may be in a position to provide some support to the community in doing this and the work of the community could lead to a range of improvements that could be implemented in partnership with Council.

Ultimately, the community's expectations on the way the specific property is presented may not be able to be met by powers available to the Council and other statutory authorities. Thus, while Council's Administration will continue to apply the applicable statutory powers in line with the Council's Enforcement Policy, it is recommended that other options also be explored to mitigate the detrimental impacts on the local community and economy.

➤ **Options¹**

Council has the following options in relation to the matter(s) raised in the petition:

- I. Council receives and notes the petition (Recommended)
- II. Council notes that the Administration has undertaken and continues to address the petitioners' concerns (Recommended).
- III. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter (Recommended).
- IV. Council undertakes an alternative course of action (Not recommended).

¹ Any potential motion arising from the receipt of a petition is a Motion Without Notice and Council has resolved for restrictions on the scope on these types of motions as per clause 3.18 of the *Code of Practice for Council Meeting Procedures*.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

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| Item: | 8.1.2 |
| Responsible Officer: | Natalie Westover Manager Property Services Corporate Services |
| Subject: | Petition regarding the Randell's Workmen's Cottages, 1 Beavis Court, Gumeracha |
| For: | Decision |

SUMMARY

A petition has been received with 59 signatories stating:

"We the undersigned residents of the Adelaide Hills Council, petition the Adelaide Hills Council to retain ownership and cease actions to dispose of or lease the buildings known in Beavis Crt Randell's Cottages. Considers this petition with CEO's report to Council authorised by resolution no 2/22 date 25th January 2022".

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 59 signatories requesting Council to retain Randell's Cottages be received and noted.**
 - 2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**
-

1. PETITION DETAILS

Council has received a petition organised by Joanne Foster of Gumeracha and signed by 59 signatories.

The Petition states:

"We the undersigned residents of the Adelaide Hills Council, petition the Adelaide Hills Council to retain ownership and ceases actions to dispose of or lease the buildings known in Beavis Crt Randell's Cottages. Considers this petition with CEO's report to Council authorised by resolution no 2/22 date 25th January 2022".

2. OFFICER'S RESPONSE – Natalie Westover, Manager Property Services

➤ **Relationship/relevance to Council services/activities/plans/strategies/resolutions**

The Council resolved the following on 26 March 2019:

12.7 Randell's Cottages, Beavis Court, Gumeracha

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

77/19

1. That the report be received and noted
2. 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 know as Randell's Cottages being supported.
3. That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division.
4. 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.
5. That the CEO be delegated to prepare the necessary documentation to undertake the EOI.
6. That a report be presented to Council following the EOI detailing the results of that process and providing further options.

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| Carried Unanimously |
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In accordance with the above resolution preliminary investigations were undertaken. However, the introduction of the new planning system in 2019 and the review of the Environmental Food Protection Area in 2021 delayed any progression of those investigations.

As a response to a Motion on Notice, the Council resolved the following on 25 January 2022:

11. MOTIONS ON NOTICE

11.1 Randell's Cottages, Gumeracha

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

2/22

I move that the CEO provides a report to the April council meeting on options for the future of Randell's Workmen's Cottages, Beavis Court, Gumeracha. Such options to include separation of the cottage land from the reserve, Council's current investment in the preservation of the buildings and possible end use.

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| Carried Unanimously |
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A response to the above Motion on Notice with options for consideration is being presented to Council at this meeting under a separate report. The principal signatory will be advised of the Council's resolution in relation to that matter, in addition to the receiving and noting of the petition.

➤ **Options¹**

Council has the following options in relation to the matter(s) raised in the petition:

- I. Receive and note the petition (Recommended)
- II. Resolve to undertaken an alternate path. However, this is not recommended as the matter is being considered by Council in a separate report at the same meeting (Not Recommended)

¹ Any potential motion arising from the receipt of a petition is a Motion Without Notice and Council has resolved for restrictions on the scope on these types of motions as per clause 3.18 of the *Code of Practice for Council Meeting Procedures*.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Chris Grant

Subject: Property Lobethal Road, Lenswood

1. Property Lobethal Road, Lenswood – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Acting Chief Executive Officer, David Waters
- Director Corporate Services, Terry Crackett
- Acting/Director Development & Regulatory Services, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Corporate Planning & Performance Coordinator, Kira-marie Laverty
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Property Lobethal Road, Lenswood) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

- Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person;
- Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would waive privilege to legal advice received by the Council; and
- Section 90(3)(i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council believes on reasonable grounds will take place, involving the council.

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

6. **Property Lobethal Road Lenswood – Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 11.1 in confidence under sections 90(2) and 90(3)(a), (h) and (i) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

| Item | Duration of Confidentiality NB: Item to be reviewed every 12 months if not released |
|---|--|
| Report | Two year term |
| Related Attachments | Two year term |
| Minutes | NIL |
| Other (presentation, documents, or similar) | NIL |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Letter to Premier re: Emergency Department Gumeracha District Soldiers Memorial Hospital

1. MOTION

1. The Mayor writes to the Premier the Hon Peter Malinauskas outlining previous representations made by the Council in respect to reinstatement of the Emergency Department at the Gumeracha District Soldiers Memorial Hospital and requesting that his newly elected government commit to reopening the facility at the earliest opportunity.
2. Copies of the representation be provided to the Member for Mayo and the Member for Schubert

2. BACKGROUND

Following a presentation to the Council on 28 September 2021 by Dr Geoff Symonds, Gumeracha Medical Practice, Council resolved:

11.2 Rural Doctors

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

200/21

1. That the Council writes to the Hon the Premier requesting that the South Australian Government takes all actions possible (and advises Council and its Community precisely what those actions will be) to ensure that rural and regional communities can attract and retain doctors and other health professionals.
2. Copies of the correspondence to be forwarded to the Federal Member for Mayo, Rebekha Sharkie, the Member for Morialta, the Hon John Gardner, the Member for Schubert, Stephan Knoll, and the Leader of the Opposition, Peter Malinauskas.

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| Carried Unanimously |
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On 15 October 2021, the Mayor wrote to the then Premier, and on 8 November 2021, the Hon Stephen Wade responded on behalf of the Government. Of note was the fact that:

- The Minister had written to the Hon David Gillespie MP, Commonwealth Minister for Regional Development requesting a reclassification for Gumeracha DSM Hospital.
- The Barossa, Hills and Fleurieu Local Health Network would be working closely with the GPs to ensure that a successful and sustainable model of care can be agreed upon.

I understand that while the Federal Minister is actively considering the request there is no commitment to funding as yet. The election called for 21 May 2022 may also affect the timing for reaching a decision.

The election was easily won by the Labor Party. There has been much analysis as to why the Opposition was elected to Government. There is general consensus that a contributing factor was the Opposition's health policy was more acceptable to the constituents than that of the Government.

There has been wide press coverage about promised investment in health services in the Hills region (predominantly in the Mount Barker area).

I understand that the state budget will be introduced into Parliament in early June. It is now the appropriate time to request the new Premier of the need to secure funding for adequate emergency services at the Gumeracha DSM Hospital.

3. OFFICER'S RESPONSE – David Waters, Director Community Capacity

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal | Community Wellbeing |
| Objective C4 | An active, healthy, thriving and resilient community |
| Priority 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 |

The Southern & Hills LGA Regional Public Health Plan 2015 (p.11) refers to evidence that “the demand for GPs, medical centres and allied and specialist health services across the region is greater than supply”. Action 14.1 in the Adelaide Hills Council Public Health Action Plan (contained within the Southern & Hills LGA Regional Public Health Plan 2015) involves supporting the region to “advocate for State and Federal Government funding and involvement in responding to health related social issues in the region” (p.38).

➤ Legal Implications

Not applicable.

➤ **Risk Management Implications**

Advocating on behalf of the residents and GP workforce of Gumeracha and Mount Pleasant communities may assist in mitigating the risk of:

Failure to advocate for State and Federal Government support in responding to a health related community issue, leading to reputational risks for, and loss of confidence in Council to perform its advocacy role in public health issues.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Medium (2C) | Low (1D) | Low (1D) |

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

➤ **Financial and Resource Implications**

Negligible.

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

Advocating for more State and Federal GP workforce incentives on behalf of Gumeracha and Mount Pleasant communities has the potential to increase the level of trust and confidence in Council's advocacy role in local public health issues.

➤ **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.

External Agencies: Not applicable.

Community: Not applicable.

It should be noted that while no formal engagement has been carried out in relation to this specific motion on notice, Council's Administration is aware of generally community sentiment around the desire for the emergency department to be reopened.

4. ANALYSIS

The background to this matter provided by the mover (Cr Herrmann) provides a good summary of the matter. For completeness, the motion and staff response from September 2021 is included in **Appendix 1**, the subsequent letter from the Mayor to the then Premier is contained in **Appendix 2** and the response from the then Minister for Health is contained in **Appendix 3**.

The motion as submitted can be readily carried out should Council resolve that way.

5. APPENDICES

1. MON and Manager Community Development Report dated 28 September 2021 to Council
2. Letter dated 15 October 2021 to the former Premier, the Hon. Stephen Marshall
3. Letter dated 8 November 2021 from the former Minister for Health, the Hon. Stephen Wade

Appendix 1

28 September 2021 MON to Council

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 September 2021
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Rural Doctors

1. MOTION

I move that the Council writes to the Hon the Premier requesting that the South Australian Government takes all actions possible to ensure that rural and regional communities can attract and retain doctors and other health professionals; copies of correspondence to be forwarded to the Member for Mayo, Rebekha Sharkie, the Member for Morialta, the Hon John Gardner and the Member for Schubert Stephan Knoll.

2. BACKGROUND

Local health services rely heavily on the availability and retention of local doctors and other health professionals. Regional communities across the state continue to face challenges in attracting and retaining them.

In the Gumeracha district, there is concern among many that the difficulty in recruitment of local doctors in particular, has a flow on effect which may have contributed to the current temporary closure of the Accident and Emergency Department at the Gumeracha District Soldiers Memorial (DSM) Hospital.

I understand that the lack of doctors has resulted in the withdrawal of Accident and Emergency Services after hours at the Mount Pleasant Hospital.

Many General Practitioners (GPs) enquiring about employment in Gumeracha are discouraged by the lack of financial incentives to practice there because the Government classification model does not adequately reflect the reality of the town.

Gumeracha DSM Hospital is classified in the Federal Government's Monash Modified Model (MMM) as MM2. Concerns have been voiced that this model does not take in the practical realities of the town's location and resultant unintended disadvantages to attract a suitable workforce.

The line of demarcation, inter alia, does not seem to consider the work undertaken by the doctors in providing a 24 hour emergency service in conjunction with the Gumeracha DSM. The MM2 classification denies the Gumeracha Medical Practice from being eligible for the Commonwealth funded General Practice Rural Incentive Program. A change in the classification would allow the Medical Centre to become eligible under that Program.

I understand that the Australian Medical Association (South Australian Branch) has supported the proposal.

3. OFFICER'S RESPONSE – Rebecca Shepherd – Manager Community Development

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community

Priority 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

The Southern & Hills LGA Regional Public Health Plan 2015 (p.11) refers to evidence that “the demand for GPs, medical centres and allied and specialist health services across the region is greater than supply”. Action 14.1 in the Adelaide Hills Council Public Health Action Plan (contained within the Southern & Hills LGA Regional Public Health Plan 2015) involves supporting the region to “advocate for State and Federal Government funding and involvement in responding to health related social issues in the region” (p.38).

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

Advocating on behalf of the residents and GP workforce of Gumeracha and Mount Pleasant communities may assist in mitigating the risk of:

Failure to advocate for State and Federal Government support in responding to a health related community issue, leading to reputational risks for, and loss of confidence in Council to perform its advocacy role in public health issues.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Medium (2C) | Low (1D) | Low (1D) |

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

➤ Financial and Resource Implications

Potential impacts to the Administration for additional updates include:

- Community Development Team – drafting a letter to the Hon the Premier. Distribution and records management of official correspondence.

➤ Customer Service and Community/Cultural Implications

Advocating for more State and Federal GP workforce incentives on behalf of Gumeracha and Mount Pleasant communities has the potential to increase the level of trust and confidence in Council's advocacy role in local public health issues.

➤ **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: CEO
Acting Director Community Capacity
Acting Executive Manager Governance & Performance
Community and Social Planning Officer

External Agencies: Gumeracha District Soldiers Memorial Hospital

Community: Not Applicable.

4. ANALYSIS

Gumeracha District Soldiers Memorial Hospital (GDSMH) is under the management of the Barossa Hills Fleurieu Local Health Network (BHFLHN).

Since March 2020, the BHFLHN have at times closed its Accident and Emergency (A&E) service at GDSMH as a COVID measure because it is attached to an aged care facility at the Hospital (mitigating the risk of transmission of COVID-19 from A&E patients to aged care residents). However, despite the winding back of South Australian restrictions in early August 2021, the group of four GPs at Gumeracha Medical Practice who service the A&E department at GDSMH have been unable to reopen the A&E department due to difficulties attracting and retaining enough GPs to safely provide the A&E service.

The Practice's difficulties in attracting and retaining GPs has been attributed to the lack of Commonwealth funded incentives to practice in Gumeracha because of the town's inappropriate classification under the current Australian Government's classification system. In 2015, the Australian Government Department of Health introduced the Monash Modified Model (MMM) classification system to categorise metro, regional, rural and remote areas. There are 7 classification levels - MM1 - MM7. The higher the number, the more rural/remote the town is, and the more Commonwealth funded doctor incentives the town is eligible for to help attract and retain rural GPs. Under the MMM, Gumeracha has been classified as MM2, resulting in a loss of doctor incentives and supports that were previously available to Gumeracha under the prior classification system.

For example, the Australian Government's Workforce Incentive Program (Doctor Stream) is only available to MM3 to MM7 locations, meaning Gumeracha is ineligible.

A town's MMM classification is currently based on the Australian Statistical Geography Standard - Remoteness Areas (ASGS-RA), which uses Census data to divide Australia into five classes of remoteness. The MMM also uses a formula to measure remoteness in terms of access along the road network from populated localities to each of five categories of Service Centre based on population size. Areas classified as MM2, such as Gumeracha, are areas categorised ASGS-RA 2 and ASGS-RA 3 that are in, or within, 20km road distance of a town with a population greater than 50,000.

In October 2019, the Immediate Past President of the Australian Medical Association (South Australia), Dr Chris Hoy, wrote a letter to the Hon. Greg Hunt MP (**Appendix 1**), copied to Hon. Stephen Wade MP and Ms Rebekha Sharkie MP, in support of the Gumeracha Medical Practice's application for MMM reclassification. The letter makes a detailed case for why Gumeracha's current classification of MM2 is inappropriate given its isolated location, difficult road access and 37km distance to Adelaide, amongst other reasons, and argues that the MM2 classification threatens the practice and community of Gumeracha.

Dr Hoy's letter could be used to inform Council's letter to the Hon the Premier. Copies of correspondence could also be forwarded to the Federal Health Minister the Hon. Greg Hunt MP and South Australia's Minister for Health and Wellbeing the Hon. Stephen Wade MLC.

5. **APPENDIX**

- (1) Letter from Dr Chris Hoy to Minister Hunt - Re: Gumeracha Medical Practice application for Modified Monash Model reclassification

Appendix 1

Letter from Dr Chris Hoy to Minister Hunt

Appendix 2

15 October 2021 letter to former Premier Stephen Marshall

15 October 2021

Hon Steven Marshall MP
Premier of South Australia
GPO Box 2343
ADELAIDE SA 5001
Email: premier@sa.gov.au

Dear Premier

Attracting and retaining GPs in Gumeracha

Until recently, General Practitioners at the Gumeracha Medical Practice (GMP) have performed an essential role in servicing the Accident and Emergency (A&E) department at Gumeracha District Soldiers Memorial Hospital (GDSMH).

During the COVID-19 pandemic, I understand that the GDSMH, under the management of the Barossa Hills Fleurieu Local Health Network (BHFLHN), has at times closed its A&E department as a COVID precaution because it is attached to an aged care facility at the Hospital (mitigating the risk of transmission of COVID-19 from A&E patients to aged care residents). It has come to the Council's attention that despite the winding back of pandemic restrictions, the GPs at GMP have been unable to reopen the A&E department due to difficulties attracting and retaining enough GPs to safely provide the A&E service.

Following consideration of the matter at Council's meeting on 28 September 2021, the Council resolved:

That the Council writes to the Hon the Premier requesting that the South Australian Government takes all actions possible (and advises Council and its Community precisely what those actions will be) to ensure that rural and regional communities can attract and retain doctors and other health professionals.

The GMP's difficulties in attracting and retaining GPs have been attributed to the lack of Commonwealth funded incentives to practice in Gumeracha because of the town's inappropriate classification under the Australian Government's 2019 Monash Modified Model (MMM) classification.

Under the 2019 MMM classification, Gumeracha has been classified as MM2, resulting in a loss of GP incentives and supports that were previously available to Gumeracha under the prior classification system. For example, the Australian Government's Workforce Incentive Program (Doctor Stream) is only available to MM3 to MM7 locations, meaning Gumeracha is ineligible.

I am aware that a town's MMM classification is currently based on the Australian Statistical Geography Standard - Remoteness Areas (ASGS-RA), which uses Census data to divide Australia into five classes of remoteness, and that the MMM uses a formula to measure remoteness in terms of access along the road network from populated localities to each of five categories of Service Centre

based on population size. Areas classified as MM2, such as Gumeracha, are areas categorised ASGS-RA 2 and ASGS-RA 3 that are in, or within, 20km road distance of a town with a population greater than 50,000.

In October 2019, the Immediate Past President of the Australian Medical Association (South Australia), Dr Chris Hoy, wrote a letter to the federal health minister, Hon. Greg Hunt MP, copied to the state health minister, Hon. Stephen Wade MP and Ms Rebekha Sharkie MP, in support of the Gumeracha Medical Practice's application for MMM reclassification. The letter makes a detailed case for why Gumeracha's current classification of MM2 is inappropriate given its isolated location, difficult road access and 37km distance to Adelaide, amongst other reasons, and argues that the MM2 classification threatens the practice and community of Gumeracha.

Accordingly, and in line with my Council's resolution, I am writing to request that your Government take all possible steps to ensure that rural and regional communities, like Gumeracha, can attract and retain a sufficient health workforce needed to provide high-quality accident and emergency services.

Given Gumeracha's narrow and windy road access and 37km distance to Adelaide, as a first step, we suggest requesting the federal health minister to request reclassification of Gumeracha from MM2 to MM3 or higher so that the GMP can access vital incentives to recruit and retain the workforce needed to reopen and safely operate the A&E department at GDSMH.

Urgent action is required to enable the GPs in Gumeracha to resume the accident and emergency department at GDSMH so they can provide this vital service to our local community. I look forward to your response regarding this matter.

Yours sincerely



Dr Jan-Claire Wisdom
Mayor

Cc: Ms Rebekha Sharkie MP – Federal Member for Mayo
Hon John Gardner – Member for Morialta
Mr Stephan Knoll – Member for Schubert
Mr Peter Malinauskas MP – Leader of the Opposition

Appendix 3

*8 November 2021 letter from former Minister for Health,
Stephen Wade*



**Government
of South Australia**

Hon Stephen Wade MLC
Minister for Health and Wellbeing

MHW-H21-7542
PREM-fb248067

Dr Jan-Claire Wisdom
Mayor
Adelaide Hills Council
Email: mail@ahc.sa.gov.au

Dear Dr Wisdom

Thank you for your letter dated 15 October 2021, to Hon Steven Marshall MP, Premier, regarding the Gumeracha District Soldiers' Memorial Hospital. As this matter falls within my portfolio responsibilities, I have been asked to respond on the Premier's behalf.

Due to the COVID-19 pandemic, restrictions on entry to residential aged care facilities have been put in place, based on advice from the Australian Health Protection Principal Committee.

In line with these restrictions, some regional accident and emergency services with co-located aged care facilities, including at Gumeracha, have been intermittently closed to protect aged care residents from the risk of cross contamination of COVID-19.

I appreciate that the closure of the ED is disruptive, but the health and safety of our residents is our highest priority.

Community members can also access accident and emergency services at Mount Barker, Angaston and Modbury Hospitals.

The Modified Monash Model (MMM) is a Commonwealth Government managed scheme to identify region's rurality. Gumeracha is assigned a MMM classification of 2 rather than 1 due to its apparent closeness to the Modbury Hospital.

I appreciate that the route from Gumeracha to the Modbury Hospital is slow, windy and takes longer than expected, particularly at night.

Minister for Health and Wellbeing

Level 9, Citi Centre Building, 11 Hindmarsh Square, ADELAIDE SA 5000 | GPO Box 2555 ADELAIDE SA 5001 | DX 243
Tel 08 8463 6270 | Fax 08 8463 6277 | Email ministerforhealth@sa.gov.au



I have written to Hon David Gillespie MP, Commonwealth Minister for Regional Health, requesting a reclassification for Gumeracha due to the issues listed above.

The Gumeracha Medical Practice is currently experiencing staffing shortages and has indicated to BHFLHN that they would be unable to maintain the previous level of service to the Gumeracha Hospital while maintaining services to their General Practitioner (GP) practice patients.

Discussions regarding a Fee for Service agreement are continuing. I have appointed an independent facilitator to try to help to resolve the outstanding issues.

BHFLHN continues to work closely with the GPs to ensure that a successful and sustainable model of care can be agreed upon. Both are committed to having inpatient beds and to continue to provide palliative care and aged care services at the Gumeracha Hospital.

Thank you for writing about this important matter.

Yours sincerely



Stephen Wade

Minister for Health and Wellbeing

8 November 2021

cc: Hon Steven Marshall MP, Premier of South Australia

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the CEO

Subject: Gawler River Floodplain Management Authority (GRFMA) –
Draft 2022-23 Annual Business Plan

For: Decision

SUMMARY

The Gawler River Floodplain Management Authority (the Authority) is a regional subsidiary established under the *Local Government Act 1999* to co-ordinate the construction, operation and maintenance of flood mitigation infrastructure for the Gawler River and associated activities.

In accordance with the recently revised Charter for the Gawler River Floodplain Management Authority (the Authority), Council received correspondence from the Executive Officer of the Authority dated 22 February 2022 providing a copy of draft 2022-23 Annual Business Plan and Budget (refer to **Appendix 1**) and draft 2021-22 Annual Business Plan (refer to **Appendix 2**) seeking approval from Council for its annual contribution.

Under the GRFMA Charter, the Authority prepares an Annual Budget and Business Plan in consultation with its Constituent Councils.

The Draft 2022-23 Budget has been prepared to be consistent with the activities and circumstances referred to in the Annual Business Plan, and recommends a 6% decrease in operating expenses and a 12% increase in maintenance expenses.

Adelaide Hills Council contributes 16.66% of the operational costs with the proposed contribution for the 2022-23 Financial Year to be \$27,520 operating (a decrease of \$1,822 on 2021-22) and 1.73% of maintenance costs with the proposed contribution for the 2022-23 Financial Year to be \$1,647 operating (an increase of \$173 on 2021-22).

Consistent with its revised Charter, the Authority is seeking approval from all of the Constituent Councils in relation to their respective contributions no later than 31 May 2021 in preparation for the adoption of the GRFMA's 2022-23 Draft Budget by the Authority's Board.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2022-23 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$29,167 as set out in the draft 2022-23 Budget.

1. BACKGROUND

The Constituent Councils for the Authority are City of Playford, Adelaide Plains Council, Town of Gawler, The Barossa Council, Light Regional Council and the Adelaide Hills Council.

The Gawler River catchment is fed predominantly by the North and South Para Rivers and it is via the latter that AHC is an interest in the Authority.

Before the Authority adopts its Annual Budget, it requires approval from each of the Constituent Councils for their respective contributions for the year. Council's representatives on the GRFMA Board are Cr Malcolm Herrmann and Ashley Curtis with Cr Pauline Gill as the Deputy Board Member.

The draft 2022-23 GRFMA Annual Business Plan and Budget are contained at **Appendix 2**.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective 03 Our organisation is financially sustainable for both current and future generations

Priority 03.2 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

➤ Legal Implications

GRFMA is a Regional Subsidiary established under Section 43 and Schedule 2 of the *Local Government Act 1999*.

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

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

The Authority’s Charter states that the Authority must prepare an Annual Business Plan and Budget for the forthcoming financial year. Further the Charter states that the budget must be submitted in draft form to each Constituent Council before 31 March for approval of its contribution for the following financial year.

➤ **Risk Management Implications**

Review the Business Plan and approving the AHC contribution to the Authority will assist in mitigating the risk of:

Failure to approve the AHC contribution to GRFMA leading to reduced ability of the Authority to discharge its role as set out in the GRFMA Charter.

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

➤ **Financial and Resource Implications**

As per the GRFMA Charter, the Constituent Councils are being asked to review the Business Plan and to approve their contribution but not approve the GRFMA Budget.

The GRFMA’s Board will review and approve the Draft Budget after receiving advice from each of the Constituent Councils. This will be done at the forthcoming Board meeting.

The GRFMA’s key sources of revenue are the contributions from the Constituent Councils for both administration and maintenance.

Contributions for operational costs are shared at a rate of 16.66% between the Constituent Councils. Maintenance costs vary as per the table below.

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

The contributions for each Constituent Council are shown below including a comparison of the 2021-22 approved contributions and the proposed 2022-23 proposed contributions.

| Council | 2021/22 | 2021/22 | 2021/22 | 2022/23 | 2022/23 | 2022/23 |
|--------------------------------|-----------------|---------|------------------|-------------|---------|------------------|
| | Operatio nal | Maint | Total | Operational | Maint | TOTAL |
| Adelaide Plains Council | 29,342 | 24,623 | \$53,965 | 27,520 | 27,513 | \$55,033 |
| Adelaide Hills Council | 29,342 | 1,474 | \$30,816 | 27,520 | 1,647 | \$29,167 |
| The Barossa Council | 29,342 | 7,387 | \$36,729 | 27,520 | 8,254 | \$35,774 |
| Town of Gawler | 29,342 | 14,774 | \$44,116 | 27,520 | 16,508 | \$44,028 |
| Light Regional Council | 29,342 | 7,387 | \$36,729 | 27,520 | 8,254 | \$35,774 |
| City of Playford | 29,342 | 29,556 | \$58,898 | 27,520 | 33,025 | \$60,545 |
| Total | \$176,052 | 85,200 | \$261,252 | 165,120 | 95,200 | \$260,320 |

As can be seen, Adelaide Hills Council contributes 16.66% of the operational costs with the proposed contribution for the 2022-23 Financial Year to be \$27,520 operating (a decrease of \$1,822 on 2021-22) and 1.73% of maintenance costs with the proposed contribution for the 2022-23 Financial Year to be \$1,647 operating (an increase of \$173 on 2021-22).

Note that the reviewed annual depreciation amount of \$321,163 remains unfunded and the GRFMA Board has determined that this position will remain pending development of an Asset Management Plan.

Constituent council contributions for 2022-23 total \$260,320 which is similar to the quantum adopted (\$261,252) in the 2021-22 financial year (i.e. no increase to the overall budget income and expenditure for 2022-23).

A net Operating Loss of (\$321,163) is forecast for 2022-23. This is the amount of unfunded depreciation.

The Council's draft 2022-23 ABP & Budget, can accommodate the proposed contributions (operational and maintenance) and no adjustment is necessary.

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

Not applicable

➤ **Sustainability Implications**

It is considered that the flood mitigation works undertaken by the GRFMA to date, as well as those proposed in the future, address environmental and social sustainability issues for those businesses and residents within the lower Gawler River floodplain.

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

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Manager Financial Services

External Agencies: The draft GRFMA Annual Business Plan and Budget was considered by the GRFMA Board at its meeting of 17 February 2022.

Community: Not Applicable

Key Activities for 2022-23

Key activities for 2021-22 are outlined in the GRFMA letter (refer to **Appendix 1**). The GRFMA Executive Officer will be attending the 26 April 2022 Council meeting and will be highlighting this key activities with his presentation on the draft 2022-23 Annual Business Plan.

3. OPTIONS

Council has the following options:

- I. Approve the Council's total contribution of \$29,167 as contained in the draft 2022-23 GRFMA Budget (Recommended).
- II. Not approve the Council's contribution \$29,167 as contained in the draft 2022-23 GRFMA Budget (Not Recommended). If the proposed contribution is not endorsed, the GRFMA Board will need to reconsider the contributions and therefore potentially the ABP and Budget.

4. APPENDICES

- (1) *GRFMA Letter – 22 February 2022*
- (2) *GRFMA draft 2022-23 Annual Business Plan*

Appendix 1

GRFMA Letter – 22 February 2022

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

Andrew Aitken
Chief Executive Officer
Adelaide Hills Council
28 Onkaparinga Valley Road
Woodside SA 5244
By email mail@ahc.sa.gov.au

22/2/2022

Dear Andrew,

Draft 2022/2023 GRFMA Annual Business Plan and Draft Budget.

I am writing seeking Councils consideration of the draft 2022/2023 GRFMA Annual Business Plan and Draft Budget.

The GRFMA Charter provides the Authority must prepare an Annual Business Plan and Budget for the forthcoming financial year.

The Charter also now provides requirement for establishment of a Strategic Plan, Long-Term Financial Plan and Asset Management Plan. The GRFMA Board is in the process of completing the new GRFMA Strategic Plan (pending feedback from Constituent Councils) and will shortly commence compilation of the Long Term Financial Plan and Asset Management Plan.

Prior to setting the draft budget each year the Authority must review its Annual Business Plan in conjunction with the constituent councils.

The annual Budget must be consistent with and account for activities and circumstances referred to in the Authority's Business Plan and must be submitted in *draft form to each constituent council before 31 March* for approval.

The draft Annual Business Plan and Budget have now been considered at the 7/02/2022 GRFMA Audit Committee Meeting and the 17/02/2022 GRFMA Meeting.

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

GRFMA Annual Business Plan

Key elements contained in the 2022/2023 draft Annual Business Plan identify:

- Finalise preparation of the Gawler River Stormwater Management Plan. The Gawler River Stormwater Management Plan will be the key document to assist in determining physical and other works required to reduce the risks and impacts of flooding
- Review, with Constituent Councils and stakeholders, design standards for infrastructure works including costs and benefits. The default policy position of the Authority has been for a 1 in 100 year design standard. Reviewing that policy position through consideration of the costs and benefits of various design standard scenarios will assist in identifying appropriate standards.
- In conjunction with the Constituent Councils, develop and implement a schedule of flood mitigation infrastructure works for the Gawler River referencing the Gawler River Stormwater Management Plan. A schedule of works will enable the Authority and Constituent Councils to plan for implementation of the projects and seek funding from the State and Federal Governments.
- Working with the Constituent Councils, develop a framework to clearly articulate the respective roles and responsibilities of the Authority and the Councils and suitable partnering arrangements to maintain a low cost base for the Authority. Identification of partnering opportunities within the capacities of the Councils (e.g., in relation to monitoring information about climate change and climate change policy, and water policy) in delivering the functions, operations and project management required of the Authority would help to keep the Authority's administrative costs low.
- Continue to advocate for improved governance and funding arrangements for flood avoidance, resilience, and mitigation in South Australia. With front line experience the Authority is well positioned to develop a narrative about changes that are required to improve governance and funding arrangements for flood avoidance and mitigation.
- The Authority will continue to work with the Department for Environment and Water, in consultation with Constituent Councils, on implementation and funding arrangements for the State Government funded Gawler River Flood Mitigation Program.
- Assist the Constituent Councils in communicating with general communities and specific interest groups in relation to flood mitigation for the Gawler River. Communication with communities is likely to be a joint activity between the Constituent Councils and the Authority. This to include, subject to success of the submitted funding application, implementation of the the Gawler River Flood Disaster Mitigation Program, Community Flood Resilience Project Plan. The 3 year program seeks to provide information, tools, and assistance for the community to learn about flood risk, be aware of what they can do, know how to receive flood warnings, and be prepared to act in the event of a flood
- Implement the agreed outcomes from Charter Review 2 which was finalised in 2020. The second stage of reviewing the Authority's Charter was completed late in 2020. Implementation of agreed outcomes from the review will finalise that process.
- Develop fit for purpose risk management, asset management, and long term financial plans. The Charter requires these plans to be prepared and adopted. All three Plans will assist the Board in decision making and show that risk, asset management, and long term financial planning are being addressed.
- Maintenance and operations of the scheme during 2022 to 2023 will include: Implementation of requirements of the reviewed Operation and Maintenance Manual.

See attached for a copy of the 2022/2023 draft Annual Business Plan.

Draft Budget

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

Revenue

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

Charter Review 2

The GRFMA has been undertaking review of its charter and is currently consulting on possible funding model principles that constituent councils might utilise in exercise of clause 11.1 and 11.7 of the GRFMA Charter

11.1 The contributions of the Constituent Councils shall be based on the percentage shares for capital works, maintenance of assets of the Authority and operational costs of the Authority in accordance with Schedule 1.14 Where the capital and/or maintenance cost exceeds \$1 Million in any given year, Clause 11.7 shall apply

11.7 The Authority may enter into separate funding arrangements with Constituent Councils and with any State or Federal Government or their agencies in respect of any project undertaken or to be undertaken by or on behalf of the Authority

The proposed funding model principles will not apply to the existing funding contributions required pursuant to clause 11.1

Expenditure

Expenditure is principally budgeted on estimated costs of Executive Management and administrative and governance requirements of the Authority according to its charter. Other costs are incurred with maintenance of the Bruce Eastick North Para River Flood Mitigation Dam site and access. Historically the most material expenditure has been incurred via consultancies to pursue outcomes envisaged in the Gawler River Mark 2 flood mitigation strategies and capital works associated with Dam infrastructure repairs.

Operational Contributions

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

Provision has been made for:

- Establishment of Asset Management planning and long term financial maintenance capacity (\$32,000 Gawler River Mk2 - Consultancies)
- Provision for feasibility or initial design studies of priority flood mitigation proposals resulting from the completed SMP.(\$40,000)
- Provision for two registrations, travel and accommodation to the 2022 Flood Management Australia conference(\$4,000 Administration- travel and accommodation)

- Continuation of external administrative support and external accountancy for model financial statement requirements. (\$6,000 Administration - other)

Budget Outcome Operational

- Administration of the GRFMA \$ 93,720 minus interest income \$600 = 93,120
- Gawler River Scheme Mk2 - Consultancies \$ 82,000
 - Establishment of Asset Management planning and long term financial maintenance capacity (\$32,000)
 - Feasibility or initial design studies from SMP (\$40,000)

Total Operation cost \$165,120 (= Member Subscriptions)

Maintenance Contributions

Maintenance contributions are calculated from the costs reflective of capital works or maintenance works for the Bruce Eastick Flood Mitigation Dam and any approved Gawler River Scheme Mark 2 capital works.

GRFMA resolution 21/98 provides

That the GRFMA allocates up to \$100,000 from current GRFMA reserve funds as its contribution to the design development of Project 3 and 4.

The final cash contribution amount to be based on an actual scope of works being provided (with cost estimate) to enable a fair and equitable funding split between all government agencies and GRFMA Councils;

No provision has been made in the 2022/2023 draft Budget for this expenditure on the principle funds, when authorised by GRFMA, will be sourced from cash reserves at the relevant time.

Maintenance and operations

Maintenance and operations of the scheme during 2022 to 2023 will include:

- Continuation of the revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam (\$5,000 Maintenance Flood Mitigation Scheme Property Mtce)
- General asset repair cost contingency (\$10,000 Maintenance Flood Mitigation Scheme Property Mtce)
- Scheduled inspections and environmental management of land associated with the Dam location will be undertaken in accordance with ANCOLD recommendations. Principality Routine (monthly), Intermediate(annually).(Administration - Absorbed in Executive Officer contract costs). The next Comprehensive inspection which will be contract costs and due 2022/2023 (every 5 years). (\$10,000)
- Rates and levies, ESL (\$200 Rates and levies)
- Cash Advance Debenture repayments Principle and Interest.(\$70,000)

Depreciation of Assets

URS Australia Pty Ltd, Dam Designers, have previously advised that a concrete RCC dam wall (as per the Bruce Eastick North Para Flood Mitigation Dam) can be expected to have a life of 80 years after completion. On that basis the Bruce Eastick North Para Flood Mitigation Dam wall has been depreciated at the rate of 1.25% annually.

Following a revaluation review (2019) of the Bruce Eastick North Para Flood Mitigation Dam depreciation costs for the dam are calculated as \$ 321,163 pa and are not currently funded in the GRFMA budget process.

The Board has undertaken extensive discussion on this matter and resolved the current policy lay on the table pending development of an Asset Management Plan for the Dam.

The net equity share (of annual depreciation costs) of each constituent council is subsequently reflected in the (Financial Statements) Schedule of constituent councils interest in net assets as at 30 June each year prepared to meet the requirements of clause 15.5 of the GRFMA charter.

Budget Outcome

- Maintenance Flood Mitigation Scheme \$25,200
 - Maintenance and inspection \$20,000
 - Rates and levies \$200
- Other expenses \$70,000
 - Interest (finance repayments) Dam repairs - Lower Level Outlet Pipe and Stilling Basin
- Depreciation \$321,163 - unfunded

Total Maintenance costs \$ 95,200 (= Council Subscriptions)

Summary

The 2022/2023 draft Budget has been prepared based on comparison with 2021/2022 Budget figures and consideration of other income and cost movements. A 2% escalator has been applied for 2022/2023 operational costs.

Constituent council contributions for 2022/2023 total \$260,320 which is similar to the quantum adopted (\$261,252) in the 2021/2022 financial year. ie no increase to the overall budget income and expenditure for 2022/2023.

A net Operating Loss of (\$321,163) is forecast for 2022/2023. This is the amount of unfunded depreciation.

See below Table 1 - Constituent Council Shares proposed as per draft 2022/2023 GRFMA Budget and Table 2 Constituent Council funding percentage for costs.

See separate attachment for copy of:

- Details of the GRFMA Budget functions which identifies the current 2021/2022 Budget BR2 (in MYOB format) against Year to Date (31/1/2021) income and expenditure and also the 2022/2023Draft Budget income and expenditure proposals:and
- GRFMA 2022/2023 budgeted financial statements presented, in a manner consistent with the Model Financial Statements, pursuant to section 123(10)(b) of the Local Government Act 1999.

Table 1 Constituent Council Shares proposed as per draft 2022/2023 GRFMA Budget - Refer 1.1 Member Subscriptions \$165,120 and 2.1 Member Subscriptions \$95,200

| Council | 2021/22 Operatio nal | 2021/22 Maint | 2021/22 Total | 2022/23 Operational | 2022/23 Maint | 2022/23 TOTAL |
|--------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------|--------------------------|--------------------------|
| Adelaide Plains Council | 29,342 | 24,623 | \$53,965 | 27,520 | 27,513 | \$55,033 |
| Adelaide Hills Council | 29,342 | 1,474 | \$30,816 | 27,520 | 1,647 | \$29,167 |
| The Barossa Council | 29,342 | 7,387 | \$36,729 | 27,520 | 8,254 | \$35,774 |
| Town of Gawler | 29,342 | 14,774 | \$44,116 | 27,520 | 16,508 | \$44,028 |
| Light Regional Council | 29,342 | 7,387 | \$36,729 | 27,520 | 8,254 | \$35,774 |
| City of Playford | 29,342 | 29,556 | \$58,898 | 27,520 | 33,025 | \$60,545 |
| Total | \$176,052 | 85,200 | \$261,252 | 165,120 | 95,200 | \$260,320 |

Table 2

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

I would be pleased if this matter could be included in the next available Council Meeting Agenda and subsequent indication of Councils approval or otherwise of the draft 2022/2023 GRFMA Annual Business Plan and Draft Budget being provided to davidehitchcock@bigpond.com by 31 May 2022.

Yours Sincerely



David Hitchcock Executive Officer

Appendix 2

GRFMA draft 2022-23 Annual Business Plan



GRFMA ANNUAL BUSINESS PLAN

2022-2023

Gawler River Floodplain Management Authority

Constituent Councils:

Adelaide Hills Council

Adelaide Plains Council

The Barossa Council

Town of Gawler

Light Regional Council

City of Playford

Gawler



Business Plan 2022-2023

Gawler River Floodplain Management Authority (GRFMA)

The Gawler River

The Gawler River is formed by the confluence of the North Para and South Para in the town of Gawler and is located in the Adelaide Plains district of South Australia. The district surrounding the river produces cereal crops and sheep for both meat and wool, as well as market gardens, almond orchards and vineyards. The farm gate output of the Gawler River floodplain horticultural areas is estimated to be at least \$355 million.

History

The river is subject to periodic flood events.



Desirable Levels of Protection Cost of Flooding

| Flood Frequency (ARI) | Estimated Damages |
|--------------------------|-------------------|
| 1 in 10 | \$15m |
| 1 in 20 | \$24m |
| 1 in 50 | \$102m |
| 1 in 100 | \$182m |
| 1 in 200 | \$212m |
| Average Annual Damage | \$7.40m |
| Present Value of Damages | \$109m |

Properties at Risk

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

Purpose of the GRFMA

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

The Authority has been established for the following purposes:

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

Numerous factors have a significant influence on the operations of the Authority.

These include:

- Arrangements for managing stormwater in South Australia are very complicated, reflecting incremental changes over time in legislation, guidelines, structures, and funding arrangements.

For the Authority, specific concerns are:

- There is no clear definition of the responsibilities of levels of government for managing stormwater.
- Floodplain management is not well recognised in the current framework for stormwater management.
- Responsibilities for different aspects of managing the Gawler River sit with various (mostly SA Government) agencies, yet there is no overarching structure, body, or plan to ensure an integrated approach to managing it.
- Most of the Gawler River is located on private land (a common situation in South Australia) which restricts the ability of the Authority (and other bodies) to carry out its functions.
- Most flood management initiatives within the Gawler River catchment and floodplain are beyond the capacity of Constituent Councils to fund and State and Federal Government engagement and funding support will be required before any such initiatives are to be realised.

- The effects of flooding on intensive food production and residential properties on the Northern Adelaide Plains.
- Impacts of climate change on the timing, frequency, and volumes of flows into the River.
- Changes in stormwater flows and the risks of flooding associated with new residential development in the Gawler River catchment.
- The level of community understanding of the risks of flooding within the entire catchment and how individuals can reduce the risks.
- Signs of growing interest in the concept of water cycle management with greater integration of different aspects of water management, including stormwater and floodwater.
- Differences in perspectives and priorities between upstream and downstream Constituent Councils in relation to beneficiaries, funding arrangements, and priorities.
- The limited resource base of the Authority, which is supplemented on an ad-hoc basis through partnering with Constituent Councils.

Governance

The Authority is governed by the Board of management. The Board comprises of:

- One independent person, who is not an officer, employee or elected member of a Constituent Council, to be appointed as the Chairperson of the Board of Management of the GRFMA for a term of two years.
- Two persons appointed from each of the six Constituent Councils (12 members in total). Council appointees comprise of the Council CEO, or delegate and one Elected Member.
- Deputy Board members as appointed by each Constituent Council.

The Board

The Members of the Board are:

| Council | Board Members | Deputy Board Members |
|---|---|----------------------------------|
| Chairperson and Independent Member | Mr Ian Baldwin | |
| Adelaide Hills Council | Cr Malcolm Herrmann Mr Ashley Curtis | Cr Pauline Gill |
| Adelaide Plains Council | Cr Terry-Anne Keen Mr James Miller | Cr John Lush Ms Sheree Schenk |
| The Barossa Council | Mayor Bim Lange Mr Gary Mavrinac | Cr Russell Johnstone |
| Town of Gawler | Cr Paul Koch Mr Sam Dilena | Cr Kelvin Goldstone |
| Light Regional Council | Cr William Close Mr Brian Carr | Mr Andrew Philpott |
| City of Playford | Cr Peter Rentoulis Mr Greg Pattinson | Cr Clinton Marsh |

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

The Members of the Panel are:

- Mr Ian Baldwin, Independent Chair
- Ms Ingrid Franssen, Manager Flood Management, DEWN
- (vacant), SA Water
- Mr Matt Elding, The Barossa Council
- Mr Braden Austin, Playford Council
- Mr David Hitchcock, Executive Officer

An Audit Committee has been appointed to review:

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

The Members of the Audit Committee are:

- Mr Peter Brass, Independent Member and Chair
- Cr Malcolm Herrmann, Adelaide Hills Council
- Mr Greg Pattinson, City of Playford

A suite of Policies have been adopted to provide management guidelines for the day-to-day business of the GRFMA. The policies are currently being reviewed in accordance with the established two year periodical review process.

Policies include

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



Further work is being undertaken to establish and adopt appropriate further policy documents as required (Public Interest Disclose, Fraud and Corruption Prevention etc).

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

Dean Newbery and Partners have been appointed as the external auditor until 2023/24.

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

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

Cost of Operations

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

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

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

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

Constituent Council Shares for Contributions

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

In accordance with the recently revised charter the Authority is now working to finalise the foundation Strategic Plan which is at final draft stage and currently under consultation with constituent councils.

The draft Plan is arranged under three themes, each with its own objective, related to the outcomes to be pursued.

Theme 1: Design, build, and maintain physical flood mitigation infrastructure

Objective: To have in place an agreed extent of physical flood mitigation infrastructure that is fit for purpose and achieves the targetted levels of performance.

Theme 2: Develop and evolve key relationships

Objective: To maintain key relationships that are most important to the Authority achieving its purpose.

Theme 3: Ensure good governance and ongoing financial sustainability

Objective: To ensure that the Authority meets legislative requirements and contemporary standards of governance and is financially sustainable for the long term.

Priority Actions 2022/2023

Finalise preparation of the Gawler River Stormwater Management Plan.

The Gawler River Stormwater Management Plan will be the key document to assist in determining physical and other works required to reduce the risks and impacts of flooding

Review, with Constituent Councils and stakeholders, design standards for infrastructure works including costs and benefits.

The default policy position of the Authority has been for a 1 in 100 year design standard. Reviewing that policy position through consideration of the costs and benefits of various design standard scenarios will assist in identifying appropriate standards.

In conjunction with the Constituent Councils, develop and implement a schedule of flood mitigation infrastructure works for the Gawler River referencing the Gawler River Stormwater Management Plan.

A schedule of works will enable the Authority and Constituent Councils to plan for implementation of the projects and seek funding from the State and Federal Governments.

Working with the Constituent Councils, develop a framework to clearly articulate the respective roles and responsibilities of the Authority and the Councils and suitable partnering arrangements to maintain a low cost base for the Authority.

Identification of partnering opportunities within the capacities of the Councils (e.g., in relation to monitoring information about climate change and climate change policy, and water policy) in delivering the functions, operations and project management required of the Authority would help to keep the Authority's administrative costs low.

Continue to advocate for improved governance and funding arrangements for flood avoidance, resilience, and mitigation in South Australia

With frontline experience the Authority is well positioned to develop a narrative about changes that are required to improve governance and funding arrangements for flood avoidance and mitigation.

The Authority will continue to work with the Department for Environment and Water, in consultation with constituent councils, on implementation and funding arrangements for the State Government funded Gawler River Flood Mitigation Program.

Assist the Constituent Councils in communicating with general communities and specific interest groups in relation to flood mitigation for the Gawler River.

Communication with communities is likely to be a joint activity between the Constituent Councils and the Authority. This to include, subject to funding, implementation of the the Gawler River Flood Disaster Mitigation Program, Community Flood Resilience Project Plan. The 3 year program seeks to provide information, tools, and assistance for the community to learn about flood risk, be aware of what they can do, know how to receive flood warnings, and be prepared to act in the event of a flood

Implement the agreed outcomes from Charter Review 2 which was finalised in 2020.

The second stage of reviewing the Authority's Charter was completed late in 2020. Implementation of agreed outcomes from the review will finalise that process.

Develop fit for purpose risk management, asset management, and long term financial plans.

The Charter requires these plans to be prepared and adopted. All three Plans will assist the Board in decision making and show that risk, asset management, and long term financial planning are being addressed.

Maintenance and operations of the scheme during 2022 to 2023 will include:

- Implementation of requirements of the reviewed Operation and Maintenance Manual.
- Continuation of the revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam.
- Scheduled inspections and environmental management of land associated with the Dam location will be undertaken in accordance with ANCOLD recommendations. Principality Routine (monthly), Intermediate (annually), Comprehensive (every 5 years due 2022/2023).
- Completion of identified repairs to the Bruce Eastick North Para Flood Mitigation Dam.



Gawler River Floodplain Management Authority

Budget - Functions & Items

2022 - 2023

| Code | 2021-2022 | | 2022-2023 | | |
|--|-----------------------|----------------|----------------|----------------|--|
| | Budget | YTD | Budget | | |
| REVENUE | | | | | |
| Administration of the GRFMA | | | | | |
| 1,1 | Member Subscriptions | 176,052 | 176,052 | 165,120 | |
| 1,3 | Interest LGFA | 600 | 828 | 600 | |
| 1,4 | Interest BankSA | | | | |
| 1,5 | Other | | | | |
| | Total | 176,652 | 176,880 | 165,720 | |
| Operations Flood Mitigation Scheme | | | | | |
| 2,1 | Member Subscriptions | 85,200 | 85,204 | 95,200 | |
| 2,3 | State Grant | 70,518 | 0 | | |
| 2,4 | Commonwealth Grant | 0 | | 0 | |
| 2,5 | Sale of Land | 0 | | 0 | |
| 2,6 | Other | 600,000 | 0 | 0 | |
| | Total | 755,718 | 85,204 | 95,200 | |
| Maintenance Flood Mitigation Scheme | | | | | |
| 3,1 | Council Subscriptions | | | | |
| 3,3 | Other | | | | |
| | Total | | | | |
| Capital Revenue Flood Mitigation Scheme | | | | | |
| 4,1 | Council Subscriptions | 0 | | 0 | |
| 4,3 | State Grant | 0 | | 0 | |
| 4,4 | Commonwealth Grant | 0 | | 0 | |
| 4,5 | Sale of land | 0 | | 0 | |
| 4,6 | Other | 0 | | 0 | |
| | Total | 0 | 0 | 0 | |
| TOTAL INCOME | | 932,370 | 262,084 | 260,920 | |

| EXPENDITURE | 2021-2022 | |
|-------------|-----------|-----|
| | Budget | YTD |

| 2022-2023 | |
|-----------|--|
| Budget | |

| |
|------------------------------------|
| Administration of the GRFMA |
|------------------------------------|

| | | | | | |
|------|----------------------------|---------------|---------------|---------------|--|
| 6,1 | Executive Officer Contract | 55,000 | 31,116 | 56,400 | |
| 6,2 | Advt, Print, Stat, Postage | 1,200 | 304 | 1,250 | |
| 6,3 | Travelling Expenses | 4,000 | 128 | 4,000 | |
| 6,4 | Insurance - PL & PI | 6,732 | 5,050 | 6,900 | |
| 6,41 | Audit Committee | 2,600 | 1,300 | 2,650 | |
| 6,5 | Audit Fees | 5,500 | 5,188 | 5,600 | |
| 6,6 | Bank Fees | 120 | 27 | 120 | |
| 6,7 | Legal Advice | 2,000 | 0 | 2,000 | |
| 6,8 | Honorarium Chairperson | 8,500 | 5,200 | 8,700 | |
| 6,9 | Other | 6,000 | 4,839 | 6,100 | |
| | Total | 91,652 | 53,152 | 93,720 | |

| |
|-----------------------------------|
| Gawler River Scheme Mark 2 |
|-----------------------------------|

| | | | | | |
|-----|----------------|----------------|---------------|---------------|--|
| 9,7 | Consultancies | 174,295 | 96,519 | 72,000 | |
| 9,8 | | | | 0 | |
| 9,9 | EO Supervision | | | 0 | |
| | Total | 174,295 | 96,519 | 72,000 | |

| |
|--|
| Maintenance Flood Mitigation Scheme |
|--|

| | | | | | |
|-------|-------------------------|----------------|--------------|----------------|--|
| 10,2 | Maintenance Contractors | 15,000 | 4,975 | 25,000 | |
| 10,3 | BENPFM Dam Maintenance | 600,000 | 1,950 | | |
| 10,31 | Rates - GST Free | 200 | 126 | 200 | |
| | Property Mtce | | 60 | | |
| 10,4 | Depreciation Dam | 321,163 | 0 | 321,163 | |
| | Total | 936,363 | 7,111 | 346,363 | |

| | | | | |
|------------------------------|---------------|----------|---------------|--|
| Other Expense Finance | 70,000 | 0 | 70,000 | |
|------------------------------|---------------|----------|---------------|--|

| | | | | |
|------------------------|------------------|----------------|------------------|--|
| ALL EXPENDITURE | 1,272,310 | 156,782 | \$582,083 | |
|------------------------|------------------|----------------|------------------|--|

| | | | | |
|------------------------|------------------|----------------|------------------|--|
| SURPLUS/DEFICIT | (339,940) | 105,302 | (321,163) | |
|------------------------|------------------|----------------|------------------|--|

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2022/2023**

UNIFORM PRESENTATION OF FINANCES

| 2021/2022 FULL YEAR REVISED ESTIMATE | | 2022/2023 DRAFT BUDGET |
|--|---|------------------------------|
| \$ | | \$ |
| 332,370 | Operating Revenues | 260,920 |
| <u>(612,810)</u> | less Operating Expenses | <u>(533,083)</u> |
| (280,440) | Operating Surplus / (Deficit) before Capital Amounts | (272,163) |
| | Less Net Outlays in Existing Assets | |
| 600,000 | Capital Expenditure on renewal and replacement of Existing Assets | - |
| (321,163) | less Depreciation, Amortisation and Impairment | (321,163) |
| <u>-</u> | less Proceeds from Sale of Replaced Assets | <u>-</u> |
| 278,837 | | (321,163) |
| | Less Net Outlays on New and Upgraded Assets | |
| - | Capital Expenditure on New and Upgraded Assets | - |
| - | less Amounts received specifically for New and Upgraded Assets | - |
| <u>-</u> | less Proceeds from Sale of Surplus Assets | <u>-</u> |
| - | | - |
| (559,277) | Net Lending / (Borrowing) for Financial Year | 49,000 |

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2022/2023**

STATEMENT OF COMPREHENSIVE INCOME

| 2021/2022 FULL YEAR REVISED ESTIMATE \$'000 | INCOME | 2022/2023 DRAFT BUDGET \$'000 |
|--|---|--|
| 261,252 | Subscriptions | 260,320 |
| 70,518 | Grants Subsidies and Contributions | - |
| 600 | Investment Income | 600 |
| - | Other | - |
| <hr/> | | <hr/> |
| 332,370 | TOTAL REVENUES | 260,920 |
| | EXPENSES | |
| 281,147 | Materials, Contracts and Other Expenses | 190,920 |
| 10,500 | Finance Costs | 21,000 |
| 321,163 | Depreciation, amortisation & impairment | 321,163 |
| <hr/> | | <hr/> |
| 612,810 | Total Expenses | 533,083 |
| (280,440) | OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS | (272,163) |
| - | Net gain (loss) on disposal or revaluation of assets | - |
| - | Amounts specifically for new or upgraded assets | - |
| - | Physical resources received free of charge | - |
| (280,440) | TOTAL COMPREHENSIVE INCOME | (272,163) |
| <hr/> <hr/> | | <hr/> <hr/> |

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2022/2023**

CASH FLOW STATEMENT

| 2021/2022 FULL YEAR REVISED ESTIMATE | | 2022/2023 DRAFT BUDGET |
|--|---|------------------------------|
| \$ | | \$ |
| Inflows (Outflows) | | Inflows (Outflows) |
| | CASHFLOWS FROM OPERATING ACTIVITIES | |
| | RECEIPTS | |
| 381,048 | Operating Receipts | 260,320 |
| 600 | Investment Receipts | 600 |
| | PAYMENTS | |
| (317,714) | Operating payments to suppliers & employees | (190,920) |
| (10,500) | Finance Payments | (21,000) |
| 53,434 | Net Cash provided by (or used in) Operating Activities | 49,000 |
| | CASH FLOWS FROM INVESTING ACTIVITIES | |
| | RECEIPTS | |
| - | Grants specifically for new or upgraded assets | - |
| 0 | Sale of Assets | 0 |
| | PAYMENTS | |
| - | Capital Expenditure on renewal/replacement of assets | - |
| (600,000) | Capital Expenditure on new/upgraded assets | - |
| (600,000) | Net Cash provided by (or used in) Investing Activities | - |
| | CASH FLOWS FROM FINANCING ACTIVITIES | |
| | RECEIPTS | |
| 600,000 | Proceeds from Borrowings | - |
| | PAYMENTS | |
| (59,500) | Repayment of Borrowings | (49,000) |
| 540,500 | NET CASH USED IN FINANCING ACTIVITIES | (49,000) |
| (6,066) | NET INCREASE (DECREASE) IN CASH HELD | - |
| 169,344 | CASH AT BEGINNING OF YEAR | 163,278 |
| 163,278 | CASH AT END OF YEAR | 163,278 |

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2022/2023**

BALANCE SHEET

| 2021/2022 FULL YEAR REVISED ESTIMATE | | 2022/2023 DRAFT BUDGET |
|---|---|---------------------------------------|
| | ASSETS | |
| | CURRENT ASSETS | |
| \$ | | \$ |
| 163,278 | Cash and cash equivalents | 163,278 |
| - | Trade & other receivables | - |
| - | Inventories | - |
| <u>163,278</u> | TOTAL CURRENT ASSETS | <u>163,278</u> |
| | NON-CURRENT ASSETS | |
| - | Financial Assets | - |
| 21,968,512 | Infrastructure, Property, Plant & Equipment | 21,647,349 |
| <u>21,968,512</u> | TOTAL NON-CURRENT ASSETS | <u>21,647,349</u> |
| <u>22,131,790</u> | TOTAL ASSETS | <u>21,810,627</u> |
| | LIABILITIES | |
| | CURRENT LIABILITIES | |
| - | Trade & Other Payables | - |
| - | Borrowings | - |
| - | Short-term Provisions | - |
| <u>-</u> | TOTAL CURRENT LIABILITIES | <u>-</u> |
| | NON-CURRENT LIABILITIES | |
| 540,500 | Long-term Borrowings | 491,500 |
| - | Long-term Provisions | - |
| <u>540,500</u> | TOTAL NON-CURRENT LIABILITIES | <u>491,500</u> |
| <u>540,500</u> | TOTAL LIABILITIES | <u>491,500</u> |
| <u>21,591,290</u> | NET ASSETS | <u>21,319,127</u> |
| | EQUITY | |
| 12,909,317 | Accumulated Surplus | 12,637,154 |
| 8,681,973 | Asset Revaluation | 8,681,973 |
| - | Other Reserves | - |
| <u>21,591,290</u> | TOTAL EQUITY | <u>21,319,127</u> |

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2022/2023**

STATEMENT OF CHANGES IN EQUITY

| 2021/2022 FULL YEAR REVISED ESTIMATE \$ | | 2022/2023 DRAFT BUDGET \$ |
|--|--|------------------------------------|
| | ACCUMULATED SURPLUS | |
| 13,189,757 | Balance at end of previous reporting period | 12,909,317 |
| (280,440) | Net Result for Year | (272,163) |
| 0 | Transfer From Reserves | 0 |
| 0 | Transfer To Reserves | 0 |
| <hr/> | | <hr/> |
| 12,909,317 | BALANCE AT END OF PERIOD | 12,637,154 |
| | ASSET REVALUATION RESERVE | |
| 8,681,973 | Balance at end of previous reporting period | 8,681,973 |
| 0.00 | Gain on revaluation of infrastructure, property, plant & equipment | 0.00 |
| 0.00 | Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment | 0.00 |
| <hr/> | | <hr/> |
| 8,681,973 | BALANCE AT END OF PERIOD | 8,681,973 |
| <hr/> | | <hr/> |
| 21,591,290 | TOTAL EQUITY AT END OF REPORTING PERIOD | 21,319,127 |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2022-23 Long Term Financial Plan for Adoption

For: Decision

SUMMARY

Council's proposed *2022-23 Long Term Financial Plan* (LTFP) has been developed in alignment with the two other strategic management plans required under s122 of the *Local Government Act 1999* (the Act) being the *Strategic Plan 2020-24 – A brighter future* and the *Infrastructure and Asset Management Plan 2021*. The LTFP is structured to demonstrate the proposed financial performance and position of the Council over a 10 year period. The assumptions and projections contained therein provide a financially sustainable position to support the achievement of Council's *Strategic Plan* and *Asset Management Plans*.

On 22 February 2022 a draft 2022-23 LTFP was endorsed for community consultation. The consultation subsequently took place between 2 March 2021 and 22 March 2022 and resulted in 24 responses being received. The feedback was discussed at the Council workshops on 1 April 2022 and 12 April 2022 and was considered as part of finalising the LTFP (**Appendix 1**).

It is considered that based on the feedback received from the community consultation that there are no matters raised that would indicate a need to change from the draft 2022-23 LTFP endorsed for consultation.

This report tables the 2022-23 LTFP for adoption by Council.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. To adopt the 2022-23 Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with Section 122 of the Local Government Act 1999.**
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal 5 | A Progressive Organisation |
| Objective O3 | Our organisation is financially sustainable for both current and future generations |
| Priority 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 |
| 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 Council is committed to open, participative and transparent decision making and administrative processes. We diligently adhere to legislative requirements to ensure public accountability and exceed those requirements where possible.

One key aspect of Council's legislative responsibilities is to develop and adopt a long-term financial plan for a period of at least 10 years to ensure Council continues to be financially sustainable.

➤ Legal Implications

The LTFP is prepared as a part of the Strategic Management Plans as required under Section 122 of the *Local Government Act 1999* (the Act). In particular:

- 1a (a) A council must, in conjunction with the plans required under subsection (1), develop and adopt a long-term financial plan for a period of at least 10 years;
- (1b) The financial projections in a long-term financial plan adopted by a council must be consistent with those in the infrastructure and asset management plan adopted by the council.
- 4 - A council may review its strategic management plans under this section at any time but must—
 - (a) undertake a review of—
 - (i) its long-term financial plan; and
 - (ii) any other elements of its strategic management plans prescribed by the regulations for the purposes of this paragraph, on an annual basis; and
 - (b) in any event, undertake a comprehensive review of its strategic management plans within 2 years after each general election of the council.

Section 4 (a) of the Act was updated in January 2022 to now require the LTFP to be reviewed on an annual basis. Previously legislation required the LTFP to be updated as soon as practicable after adopting the council's annual business plan for a particular financial year.

- (4a) A council must, for the purposes of a review under subsection (4), take into account—
 - (a) in relation to a review under subsection (4)(a)(i)—a report from the chief executive officer on the sustainability of the council's long-term financial performance and position taking into account the provisions of the council's annual business plan and strategic management plans; and
 - (b) insofar as may be relevant—any other material prescribed by the regulations.
- 6 A council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans

The LTFP is also required to comply with Regulation 5 of the *Local Government (Financial Management) Regulations 2011*. In particular:

- 1 A long-term financial plan developed and adopted for the purposes of section 122(1a)(a) of the Act must include—
 - (a) a summary of proposed operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and
 - (b) estimates and target ranges adopted by the council for each year of the long-term financial plan with respect to an operating surplus ratio, a net financial liabilities ratio and an asset renewal funding ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.
- 2 A long-term financial plan must be accompanied by a statement which sets out—
 - (a) the purpose of the long-term financial plan; and
 - (b) the basis including key assumptions on which it has been prepared; and
 - (c) the key conclusions which may be drawn from the estimates, proposals and other information in the plan.

Regulation 5(2)(b) of the *Local Government (Financial Management) Regulations 2011* was updated in January 2022 to now require the key assumptions used to be clearly identified within the LTFP.

➤ **Risk Management Implications**

Preparing a LTFP 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) | Medium (4D) | Medium (3D) |

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and supported within the Council's LTFP.

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

In addition, the LTFP may be impacted by events such as new legislation, legal action or disasters that could materially affect the projected outcomes and results of the LTFP. Whilst Council has factored in the known impacts of prior events (including landfill remediation, bushfires and the COVID-19 pandemic), it is important to acknowledge that significant future events will necessitate ongoing review. The projected increase in the operating surplus ratio will assist in mitigating this risk.

Council is also aware that Campbelltown City Council (CCC) has received approval from the Boundaries Commission to lodge a Stage 2 proposal for the boundary between CCC and Adelaide Hills Council to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area. Given that boundary change process involves a number of assessments (and some development is still to occur) prior to the Commission determining whether to recommend a change, no adjustment has been made to Council's LTFP for any possible impact on rates revenue, servicing costs and capital expenditure.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information. This includes the LTFP and its assumptions being reviewed by Council's Audit Committee.

Satisfactory internal financial controls provide the foundation for ensuring Council's ongoing financial sustainability. The LTFP is a financial model that aims to achieve long term financial sustainability, using the key financial indicators and benchmarks for guidance, projected over 10 years using inputs from Council's *Strategic Plan*, *Asset Management Plan* and other key Strategies.

A Council's long-term financial performance and position is sustainable where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services.

The LTFP is based on continuing existing service levels including infrastructure renewal and upgrade and is regularly updated to account for any changes.

It should also be noted that at the time of undertaking the review of the LTFP that consideration of projects to be funded from the third round of the Local Roads and Community Infrastructure Program had not been finalised. Final outcomes from this Program will be captured in the 2022-23 Annual Business Plan.

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

Public consultation on the Draft 2022-23 LTFP was undertaken from 2 March 2022 to 22 March 2022.

➤ **Sustainability Implications**

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its *Strategic Plan*, *Corporate Plan* and Functional Strategies.

Council has specific functional strategies that address environmental and economic sustainability goals, objectives and priorities. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability.

This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

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

Consultation on the development of this report was as follows:

Council Committees: The Audit Committee considered the draft LTFP for Consultation at its meeting on 14 February 2021 and recommended to Council that the 2022-23 Draft LTFP be put to public consultation. This was in accordance with its role under its Terms of Reference in relation to the Council's strategic management plans and to seek a recommendation to Council in terms of undertaking the LTFP consultation process as part of adoption.

Council Workshops: A Council Workshop Session was held on 9 November 2021 as well as a full day workshop on 4 February 2022 to provide an overview of the process undertaken to develop the LTFP; better understand a number of emerging pressures and proposed new strategies and consider various options in relation to savings initiatives, revenue options, capital reset opportunities and other options to ensure Council can continue to achieve its financial sustainability targets.

In addition, a discussion board website was set up and open for a 2 month period prior to the February 2022 workshop seeking Elected Member opinions on a number of questions relating to the development of the 2022-23 LTFP with these comments subsequently considered at the 4 February 2022 workshop.

A further workshop of Council was held on 1 April 2022 reporting back on the LTFP Consultation Results and highlighting that no feedback received would indicate a need to change LTFP and therefore key assumptions in the build of the budget. This was supplemented by further information in relation to the LTFP Consultation at Council's workshop on 12 April 2022.

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: In accordance with Section 122 of the Act consultation with the community was undertaken on the draft LTFP following endorsement by Council on 22 February 2022. The consultation process subsequently took place between 2 March 2022 and 22 March 2022 and involved the following:

- Publishing the draft LTFP on Council’s engagement website
- Advertising the availability of the LTFP in local papers, and
- Making copies available at Council Service Centres and libraries

In addition, the following was also undertaken:

- Hills Voice: your Adelaide Hills e-Newsletter
- AHC social medial (Facebook, Twitter)
- My local services app – banner carousel
- Direct emails to key stakeholder and community lists including businesses, general EHQ engagement platform registrations, previous respondents to similar consultations and those identifying an interest in Council Policy, Budget and Management Plans registered in the EHQ platform)
- Posters, flyers and hardcopy feedback forms available at customer service centres and libraries.

At the conclusion of the consultation period there were 24 responses received.

2. BACKGROUND

Council considers that its LTFP is a fundamental instrument of accountability and provides projections for Council’s planned activities over a ten year timeframe.

The Act requires Council to prepare a LTFP as part of its strategic management plans, and to update it on the same basis. Members of the public are to be a given a reasonable opportunity to be involved in the development and review of the Council’s plan.

The key objective of Council’s LTFP is financial sustainability in the medium to long term, while still achieving Council’s corporate objectives as specified in its *Strategic Plan*. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner based on Council’s adopted *Asset Management Plans*.

The LTFP provides a decision making tool that allows various assumptions and sensitivity analysis to be carried out that will indicate the ability of Council to deliver cost effective services to our community in the future in a financially sustainable manner.

A council’s LTFP must contain a summary of the proposed operating and capital investment activities in the Uniform Presentation of Finance format for a period of at least ten years. It should include estimates of the key ratios, operating surplus, net financial liabilities and asset sustainability. This illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

Each year, the LTFP is updated after the audited financial statements for the previous year have been adopted. An assessment of assumptions and indices is also undertaken as well as consideration of alignment with Council’s *Strategic Plan* and any new/updated functional and other strategies endorsed by Council since the previous LTFP has been adopted.

This draft LTFP is also updated for the latest adopted budget including budget amendments undertaken as part of formal Budget Reviews. One of the outputs of the draft LTFP is to produce an uplifted 2022-23 LTFP budget that is capable of being used as a “target” for the 2022-23 budget setting process.

This draft LTFP was then presented to the Audit Committee at its meeting on 14 February 2022 and subsequently to Council prior to a formal Community Consultation process in line with Council’s *Public Consultation Policy*.

At Council’s meeting on 22 February 2022, it was resolved as follows:

12.4 Long Term Financial Plan for Consultation

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

29/22

Council resolves:

- 1. To endorse the Draft *Long Term Financial Plan*, as contained in Appendix 1 for community consultation in accordance with Section 122 of the *Local Government Act 1999*.**
- 2. 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.**

| |
|----------------------------|
| Carried Unanimously |
|----------------------------|

Consultation formally commenced on 2 March 2022 and concluded on 22 March 2022 and consisted of the following:

- Publishing the draft LTFP on Council’s website and increasing engagement via specific questions on the different LTFP elements and changes to the Plan
- Additional promotion through Facebook & Twitter
- Advertising the availability of the LTFP in local papers
- Making copies available at Council libraries and Community Centres
- Hills Voice: your Adelaide Hills e-Newsletter
- Direct emails to key stakeholder and community lists including businesses, general EHQ engagement platform registrations, previous respondents to similar consultations and those identifying an interest in Council Policy, Budget and Management Plans registered in the EHQ platform)
- Posters, flyers and hardcopy feedback forms available at customer service centres and libraries.

This approach has been adopted for the last 2 years, driven by Council’s Communication team and has resulted in feedback being substantially up on earlier years.

3. ANALYSIS

Consultation Outcomes:

There was interest in the Plan as highlighted in the following table showing number of visitors to Council’s engagement platform.

Participants are considered to be those who were aware of and informed about the consultation process and also chose to provide their feedback. The number of aware and informed people who chose not to provide feedback is presented within the table below:

| | Email | Social Media | EHQ Platform |
|----------|----------------------------|---------------------|---------------------|
| Aware | 4,739 | 610 | 223 |
| Informed | 220 | 31 | 77 |
| Engaged | Within EHQ Platform | | 23 |

Of the 328 individuals considered to be ‘informed’, 23 had provided feedback via the survey tool to the consultation. Out of those online survey respondents, 9 indicated that they had read the LTFP in detail with the remaining 14 indicating that they had had a quick look.

A full copy of the Draft 2022-23 Long Term Financial Plan Community Engagement Outcomes Report April 2022 is available at **Appendix 2**.

Overall, there is a good level of support for the 2022-23 Draft Long Term Financial Plan with 78% (n=23) of Respondents having a neutral or happy feeling with their overall impression of the Plan. It was noted that there was very little reference to the overall LTFP outcomes including financial indicators with the focus more on efficiency and costs together with a smaller number referencing CPI preference, biodiversity vs tree management and development.

A summary of the specific feedback includes:

- 78% (n=18) of Respondents indicated that they would value the implementation of the Community Recreation and Facility Framework.
- 78% (n=18) of Respondents indicated that they would value the implementation of the Trails Framework.
- 39% (n=9) of Respondents indicated that they valued the new development maintenance costs including Hamilton Hill and Dunfield.
- 30.5% (n=7) of Respondents indicated that they valued the dog/cat temporary accommodation as a result of new cat registration bylaws.
- Respondents future funding preferences for things such as new or increased services that cannot be funded by grants or through Council savings strategies included:
 - 56.5% (n=13) of Respondents indicated a preference for a user pays system
 - 22% (n=5) preferred all rate payers to share the costs
 - 22% (n=5) preferred a reduction in services

The following shows a summary of the comments received, split into 4 key themes and a general category.

Efficiency and costs consideration

- Cut back on services and go back to core functions
- Reduce administration costs
- Review staff costs and outsource services
- Concern re wages to staff especially senior members
- Be more transparent on elected members costs
- Consider impact of Ukraine war and impact on energy and fuel etc.
- Increase non rate revenue
- Investigate new revenue streams from visitors rather than residents
- Focus on essential roads, rubbish sport & recreation and not social and political issues
- Consider sealing roads as cost of unsealed roads significant
- Be more efficient

Trees/Vegetation/Biodiversity

- Too much emphasis on tree management. More attention should be given to vegetation care and development standards
- Concern over biodiversity policy and outsourcing of roadside maintenance to residents

Development

- Consider increasing development density in urban centres rather than spreading housing into rural areas
- More attention should be given to building development structure standards that promote natural environment

CPI vs LGPI

- Why use Local Government Price Index (LGPI) and not CPI
- Cap increase to CPI, not LGPI

Other

- Finish Sturt Valley Road
- More events

Finalisation of 2022-23 LTFP for Adoption

A workshop of Council was held on 1 April 2022 reporting back on the LTFP Consultation Results and highlighting that there are no matters raised that would indicate a need to make any changes to the Draft 2022-23 LTFP. This was supplemented by further information in relation to the LTFP Consultation provided at Council's workshop on 12 April 2022.

Key Outcomes:

This LTFP, incorporating no amendment from the draft LTFP for consultation, demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the *Strategic Plan 2020-24 – A brighter future*.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

- Operating Surplus Ratio, target range 1% to 5%
- Net Financial Liabilities Ratio, target range 25% to 75%
- Asset Renewal Funding Ratio, target range 95% to 105%

In achieving these targets, which are explained in more detail within the LTFP, there is a level of certainty provided to the community that financial sustainability will be maintained.

It also follows that if the proposed 2022-23 budget aligns with the LTFP targets that have been set this will also demonstrate that a financially sustainable position is being achieved. As such, in Council's Annual Business Plan (ABP) a comparison of the proposed budget to Council's LTFP is undertaken to ensure the link to financial sustainability.

Next Review of LTFP

Council is required by Section 122(a) of the Act to adopt an updated LTFP annually. It is anticipated that the next version of the LTFP will be prepared for Audit Committee and Council consideration once the 2022-23 Budget is set and actual results for 2021-22 are known. Similarly to previous years, it is likely that the next LTFP will be presented to the Audit Committee and Council early in the 2023 calendar year.

4. OPTIONS

Council has the following options:

1. To adopt the proposed 2022-23 Long Term Financial Plan without making any further amendments (Recommended).
2. To make additional comments or suggestions to Administration to consider prior to finalising the 2022-23 Long Term Financial Plan

Should the Council identify the need for substantial amendments to the 2022-23 LTFP, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.'

5. APPENDICES

- (1) Proposed 2022-23 Long Term Financial Plan for Adoption
- (2) 2022-23 Long Term Financial Plan Community Engagement Outcomes Report April 2022

Appendix 1

Proposed 2022-23 Long Term Financial Plan for Adoption

2022- 23 Long Term Financial Plan



Adelaide Hills
COUNCIL

Long Term Financial Plan

Feb 2022

Why does Council prepare a Long Term Financial Plan (LTFP)?

The *Local Government Act 1999* requires Council to prepare a Long Term Financial Plan (LTFP) as part of its Strategic Management Plans. Council considers that its Long Term Financial Plan (LTFP) is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and supported within the Council's LTFP.

The LTFP provides Council with a decision making tool that ensures there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The LTFP contains estimated financials over a ten year period and includes estimates of the key ratios which are operating surplus, net financial liabilities and asset renewal funding ratios. This projection of estimates creates a model that illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a complex and fluid document, continually reviewed, modified and refined as new information is discovered. This is usually at each quarterly Budget Review and during the construction and adoption of Council's Annual Budget.

The plan does not provide specific detail about individual works or services, as this level of detail is addressed in the Annual Business Plan and Budget.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its Strategic Plan, Corporate Plans and Functional Strategies.

How does Council prepare the plan?

The 10 year LTFP is prepared using a number of assumptions about projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure. As the plans are derived from an estimate of future performance, the actual results are likely to vary from the information contained in this LTFP.

Calculating a sustainable Long Term Financial Plan

The LTFP calculations are based on a complex model which is built on a very large range of variables applied to its performance in recent years. In order to use it to guide each year's budget setting process, the key variables have been divided into two groups:

- *Controllable variables* – items that Council and/or Council's Administration can control such as service levels, capital expenditure, rate increases and wage increases
- *Non-controllable variables* – items outside Council's control, such as interest rates, inflation and economic growth (eg. residential development, new businesses, etc) as well as government fees and charges/imposts such as the Solid Waste Levy.

For controllable variables, Council is able to change different variables up or down to see what effect they have on financial performance. The long term effects of each decision can then be assessed.

For non-controllable variables, the plan uses reasonable long term estimates which do not change (except to update them at the beginning of each budget cycle). In this way the impact of different choices about the variables in the model can be better assessed.

For example: Inflation which is measured by the Local Government Price Index (LGPI) for Councils has fluctuated substantially in recent years. Because inflation works differently on different elements of Council's income and expense it can easily distort the LTFP, especially in later years. If the distortion negatively impacted the LTFP, Council could assess which controllable variables could be adjusted to keep the plan sustainable.

Key considerations incorporated in the current LTFP review

As part of the development of the 2022-23 LTFP, a full day workshop of Council was held in February 2022 to:

- understand a number of emerging pressures and proposed new strategies
- consider the establishment of a detailed savings & efficiency strategy
- review revenue options (recognising limited capacity outside of rates and statutory charges)
- consider options to reduce and reset capital expenditure and therefore reduce maintenance and interest costs

Feedback from the workshop session has resulted in the incorporation in the draft 2022-23 LTFP of the financial impact of:

- a number of new strategies including Community & Recreation Facilities Framework and trail strategy operational costs
- the adoption of a detailed savings & efficiency strategy to improve Council's Operating Surplus over the period of the LTFP
- locking in a \$3m capital carry forward within the LTFP model while acknowledging that the adopted Annual Business Plan would still maintain the full budget allocation
- still maintaining the indexation of rates **from 2023-24** relative to the Local Government Price Index

Once the above elements were factored in, LTFP modelling showed that Council's operating surplus had improved from that previously projected and therefore Council had increased its flexibility to better absorb the financial impacts of events such as bushfires and pandemics without significantly impacting on the delivery of Council's Strategic Plan outcomes and the full range of services and activities.

The draft 2022-23 LTFP does not propose any changes to revenue assumptions other than adjusting for changes in economic indices and Council anticipates that existing service levels of all continuing services from 2021-22 will be maintained.

Further it is proposed that the financial sustainability targets also remain unchanged from the previously adopted LTFP.

Local Government Price Index (LGPI)

The Consumer Price Index (CPI) is calculated using the mix of goods and services typically consumed by households, however the mix of goods and services purchased by Local Councils is quite different. Council's major expenditure purchases include waste disposal and processing, solid waste levy, arboriculture services, maintenance for infrastructure including bitumen and other materials, insurance, energy, diesel and water as well as employment costs

Because Council's expenses are so different from households, the Australian Bureau of Statistics were commissioned to develop a Local Government Price Index (LGPI) over 10 years ago as an independent measure of price movements faced by Local Government in South Australia in respect of their purchases of goods and services. In more recent years the South Australian Centre for Economic Studies has taken over responsibility for preparing the LGPI.

Council has then used both the LGPI and CPI when considering the setting of rates as part of its Annual Business Planning and Budget process.

When Council bases rate increases only on CPI it can significantly impact Council's overall financial sustainability as it may not accurately reflect the actual cost increases that Council is facing over time.

Improving Council's Operating Surplus Ratio is important to Adelaide Hills Council given Council's desire to:

- increase Council's capacity to absorb such events as bushfires and COVID-19 and the associated expenditure impacts
- Increase capacity to fund additional services required by the community including tree management and the Community & Recreation Facilities Framework;
- keep the operating surplus at a level to fund a proportion of new/upgraded capital expenditure without requiring additional borrowings
- provide for the capacity to reduce debt

This position to improve the operating surplus has been further supported by previous year's community consultation on the LTFP. As such it is recommended to maintain indexing rates relative to the Local Government Price Index **from 2023-24** as endorsed in the current adopted 2021-22 LTFP.

Chief Executive Officer's Report on Financial Sustainability

What key conclusions may be drawn from the plan?

The LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst 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.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

- 1. Operating Surplus Ratio, target range 1% to 5%**
- 2. Net Financial Liabilities Ratio, target range 25% to 75%**
- 3. Asset Renewal Funding Ratio, target range 95% to 105%**

In achieving these targets, which are explained in more detail within this document, there is a level of certainty provided that financial sustainability will be maintained.

Ratios

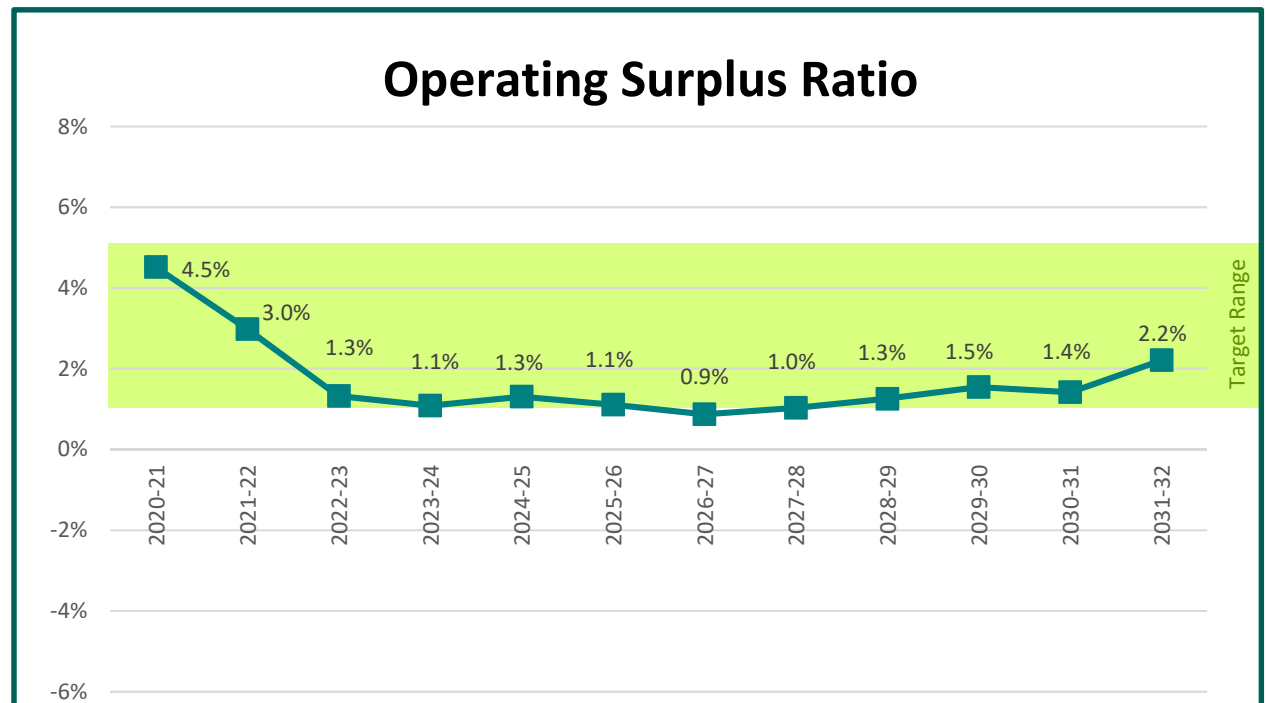
Operating Surplus Ratio

The operating surplus ratio indicates whether operating revenue is sufficient to meet all operating expenses and whether current ratepayers are paying for their consumption of resources.

The Operating Surplus ratio expresses the operating surplus as a percentage of total operating income. A negative ratio indicates the percentage that the operating expenses outweigh the operating income. A positive ratio indicates the percentage that the operating revenue exceeds the operating expenses.

Target Range: 1% - 5%
10 Year Result Range 0.9% - 2.2%

The ratio above indicates that the cost of services provided to ratepayers is being met from operating revenues with surplus's being used to fund new infrastructure works in line with our LTFP projections. It is noted that in 2026-27 the Operating Surplus is marginally below target as a result of factoring in once every 4 year election expenditure. Normalising this expenditure brings all years within target.





Net Financial Liabilities Ratio

Net Financial Liabilities is an indicator of the Council’s total indebtedness and includes all Council’s obligations including provisions for employee entitlements and creditors.

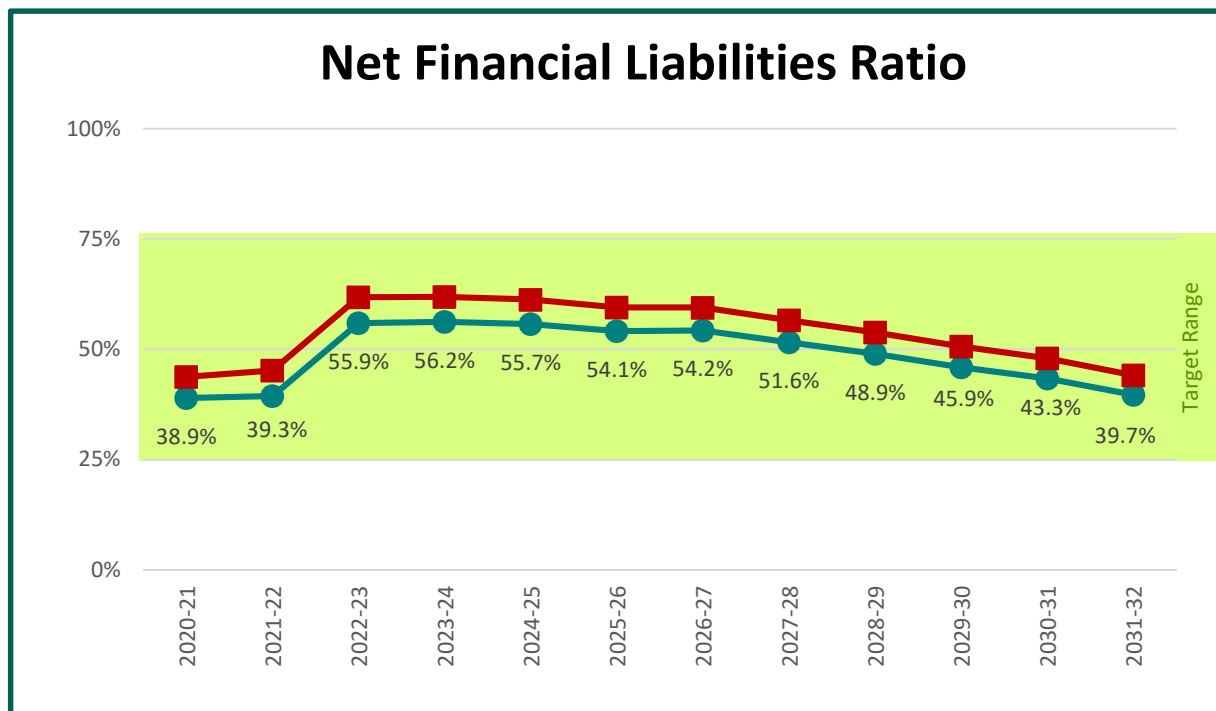
This ratio indicates whether the net financial liabilities of the Council can be met by the Council’s total operating revenue. Where the ratio is falling, it indicates that the Council’s capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing, it indicates that a greater amount of Council’s operating revenues is required to service its financial obligations.

Council has considered the financial impact of significant events such as disasters including bushfire or storm as these type of events have occurred more regularly in recent years. As a result, Council has also assessed its Net Financial Liability ratio with an additional \$3m of borrowings represented by the top red line in the graph below. The resultant ratio shows that even with the additional \$3m, Council still maintains this ratio within a sustainable target range.

The \$3m represents the likely Council net contribution to a very significant disaster in the order of \$10m taking into account financial assistance from State and Federal Governments. This assumption is also based on Council’s strong preference to borrow if such a major event did occur rather than requiring an increase in rates to fund any financial impact.

Target Range: 25% - 75%

10 Year Result Range 40% - 56%



Asset Renewal Funding Ratio

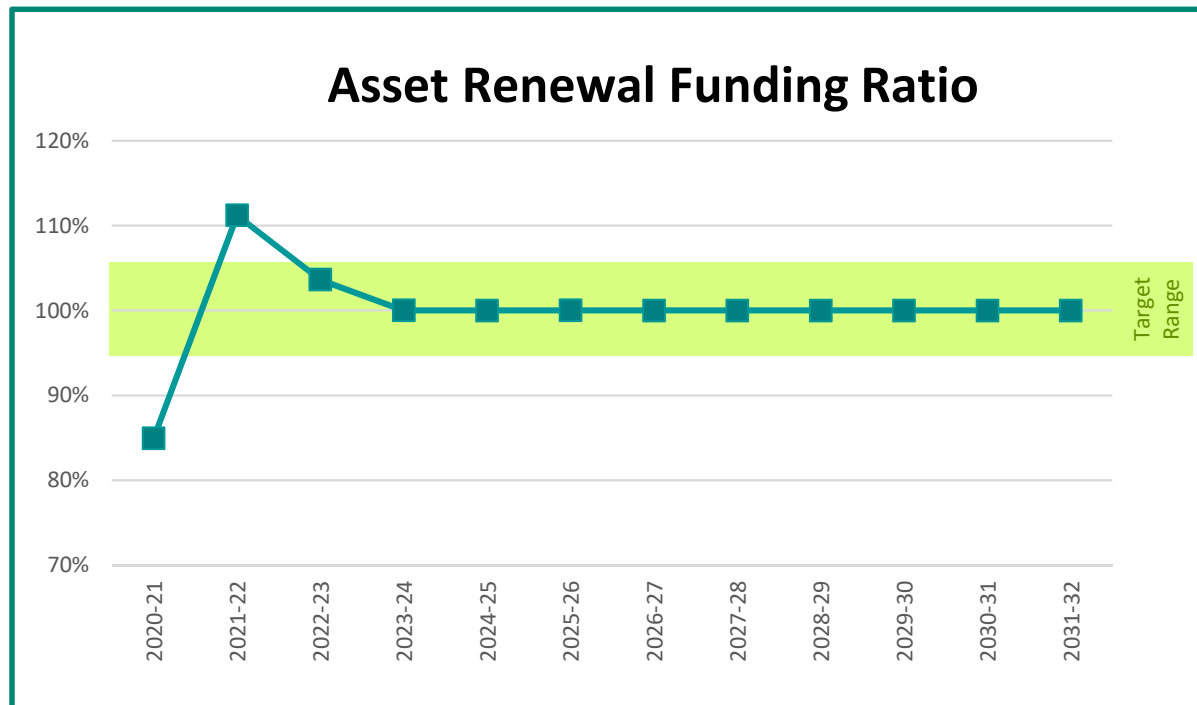
This ratio indicates whether a Council is renewing or replacing existing infrastructure assets at the same rate that its asset management plan requires.

The target for this ratio is to be between 95% and 105% in any given year, with 100% on average over five years. This would mean that Council is replacing 100% (or all) of the assets that require renewal.

Target: 95 - 105%

10 Year Result Range 100%

The result achieved for this measure is the same throughout the 10 year horizon of the LTFP as the amount of future renewal expenditure is based on the required asset management expenditure.



Key sections explained.....

Uniform Presentation of Finances (including key assumptions and financial indicators)

In accordance with the requirements of *Local Government (Financial Management) Regulations 2011* this section of the LTFP presents the financial position of Council for the next 10 years in the mandated format consistent across the Local Government sector.

This section of the LTFP is broken into the following key elements:

- A summary of all operating income and expenditure to highlight the Net Operating Surplus
- Net outlays on existing assets after providing for depreciation and proceeds from any replacement asset sales
- Net outlays on new and upgraded assets after providing for grants received and proceeds from any surplus asset sales
- Key indexation forecasts and interest rate projections for borrowings and investments

The resultant key financial ratios are derived from the above and demonstrate financial sustainability through the adherence to the agreed target ranges over the 10 year life of the LTFP. Detailed information is provided in relation to each ratio within this plan.

Statement of Comprehensive Income

This Statement provides a 10 year projection of the state of a council's annual operating result (ie. the surplus or deficit between its annual spending and revenue). It shows Council's operational income and expenditure using the projected 30 June 2022 Budget as the base year.

In relation to operational income, it can be seen that Council has a heavy reliance on rates and to a lesser extent grants with rates constituting over 85% of Operating income. Other revenue sources include statutory fees (largely development and dog and cat registration) and user charges relating to cemeteries, community centre programs and Lobethal Woollen Mill Precinct rental.

For expenditure key expenditure items are employee costs and material, contracts & other expenses both constituting around 40% of operational expenditure.

This statement also shows the predicted increase from revaluations relating to Council's large investment in infrastructure & related assets.

Statement of Financial Position

This Statement provides a 10 year projection of Council's assets and liabilities using the projected 30 June 2022 Budget as the base year. The projections result from proposed capital expenditure emanating from the Asset Management Plans and adopted strategies, together with borrowings necessary to meet those capital requirements, and net funding generated by operations.

Council's borrowings are represented by a Cash Advance Drawdown (CAD) facility as well as credit foncier (principal and interest) loans split between short term and longer term loans. **Over the life of the LTFP, total borrowings peak at \$25m in 2026-27.**

Capital Investment by Asset Category

Council's Asset Management Plans are progressively reviewed to ensure future provisions for asset related expenditure are sufficient. Recent reviews have highlighted the need for additional renewal expenditure in some of the infrastructure categories which has been provided for within the current LTFP.

Key points of note include

- Total capital expenditure projected over the 10 year period totals \$145 million of which \$115 million has been allocated to the renewal of existing assets.
- As identified above, the remaining \$30 million relates to new assets, as well as capacity/upgraded assets derived from Council's current adopted Strategic Plan and endorsed Functional Strategies.

Economic and Key Financial Indicators

The LTFP has been developed based on a number of assumptions using the best up to date information available at the time. Key economic indicators used include estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI) and predictions in relation to short term and long term interest rates. These LTFP assumptions are detailed in this section.

Further, these LTFP assumptions are affected by various internal and external influences as listed below.

Internal (more controllable)

- Enterprise Development and Bargaining Agreements covering salary and wage increases
- Workforce planning
- Treasury Management Policy and decisions on borrowings
- Service Improvement Reviews
- Risk Management consideration
- Asset Sustainability & Service levels maintained during the period of the LTFP
- Increase/decrease in Services.

External (more non controllable)

- Local Government Price Index
- Consumer Price Index
- Interest rates
- Landscape and Community Wastewater Management System (CWMS) forecast increases
- Utility increases including water and electricity and waste related costs including solid waste levy
- Insurance and governance related costs
- Increased compliance costs through new legislation
- Federal & State Government Policy including cost shifting
- Broader economic environment

Risks Associated with the Long Term Financial Plan

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates.

In addition, the LTFP may be impacted by events such as new legislation, legal disputes or disasters that could materially affect the projected outcomes and results of the LTFP. Whilst Council has factored in the known impacts of prior events (including recent bushfires, the COVID-19 pandemic and legal matters), it is important to acknowledge that significant future events will necessitate ongoing review. The projected increase in the operating surplus ratio will assist in mitigating this risk.

Council is aware that Campbelltown City Council (CCC) has received approval from the Boundaries Commission to lodge a Stage 2 proposal for the boundary between CCC and Adelaide Hills Council to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area. Given that boundary change process involves a number of assessments (and some development is still to occur) prior to the Commission determining whether to recommend a change, no adjustment has been made to Council's LTFP for any possible impact on rates revenue, servicing costs and capital expenditure.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information. In addition, the LTFP and its assumptions are reviewed by Council's Audit Committee.

| Adelaide Hills Council | | | | | | | | | | | | | |
|---|------------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------------|
| 10 Year Financial Plan for the Years ending 30 June 2032 | | | | | | | | | | | | | |
| UNIFORM PRESENTATION OF FINANCES | | | | | | | | | | | | | |
| Scenario: 2022-23 Draft Long Term Financial Plan | | | | | | | | | | | | | |
| | Actuals 2020/21 \$'000 | Current Year 2021/22 \$'000 | Projected Years | | | | | Projected Years | | | | | Accumulation of 10 Yrs of LTFP |
| | | | 2022/23 \$'000 | 2023/24 \$'000 | 2024/25 \$'000 | 2025/26 \$'000 | 2026/27 \$'000 | 2027/28 \$'000 | 2028/29 \$'000 | 2029/30 \$'000 | 2030/31 \$'000 | 2031/32 \$'000 | |
| Operating Activities | | | | | | | | | | | | | |
| Income | 52,181 | 51,691 | 50,775 | 52,813 | 54,359 | 56,085 | 57,866 | 59,707 | 61,608 | 63,572 | 65,591 | 67,676 | 590,052 |
| less Expenses | (49,824) | (50,145) | (50,105) | (52,240) | (53,647) | (55,462) | (57,361) | (59,091) | (60,834) | (62,591) | (64,662) | (66,182) | (582,173) |
| Operating Surplus / (Deficit) | 2,357 | 1,546 | 671 | 574 | 712 | 623 | 505 | 616 | 774 | 981 | 929 | 1,494 | 7,879 |
| Capital Activities | | | | | | | | | | | | | |
| less (Net Outlays) on Existing Assets | | | | | | | | | | | | | |
| Capital Expenditure on Renewal and Replacement of Existing Assets | (7,823) | (11,982) | (11,356) | (11,296) | (10,830) | (10,461) | (12,015) | (10,881) | (11,485) | (11,555) | (12,303) | (12,377) | (114,558) |
| add back Depreciation, Amortisation and Impairment | 9,451 | 10,122 | 10,812 | 11,418 | 11,744 | 12,038 | 12,408 | 12,850 | 13,235 | 13,629 | 14,034 | 14,380 | 126,549 |
| add back Proceeds from Sale of Replaced Assets | 604 | 842 | 636 | 719 | 566 | 543 | 731 | 717 | 778 | 625 | 872 | 931 | 7,118 |
| (Net Outlays) on Existing Assets | 2,232 | (1,019) | 93 | 840 | 1,481 | 2,119 | 1,125 | 2,686 | 2,528 | 2,699 | 2,603 | 2,934 | 19,108 |
| less (Net Outlays) on New and Upgraded Assets | | | | | | | | | | | | | |
| Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments) | (5,372) | (6,954) | (11,381) | (2,184) | (2,241) | (2,235) | (2,097) | (2,118) | (2,063) | (2,111) | (2,158) | (2,206) | (30,794) |
| add back Amounts Received Specifically for New and Upgraded Assets | 2,409 | 4,176 | 3,109 | - | - | - | - | - | - | - | - | - | 3,109 |
| add back Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments) | 17 | 2,724 | - | - | - | - | - | - | - | - | - | - | - |
| (Net Outlays) on New and Upgraded Assets | (2,946) | (54) | (8,273) | (2,184) | (2,241) | (2,235) | (2,097) | (2,118) | (2,063) | (2,111) | (2,158) | (2,206) | (27,685) |
| Net Lending / (Borrowing) for Financial Year | 1,643 | 474 | (7,509) | (770) | (48) | 507 | (467) | 1,183 | 1,239 | 1,570 | 1,375 | 2,222 | (698) |
| 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. | | | | | | | | | | | | | |
| Financing Transactions | | | | | | | | | | | | | |
| New Borrowings | - | 2,000 | 9,000 | 2,000 | 6,700 | 1,700 | 2,900 | 1,600 | 1,700 | 1,600 | 2,000 | 1,500 | |
| Repayments of Borrowings | (5,000) | - | (174) | (951) | (6,153) | (1,762) | (1,966) | (2,280) | (2,495) | (2,722) | (2,946) | (3,210) | |
| Repayment of Lease Liabilities | (336) | (400) | (429) | (440) | (451) | (463) | (474) | (486) | (498) | (511) | (523) | (536) | |
| (Increase)/Decrease in Cash & Drawdown | 3,081 | 481 | 58 | (55) | 26 | 17 | (3) | 51 | 90 | 101 | 87 | 104 | |
| (Increase)/Decrease in Working Capital | 1,363 | (2,141) | 186 | 343 | 54 | 128 | 140 | 63 | 95 | 93 | 140 | 54 | |
| Increase/(Decrease) in Remediation Provision | - | (314) | (1,032) | (27) | (28) | (29) | (30) | (30) | (31) | (32) | (33) | (33) | |
| Non Cash Equity Movement | (751) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | (100) | |
| How the Net Borrowing/(Lending) Result is accommodated/(applied) | (1,643) | (474) | 7,509 | 770 | 48 | (507) | 467 | (1,183) | (1,239) | (1,570) | (1,375) | (2,222) | |
| TOTAL NET FINANCIAL LIABILITIES | 20,310 | 20,331 | 28,370 | 29,680 | 30,279 | 30,334 | 31,375 | 30,778 | 30,137 | 29,178 | 28,427 | 26,841 | |
| TOTAL BORROWINGS | 10,948 | 13,256 | 22,176 | 23,170 | 23,743 | 23,699 | 24,629 | 24,000 | 23,295 | 22,275 | 21,416 | 19,810 | |
| INDEXATION FORECASTS | | | | | | | | | | | | | |
| General operating income and expenditure - CPI applied | | | 3.25% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | |
| Employment Costs (includes superannuation guarantee increases) | | | 4.28% | 4.25% | 3.23% | 3.21% | 2.80% | 3.25% | 3.25% | 3.25% | 3.25% | 3.25% | |
| Proposed rate increase (from 2023-24 Local Government Price Index) | | | 4.25% | 3.65% | 2.65% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | |
| Rates growth from new development | | | 0.80% | 0.60% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | |
| TREASURY FORECASTS | | | | | | | | | | | | | |
| Estimated Loan rate | | | 3.35% | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 4.00% | 4.50% | 4.75% | 5.00% | |
| Estimated Cash Advance Rate | | | 0.85% | 1.00% | 1.20% | 1.50% | 3.20% | 3.20% | 3.70% | 4.20% | 4.45% | 4.70% | |
| KEY FINANCIAL INDICATORS | | | | | | | | | | | | | |
| Operating Surplus Ratio | 4.5% | 3.0% | 1.3% | 1.1% | 1.3% | 1.1% | 0.9% | 1.0% | 1.3% | 1.5% | 1.4% | 2.2% | 10 Yr Average 1.3% |
| Net Financial Liabilities Ratio | 39% | 41% | 56% | 56% | 56% | 54% | 54% | 52% | 49% | 46% | 43% | 40% | 50.5% |
| Net Financial Liabilities Ratio + \$3m | 45% | 47% | 62% | 62% | 61% | 59% | 59% | 57% | 54% | 51% | 48% | 44% | 55.7% |
| Asset Renewal Funding Ratio | 85% | 115% | 104% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100.4% |

| Adelaide Hills Council | | | | | | | | | | | | |
|--|---------------|---------------|-----------------|---------------|---------------|---------------|---------------|-----------------|---------------|---------------|---------------|---------------|
| 10 Year Financial Plan for the Years ending 30 June 2032 | | | | | | | | | | | | |
| STATEMENT OF COMPREHENSIVE INCOME | | | | | | | | | | | | |
| Scenario: 2022-23 Draft Long Term Financial Plan | | | | | | | | | | | | |
| | Actuals | Current Year | Projected Years | | | | | Projected Years | | | | |
| | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Income | | | | | | | | | | | | |
| Rates | 40,110 | 41,457 | 43,533 | 45,344 | 46,738 | 48,293 | 49,899 | 51,559 | 53,275 | 55,049 | 56,883 | 58,778 |
| Statutory Charges | 1,489 | 1,280 | 1,252 | 1,292 | 1,322 | 1,355 | 1,388 | 1,423 | 1,459 | 1,495 | 1,533 | 1,571 |
| User Charges | 705 | 816 | 908 | 938 | 959 | 983 | 1,008 | 1,033 | 1,059 | 1,085 | 1,112 | 1,140 |
| Grants, Subsidies and Contributions | 8,219 | 7,360 | 4,259 | 4,360 | 4,436 | 4,522 | 4,610 | 4,700 | 4,793 | 4,888 | 4,985 | 5,085 |
| Investment Income | 22 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| Reimbursements | 235 | 210 | 217 | 224 | 229 | 235 | 241 | 247 | 253 | 259 | 266 | 272 |
| Other Income | 637 | 452 | 489 | 538 | 558 | 581 | 603 | 628 | 652 | 678 | 696 | 713 |
| Net gain - equity accounted Council businesses | 764 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Total Income | 52,181 | 51,691 | 50,775 | 52,813 | 54,359 | 56,085 | 57,866 | 59,707 | 61,608 | 63,572 | 65,591 | 67,676 |
| Expenses | | | | | | | | | | | | |
| Employee Costs | 18,644 | 19,500 | 19,563 | 20,375 | 21,047 | 21,841 | 22,457 | 23,340 | 24,098 | 24,880 | 25,687 | 26,521 |
| Materials, Contracts & Other Expenses | 21,101 | 20,186 | 19,335 | 19,779 | 20,127 | 20,921 | 21,826 | 22,212 | 22,825 | 23,425 | 24,303 | 24,660 |
| Depreciation, Amortisation & Impairment | 9,451 | 10,122 | 10,812 | 11,418 | 11,744 | 12,038 | 12,408 | 12,850 | 13,235 | 13,629 | 14,034 | 14,380 |
| Finance Costs | 615 | 337 | 394 | 668 | 729 | 663 | 670 | 689 | 676 | 656 | 637 | 621 |
| Net loss - Equity Accounted Council Businesses | 13 | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 49,824 | 50,145 | 50,105 | 52,240 | 53,647 | 55,462 | 57,361 | 59,091 | 60,834 | 62,591 | 64,662 | 66,182 |
| OPERATING SURPLUS / (DEFICIT) | 2,357 | 1,546 | 671 | 574 | 712 | 623 | 505 | 616 | 774 | 981 | 929 | 1,494 |
| Asset Disposal & Fair Value Adjustments | (2,045) | - | - | - | - | - | - | - | - | - | - | - |
| Amounts Received Specifically for New or Upgraded Assets | 1,108 | 4,176 | 3,109 | - | - | - | - | - | - | - | - | - |
| NET SURPLUS / (DEFICIT) | 3,304 | 5,722 | 3,780 | 574 | 712 | 623 | 505 | 616 | 774 | 981 | 929 | 1,494 |
| Other Comprehensive Income | | | | | | | | | | | | |
| Amounts which will not be reclassified subsequently to operating result | | | | | | | | | | | | |
| Changes in Revaluation Surplus - I,PP&E | 7,811 | 5,215 | 5,309 | 5,404 | 5,529 | 5,678 | 5,831 | 5,989 | 6,150 | 6,317 | 6,487 | 6,646 |
| Share of Other Comprehensive Income - Equity Accounted Council Businesses | 31 | - | - | - | - | - | - | - | - | - | - | - |
| Other | 69 | - | - | - | - | - | - | - | - | - | - | - |
| Total Other Comprehensive Income | 7,911 | 5,215 | 5,309 | 5,404 | 5,529 | 5,678 | 5,831 | 5,989 | 6,150 | 6,317 | 6,487 | 6,646 |
| Total Comprehensive Income | 11,215 | 10,937 | 9,088 | 5,978 | 6,241 | 6,301 | 6,336 | 6,604 | 6,924 | 7,297 | 7,416 | 8,140 |

| Adelaide Hills Council | | | | | | | | | | | | |
|--|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|----------------|
| 10 Year Financial Plan for the Years ending 30 June 2032 | | | | | | | | | | | | |
| STATEMENT OF FINANCIAL POSITION | | | | | | | | | | | | |
| Scenario: 2022-23 Draft Long Term Financial Plan | | | | | | | | | | | | |
| | Actuals | Current Year | Projected Years | | | | | Projected Years | | | | |
| | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| ASSETS | | | | | | | | | | | | |
| Current Assets | | | | | | | | | | | | |
| Cash & Cash Equivalents | 637 | 464 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 |
| Trade & Other Receivables | 3,225 | 3,033 | 2,764 | 2,579 | 2,649 | 2,731 | 2,816 | 2,900 | 2,987 | 3,078 | 3,173 | 3,265 |
| Inventories | 23 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| Total Current Assets | 3,885 | 3,516 | 3,283 | 3,098 | 3,168 | 3,250 | 3,335 | 3,419 | 3,506 | 3,597 | 3,692 | 3,784 |
| Non-Current Assets | | | | | | | | | | | | |
| Financial Assets | - | - | - | - | - | - | - | - | - | - | - | - |
| Equity Accounted Investments in Council Businesses | 2,342 | 2,442 | 2,542 | 2,642 | 2,742 | 2,842 | 2,942 | 3,042 | 3,142 | 3,242 | 3,342 | 3,442 |
| Infrastructure, Property, Plant & Equipment | 433,592 | 444,455 | 461,483 | 468,671 | 475,411 | 481,667 | 488,945 | 494,852 | 501,036 | 507,274 | 513,839 | 520,293 |
| Total Non-Current Assets | 435,934 | 446,897 | 464,025 | 471,313 | 478,153 | 484,509 | 491,887 | 497,894 | 504,178 | 510,516 | 517,181 | 523,735 |
| TOTAL ASSETS | 439,819 | 450,413 | 467,308 | 474,410 | 481,321 | 487,759 | 495,222 | 501,313 | 507,684 | 514,113 | 520,872 | 527,519 |
| LIABILITIES | | | | | | | | | | | | |
| Current Liabilities | | | | | | | | | | | | |
| Cash Advance Debenture | 5,200 | 5,508 | 5,602 | 5,547 | 5,574 | 5,591 | 5,587 | 5,639 | 5,728 | 5,829 | 5,917 | 6,020 |
| Trade & Other Payables | 7,734 | 5,396 | 5,313 | 5,471 | 5,596 | 5,806 | 6,032 | 6,178 | 6,361 | 6,544 | 6,778 | 6,925 |
| Borrowings | 323 | 604 | 1,391 | 6,604 | 2,224 | 2,440 | 2,766 | 2,993 | 3,232 | 3,469 | 3,746 | 3,758 |
| Provisions | 3,963 | 3,742 | 3,655 | 3,650 | 3,645 | 3,641 | 3,637 | 3,633 | 3,631 | 3,630 | 3,630 | 3,630 |
| Total Current Liabilities | 17,220 | 15,250 | 15,962 | 21,273 | 17,039 | 17,478 | 18,022 | 18,442 | 18,952 | 19,473 | 20,071 | 20,333 |
| Non-Current Liabilities | | | | | | | | | | | | |
| Trade & Other Payables | - | - | - | - | - | - | - | - | - | - | - | - |
| Borrowings | 5,425 | 7,144 | 15,182 | 11,019 | 15,946 | 15,668 | 16,276 | 15,369 | 14,335 | 12,976 | 11,754 | 10,032 |
| Provisions | 1,527 | 1,434 | 489 | 467 | 444 | 419 | 394 | 367 | 338 | 307 | 275 | 242 |
| Total Non-Current Liabilities | 6,952 | 8,578 | 15,671 | 11,485 | 16,389 | 16,087 | 16,669 | 15,736 | 14,673 | 13,283 | 12,028 | 10,273 |
| TOTAL LIABILITIES | 24,172 | 23,828 | 31,634 | 32,758 | 33,428 | 33,565 | 34,691 | 34,178 | 33,625 | 32,756 | 32,099 | 30,606 |
| NET ASSETS | 415,647 | 426,585 | 435,674 | 441,652 | 447,893 | 454,194 | 460,531 | 467,135 | 474,059 | 481,357 | 488,773 | 496,913 |
| EQUITY | | | | | | | | | | | | |
| Accumulated Surplus | 142,182 | 147,904 | 151,684 | 152,258 | 152,970 | 153,593 | 154,098 | 154,714 | 155,488 | 156,469 | 157,398 | 158,892 |
| Asset Revaluation Reserves | 273,017 | 278,232 | 283,541 | 288,945 | 294,474 | 300,152 | 305,983 | 311,972 | 318,123 | 324,439 | 330,926 | 337,572 |
| Available for Sale Financial Assets | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Reserves | 448 | 448 | 448 | 448 | 448 | 448 | 448 | 448 | 448 | 448 | 448 | 448 |
| TOTAL EQUITY | 415,647 | 426,584 | 435,673 | 441,651 | 447,892 | 454,193 | 460,530 | 467,134 | 474,058 | 481,356 | 488,772 | 496,912 |
| TOTAL NET FINANCIAL LIABILITIES | 20,310 | 20,331 | 28,370 | 29,680 | 30,279 | 30,334 | 31,375 | 30,778 | 30,137 | 29,178 | 28,427 | 26,841 |
| TOTAL BORROWINGS | 10,948 | 13,256 | 22,176 | 23,170 | 23,743 | 23,699 | 24,629 | 24,000 | 23,295 | 22,275 | 21,416 | 19,810 |

| Adelaide Hills Council | | | | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 10 Year Financial Plan for the Years ending 30 June 2032 | | | | | | | | | | |
| CAPITAL INVESTMENT BY ASSET CATEGORY | | | | | | | | | | |
| Scenario: 2022-23 Draft Long Term Financial Plan | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| RENEWAL CAPITAL WORKS | | | | | | | | | | |
| Bridges | 90 | 97 | 289 | 119 | 105 | 57 | 116 | 95 | 84 | 86 |
| Buildings | 900 | 900 | 685 | 638 | 762 | 582 | 613 | 656 | 650 | 653 |
| Cemeteries | 41 | 41 | 42 | 43 | 44 | 46 | 47 | 48 | 49 | 50 |
| CWMS | 160 | 538 | 588 | 323 | 495 | 111 | 114 | 360 | 296 | 122 |
| Footpaths | 395 | 395 | 395 | 395 | 394 | 394 | 393 | 393 | 391 | 388 |
| Kerb & Water | 259 | 265 | 272 | 279 | 286 | 293 | 300 | 308 | 315 | 323 |
| Other (including Guardrail/Retaining Walls/Street furniture) | 149 | 153 | 148 | 142 | 145 | 149 | 152 | 156 | 160 | 164 |
| Road Pavement | 1,804 | 1,135 | 1,062 | 1,486 | 1,729 | 1,261 | 1,293 | 1,325 | 1,358 | 1,392 |
| Road Seal | 1,902 | 2,043 | 2,057 | 1,805 | 2,314 | 2,230 | 2,285 | 2,343 | 2,401 | 2,461 |
| Shoulders | 259 | 265 | 272 | 279 | 286 | 293 | 300 | 308 | 315 | 323 |
| Sport and Recreation | 410 | 408 | 157 | 150 | 210 | 207 | 226 | 190 | 197 | 206 |
| Playgrounds | 145 | 149 | 152 | 156 | 160 | 164 | 168 | 172 | 177 | 181 |
| Stormwater | 100 | 104 | 105 | 108 | 111 | 114 | 117 | 120 | 123 | 117 |
| Unsealed Roads | 1,035 | 1,213 | 1,214 | 1,214 | 1,215 | 1,215 | 1,215 | 1,216 | 1,246 | 1,277 |
| Heavy Plant | 1,035 | 1,003 | 565 | 490 | 883 | 962 | 1,152 | 574 | 1,327 | 1,354 |
| Light Fleet | 684 | 702 | 720 | 738 | 756 | 776 | 796 | 815 | 835 | 857 |
| Information, Communication & Technology | 525 | 379 | 555 | 501 | 477 | 335 | 453 | 680 | 528 | 517 |
| F&F including Library | 60 | 62 | 63 | 65 | 66 | 68 | 70 | 71 | 73 | 75 |
| Project Management Costs | 1,403 | 1,445 | 1,489 | 1,533 | 1,579 | 1,627 | 1,675 | 1,726 | 1,778 | 1,831 |
| TOTAL RENEWAL CAPITAL WORKS: | 11,356 | 11,296 | 10,830 | 10,461 | 12,015 | 10,881 | 11,485 | 11,555 | 12,303 | 12,377 |
| NEW, CAPACITY / UPGRADE CAPITAL WORKS | | | | | | | | | | |
| Bridges | - | - | - | - | - | - | - | - | - | - |
| Buildings | 7,691 | 305 | 315 | 323 | 331 | 339 | 348 | 357 | 366 | 375 |
| Cemeteries | 39 | 40 | 41 | 42 | - | - | - | - | - | - |
| CWMS | 100 | 308 | 315 | 269 | 133 | 113 | 116 | 119 | 122 | 125 |
| Footpaths | 325 | 325 | 342 | 350 | 359 | 368 | 377 | 386 | 396 | 406 |
| Kerb & Water | - | - | - | - | - | - | - | - | - | - |
| Other (including Guardrail/Retaining Walls/Street furniture) | 220 | 230 | 156 | 157 | 158 | 159 | 160 | 162 | 163 | 164 |
| Road | 1,878 | 200 | 158 | 162 | 166 | 170 | 174 | 178 | 183 | 187 |
| Road Seal | - | - | - | - | - | - | - | - | - | - |
| Shoulders | - | - | - | - | - | - | - | - | - | - |
| Sport & Rec | 590 | 150 | 200 | 200 | 200 | 200 | 100 | 100 | 100 | 100 |
| Playgrounds | 260 | 267 | 273 | 280 | 287 | 294 | 302 | 309 | 317 | 325 |
| Stormwater | 200 | 300 | 420 | 431 | 442 | 453 | 464 | 476 | 487 | 500 |
| Street Lighting | - | - | - | - | - | - | - | - | - | - |
| Unsealed Roads | - | - | - | - | - | - | - | - | - | - |
| Plant and Fleet | 20 | 20 | 21 | 22 | 22 | 23 | 23 | 24 | 24 | 25 |
| ICT | 59 | 40 | - | - | - | - | - | - | - | - |
| Minor Plant | - | - | - | - | - | - | - | - | - | - |
| Minor Equipment including Library | - | - | - | - | - | - | - | - | - | - |
| Project Management Costs | - | - | - | - | - | - | - | - | - | - |
| TOTAL NEW CAPACITY / UPGRADE CAPITAL WORKS: | 11,381 | 2,184 | 2,241 | 2,235 | 2,097 | 2,118 | 2,063 | 2,111 | 2,158 | 2,206 |
| TOTAL CAPITAL WORKS: | 22,737 | 13,480 | 13,071 | 12,696 | 14,111 | 12,999 | 13,548 | 13,666 | 14,461 | 14,583 |
| AMOUNTS RECEIVED SPECIFICALLY FOR NEW/UPGRADED ASSETS | | | | | | | | | | |
| Grants for New/Upgrade Assets | 3,108 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL AMOUNTS RECEIVED FOR NEW/UPGRADED ASSETS: | 3,108 | - | - | - | - | - | - | - | - | - |

Adelaide Hills Council

10 Year Financial Plan for the Years ending 30 June 2032

ECONOMIC & KEY FINANCIAL INDICATORS

Scenario: 2022-23 Draft Long Term Financial Plan

| | Projected Years | | | | | | | | | |
|---|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| GENERAL INDEXATION: | | | | | | | | | | |
| CPI - Adelaide | 3.25% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| LGPI - Operating | 3.65% | 3.65% | 2.65% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | 2.90% | 2.70% |
| CPI - LGPI diff | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.20% |
| LGPI - Capital | 3.55% | 3.55% | 2.55% | 2.80% | 2.80% | 2.80% | 2.80% | 2.80% | 2.80% | 2.70% |
| Index Applied to General Revenue | 3.25% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Index Applied to General Expenditure | 3.25% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Index Applied to Depreciation & Capital | 3.55% | 3.55% | 2.55% | 2.80% | 2.80% | 2.80% | 2.80% | 2.80% | 2.80% | 2.70% |
| EMPLOYMENT COSTS: | | | | | | | | | | |
| Aligned to CPI | 3.25% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Enterprise Agreement | 0.25% | 0.25% | 0.25% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Leave Revaluation | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% | 0.05% |
| Grade Step Increases | 0.25% | 0.25% | 0.25% | 0.25% | 0.25% | 0.70% | 0.70% | 0.70% | 0.70% | 0.70% |
| Index Applied to LTFP | 3.80% | 3.80% | 2.80% | 2.80% | 2.80% | 3.25% | 3.25% | 3.25% | 3.25% | 3.25% |
| Superannuation | 10.50% | 11.00% | 11.50% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% |
| Superannuation Increase in % Terms | 5.00% | 4.76% | 4.55% | 4.35% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| RATES INCOME | | | | | | | | | | |
| Adjustment to CPI | 1.00% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% | 0.40% |
| Growth | 0.80% | 0.60% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% |
| Index Applied to CWMS Revenue | 0.00% | 3.25% | 2.25% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| ELECTRICITY COSTS | | | | | | | | | | |
| Anticipated price variation to CPI | (0.75%) | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Anticipated change in consumption | (1.00%) | 0.00% | 0.00% | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) |
| Index Applied to LTFP (excl CPI) Electricity | (1.75%) | 0.00% | 0.00% | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) |
| Index Applied to LTFP (excl CPI) Streetlighting | (1.75%) | 0.00% | 0.00% | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) |
| WATER COSTS | | | | | | | | | | |
| Anticipated price variation to CPI | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Anticipated change in CONSUMPTION | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% |
| Index Applied to LTFP (excl CPI) | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% | 0.50% |
| INSURANCE COSTS | | | | | | | | | | |
| Anticipated price variation to CPI | 2.00% | 2.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Anticipated change in VOLUME | 0.75% | 0.50% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Index Applied to LTFP (excl CPI) | 2.75% | 2.50% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| WASTE COSTS | | | | | | | | | | |
| Anticipated price variation to CPI | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% |
| Anticipated change in consumption | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) | (1.00%) |
| Index Applied to LTFP (excl CPI) | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| TREASURY COSTS | | | | | | | | | | |
| Estimated Investment rate | 0.15% | 0.25% | 0.40% | 0.50% | 1.20% | 1.70% | 2.20% | 2.70% | 2.95% | 3.20% |
| Estimated Loan rate | 3.35% | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% | 4.00% | 4.50% | 4.75% | 5.00% |
| Estimated Cash Advance Rate | 0.85% | 1.00% | 1.20% | 1.50% | 3.20% | 3.20% | 3.70% | 4.20% | 4.45% | 4.70% |
| Average Diff | 2.50% | 2.50% | 2.30% | 2.00% | 0.30% | 0.30% | 0.30% | 0.30% | 0.30% | 0.30% |
| KEY FINANCIAL INDICATORS | | | | | | | | | | |
| Operating Surplus Ratio | 1.3% | 1.1% | 1.3% | 1.1% | 0.9% | 1.0% | 1.3% | 1.5% | 1.4% | 2.2% |
| Net Financial Liabilities Ratio | 55.9% | 56.2% | 55.7% | 54.1% | 54.2% | 51.5% | 48.9% | 45.9% | 43.3% | 39.7% |
| Net Financial Liabilities Ratio + \$3m | 61.8% | 61.9% | 61.2% | 59.4% | 59.4% | 56.6% | 53.8% | 50.6% | 47.9% | 44.1% |
| Asset Renewal Funding Ratio | 103.6% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

Appendix 2

*2022-23 Long Term Financial Plan Community
Engagement Outcomes Report April 2022*

2022

Adelaide Hills Council

engage.sa.gov.au

Draft Long Term Financial Plan 2022-23



Community Engagement Outcomes

April 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 2 March to 22 March 2022 regarding Council's Draft Long Term Financial Plan 2022-23.

This report will be made available to those who participated in the consultation and will be available on Council's Have Your Say Engagement Platform as well as included in a report to Council in April 2022.

The consultation comprised an opportunity for the Community to provide feedback via hardcopy and online survey response as well as providing submissions by email, letter or phone contact. A copy of information provided on Councils Have Your Say Engagement Platform and feedback form is available in Appendix A.

23 Respondents provided their views on the Long Term Financial Plan by online survey. A further 1 participant provided a response via 2 emails.

Verbatim comments received through surveys in relation to the Draft Long Term Financial Plan 2022-23 are provided in Appendix B.

Written and email feedback is provided in Appendix C.

Social media comments are provided in Appendix D.

It is worth noting that with the small number of Respondents providing feedback that although valuable and being considered it may not be representative of the wider community. Feedback will be considered in context with other priorities and information as part of the process of developing the Long Term Financial Plan.

2 KEY FINDINGS

The key findings from the consultation are:

- 24 Respondents Participated in this consultation, providing feedback.
- Respondents resided in 17 suburbs across the Adelaide Hills Council area.
- 95.5% (n=22) of Respondents were either Ratepayers/Residents or Business owners in the Adelaide Hills Council area.
- 100% (n=23) of Respondents had either read the Draft Long Term Financial Plan 2022-23 in detail or at least had a quick look at it.
- 78% (n=18) of Respondents indicated that they would value the implementation of the Community Recreation and Facility Framework.
- 78% (n=18) of Respondents indicated that they would value the implementation of the Trails Framework.
- 39% (n=9) of Respondents indicated that they valued the new development maintenance costs including Hamilton Hill and Dunfield.
- 30.5% (n=7) of Respondents indicated that they valued the dog/cat temporary accommodation as a result of new cat registration bylaws.
- Respondents future funding preferences for things such as new or increased services that cannot be funded by grants or through Council savings strategies included:
 - 56.5% (n=13) of Respondents indicated a preference for a user pays system
 - 22% (n=5) preferred all rate payers to share the costs
 - 22% (n=5) preferred a reduction in services.
- 43.5% (n=10) of Respondents had a neutral feeling for the Draft Long Term Financial Plan. 34.8% (n=8) of Respondents were happy with the plan and 21.7% (n=5) were either unhappy or very unhappy with the plan.
- Some of the key concerns and considerations for the Long Term Financial Plan included:
 - Focus on cost reductions
 - Focus on essential services
 - Increase non rates revenue
 - Change focus
 - CPI and LGPI

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

Each year Council develops a Long Term Financial Plan (LTFP) which is a requirement of the *Local Government Act 1999*. It is updated annually and provides projections in Council's planned activities over a ten year timeframe.

Council reviewed its Long Term Financial Plan from 2021 -2022 which had Impacts on Council's operating surplus.

This review highlighted that Council has made a number of budget decisions since the 2021-22 LTFP adoption that has impacted on Council's expenditure base. Additional costs that have impacted on Council's Operating Surplus were the result of:

- Additional green waste days provided to the community
- Additional bridge maintenance requirements as per the Asset Management Plan - Bridges adopted by Council in February 2022
- Cloud transition / cyber security / licencing changes
- Insurance increases and distribution reductions
- Local Government Reforms

These above cost imposts have been included in the 2022-23 LTFP.

New strategies/services for inclusion in the 2022-23 LTFP (several of which have undergone community consultation and resolution by Council in the last year) have now been costed and considered appropriate to include in the 2022-23 LTFP. They include:

- Implementation of the Community & Recreation Facilities Framework
- Implementation of the Trails Framework (Operating)
- New development maintenance costs including Hamilton Hill and Dunfield
- Dog/cat temporary accommodation as a result of new cat registration bylaws

Having regard to the emerging cost pressures and new strategies (as highlighted above), the Administration has proposed the adoption of a detailed savings and efficiency strategy to improve Council's Operating Surplus over the period of the LTFP. Consultation for the 2021-22 Annual Business Plan also highlighted that the community wished to better understand

how Council was being more efficient in their business as usual activities to limit rate rises to as low as possible.

Items under the saving & efficiency strategy include:

- critical examination of all materials, contract & other expenses to determine if Council can maintain existing budgets where contracts and costs are not linked to CPI or regular increases
- consideration of strategies to increase electronic rate notices including opt out
- changes to payment options and consideration of surcharges for credit card use
- fleet management opportunities
- insourcing opportunities including for tree management
- opportunities in management of leave and vacancies
- other savings opportunities including cleaning and electricity

Residents and Ratepayers had the opportunity to be informed of the above considerations and assist in finalising the plan by providing feedback.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 21 days from Wednesday 2 March until 4pm, Tuesday 22 March 2022.

Consultation was undertaken in accordance with Section 122 of the *Local Government Act 1999* and Council's Public Consultation Policy.

3.3 ENGAGEMENT APPROACH

Our engagement approach aimed to collect and collate community feedback about how people feel about the Draft Long Term Financial Plan 2022-23 (LTFP or the Plan) including considerations and concerns. Feedback could be provided via an online or hardcopy survey, email, mail or phone.

3.4 QUESTIONS ASKED

A survey was developed which contained eight questions, seven of these were closed questions and one was open. Anyone could participate in the survey which was made available online and in hard copy at our customer service centres and libraries.

Participants were asked to respond to whether they:

- Reviewed the Plan?
- Saw value in the new strategies/services included in the Plan?
- Had particular funding preferences?
- Had an overall impression of the Plan?
- Had any other considerations or concerns for the Plan?

A copy of the survey questions is included in Appendix A.

3.5 DISTRIBUTION AND PROMOTION

The opportunity to provide feedback was promoted through a number of channels including:

- Advertisement in the local Courier – Hills Voice Headlines (approx. 25,000 readership)
- Hills Voice: your Adelaide Hills e-Newsletter
- AHC social medial (Facebook, Twitter)
- Direct emails to key stakeholder and community lists including businesses, general Have Your Say Engagement Platform registrations, previous Respondents to similar consultations and those identifying an interest in Council Policy, Budget and Management Plans registered in the EHQ platform)
- Posters, information sheet and hardcopy feedback forms available at customer service centres and libraries.

Email promotion statistics are presented below:

| | |
|---|---|
| 2 March 2022 EDM to targeted list 51 unique opens (78.46%) 21 unique click throughs to project site | 3 March 2022 Hills Voice: your Adelaide Hills 1,451 unique opens (45.69%) 34 unique click throughs to project site |
| 8 March 2022 EDM to Business subscribers 3,237 unique opens (44.39%) 165 unique click throughs to project site | |

Social media promotion statistics are presented below:

| | |
|--|--|
| <p>2 March 2022 Facebook <i>Have your say on LTFP 2022-23</i> 1,794 people reached 50 engagements 2 likes 4 shares 4 click throughs to project site</p> | <p>2 March 2022 Twitter <i>Have your say on LTFP 2022-23</i> 85 impressions</p> |
| <p>13 March 2022 Facebook <i>Now's your chance to have your say</i> 1,330 people reached 29 engagements 6 likes 1 share 7 click throughs to project site 2 comments (not on original/not available)</p> | <p>13 March 2022 Twitter <i>Now's your chance to have your say</i> 170 impressions 4 engagements 2 retweets 1 like</p> |
| <p>16 March 2022 Facebook <i>One week left to have your say</i> 12,439 people reached 175 engagements 6 likes 1 share 42 click throughs to project site 11 comments (2 on original, see below)</p> | <p>16 March 2022 Twitter <i>One week left to have your say</i> 79 impressions</p> |
| <p>21 March 2022 Facebook <i>Today is your last chance</i> 1,599 people reached 92 engagements 10 reactions (8 like, 2 love) 9 click throughs to project site 4 comments (not on original/not available)</p> | <p>21 March 2022 Twitter <i>Today is your last chance</i> 99 impressions</p> |

4 PARTICIPANTS

This section provides details about participation during the engagement period and demographic information about Respondents who completed a survey.

Participants are considered to be those who were aware of and informed about the consultation process and also chose to provide their feedback. The number of aware and informed people who chose not to provide feedback is presented within the table below:

Table 1 Aware, informed and engaged community

| | Email | Social Media | EHQ Platform |
|----------|---------------------|--------------|--------------|
| Aware | 4,739 | 610 | 223 |
| Informed | 220 | 31 | 77 |
| Engaged | Within EHQ Platform | | 23 |

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

Table 2 Level of Participation

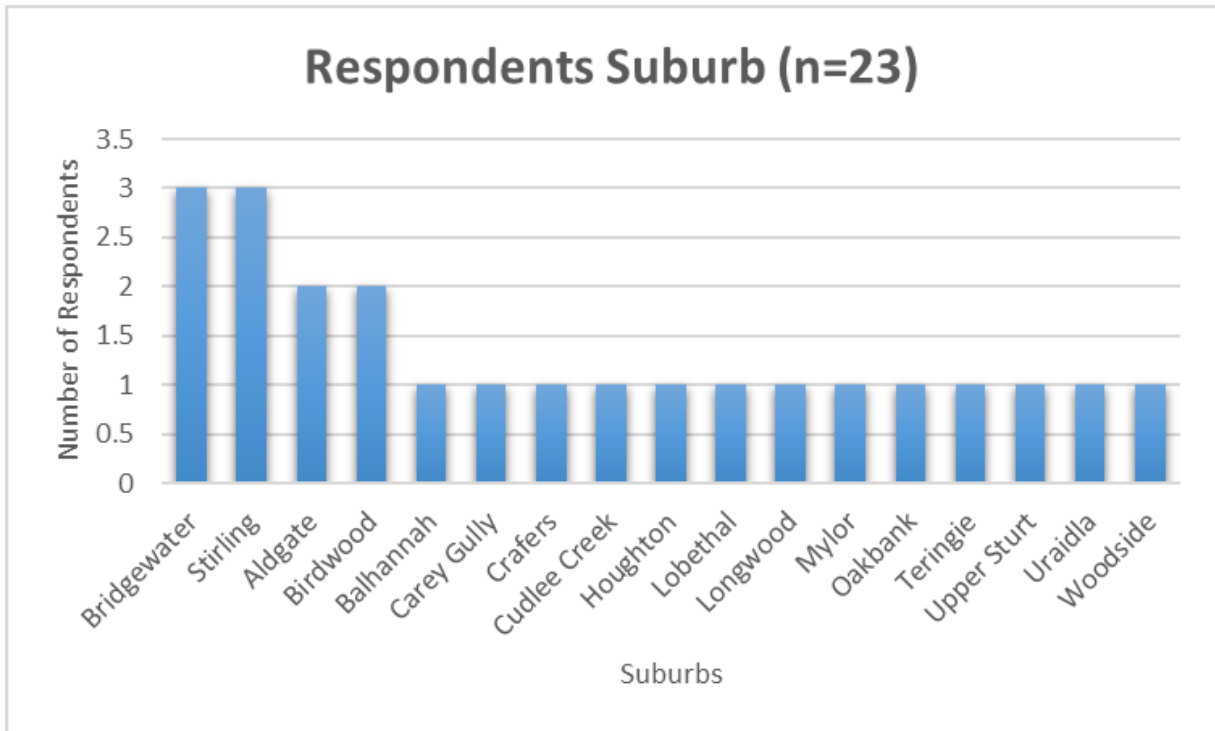
| Activity | Number Participating |
|---|----------------------|
| Online Surveys | 23 |
| Written response –email | 1 |
| TOTAL CONSULTATION PARTICIPATION | 24 |

4.2 PARTICIPANT CHARACTERISTICS

Demographic data was collected from Respondents on the Suburb/township in which they lived and whether they identified as a Resident/Ratepayer of AHC, Business Owner in AHC or other.

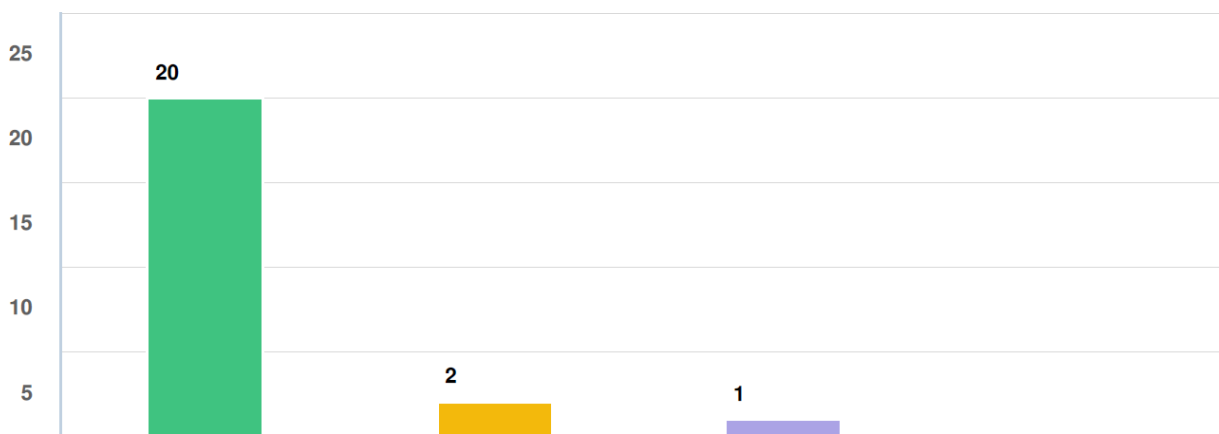
Respondents Suburb

13% (n=3) of Respondents came from Bridgewater; a further 13% of Respondents came from Stirling (n=3) and 8.5% (n=2) from Aldgate; 8.5% (n=2) came from Birdwood. Additional suburbs represented are presented below with only 1 Respondent from each. 17 suburbs were represented in total.



Respondents Identity

- 87% (n=20) of survey Respondents were Ratepayers/Residents of Adelaide Hills Council.
- 8.5% (n=2) of online survey Respondents were business owners in Adelaide Hills Council.



Question options

- Ratepayer / Resident of AHC
- Business Owner in AHC
- Other (please specify)
- Visitor to AHC

5 FEEDBACK

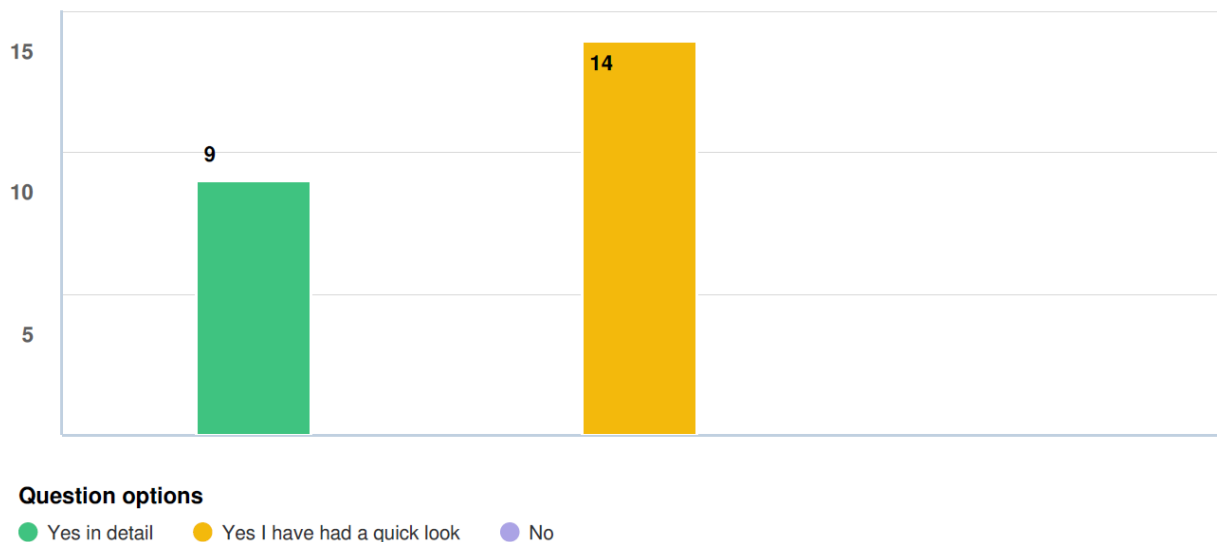
All responses received during the consultation period were analysed (23 online survey responses and one email response).

5.1 ONLINE SURVEY RESPONSES

There were 23 online survey responses as part of the consultation.

Respondents were asked if they had read the Draft Long Term Financial Plan.

As presented below 39% (n=9) of Respondents said they had read the Long Term Financial Plan in detail while 61% (n=14) said they had a quick look.



i. NEW STRATEGIES AND SERVICES

Respondents were asked if they could see the value in the new strategies and services included in the proposed Long Term Financial Plan. A scale from 1 – 5 was provided where 1 indicated no value and 5 indicated extremely valuable.

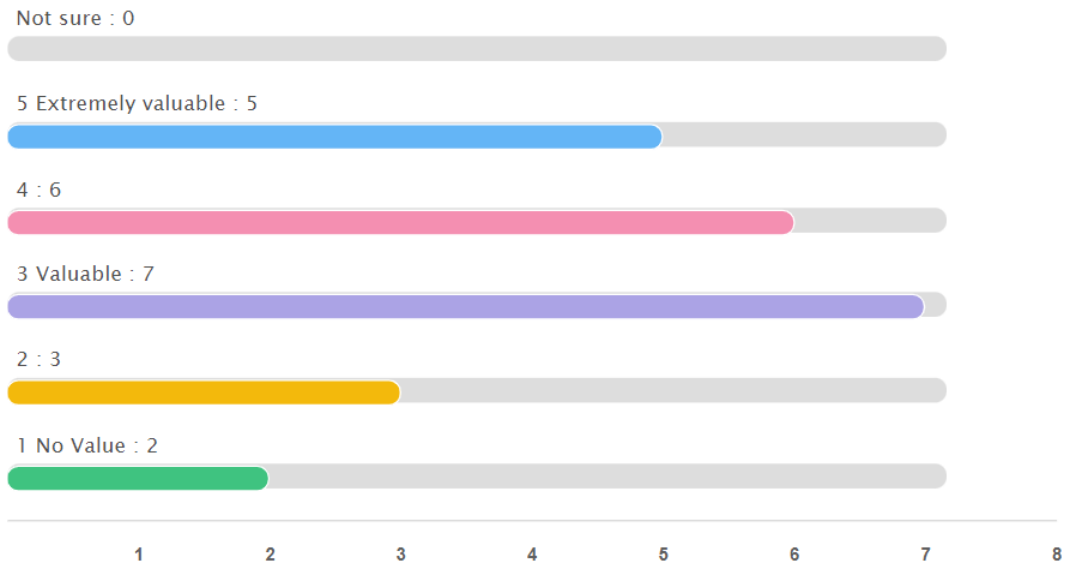
New strategies and services included:

- Implementation of the Community and Recreation Facility Framework
- Implementation of the Trails Framework (operating)
- New development maintenance costs including Hamilton Hill and Dunfield
- Dog/cat temporary accommodation as a result of new cat registration bylaws

Results for each of the new strategies/services are presented below:

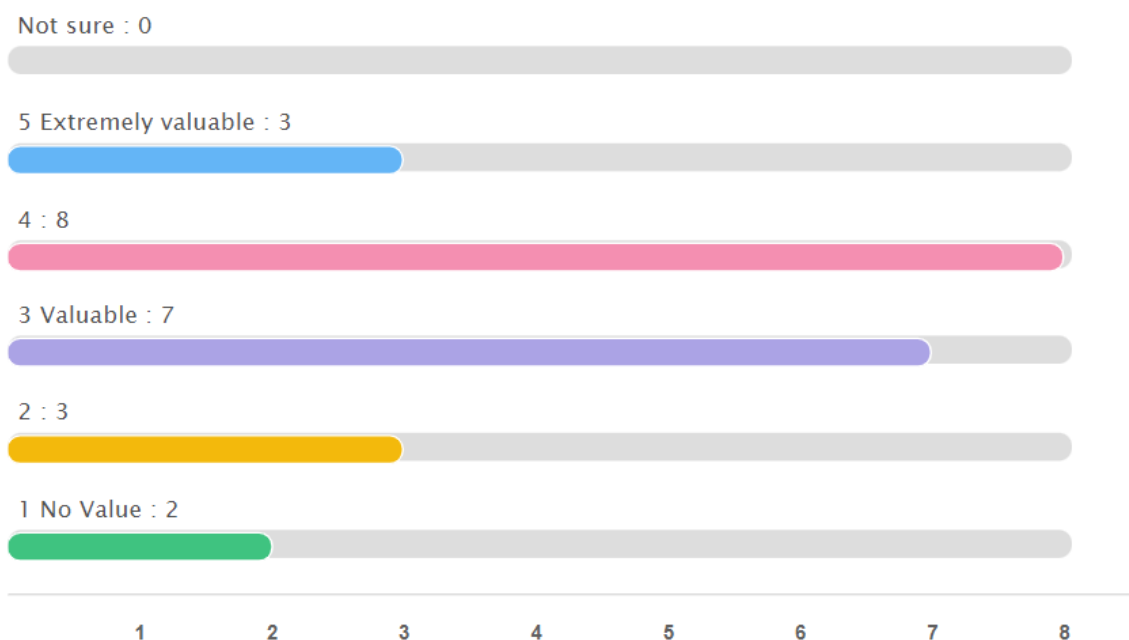
Implementation of the Community and Recreation Facility Framework

78% (n=18) of Respondents indicated that they would value the implementation of the Community Recreation and Facility Framework. 22% (n=5) of Respondents had little or no value.



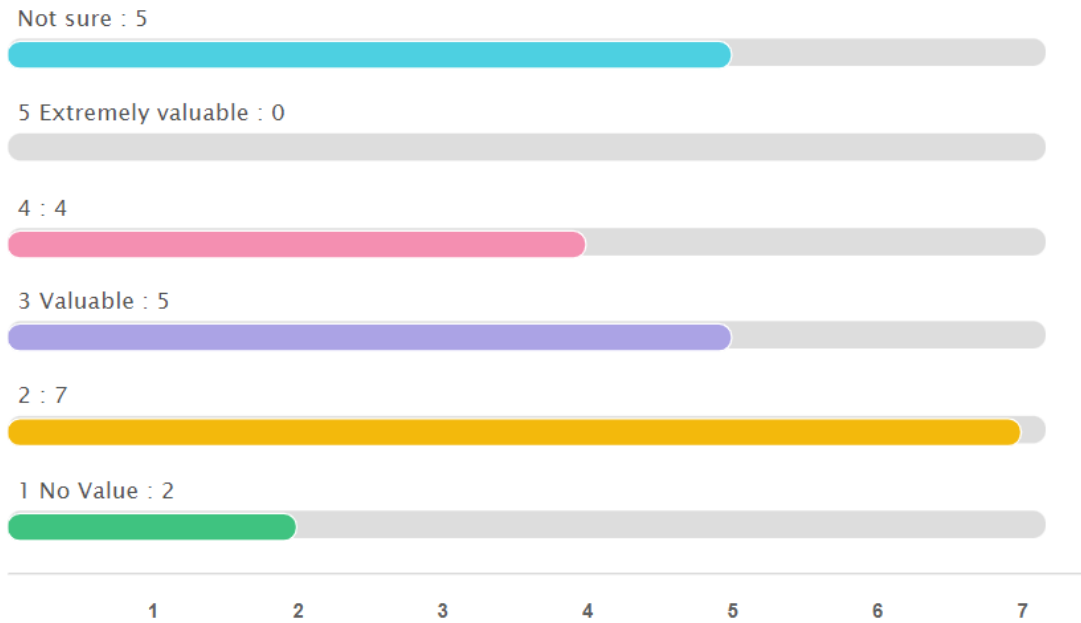
Implementation of the Trails Framework (operating)

78% (n=18) of Respondents indicated that they would value the implementation of the Trails Framework. 22% (n=5) of Respondents had little or no value.



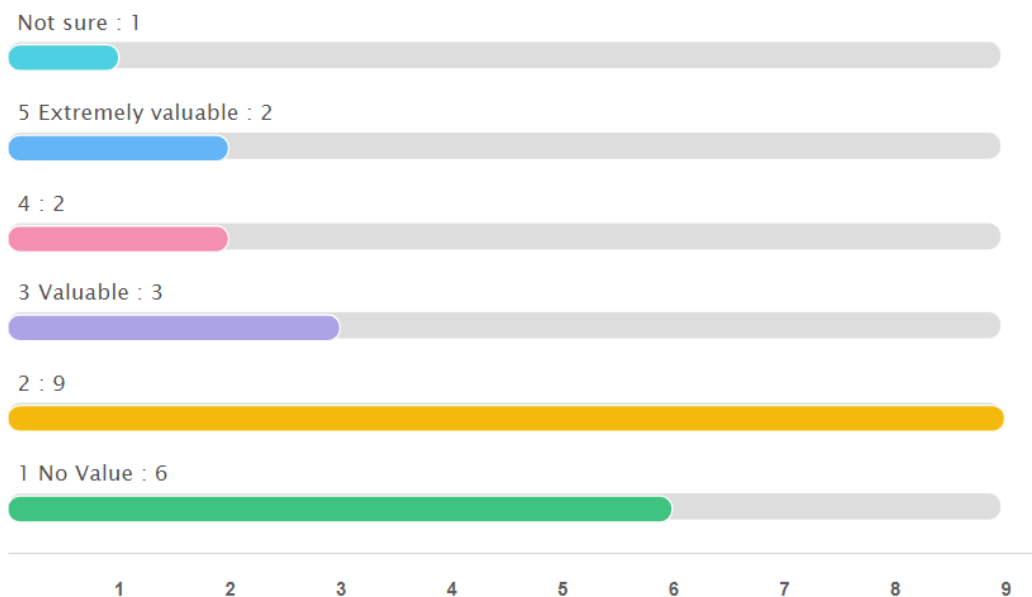
New development maintenance costs including Hamilton Hill and Dunfield

39% (n=9) of Respondents indicated that they valued the new development maintenance costs including Hamilton Hill and Dunfield. 39% (n=9) of Respondents had little or no value and 22% (n=5) were unsure.



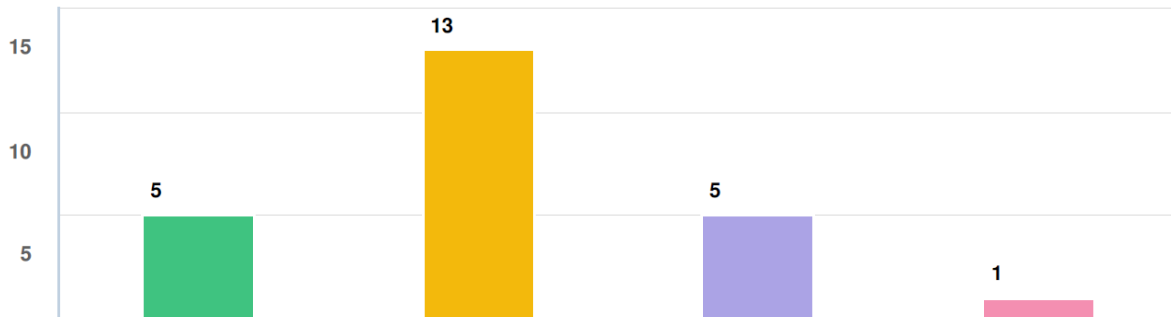
Dog/cat temporary accommodation as a result of new cat registration bylaws

30.5% (n=7) of Respondents indicated that they valued the Dog/cat temporary accommodation as a result of new cat registration bylaws. 65% (n=15) of Respondents had little or no value and 4.5% (n=1) were unsure.



ii. FUNDING PREFERENCES

Respondents were asked what their funding preferences would be if in the future Council has expenditure related to things such as new or increased services that cannot be funded by grants or through Council savings strategies. Respondents could select more than one preference. 56.5% (n=13) of Respondents indicated a preference for a user pays system, while 22% (n=5) preferred all rate payers to share the costs and 22% (n=5) preferred a reduction in services.

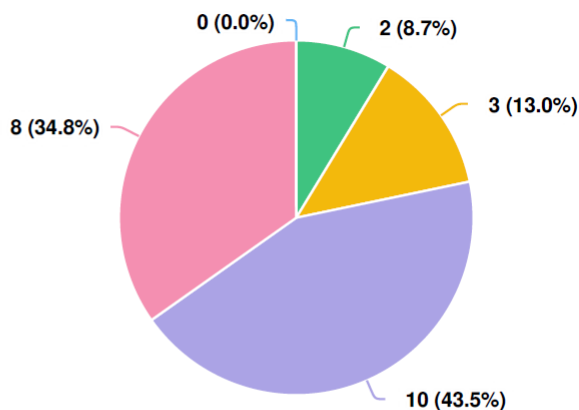


Question options

- Not sure
- Reduction in services, (e.g. we cut or reduce a different service to pay for the expenditure)
- User pays, (e.g.: a fee or surcharge for those residents directly using a service)
- All ratepayers in AHC share the cost, (e.g. an increase in rates, (e.g. a 1% increase would provide \$390,000 and average \$22 per rate payer)

iii. FUNDING PREFERENCES

Respondents were asked for their overall impression of the Draft Long Term Financial Plan. 43.5% (n=10) of Respondents had a neutral feeling for the Draft Long Term Financial Plan. 34.8% (n=8) of Respondents were happy with the plan and 21.7% (n=5) were either unhappy or very unhappy with the plan.



Question options

- Very Happy
- Happy
- Neutral
- Unhappy
- Very Unhappy

iv. CONSIDERATIONS AND CONCERNS

Respondents were asked whether they had any considerations or concerns that they would like to share on the Long Term Financial Plan.

Feedback on additional considerations and concerns was provided by 16 Respondents. Some Respondents provided feedback representing more than one theme. The feedback represented the below themes in the order from highest referred to, to lowest.

| Theme | No. of Respondents |
|--|--------------------|
| Focus on cost reductions | 4 |
| Focus on essential services | 4 |
| Increase non rates revenue | 3 |
| Change focus | 3 |
| CPI and LGPI | 2 |
| Missing information in the Plan | 1 |
| Road safety issue raised | 1 |
| Be considerate to excessive wage increases | 1 |

A full list of feedback and additional details is provided verbatim in Appendix B.

5.2 EMAIL RESPONSE

One Respondent provided a response by email twice. The response by email was related to a complaint in regard to a road upgrade and concerns in regard to the use of Council resources. The complaint was forwarded to the relevant area for a response.

The full email is available verbatim in Appendix C.

6 CONCLUSION

There is a good level of support for the Draft Long Term Financial Plan 2022-23 with 78.3% (n=18) of Respondents having a neutral or happy feeling with their overall impression of the Plan.

A high level of Respondents (78% (n=18)) valued the implementation of the Community Recreation and Facility Framework and the Trails Framework.

However, a lower level of value was seen from Respondents (39% (n=9)) for the new development maintenance costs including Hamilton Hill and Dunfield and also for the dog/cat temporary accommodation as a result of new cat registration bylaws at 30.5% (n=7).

The highest preference for Respondent's future funding preferences for things such as new or increased services that cannot be funded by grants or through Council savings strategies was for a user pays system with 56.5% (n=13) of Respondents indicating this preference.

Some of the key concerns and considerations for the Long Term Financial Plan included:

- Focus on cost reductions
- Focus on essential services
- Increase non rates revenue
- Change focus
- CPI and LGPI

The above key concerns and considerations are factors Council should be aware the community values and supports when undertaking long term financial planning.

Feedback and proposed actions will be reviewed and presented to Council for discussion and then be presented in the Council report for adopting the Long Term Financial Plan 2022-23 at the 26 April 2022 Council meeting.

This report will be shared with the wider community and anyone who participated in the consultation via Councils Have Your Say Engagement Platform.

APPENDIX A – Information Provided and Feedback Form



Public Consultation Long Term Financial Plan 2022 - 2023 Wed 2 March – 4pm, Tuesday 22 March 2022

We have recently reviewed our Long Term Financial Plan (LTFP) and updated it for projections in Council's planned activities over a ten year timeframe.

Impacts on Council's operating surplus in the last 12 months

This review highlighted that Council has made a number of budget decisions since the 2021-22 LTFP adoption that has impacted on Council's expenditure base. Additional costs that have impacted on Council's Operating Surplus were the result of:

- Additional green waste days provided to the community
- Additional bridge maintenance requirements as per the Asset Management Plan - Bridges adopted by Council in February 2022
- Cloud transition / cyber security / licencing changes
- Insurance increases and distribution reductions
- Local Government Reforms

These above cost impacts have been included in the 2022-23 LTFP.

New strategies/services for inclusion in the 2022-23 LTFP

The following strategies/services (several of which have undergone community consultation and resolution by Council in the last year) have now been costed and considered appropriate to include in the 2022-23 LTFP:

- Implementation of the Community & Recreation Facilities Framework
- Implementation of the Trails Framework (Operating)
- New development maintenance costs including Hamilton Hill and Dunfield
- Dog/cat temporary accommodation as a result of new cat registration bylaws

Saving and Efficiency Strategy

Having regard to the emerging cost pressures and new strategies (as highlighted above), Council has proposed the adoption of a detailed savings and efficiency strategy to improve Council's Operating Surplus over the period of the LTFP. *Consultation for the 2021-22 Annual Business Plan also highlighted that the community wished to better understand how Council was being more efficient in their business as usual activities to limit rate rises to as low as possible.*

Items included under the saving & efficiency strategy include:

- critical examination of all materials, contract & other expenses to determine if Council can maintain existing budgets where contracts and costs are not linked to CPI or regular increases
- consideration of strategies to increase electronic rate notices including opt out
- changes to payment options and consideration of surcharges for credit card use
- fleet management opportunities
- insourcing opportunities including for tree management
- opportunities in management of leave and vacancies
- other savings opportunities including cleaning and electricity



YOUR COUNCIL YOUR SAY



A full copy of the Long Term Financial Plan is available at <https://engage.ahc.sa.gov.au> or available for view at Council Libraries / Customer Service Centers at Woodside, Gumeracha and Stirling. If you would prefer a hard copy posted please call our team on 8400 0400 or email engage@ahc.sa.gov.au .

The results of the feedback provided will be discussed with Council and incorporated into the Final Long Term Financial Plan prior to consideration of the 2022-23 Annual Business Plan and Budget.

You can Have Your Say by:

- Preferably using the online feedback form at <https://engage.ahc.sa.gov.au> .
- Sending an email to engage@ahc.sa.gov.au
- Writing a letter to Community Engagement Coordinator PO Box 44, Woodside SA 5244
- Phoning 8408 0400
- Completing the attached hardcopy submission form on the back of this information sheet and returning via any of the above mentioned ways or in person at any of Councils Customer Service Centres at Stirling, Woodside and Gumeracha.

Opportunity to provide feedback closes 4pm, Tuesday 22 March 2022.

If you required any further information please feel very welcome to contact Mike Carey on 8408 0400 or email mcarey@ahc.sa.gov.au .

Adelaide Hills Council
Communications, Engagement and Events Team



Public Consultation – Long Term Financial Plan 2022 – 2023

Please submit your feedback by 4pm, Tuesday 22 March 2022

Please provide your full name below:

If you would like us to inform you of the outcomes of this consultation please leave your email address:

It is recommended you have a look at the Draft Long Term Financial Plan 2022 – 23 to be able to answer the following questions. It is available at <https://engage.ahc.sa.gov.au> or from AHC Customer Service Centres at Gumeracha, Stirling and Woodside.

So we can understand who is providing feedback please respond to the following:

Are you providing this feedback as a:

(Choose any 1 options) (Required)

- Ratepayer / Resident of AHC
 Business Owner in AHC
 Visitor to AHC
 Other (please specify)

Can you please confirm the township/suburb in which you live.

(Required)

Have you reviewed the [Draft Long Term Financial Plan 2022/23?](#)

(Choose any 1 options) (Required)

- Yes in detail
 Yes I have had a quick look
 No

New strategies/services for inclusion in the 2022-23 Long Term Financial Plan

The strategies/services in the next question have been costed and considered appropriate to include in the 2022-23 LTFP. Several of these strategies have undergone community consultation and resolution by Council in the last year.

Do you see value in the new strategies and services included in the proposed Long Term Financial Plan?

Please select from a scale of 1 – 5 (where 1 is no value and 5 is extremely valuable) for each new strategy / service stated below.

(Required)

| Questions | 1 No Value | 2 | 3 Valuable | 4 | 5 Extremely valuable | Not sure |
|--|------------|---|------------|---|----------------------|----------|
| Implementation of the Community & Recreation Facilities Framework | | | | | | |
| Implementation of the Trails Framework (Operating) | | | | | | |
| New development maintenance costs including Hamilton Hill and Dunfield | | | | | | |
| Dog/cat temporary accommodation as a result of new cat registration bylaws | | | | | | |



Saving and Efficiency Strategy

As detailed in the "Savings and efficiency strategy" section above, whenever Council has increased expenditure we look at ways of funding it so that it has as little impact to the community and rates increases as possible. The main way that we fund the long term financial plan is through Rates, but we also rely on Grants, and Fees and Charges.

The next question considers additional funding options we can consider for new or increased service requirements.

If in the future, we have expenditure such as new or increased services, that cannot be funded by grants or through our council savings strategies, what would your funding preference be?

(Choose all that apply) (Required)

- All ratepayers in AHC share the cost, (e.g. an increase in rates, (e.g. a 1% increase would provide \$390,000 and average \$22 per rate payer)
- User pays, (e.g. a fee or surcharge for those residents directly using a service)
- Reduction in services, (e.g. we cut or reduce a different service to pay for the expenditure)
- Not sure

What is your overall impression of the Long Term Financial Plan? *



Very Unhappy



Unhappy



Neutral



Happy



Very Happy

Do you have any considerations or concerns you would like to share on the Long Term Financial Plan?

Thank you for providing your feedback!

APPENDIX B – Verbatim comments RE: Respondents considerations and concerns with the Draft Long Term Financial Plan 2022-23.

Do you have any considerations or concerns you would like to share on the Long Term Financial Plan?

No focus on reducing the ACH administration costs.

I think you have to cut back the range of "Fun" services, eg Sunday Markets, fringe, bike events and go back to core Functions, roads, footpaths etc

There seems to be little attention paid to increasing non-rates revenues. Has Council thought through new and extended opportunities to increase revenue from new sources. As example, promotion and licencing of "pop-ups", extending some council services to also provide the service on the open market, identifying surplus council facilities that are not fully utilised for leasing (assuming they are not able to be sold off), introducing small fees for services that are traditionally free as the cost of EFTPOS collection falls in comparison to the cost of collecting small fees by cash.

Why is there no mention of the costs of elected members within the ltfp ?
How is it thst the ratepayers are governed by the cpi but the council uses an artificial lgi, wh i chis always higher than cpi ?

Yet again, your only concern seems to be for "tree management". Which from all accounts refers to the ongoing and often highly damaging poor quality lopping and endless clearing of trees. Where is your commitment to keeping the hills vegetated with the native trees that protect our struggling wildlife? Why is vegetation care and development never mentioned? With the rapidly increasing building development style of structures being built that fill the land from fence to fence there are no trees being protected or indeed even room for them to be planted. Surly it is time for this council that trades on the natural environment of the hills to take a proactive role in looking after this exponentially decreasing vital resource.

Consider impacts for the Russia v Ukraine and impacts on energy fuel etc.

Investigate new revenue streams not from resident ratepayers, instead from e.g. visitors, as is common in European tourism areas.

Need to focus on essentials such as roads, rubbish, sports and recreation facilities and not send time and money on "social and political" issues

The Biodiversity policy feels more like a backdoor way to save on roadside maintenance.
The outsourcing of roadside maintenance has simply resulted in residents doing their own roadside maintenance every 6 weeks as the contractor is only prepared to do roadside maintenance when budget permits every 18 months.
I assume the council makes money from State and Federal grants declaring roadside bio diversity zones. The zones outside my property are not maintained by volunteer groups as inferred in the council bio diversity paper.
I feel if the council if not going to maintain my roadside zone I should receive a rebate on my rates commiserate to the amount AHC is saving on not maintaining the area backdated to day 1.
I feel AHC offloading costs to ratepayers as unmaintained biodiversity zones is relevant to the ratepayers as believe the Biodiversity zones have contributed to my higher CFS BAL rating and thus increased building costs.

At some stage Sturt Valley Road that start near the bridge and goes through to Upper Sturt Road. Part of the Sturt Valley Road from Stirling has previously been widened.
The very narrow section remaining is narrow and very windy
Some people speed along this section and accidents occur.
The corner of Wychwood Grove and Upper Sturt is dangerous as it is on a sharp bend and people speed around this corner on USRd. and you can only see a section of this corner.

Be considerate to excessive increase in wages to ALL staff - especially senior members. Consider pay freeze or below inflation increases.

My rates are constantly increasing and have doubled since I moved in (2009). Cap your rate increases to the CPI, not your magical LGPI which is irrelevant to those of us whose salary only increased at the CPI (if we are lucky).

AHC must continue to look at staffing costs and outsource those services that are liable to significant fluctuation.

Under the plan, the AHC will spend an average of \$1.2 million per annum on the maintenance of unsealed roads. We are now in 2021, and it is surely time to consider the long run benefits of sealing these roads against not only the maintenance costs but the image of being a modern and developed LGA.

In my work: property development, I manage financial risk and opportunity assessments. You have a risk assessment but not an opportunity assessment as far as I can see with a quick perusal. The obvious opportunity is to increase rates income overall by increasing development density in urban centres rather than spreading housing into rural areas.

Cut unnecessary cost, use employees time more efficiently - double up on job tasks eg employ person with a wider ability to perform different tasks to increase employee hours to full time over parttime / casual and reduce employee numbers, therefore cutting overhead costs. Reduce the amount of waste, e.g. office supplies by re-using items where they can be and helping on the environmental impact at the same time. Bring more vents to the region to increase visitation to increase financial input from outsiders.

APPENDIX C – WRITTEN / EMAIL FEEDBACK

Feedback 1:

Re: Invitation to AHC Draft Long Term Financial Plan 2022/23 Consultation

To: AHC Communications Engagement & Events

Follow up. Start by Thursday, 10 March 2022. Due by Thursday, 10 March 2022.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[EXTERNAL]

I've rang you several times on issues in my area and this has fallen on deaf ears. I don't think coming in person would change anything. You are just like politicians, promise everything but do nothing.

Signed, disillusioned resident

Sent from my iPhone

On 8 Mar 2022, at 16:08, Adelaide Hills Council <engage@ahc.sa.gov.au> wrote:

Re: Invitation to AHC Draft Long Term Financial Plan 2022/23 Consultation

o Vanessa Geerts

You replied to this message on 24/03/2022 2:14 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Thursday, 24 March 2022 9:40 AM

To: Vanessa Geerts <vgeerts@ahc.sa.gov.au>

Subject: Re: Invitation to AHC Draft Long Term Financial Plan 2022/23 Consultation

[EXTERNAL]

Hi Vanessa,

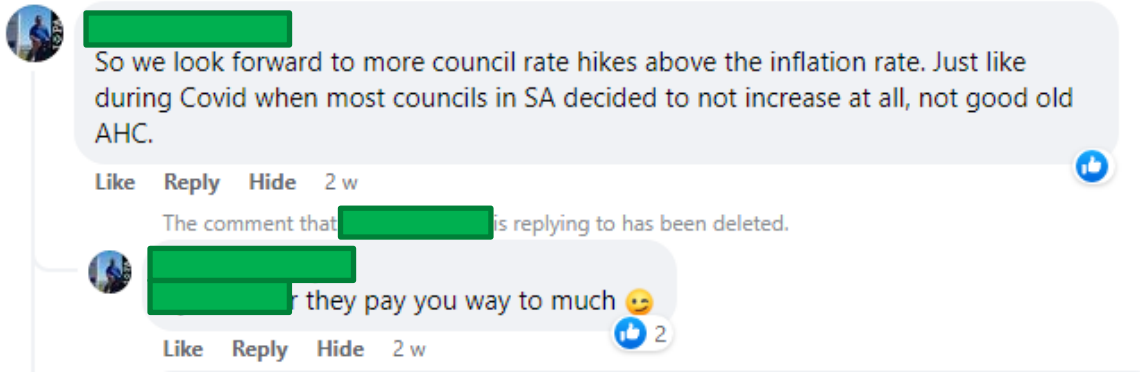
The recent phone call I had with one of your colleagues had him stating that road works were prioritised. Well as I stated, and now this is in email form for evidence and that you can't refute, I have just noticed that Harris Rd, Lenswood is being resurfaced. There was nothing wrong with the old surface, as pointed out by the workers I spoke to yesterday. How can this be a priority job when Croft Rd, between Harris Rd and Cold Store Rd, is a minefield of pot holes and ruts.

I have had three wheel alignments on my car in the last 18 months and I intend billing the council due to your inadequate response to fix this road up. My car is only 4 years old and is in excellent condition, so the wheel alignment doesn't go out for no reason. I am 63yrs old and a excellent driver. It's a bloody disgrace.


Further more, I have taken photographs and will go to the media if I don't hear a favourable response. I still have one remaining payment for my rates and it is my possible intention to withhold this payment. I will take drastic action to name and shame you for your lack of assistance if this problem is not remedied post haste.


Sent from my iPhone

APPENDIX D – Social Media Posts





A screenshot of social media comments. The first comment is from a user with a green profile picture, stating: "So we look forward to more council rate hikes above the inflation rate. Just like during Covid when most councils in SA decided to not increase at all, not good old AHC." Below this comment are the options "Like Reply Hide" and "2 w", along with a blue thumbs-up icon. A second comment from the same user says: "The comment that [redacted] is replying to has been deleted." The third comment is from a user with a blue profile picture, saying: "[redacted] they pay you way to much 😏". Below this comment are the options "Like Reply Hide" and "2 w", along with a blue thumbs-up icon and a "2" next to it.

 [redacted]
So we look forward to more council rate hikes above the inflation rate. Just like during Covid when most councils in SA decided to not increase at all, not good old AHC.

Like Reply Hide 2 w 

The comment that [redacted] is replying to has been deleted.

 [redacted]
[redacted] they pay you way to much 😏

Like Reply Hide 2 w  2

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Natalie Westover
Manager Property Services
Corporate Services

Subject: Land Purchase 8 St John Road Norton Summit

For: Decision

SUMMARY

The purpose of this report is to seek a resolution of Council in support of a boundary realignment involving the Council owned land at 2 St John Road Norton Summit contained in Certificate of Title Volume 5624 Folio 6 ("Council land") refer **Appendix 1**.

The boundary realignment with the adjoining land at 8 St John Road Norton Summit contained in Certificate of Title Volume 5662 Folio 781 ("Church Land") owned by The Synod of the Diocese of Adelaide of the Anglican Church of Australia ("the Church") will involve the purchase of land by the Council from the Church of approximately 2705m² refer **Appendix 1**.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. In conjunction with The Synod of the Diocese of Adelaide of the Anglican Church of Australia ("the Church"), undertake a boundary realignment to alter the boundaries between the land located at 2 St John Road Norton Summit owned by Council and the land located at 8 St John Road Norton Summit owned by the Church, with the effect of Council purchasing from the Church an area of approximately 2705m² for the amount of \$175,000 exclusive of GST
 3. To allocate funding in 2022/23 budget for the purchase of the land in the amount of \$175,000 exclusive of GST plus \$16,175 for the Council's proportion of purchase and land division costs
 4. To update the Council's Community Land Register to reflect the additional area of land vesting in Council and to develop a Community Land Management Plan for the site
 5. To delegate to the CEO to all do things necessary, including sign all documents to give effect to this resolution
-

1. BACKGROUND

Council owns the Council land, on which is situated the Norton Summit CFS Station and the former Council chambers of the District Council of East Torrens in which the Norton Summit Post Office and East Torrens Historical Society are jointly located.

The adjoining land is owned by the Church on which is situated the Norton Summit Anglican Church Parish.

In 2013, discussions occurred between the Norton Summit CFS brigade and the Church in relation to a proposal to realign boundaries between the Church land and the Council land, partially occupied by the CFS that would fix encroachments, boundary anomalies with The Summit Hotel and provide additional space capable of being developed for community purposes including additional car parking.

In 2014, Council was approached by a representative of the Norton Summit CFS brigade seeking support for the acquisition of a parcel of land adjoining the current CFS facility to provide for improved car parking.

Taken from the report to Council of 22 March 2016:

“During discussions with the CFS it was evident that whilst improved carparking is the primary driver for the request, it was the sale of Morialta Barns in 2014 that provided the initial catalyst for consideration given Council’s recommendation which stated in part:

“Council considers re-investing a portion of the proceeds from this sale back into a local project as part of the 2013/14 budget deliberations”

The sale proceeds for Morialta Barns was \$400,000 and at this time no additional projects have been undertaken by Council within the area where funding has been specifically associated with the sale.”

The following is the resolution of Council from 22 March 2016 in relation to the sale of Morialta Barns:

17.2 Sale of Asset – Morialta Barns – Confidential Item

16.30.8 Tim Hancock

Moved Cr Jan Loveday
S/- Cr Ian Bailey

Carried Unanimously
87

That

- Council proceeds with the sale of Morialta Barns to Steve and Fiona Butcher for the amount of \$400,000
- The contract conditions include provisions that the buildings are renovated in accordance with State Heritage requirements and that the renovation works are completed within 5 years of the purchase
- Council considers re-investing a portion of the proceeds from this sale back into a local project as part of the 2013/14 budget deliberations
- The Mayor & CEO be authorised to affix the seal and sign any documentation that is required to achieve a sale of the property

Investigations were undertaken in conjunction with the Church and a preliminary draft plan was prepared for the purpose of a report to Council. Initial survey work undertaken highlighted that the existing septic system straddles the boundary of the Council land and the Church land, and is used by both the Council and the Church.

On 22 March 2016, Council resolved as follows:

19.2.1 Land Acquisition – Colonial Drive, Norton Summit – Confidential Item

Moved Cr Ian Bailey
S/- Cr Jan-Claire Wisdom

69

Council resolves that:

1. The report be received and noted.
2. In principle support for the acquisition of the parcel of land identified in Appendix 1 be provided.
3. Subject to support being provided for the acquisition of the parcel of land, staff work, the Norton Summit CFS and the Anglican Church to prepare preliminary plans for consideration by Council.

Land Acquisition – Colonial Drive Norton Summit – PERIOD OF CONFIDENTIALITY

1. That having considered at Agenda Item 19.2 in confidence under sections 90(2) and 90(3) (b) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until, if determined by Council, until negotiations regarding land acquisition have been finalised, but not longer than 12 months.
2. Pursuant to section 91(9) (a) of the Local Government Act 1999, that Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or his sub-delegate.

3. Pursuant to section 91(9)(c) of the Local Government Act 1999, that Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.

VARIATION with leave of the meeting

Council resolves that:

1. The report be received and noted.
2. In principle support for the acquisition of the parcel of land identified in Appendix 1 be provided.
3. Subject to support being provided for the acquisition of the parcel of land, staff work with SAFECOM, the Norton Summit CFS and the Anglican Church to prepare preliminary plans for consideration by Council.

Land Acquisition – Colonial Drive Norton Summit – PERIOD OF CONFIDENTIALITY

1. That having considered at Agenda Item 19.2 in confidence under sections 90(2) and 90(3) (b) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until, if determined by Council, until negotiations regarding land acquisition have been finalised, but not longer than 12 months.
2. Pursuant to section 91(9) (a) of the Local Government Act 1999, that Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or his sub-delegate.
3. Pursuant to section 91(9)(c) of the Local Government Act 1999, that Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.

Carried Unanimously

When presenting the 2016 report, a valuation was undertaken for the proposed area of land to be purchased, which at that time was valued at \$140,000.

There have been numerous touchpoints with the Norton Summit CFS representative in relation to progression of the investigations. The CFS has indicated that they would like to see Council undertake the works to provide additional car parking in the area to serve the needs of the CFS when responding to events, as well as the car parking needs due to the increased popularity of The Summit Hotel and for walkers using the Heysen Trail . Car parking options are complicated by the topography of the land, whilst some additional car parking may be feasible along the pathway to the north of the land, it is not viable to increase car parking significantly due to the topography of the land. Further investigations need to be completed to determine if any additional car parking can be created, taking into account the topography and the native vegetation that exists at the site and this will be included in a future strategic initiative for consideration by Council.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|--|
| Goal 1 | A functional Built Environment |
| Objective B4 | Sustainable management of our built assets ensures a safe, functional and well serviced community |
| Priority 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 factors |
| Goal 2 | Community Wellbeing |
| Objective C2 | A connected, engaged and supported community |
| Priority C2.4 | Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them |
| Goal 2 | Community Wellbeing |
| Objective C4 | An active, health, thriving and resilient community |
| Priority 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 |
| Goal 3 | A prosperous economy |
| Objective E2 | Provide local infrastructure to drive growth and productivity |
| Priority E2.4 | Manage and maintain Council assets to maximise their utilisation and benefit to the community |
| Goal 4 | A valued Natural Environment |
| Objective C2 | A connected, engaged and supported community |
| Priority C2.4 | Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them |

➤ Legal Implications

If the land is acquired by Council, it will be added to the existing Council owned land parcel and be included on the Council's community land register. A separate Community Land Management Plan may be required given the number of uses of the parcel of land (i.e. CFS, East Torrens Historical Society and biodiversity)

➤ Risk Management Implications

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

Decision not to purchase land leading to loss of community confidence and need to plan an alternate proposal to deal with septic system.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| High (2A) | High (2A) | Low |

➤ **Financial and Resource Implications**

The purchase price for the land would be \$175,000 plus GST.

Additional costs to purchase will include the survey and land division costs of approximately \$5,000, stamp duty and Land Titles Office fees of \$8,175, legal/conveyancing costs of approximately \$3,000.

The purchase price, acquisition costs and possible car parking upgrades have not been budgeted for and are not included in the Long Term Financial Plan or Annual Business Plan.

The Council owned reserve to the north of the boundary realignment area is currently managed by Council's Biodiversity Team although as a parcel of predominantly native vegetation, only weed activities are undertaken. It is not expected that the addition of this land will create additional maintenance obligations over and above what is already resourced. If the land were to be improved with car parking, picnic tables, etc. then we would expect that maintenance costs would increase as a result, details of this will be investigated in conjunction with the costs to put in additional car parking and community infrastructure and included in a future strategic initiative for consideration by Council.

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

The resolution of Council for the sale of Morialta Barns has created an expectation in the community that at least a portion of funds will be reinvested back into a project in the local community. The proposed purchase of land will likely be deemed a suitable outcome for the investment in a local project however it is expected that there will be an additional request for funding to assist with car parking and local amenity in the area, such as picnic tables, etc. on the land proposed to be purchased.

➤ **Sustainability Implications**

The land proposed to be purchased is vegetated with native vegetation which is considered to be in reasonable condition. The purchase of the land will ensure preservation of the native vegetation on the land and be managed by Council's Biodiversity team.

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

Advice has been sought from Council's Property Advisory Group on numerous occasions as this matter has progressed.

Consultation on the development of this report was as follows:

| | |
|----------------------------|--|
| <i>Council Committees:</i> | Not Applicable |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Property Advisory Group |
| <i>External Agencies:</i> | Norton Summit CFS and The Synod of the Diocese of Adelaide of the Anglican Church of Australia |
| <i>Community:</i> | Not Applicable |

Boundary Realignment

Since the 2016 resolution of Council, significant negotiations in respect of the draft plan have been undertaken with the local Parish until a final draft plan has been reached that is deemed acceptable to the local Parish. Following agreement of the draft plan by the local Parish, the draft plan was presented to the State Diocese which approved the draft plan as the legal landowner in 2021.

Valuation

Further to the valuation obtained by Council in 2016 of \$140,000, the land was valued in 2018 by both parties with the Church valuation at \$190,000 and Council's valuation at \$120,000.

Updated valuations were undertaken by both the Council and the Church in late 2021. The Church's valuation was \$330,000 whilst the Council's valuation was \$150,000.

Council staff have undertaken preliminary conditional negotiations with the Church in relation to what may be an acceptable value to be considered by Council. The Church has agreed that a value of \$175,000 would be acceptable by them as a sale price should the Council resolve to proceed with the matter. It has also been agreed with the Church that should the Council resolve to proceed with the matter, the costs of sale, being the survey and land division costs as well as the Contract costs will be shared equally between the parties, with each party to pay their own legal and conveyancing costs.

3. OPTIONS

Council has the following options:

- I. Resolve to undertake the boundary realignment and purchase the land (Recommended)
- II. Resolve to not undertake the boundary realignment and purchase the land and find an alternative way of dealing with the encroachments which is likely to lead to community dissatisfaction (Not Recommended)

4. APPENDICES

- (1) Aerial overview of the land
- (2) Draft plan of division
- (3) Photos of the land

Appendix 1

Aerial overview of the land



Existing Council Reserve

Church Land

Council land

19263
8 St John Road

2340
4 Colonial Drive

20733
St John Road

Norton Summit land purchase Appendix 1

Appendix 2

Draft plan of division

| | | | | | |
|------------|----------------------|-----------------|------------------------|------------------|-------------------|
| PURPOSE: | DIVISION | AREA NAME: | NORTON SUMMIT | APPROVED: | |
| MAP REF: | 6628/43/G, 6628/43/H | COUNCIL: | ADELAIDE HILLS COUNCIL | DEPOSITED/FILED: | |
| LAST PLAN: | | DEVELOPMENT NO: | | | SHEET 1 OF 4 |
| | | | | | 58326_text_01_v01 |

| | | | |
|----------------|--|-----------------------------|--|
| AGENT DETAILS: | FYFE PTY LTD LEVEL 1, 124 SOUTH TERRACE ADELAIDE SA 5000 PH: 82019600 FAX: | SURVEYORS CERTIFICATION: | |
| AGENT CODE: | ALRF | | |
| REFERENCE: | 25354/1/1 DU1-R2 | | |

| SUBJECT TITLE DETAILS: | | | | | | | | | | |
|------------------------|--------|-------|-------|--------------------------------|---------------|------|--------|-------------------------|------|------------------|
| PREFIX | VOLUME | FOLIO | OTHER | PARCEL | NUMBER | PLAN | NUMBER | HUNDRED / IA / DIVISION | TOWN | REFERENCE NUMBER |
| CT | 6143 | 466 | | ALLOTMENT(S) COMPRISING PIECES | (10*,11*,12*) | D | 92909 | ADELAIDE | | |
| CT | 5662 | 780 | | ALLOTMENT(S) | 12 | D | 50939 | ADELAIDE | | |
| CT | 5662 | 781 | | ALLOTMENT(S) | 13 | D | 50939 | ADELAIDE | | |
| CT | 5624 | 6 | | ALLOTMENT(S) | 36 | F | 130290 | ADELAIDE | | |

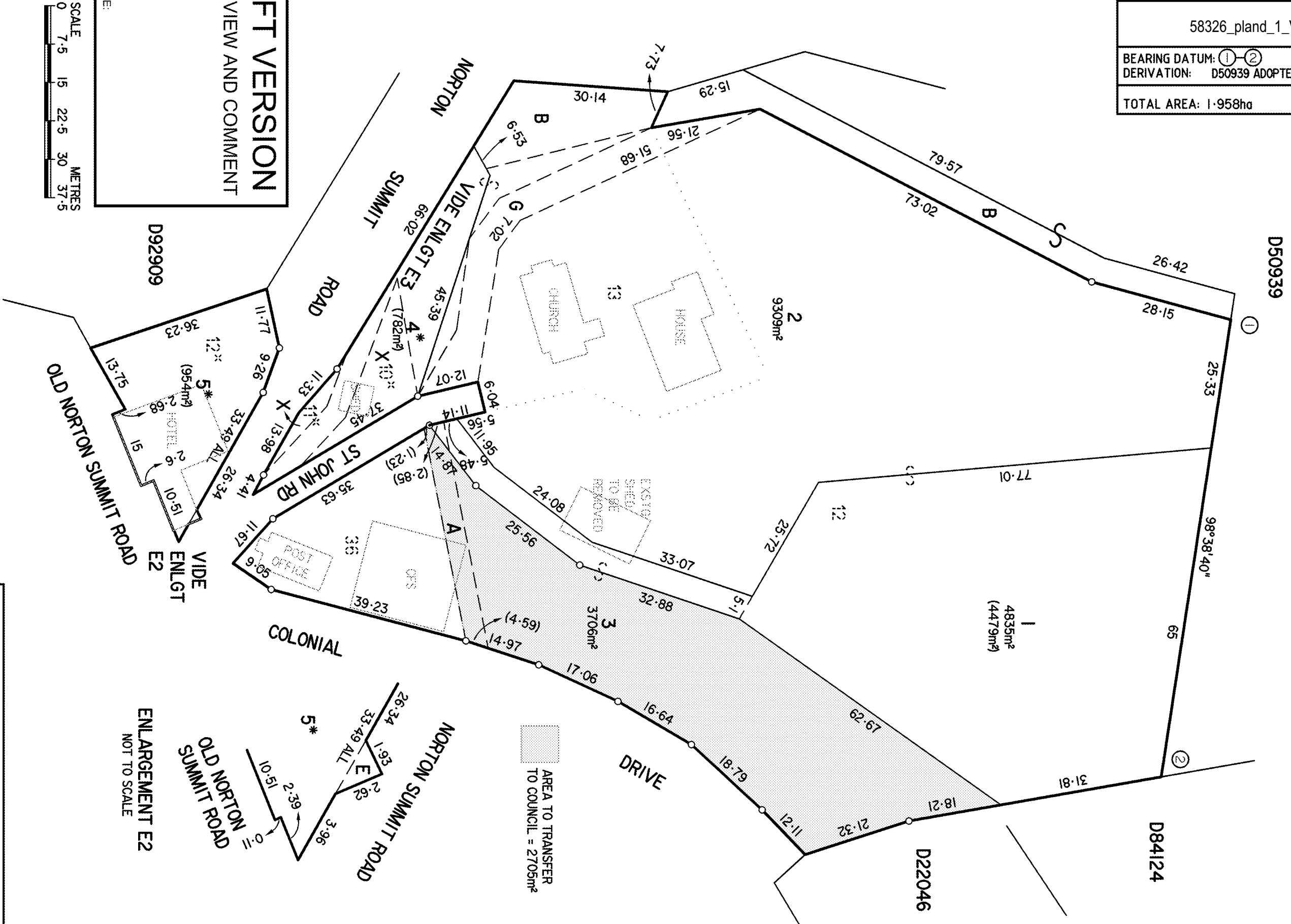
OTHER TITLES AFFECTED:

| EASEMENT DETAILS: | | | | | | | | | |
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| STATUS | LAND BURDENED | FORM | CATEGORY | IDENTIFIER | PURPOSE | IN FAVOUR OF | CREATION | | |
| EXISTING | 2.3 | LONG | EASEMENT(S) | A | | THE COUNCIL FOR THE AREA | TG 7206614 | | |
| EXISTING | 2.4* | SHORT | FREE AND UNRESTRICTED RIGHT(S) OF WAY | G | | | | | |
| EXISTING | 5* | LONG | EASEMENT(S) | E | | DISTRIBUTION LESSOR CORPORATION (SUBJECT TO LEASE 8890000) | RTD 12048084 | | |
| EXISTING | 2.(AND OTHER LAND) | LONG | RIGHT(S) OF WAY | B | | 4*(MARKED X).5* | | | |

ANNOTATIONS: SECTION 90C OF THE REAL PROPERTY ACT 1886 APPLIES TO THIS PLAN

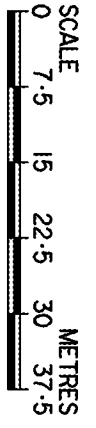
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|---------------------------------------|-----------|
| THE ADELAIDE HILLS COUNCIL DEV No. | |
| SHEET 2 OF 4 | |
| 58326_pland_1_V01 | |
| BEARING DATUM: ①-② | 98°38'40" |
| DERIVATION: D50939 ADOPTED | |
| TOTAL AREA: 1.958ha | |

SUBJECT TO CERTIFIED SURVEY



DRAFT VERSION
FOR REVIEW AND COMMENT

DATE OF ISSUE:



PIECES SCHEDULE

| | |
|-------------------------|------------|
| ONE ALLOTMENT COMPRISES | TOTAL AREA |
| 4*, 5* | 1736m² |

* ASTERISK DENOTES PIECE IDENTIFIER ONLY

ENLARGEMENT E2
NOT TO SCALE

FYFE PTY LTD
SURVEYORS and ENGINEERS

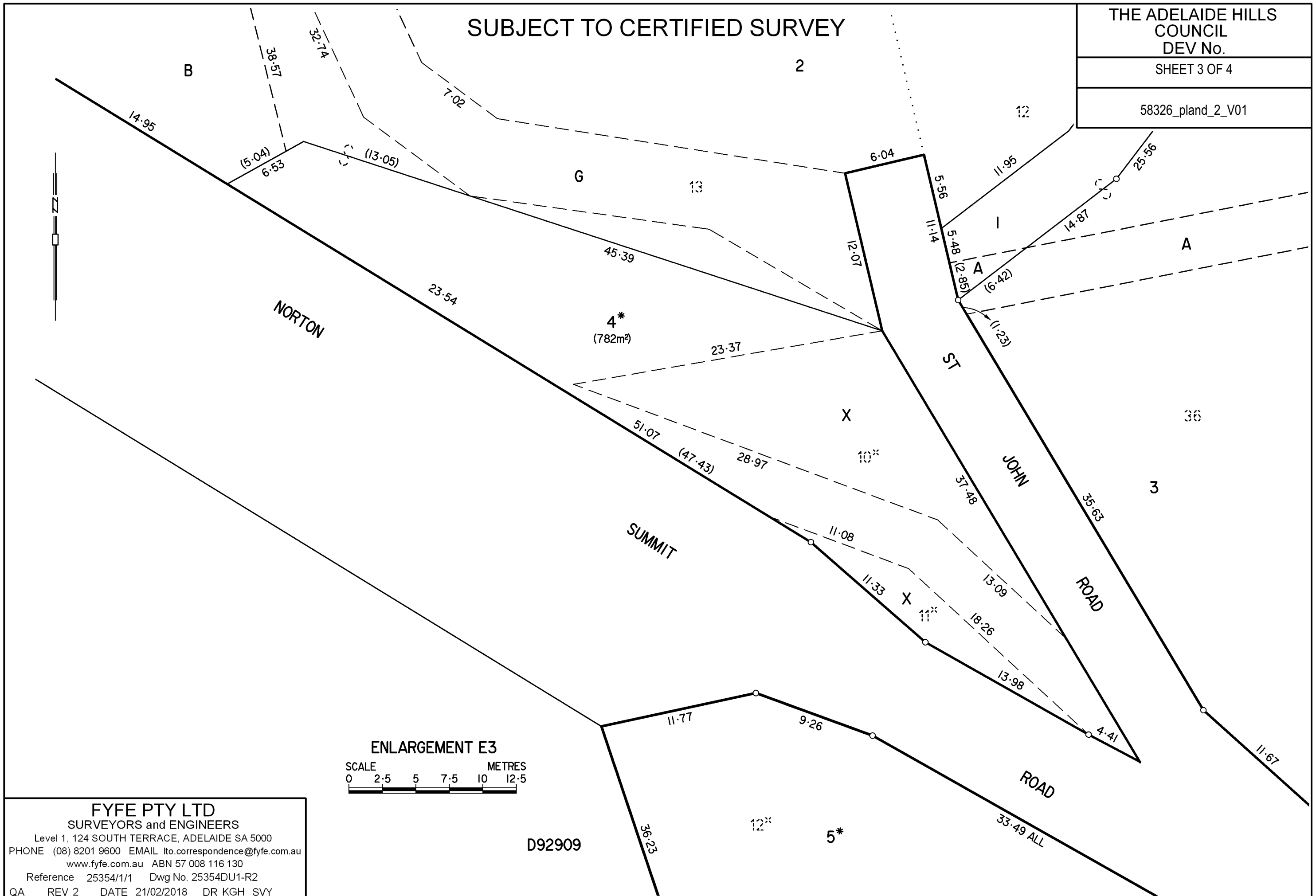
Level 1, 124 SOUTH TERRACE, ADELAIDE SA 5000
PHONE (08) 8201 9600 EMAIL llo.correspondence@fyfe.com.au
www.fyfe.com.au ABN 57 008 116 130
Reference 25354/1/1Dwg No. 25354DU1-R2
QA REV 2 DATE 21/02/2018 DR KGH SVY

SUBJECT TO CERTIFIED SURVEY

THE ADELAIDE HILLS
COUNCIL
DEV No.

SHEET 3 OF 4

58326_pland_2_V01



FYFE PTY LTD
SURVEYORS and ENGINEERS
Level 1, 124 SOUTH TERRACE, ADELAIDE SA 5000
PHONE (08) 8201 9600 EMAIL lto.correspondence@fyfe.com.au
www.fyfe.com.au ABN 57 008 116 130
Reference 25354/1/1 Dwg No. 25354DU1-R2
QA REV 2 DATE 21/02/2018 DR KGH SVY

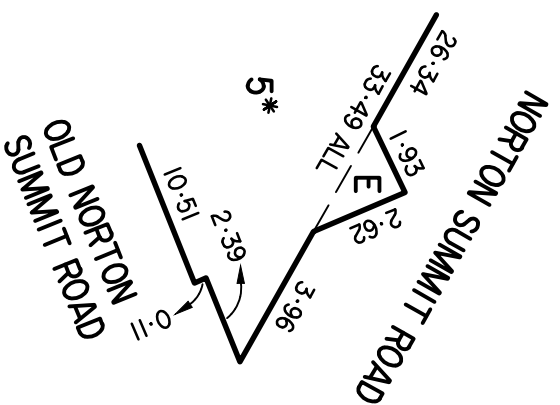
D92909

SUBJECT TO CERTIFIED SURVEY



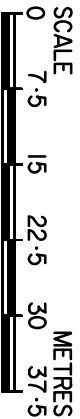
AREA TO TRANSFER
TO COUNCIL = 2705m²

ENLARGEMENT E2
NOT TO SCALE



DRAFT VERSION
FOR REVIEW AND COMMENT

DATE OF ISSUE:



| PIECES SCHEDULE | |
|-------------------------|--------------------|
| ONE ALLOTMENT COMPRISES | TOTAL AREA |
| 4*, 5* | 1782m ² |

* ASTERISK DENOTES PIECE IDENTIFIER ONLY

FYFE PTY LTD
SURVEYORS and ENGINEERS
Level 1, 124 SOUTH TERRACE, ADELAIDE SA 5000
PHONE (08) 8201 9600 EMAIL llo.correspondence@fyfe.com.au
www.fyfe.com.au ABN 57 008 116 130
Reference 25354/1/Dwg No. 25354DU1-R2
QA REV 2 DATE 21/02/2018 DR KGH SVY

Appendix 3

Photos of the land













**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

| | |
|-----------------------------|---|
| Item: | 12.4 |
| Responsible Officer: | Renee O'Connor Coordinator – Sport and Recreation Corporate Services |
| Subject: | Draft Recreation Trails and Cycling Routes Management Framework – Consultation Summary & Service Levels and Guidelines |
| For: | Decision |

SUMMARY

The purpose of this report is to provide Council with the *Recreation Trails and Cycling Routes Management Framework – Community Engagement Outcomes Report* (the “*Engagement Outcomes Report*”) (**Appendix 1**), and adopt the draft *Recreation Trails and Cycling Route Framework Service Levels - Revision C* (the “*Service Levels*”) (**Appendix 2**) and *Guidelines for Maintenance and Upgrades of existing Recreation Trails and Cycling Routes – Revision B* (the “*Guidelines*”) (**Appendix 3**).

The *Recreation Trails and Cycle Routes Management Framework* (the “*Framework*”) is modelled on other Frameworks developed by the Sport and Recreation Staff (i.e. Community & Recreation Facilities and Play Space Frameworks).

The *Trails and Cycle Routes Framework* is made up of three documents:

- Trails & Cycle Route Management Policy (adopted in August 2021)
- Service Levels
- Guidelines for Maintenance and Upgrades

The purpose of this report is to adopt the Framework (as outlined above) in its entirety.

These documents support Trails and Cycle Route management processes such as assessment of new trail/cycle route enquiries, audit processes and works plans.

Council undertook engagement on the *Service Levels* and *Guidelines* documents from 19 January 2022 to 8 February 2022 (21 days) with the aim of seeking comments and opinions on the documents and any suggestions for additions or changes. 37 Participants provided feedback on the documents.

This report will outline the main concerns and suggestions made by the community, and detail the changes made to the *Service Levels* and *Guidelines* in response to the community and internal stakeholders. The report requests Council notes the *Engagement Outcomes Report* and endorses the revised *Service Levels* and *Guidelines*.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. To receive and note the *Recreation Trails and Cycling Routes Management Framework Community Engagement Outcomes Report* contained in *Appendix 1*.
3. To adopt the draft *Trails and Cycling Routes Framework in its entirety, including the draft Trails and Cycling Routes Service Levels (Rev. C)* contained in *Appendix 2* and the draft *Trails and Cycling Routes Guidelines for Maintenance and Upgrades (Rev. B)* contained in *Appendix 3*.

1. BACKGROUND

At its meeting on 14 December 2021, Council resolved to conduct community consultation on the *Trails and Cycling Routes Framework – Draft Service Levels and Guidelines for Maintenance and Upgrades*. It also resolved to present the findings of the engagement and present the final draft of the documents to Council by June 2022.

12.2. Trails & Cycling Routes Framework – Draft Service Levels and Guidelines for Consultation

Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin

276/21

Council resolves:

1. That the report be received and noted
2. That the draft *Trails and Cycle Routes Service Levels in Appendix 1* and *Guidelines in Appendix 2* be endorsed for consultation
3. That the results of consultation and the final draft Framework be presented to Council for their consideration by June 2022.
4. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Policy 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*.

| |
|---------------------|
| Carried Unanimously |
|---------------------|

The *Engagement Outcomes Report Appendix 1*, has been used to inform and develop the *Service Levels - Appendix 2* and *Guidelines for Maintenance and Upgrades - Appendix 3*.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|--|
| Goal 1 | A functional Built Environment |
| Objective B1 | Our district is easily accessible for community, our businesses and visitors. |
| Priority 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). |
| Priority B1.3 | Progress state-wide and inter-regional connectivity of cyclist routes by partnering with neighbouring councils. |
| Priority B1.5 | Provide accessibility for the full range of users ensuring Council's road, footpath and trails network is adequately maintained and service levels for all users are developed and considered. |
| Goal 2 | Community Wellbeing |
| Objective C4 | An active, healthy, thriving and resilient community. |
| Priority C4.3 | Recognise that trails are a destination in their own right and support both commuter and recreational trail opportunities. |

Council acknowledges its responsibility to provide trails and cycling routes for all types of users, and understands that a transparent, fair and reasonable system of assessment must be implemented to develop and deliver an equitable network that defines its priorities. Council understands that trails and cycling routes must be treated similarly to other assets such as footpaths in that they must be maintained and service levels applied to them.

Council strategically acknowledges the value of trails and routes to the community, both economically and socially, and understands the contrast of providing both commuter and recreational trail opportunities.

Council's *Sport and Recreation Strategy 2017–2021* refers to recreation trends and the need to support unstructured and non-traditional activities such as walking, bike riding and horse riding for recreation and commuting within the region.

Continue to support 'non-traditional' and unstructured recreation opportunities in the region (E.G. Mountain Biking). Work and partner with relevant providers.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

The endorsement of the *Service Levels and Guidelines* documents leads to the mitigation of:

Mismanagement of trails and cycling infrastructure (new or existing) leading to lack of stakeholder confidence and inefficient resource distribution.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Medium (2C) | Low (2D) | Low (2D) |

The community has the expectation that trails and cycle routes are adequately managed and equitably distributed. Without these documents, these expectations may not be met. This leads to:

- Reputational risk.
- Financial risks.
- Risk to achieving corporate objectives.
- Risks to trail and cycling routes users.
- Risks to trail and cycling route infrastructure.

➤ **Financial and Resource Implications**

At this point in time, other than staff resources, there are no financial implications of noting the *Engagement Outcomes Report* or adopting the *Service Levels* and *Guidelines* directly.

Adopting the *Service Levels* and *Guidelines* will assist in prioritising investments, lowering investment costs and improving trail and cycle infrastructure assets within the region.

However, by supporting the development and subsequent use of the aforementioned documents, Council is again presenting its position that these assets are important and will be managed which will require additional resources. The work involved in assessing, scoping, procuring, scheduling and managing the upgrades of trails and cycle routes cannot be absorbed within current operating budgets and future operating resources of approximately \$60k are likely to be required in the longer term. These costs have been included in the latest iteration of the Long Term Financial Plan and also captured within the draft Annual Business Plan for 2022/23.

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

At this point in time, there are no additional customer service and community/cultural implications.

There are however, fed by the recent development of the *Trails and Cycle Route Management Policy* and the recent community engagement, community expectations which can continue to be managed through considered informal engagement processes.

➤ **Sustainability Implications**

The sustainability implications of adopting the *Service Levels* and *Guidelines* are positive as they support the planning, development and implementation of the Trails and Cycling Routes Management Framework. This Framework, as previously reported at the meeting on 24 August 2021, presents sustainable social, economic and environmental benefits.

➤ **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: 12 October 2021
Advisory Groups: Not Applicable
External Agencies: Department of Environment and Water
Forestry SA
Bike SA
Horse SA
Walking SA
City of Mitcham
City of Onkaparinga Council
District Council of Mount Barker
The Barossa Council

Community: Community Engagement – 19 January – 8 February 2022 (21 days).
Adelaide Hills Bicycle User Group
Adelaide Hills Natural Resource Centre
Aldgate Nature Trail (Bandicoot Trail)
Aldgate Valley Landcare
Arbury Park Outdoor School
Bicycle Tourism Operators
Friends of Heysen Trail
Friends of Lobethal Bushland Park
Friends of Woorabinda Reserves
Horse Riding & Agistment Schools/Businesses
Imagine Uraidla
Landscapes SA
Morialta BioLink Landcare
Mylor Parklands Bushcare Group
National Parks – Mt Lofty Region
Rail Trails Australia
Sturt Upper Reaches Landcare Group
Trails Consultants (various)
Trees for Life
Upper River Torrens Landcare Group
342 EHQ Registrants + 82 Trails Policy Engagement Registrants

Engagement Outcomes Report - Summary

The *Recreation Trails and Cycling Routes Management Framework – Service Levels and Guidelines for Maintenance and Upgrades* were consulted on with the community from 19 January – 8 February 2022 (21 days). Along with targeted emailing of industry bodies, trail and cycling related stakeholders, government agencies and departments, staff also targeted known community groups such as Imagine Uraidla, Friends of Groups and others to seek feedback. 37 Participants provided feedback in the way of email or survey responses.

Overall Summary

- Of the 37 Respondents, 29 were Adelaide Hills Council Residents/Ratepayers
- 81.3% of Respondents were happy, very happy or feeling neutral with the overall framework in its ability to manage recreation trails and cycling routes in the Adelaide Hills Council area the Policy, Guidelines and Service Levels could be considered well on the way to being finalised and ready for operation.

Guidelines Feedback Summary

- Surface assets were most highly valued
- Safety standards, road crossing considerations, on road repairs and resurfacing, line markings and hazard identification/warnings on trails especially for night riders were other concerns raised
- Environmental impacts of trails, and links/connections between trails townships and attractions, were considered to be missing from the Guidelines
- Just over half (56.25%) of Respondents feeling like the service levels supported recreation trails and cycling routes

Service Levels

- Top 3 concerns raised regarding the Service Levels included;
 - Timeframes considered too long between inspections.
 - Concerns around environmental impacts of trails and vegetation management especially when considering safety.
 - Prioritising trails service levels based on frequency of use and type of use not just a standard timeframe was raised as a concern worth consideration.

The *Engagement Outcomes Report (Appendix 1)* demonstrates that a rigorous and far reaching engagement process was undertaken that has provided meaningful feedback which adds value to the development of the *Service Levels* and *Guidelines* documents.

Guidelines for Maintenance and Upgrades – Feedback Analysis & Actions

The *Engagement Outcomes Report* suggests that the community believes the 10 assets listed in the *Guidelines* document are valued, with surfaces and signage being at the top of that list.

It was also reported that there may be some assets ‘missing’ from the guidelines. The following table lists the additional assets mentioned by the community and provides a response from staff.

| Comment/Suggestion | Action/Response |
|--|--|
| <i>Environmental assets – need to include reference to environmental impacts of trails, vegetation damage and support for flora and fauna along trails (n=4)</i> | A new asset titled, <i>Trail Corridor</i> , has been included in the <i>Guidelines (Rev B)</i> to ensure that the area, directly either side of the trail/route, is also included in the maintenance and upgrade tasks. Additionally asset type ‘ <i>Surface</i> ’ has been amended to highlight that not only trail standards will be met, but other (environmental) standards will also be considered. |

| | |
|--|---|
| <i>Links and connections between trails, townships and attractions (n=3)</i> | Not considered an <i>asset</i> , no change to <i>Guidelines</i> . Linkages and connections is a focus of the planning and development of trails/routes in AHC, and will continue to drive priority and selection criteria. |
| <i>Parking considerations especially at trail heads and in particular for horse floats (n=1)</i> | A new asset, titled <i>Parking</i> , has been included in the <i>Guidelines</i> to capture this community need. However, it is explained that a rigorous feasibility process would need to be undertaken before upgrades or maintenance of parking can be undertaken. |
| <i>Disability considerations (surfaces and signage with trail information) (n=1)</i> | Already considered given <i>Australian Standards</i> , which the <i>Guidelines</i> refer to, require this for surfaces and signage. No Change to document. |

In addition to the above mentioned additions to the *Guidelines*, the following changes were also made in direct response to community feedback.

| Comment/Suggestion | Action/Response |
|---|---|
| Lighting should consider fauna | Amendment made under ' <i>Lighting</i> ' heading to include this. |
| Fencing needs to be in accordance with relevant standards | Amendment made under ' <i>Fencing</i> ' heading to include this. |

Service Levels - Feedback Analysis & Actions

The *Engagement Outcomes Report* suggest that given just over half of the Respondents (56.25%) felt the *Service Levels* supported recreation trails and cycling routes, that further consideration of the concerns were worth considering.

Respondents were asked if they had any concerns regarding the *Service Levels*. The following table lists the top 3 concerns raised by the community and provides a response from staff.

| Concerns/Comment | Action/Response |
|--|--|
| <i>Shorter timeframes required between inspections and especially after events or incidents i.e. after storms and for tree maintenance (n=4)</i> | The <i>Service Levels</i> document has been updated (Rev C) with amended timeframes to comply with <i>Australian Standards</i> (AS 2156.1) Where <i>Australian Standards</i> are silent, a cautious approach has been applied (see Classification <i>Difficult 1</i> and <i>2</i> for example). There are also two additional notes referring to the need to conduct inspections after 'weather events'. These 'events' and the timing of inspections will be up to Council to discern at the time. |

| | |
|--|---|
| <i>Consider environmental impacts of trails and vegetation management in service levels - ensure safety and line of sight (n=3)</i> | Not relevant to <i>Service Levels</i> . No Action. <i>Note:</i> Service levels will be applied to trails/routes according to their classification and matters relating to environmental impacts will be managed through design. Once Council has begun managing under this <i>Framework</i> and identified classifications, it may discover that some trails/routes need to be reclassified or upgraded depending on the situation. This will be done on an asset by asset basis. As such the <i>Service Levels</i> document has not been changed in response to this comment. |
| <i>Prioritise trails service levels based on frequency of use and type of use not just a standard time frame for trail level (n=2)</i> | When Council classifies its trails/routes it assesses all aspects of the asset (environmental, social & economic) before applying a classification. Frequency of use is assessed under social aspects, and a trail/route which has high use would normally be assigned with a higher classification, resulting in a higher service level. A note has been included within the <i>Service Levels</i> document to highlight that inspection timing is at the discretion of Council, and will conduct inspections after considering the individual trail/route. |

The *Engagement Outcomes Report* presents further comments received regarding the overall Framework. These are listed below and response noted.

| Other Concerns/Comments | Action/Response |
|---|---|
| <i>Generally positive/neutral/see Framework as basic level documents (n=6)</i> | Noted |
| <i>Negative comments (just want to see work happening on the ground, specific trail details, maintenance tasks, costs and resources required) (n=5)</i> | Noted |
| <i>Specific trail requests (Crafers, Aldgate and Stirling connections, Wright Road, passive transport options, AHC-Mt Barker link, Inglewood-Paracombe link, Lobethal-Woodside- Charleston Link) and increased links and connections at Fox Creek (n=3)</i> | Added to list of investigations to be reviewed |
| <i>Additional information on trail users (who can use what trails) (n=2)</i> | To occur during classification and signage phases |
| <i>Minimise environmental impacts of trails (n=1)</i> | Noted |
| <i>Like to see investigation and development of new trails - future planning (n=1)</i> | Noted |
| <i>Parking at trail heads (i.e. horse floats) (n=1)</i> | <i>Guidelines</i> amended |
| <i>Preference for gravel rather than bitumen for trails (n=1)</i> | Noted |
| <i>Link with connecting Council's and State Government agencies to ensure consistent standards (n=1)</i> | AHC engaging with neighbours and State Gov. |
| <i>Encourage tourism and improve services to local community (n=1)</i> | Noted |
| <i>Create safe areas of public transit (n=1)</i> | Noted |

3. OPTIONS

Council has the following options:

- I. That the Council adopts the draft *Trails and Cycling Routes Framework in its entirety, including the draft Trails and Cycling Routes Service Levels (Rev. C) contained in Appendix 2 and the draft Trails and Cycling Routes Guidelines for Maintenance and Upgrades (Rev. B) contained in Appendix 3. (Recommended)*
- II. That Council does not adopt the Trails and Cycling Routes Framework, and reconsiders options for the management of trails and cycling routes. (Not Recommended)

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

4. APPENDICES

- (1) Recreation Trails and Cycling Routes Management Framework – Community Engagement Outcomes Report
- (2) Recreation Trails and Cycling Routes Service Levels
- (3) Recreation Trails and Cycling Routes Guidelines for Maintenance and Upgrades of Existing Recreation Trails and Cycling Routes

Appendix 1

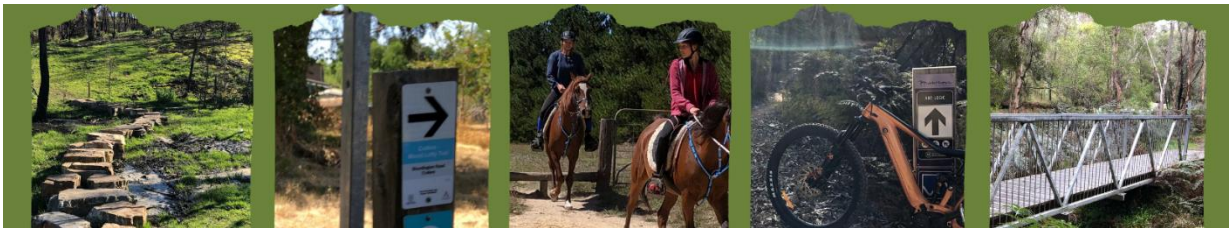
*Recreation Trails and Cycling Routes Management
Framework –
Community Engagement Outcomes Report*

2022

Adelaide Hills Council

engage.sa.gov.au

Recreation Trails and Cycling Routes Management Framework



Community Engagement Outcomes Report

February 2022

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1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 19 January to 8 February 2022 regarding the Recreation Trails and Cycling Routes Management Framework and more specifically the *Guidelines for Maintenance and Upgrades* and *Service Levels*.

This report will be presented to Council and made available to those who participated in the consultation on Council's Have Your Say Engagement Platform.

The consultation comprised an opportunity for the Community to provide feedback via online and hardcopy survey response as well as providing submissions by email, letter or phone contact. A copy of the information sheet and feedback form which was also available at <https://engage.ahc.sa.gov.au/your-trails-and-cycling-routes-your-say> is available in Appendix A.

There were a total of 37 Participants providing feedback on the Recreation Trails and Cycling Routes Management Framework *Guidelines for Maintenance and Upgrades* and *Service Levels*. 32 Respondents provided their feedback via an online or hardcopy survey. A further 5 Participants provided a response by email.

Verbatim comments received through online and hardcopy surveys are provided in Appendix B.

Email submissions are provided in Appendix C.

Social media records are provided in Appendix D.

2 KEY FINDINGS

The key findings from the consultation are:

A total of 37 Participants provided feedback on the Recreation Trails and Cycling Routes Management Framework and more specifically the Guidelines for Maintenance and Upgrades and Service Levels.

29 Respondents were Adelaide Hills Council Residents/Ratepayers.

The most highly used type of trail used by Respondents in this consultation were recreational walking or running trails (n=25) and bike routes on roads and/or footpaths (n=20). Recreational off road bike trails were used by 11 Respondents and 3 Respondents used recreational horse riding trails.

The most highly valued assets in the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades were:

- Surfaces (n=23)
- Markers (n=19)
- Trail Head Signs (n=19)
- Surface Obstacles (n=17)
- Marker posts (n=17)

The assets Respondents felt were the most well considered and supported their interests in the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades were:

- Surfaces (n=18)
- Markers (n=18)
- Marker posts (n=16)
- Trail head signs (n=15)
- Surface Obstacles (n=12)

The top 3 concerns raised in regard to the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades included:

- Signage – more signage required (i.e. trail level and way finding information, history, local attractions, toilets, nearby shops to support local tourism) (n=7)
- Surfaces – include safety standards, road crossing considerations, on road repairs and resurfacing, line markings and hazard identification/warnings on trails especially for night riders (n=4)
- Trail Furniture – to support elderly rest spots in shade and off trail (n=2)

The top 2 considerations raised as missing from the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades included:

- Environmental assets – need to include reference to environmental impacts of trails, vegetation damage and support for flora and fauna along trails (n=4)
- Links and connections between trails, townships and attractions (n=3)

56.25% (n=18) of Respondents said they felt the service levels supported recreation trails and cycling routes they were interested in.

The top 3 concerns raised in regard to the Recreation Trails and Cycling Routes Management Service Levels proposed included:

- Shorter timeframes required between inspections and especially after events or incidents i.e. after storms and for tree maintenance (n=4)
- Consider environmental impacts of trails and vegetation management in service levels - ensure safety and line of sight (n=3)
- Prioritise trails service levels based on frequency of use and type of use not just a standard time frame for trail level (n=2)

43.8% (n=14) of Respondents were happy or very happy with the overall framework to manage recreation trails and cycling routes in the Adelaide Hills Council area including the Policy, Guidelines and Service Levels. 37.5% (n=12) of Respondents had a neutral feeling towards it.

The top 4 final comments Respondents made in regard to the overall Framework for consideration included:

- Generally positive/neutral/see Framework as basic level documents (n=6)
- Negative comments (just want to see work happening on the ground, specific trail details, maintenance tasks, costs and resources required) (n=5)
- Specific trail requests (Crafers, Aldgate and Stirling connections) and increased links and connections at Fox Creek (n=3)
- Additional information on trail users (who can use what trails) (n=2)

Some Respondents (including in email feedback) provided references/requests throughout their feedback for specific trail upgrades and additions to be considered. This could potentially be considered as a next stage in planning and prioritising works and maintenance on trails.

3 SUMMARY OF ENGAGEMENT

3.1 BACKGROUND

Over the past 18 months Council has been developing a Management Framework to better manage our existing recreation trails and cycling route assets and to better plan for future assets. In August 2021, after community consultation, Council endorsed the Trails and Cycling Routes Management Policy. The Policy is one of the key documents that make up the Recreation Trails and Cycling Routes Management Framework and sets the tone for Council's position regarding the provision of trails and cycling routes on public land.

The documents now requiring review and finalising to complete the Framework include the Recreation Trails and Cycling Routes Management Guidelines and Service Levels. These two documents represent the 'HOW' assets in general need to be managed and to what standard. Once consulted on and finalised, these documents will be adopted by Council to assist the planning, upgrade and management of these assets. These documents will not provide details for individual recreation trails or cycling routes, nor 'WHEN' (timeframe or specific dates) actions will happen.

All feedback provided will be considered for the final draft of the Framework documents for presentation to Council with a view to endorse them for use operationally.

All feedback provided will be considered and presented back to Council.

3.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 21 days from Wednesday 19 January to Tuesday 8 February 2021.

Consultation was undertaken in accordance with Council's Public Consultation Policy.

3.3 ENGAGEMENT APPROACH

Council's engagement approach aimed to collect and collate stakeholder and community feedback on the details in the Recreation Trails and Cycling Routes Management Guidelines and Service Levels individually and level of support for the Framework as a whole (Policy, Guidelines and Service Levels). The community could provide feedback on what was valuable to them in the guidelines and whether they felt the service levels supported trails and routes that were of interest to them. They could also raise any concerns they may have. Feedback could be provided via an online or hardcopy survey, email, mail or phone.

A survey was developed which contained 12 questions, including both closed and open style questions. Questions were designed to determine the type of participants providing feedback and to seek detailed feedback on the Recreation Trails and Cycling Routes Management Guidelines and Service Levels as well as support for the framework as a whole.

Anyone could participate in the survey which was made available online and as a hardcopy at Council Libraries and service centres.

A copy of the survey questions is included in Appendix A.

3.4 DISTRIBUTION AND PROMOTION

The opportunity to provide feedback was promoted through a number of channels including:

- Notices posted on Council’s website and Hills Voice e-newsletter
- Advertisement in the Courier on 19 January 2022.
- Emails to EHQ registrants and previous engagement participants for the Trails and Cycling Route Management Policy.
- Emails and letters to targeted and specific interest groups
- Posters, Information and hardcopy feedback forms available at libraries/customer service centres at Gumeracha, Stirling and Woodside.
- AHC Social media

Email promotion statistics are presented below:

| | |
|--|--|
| 18 January 2022 EHQ Email – Specific Interests Sent - 338 emails Opened - 210 Clicked on link - 45 | 3 February 2022 All EHQ Subscribers – Newsletter 4 Sent - 1982 emails Opened - 982 Clicked on link - 93 |
| 19 January 2022 - Facebook Bikes, trails and cycling 7 likes 1 share | 19 January 2022 - Twitter Bikes, trails and cycling 2 likes 100 impressions 6 engagements 1 profile visit |
| 19 January 2022 – Instagram 19 Jan 2022 Instagram Bikes, trails and cycling 30 likes | 24 January 2022 – Campaign Monitor Eblast – Recreation Trails and Routes Management Framework – Have Your Day 70.37% - 57 recipients opened 30.86% - 24 recipients clicked 98.78% - 81 emails delivered 1.22% - 1 email bounced |
| 07 February 2022 Facebook Bikes, trails and cycling 7 likes 3 shares | 07 February 2022 Twitter Bikes, trails and cycling 0 impressions 0 engagements 0 profile visits |

4 PARTICIPANTS

This section provides details about participation during the engagement period and demographic information about Respondents who completed a survey.

Participants are considered to be those who were not only aware of and informed about the consultation process but who also went on to provide their feedback via survey, email or phone. The number of aware and informed people who chose not to provide feedback is presented within the table below:

Table 1 Aware, informed and engaged community

| | Email | Social Media | EHQ Platform |
|--|---------------------------------------|--------------|--------------|
| Aware <i>Sighted information that the consultation was open</i> | 1249 | 150 | 304 |
| Informed <i>Accessed information via visiting multiple sites or downloading information</i> | 162 | 1 | 151 |
| Engaged Participants <i>Provided feedback</i> | Completed survey or sent email | | 30 |

4.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

Table 2 Level of Participation

| Activity | Number Participating |
|---|----------------------|
| Online surveys | 30 |
| Hardcopy surveys | 2 |
| Written response – email | 5 |
| TOTAL CONSULTATION PARTICIPATION | 37 |

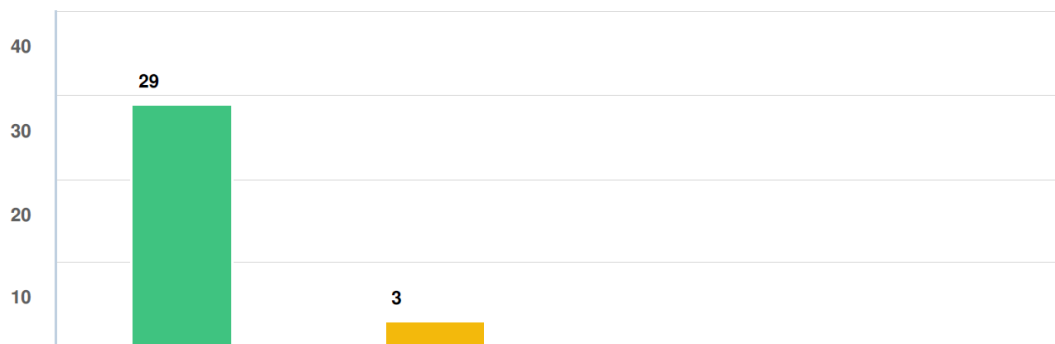
4.2 PARTICIPANT CHARACTERISTICS

Participant characteristics can only be obtained from the online and hardcopy survey. Those participating in the online and hardcopy survey are referred to as 'Respondents' in this report.

Respondents were asked if they were an Adelaide Hills Council Resident/Ratepayer, a visitor to the Adelaide Hills Council area, an Industry body / Association member of a recreational group or other.

This was a mandatory question and Respondents were asked to select the most relevant response.

As presented below, 29 Respondents were Adelaide Hills Council Residents/Ratepayers and 3 Respondents classified themselves as 'other'.

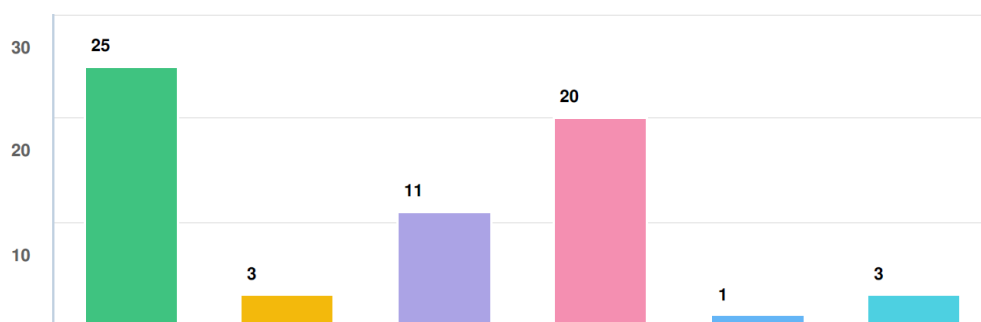


Question options

- AHC Resident/ratepayer living in the Adelaide Hills Council area
- Other (please specify)
- Visitor to the Adelaide Hills Council area
- Industry body / Association member of a recreational group

Respondents were also asked if they used recreational walking or running trails, recreational horse riding trails, recreational off road bike trails, bike routes on the road or footpaths, or whether they didn't use any of these trails or routes. Respondents could select more than one option.

As presented below the most highly used type of trail used by Respondents in this consultation were recreational walking or running trails (n=25) and bike routes on roads and/or footpaths (n=20). Recreational off road bike trails were used by 11 Respondents and 3 Respondents used recreational horse riding trails. 3 Respondents selected 'other' and 1 Respondent did not use any recreational trails or cycling routes.



Question options

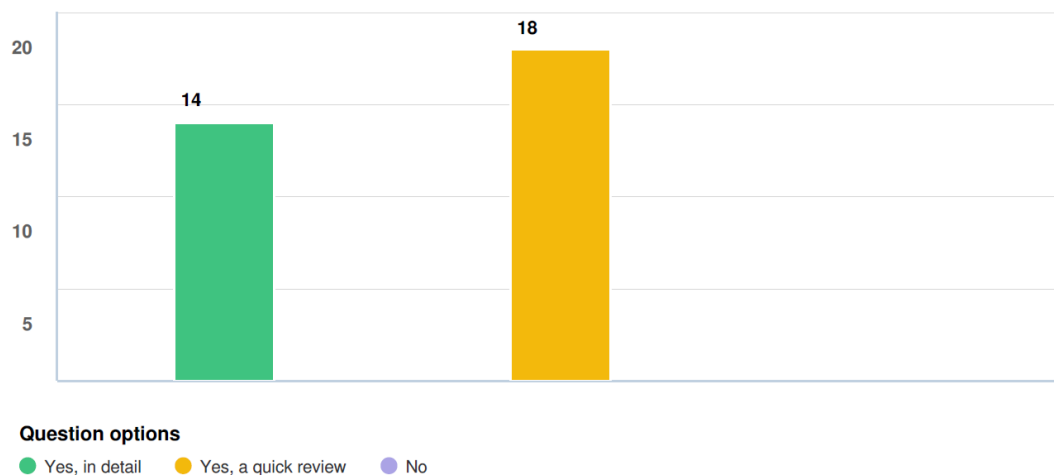
- Recreational walking or running trail
- Recreational horse riding trail
- Recreational off road bike trail
- Bike route on road and/or footpath.
- I do not use any recreational trails or cycling routes
- Other (please specify)

5 SURVEY FEEDBACK

32 online and hardcopy survey responses were received as part of this consultation. Analysis of each question in the survey on the Recreation Trails and Cycling Routes Management Framework is provided below.

5.1 DRAFT RECREATION TRAILS AND CYCLING ROUTES MANAGEMENT GUIDELINES

Respondents were asked if they had reviewed the draft Recreation Trails and Cycling Routes Management Guidelines. This was a mandatory question with 32 Respondents. As presented below 100% (n=32) of Respondents said they had reviewed the Guidelines either in detail or as a quick review.



5.2 ASSETS VALUED IN THE MANAGEMENT GUIDELINES

Respondents were asked to select the assets they valued in the guidelines. This was a mandatory question with all 32 Respondents selecting all assets they valued in the guidelines. Assets are presented in the table below from most to least valued.

| Asset valued | No. of Respondents |
|-------------------|--------------------|
| Surfaces | 23 |
| Markers | 19 |
| Trail Head Signs | 19 |
| Surface Obstacles | 17 |
| Marker Posts | 17 |
| Trail Furniture | 9 |
| Fencing | 7 |
| Lighting | 6 |
| Other Signage | 5 |
| None of the above | 3 |

5.3 ASSETS THAT HAVE BEEN WELL CONSIDERED AND SUPPORT RESPONDENTS INTERESTS

Respondents were asked to select the assets that they felt were well considered and supported what they were interested in in the guidelines. This was a mandatory question with all 32 Respondents selecting which assets they felt were well considered and supportive of their interests in the guidelines. Responses are presented below from most to least considered and supported in the table below.

| Asset valued | Respondents |
|-------------------|-------------|
| Surfaces | 18 |
| Markers | 18 |
| Marker Posts | 16 |
| Trail Head Signs | 15 |
| Surface Obstacles | 12 |
| Trail Furniture | 7 |
| None of the above | 7 |
| Fencing | 5 |
| Lighting | 4 |
| Other Signage | 4 |

5.4 CONCERNS IN REGARD TO MANAGEMENT GUIDELINES

Respondents were then asked to please explain any key concerns they may have or to raise anything they felt may be missing in the Guidelines. 19 Respondents provided feedback on concerns and elements they felt were missing from the Guidelines.

Concerns raised were mostly in regard to:

- Signage – more signage required (i.e. trail level and way finding information, history, local attractions, toilets, nearby shops to support local tourism) (n=7)
- Surfaces – include safety standards, road crossing considerations, on road repairs and resurfacing, line markings and hazard identification/warnings on trails especially for night riders (n=4)
- Trail Furniture – to support elderly rest spots in shade and off trail (n=2)
- Fencing – reference Australian standards for cycle fencing (n=1)

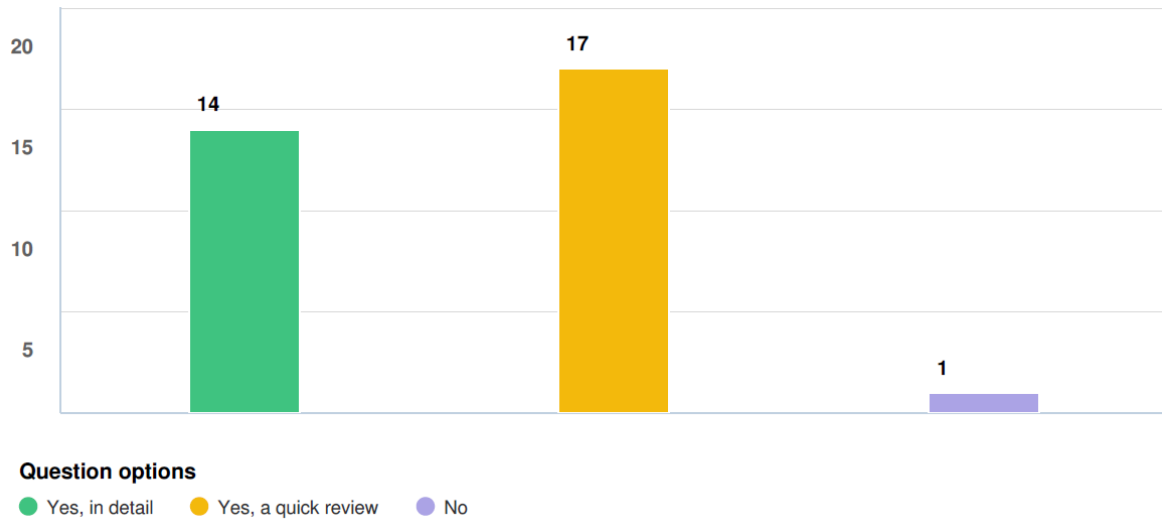
Considerations that were raised as missing included:

- Environmental assets – need to include reference to environmental impacts of trails, vegetation damage and support for flora and fauna along trails (n=4)
- Links and connections between trails, townships and attractions (n=3)
- Parking considerations especially at trail heads and in particular for horse floats (n=1)
- Disability considerations (surfaces and signage with trail information) (n=1)

All responses from surveys are provided verbatim in Appendix B.

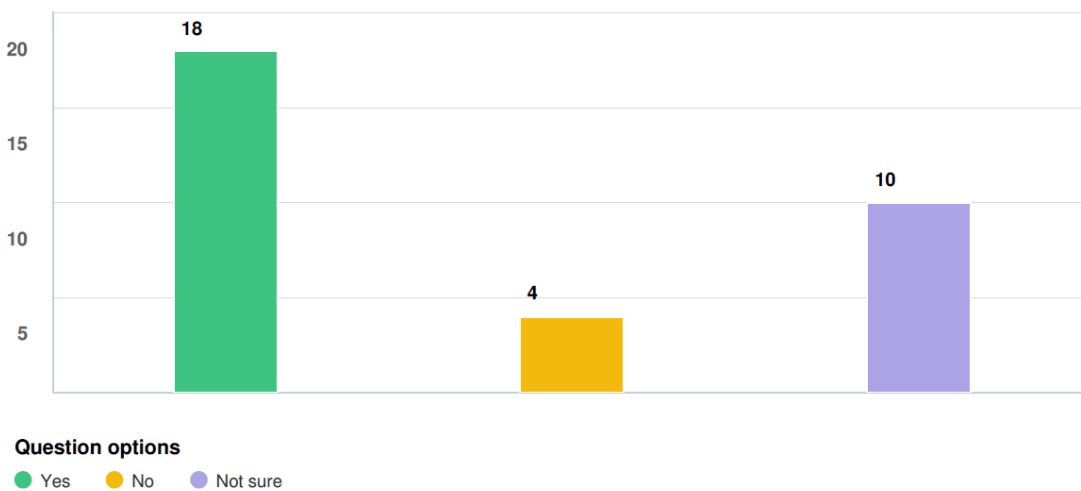
5.5 DRAFT RECREATION TRAILS AND CYCLING ROUTES MANAGEMENT SERVICE LEVELS

Respondents were asked if they had reviewed the draft Recreation Trails and Cycling Routes Management Service Levels. This was a mandatory question with 32 Respondents. As presented below 97% (n=31) of Respondents said they had reviewed the Service Levels either in detail or had a quick review.



5.6 SERVICE LEVELS SUPPORTIVE OF RECREATION TRAILS AND CYCLING ROUTES

Respondents were asked if they felt the service levels supported recreation trails and cycling routes they were interested in. This was a mandatory question with 32 Respondents. As presented below 56.25% (n=18) of Respondents said they felt the service levels supported recreation trails and cycling routes they were interested in. However, 31.25% (n=10) were not sure and 12.5% (n=4) said they did not feel that the service levels supported recreation trails and cycling routes they were interested in.



5.7 CONCERNS IN REGARD TO THE SERVICE LEVELS PROPOSED

Respondents were then asked if they had any concerns in regard to the service levels proposed. 20 Respondents provided feedback on concerns.

The top 3 concerns raised included:

- Shorter timeframes required between inspections and especially after events or incidents i.e. after storms and for tree maintenance (n=4)
- Consider environmental impacts of trails and vegetation management in service levels - ensure safety and line of sight (n=3)
- Prioritise trails service levels based on frequency of use and type of use not just a standard time frame for trail level (n=2)

There were a couple of generally positive comments and many considered concerns raised in regard to the service levels as listed below:

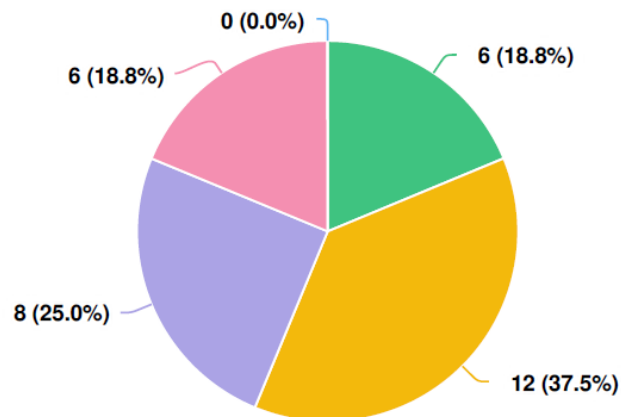
- Service levels should reflect best practice and not pre-empt a lack of resources
- Need overall pedestrian safety plan considered
- Ensure service levels are uniform throughout all trails
- Make the service levels matrix simpler
- In regard to sealed road surfaces – repairs and resurfacing are not adequately addressed
- Query Council expertise to undertake audits against service levels
- Clarify Council's role in auditing 3rd party trail owners (i.e. DIT and Amy Gillett Bike trail)
- Trails for shared use should be wider
- The service levels document is too generic
- There needs to be transparency for the community with capital and operating budgets to monitor and maintain assets.

All responses from surveys are provided verbatim in Appendix B.

5.8 LEVEL OF SATISFACTION ABOUT THE OVERALL FRAMEWORK

Respondents were asked how they felt about the overall Framework to manage recreation trails and cycling routes in the Adelaide Hills Council area which included the Policy, Guidelines and Service Levels. This was a mandatory question with 32 Respondents.

As presented over the page, 43.8% (n=14) of Respondents were happy or very happy with the overall framework and 37.5% (n=12) had a neutral feeling towards it.



Question options

● Unhappy
 ● Neutral
 ● Happy
 ● Very Happy
 ● Very Unhappy

5.9 FINAL COMMENTS IN REGARD TO THE OVERALL FRAMEWORK

Respondents were then asked if they had any final comments in regard to the overall Framework that they had not already mentioned. 18 Respondents provided some final comments for consideration.

- Generally positive/neutral/see Framework as basic level documents (n=6)
- Negative comments (just want to see work happening on the ground, specific trail details, maintenance tasks, costs and resources required) (n=5)
- Specific trail requests (Crafers, Aldgate and Stirling connections) and increased links and connections at Fox Creek (n=3)
- Additional information on trail users (who can use what trails) (n=2)
- Minimise environmental impacts of trails (n=1)
- Like to see investigation and development of new trails - future planning (n=1)
- Parking at trail heads (i.e. horse floats) (n=1)
- Preference for gravel rather than bitumen for trails (n=1)
- Link with connecting Council's and State Government agencies to ensure consistent standards (n=1)
- Encourage tourism and improve services to local community (n=1)
- Create safe areas of public transit (n=1)

All responses from surveys are provided verbatim in Appendix B.

6 EMAIL, WRITTEN AND PHONE FEEDBACK

5 Participants provided a response by email. 1 Participant was generally positive of the framework and its ability to support recreation trails and cycling routes. The other 4 emails raised specific requests for walking paths and cycling routes in specific areas including:

- Walking path along Wright Road, Crafers to the busy dog park
- Passive transport routes for commuters on bike to provide a network of safe routes for people to cycle from within AHC into the city and Mt Barker
- Walking paths off North East Road along/near/between Inglewood and Paracombe
- Connect bike riding trails and opportunities between Lobethal and Woodside to get bikes off Onkaparinga Valley Road
- Consideration of including Cycling commuting routes as a type of trail

Specific details for consideration are in all emails and written feedback provided in Appendix C.

7 SOCIAL MEDIA FEEDBACK

Social media promotion of the Recreation Trails and Cycling Routes Management Framework consultation was undertaken and there was no specific feedback received via these platforms. Information was liked and shared but no comments were made.

8 CONCLUSION

Of the 37 Participants providing feedback via survey and email on the Recreation Trails and Cycling Routes Management Framework Guidelines for Maintenance and Upgrades and Service Levels, at least 29 were Adelaide Hills Council Residents/Ratepayers. A high percentage of these Respondents used recreational walking or running trails and bike routes on roads and/or footpaths. There were less Participants who were users of recreational off road bike trails and recreational horse riding trails.

The most highly valued assets in the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades were also those which Respondents felt were the most well considered and supported their interests.

Surface assets which were highly valued and felt to be well considered still had many concerns raised by Participants. Additional factors Participants would like to see considered in the guidelines in relation to surfaces are particularly related to safety. They include safety standards, road crossing considerations, on road repairs and resurfacing, line markings and hazard identification/warnings on trails especially for night riders.

Assets that did not rate as highly in value but still considered valuable by many with concerns raised included for signage and trail furniture. Many felt more signage is required and in particular to support local tourism and trail level information. This could include actual trail level and way finding information, history, local attractions, toilets and nearby shops. In regard to trail furniture anything to support elderly rest spots in the shade and off trail raised to be considered.

The top 2 considerations raised as missing from the Recreation Trails and Cycling Routes Management Guidelines for Maintenance and Upgrades included 'environmental assets' such as impacts of trails to the environment, vegetation damage and support for flora and fauna along trails. 'Links and connections between trails, townships and attractions' was the other consideration raised by several people that was missing in the guidelines.

With just over half (56.25%) of Respondents feeling like the service levels supported recreation trails and cycling routes they were interested in it is certainly worth considering concerns raised.

The top 3 concerns raised in regard to the Recreation Trails and Cycling Routes Management Service Levels proposed included timeframes that were considered too long between inspections and a consideration to shorten them especially if trails are heavily used or could be subject to damage and more maintenance depending on ongoing use and after storm or emergency events as well as other events that may have higher impacts. Concerns around environmental impacts of trails and vegetation management especially when considering safety. Also, prioritising trails service levels based on frequency of use and type of use not just a standard time frame was raised as a concern worth consideration.

With 81.3% of Respondents in this consultation happy, very happy or feeling neutral with the overall framework to manage recreation trails and cycling routes in the Adelaide Hills Council area the Policy, Guidelines and Service Levels could be considered well on the way to being finalised and ready for operation.

Concerns and missing elements raised could value add to the final framework.

Negative feedback received in the final comments was particularly related to Respondents with a desire to see action on the ground and resources put into upgrading trails and creating new trails. Many also provided specific locations for trail improvements, upgrades or new trails created. Although this was not the purpose of this consultation it may be that some of these requests can be actioned or considered for future projects and maintenance. Other feedback provided supported additional considerations to value add to and improve the guidelines and service levels and if much of this can be considered and used to finalise the Guidelines and Service Levels the final Framework should be well received when endorsed.

Feedback and proposed actions will be reviewed and then presented to Council.

This report will be shared with the wider community and anyone who participated in the consultation via Councils Have Your Say Engagement Platform.

APPENDIX A – Information Provided and Feedback Form



Public Consultation

Have Your Say
Wed 19 January – 4pm, Tuesday 8 February 2022

Over the past 18 months Council has been developing a Management Framework to better manage our existing recreation trails and cycling route assets and to better plan for future assets. Last year Council endorsed the Trails and Cycling Routes Management Policy. The Policy is one of three documents that make up the Recreation Trails and Cycling Routes Management Framework.

The remaining two documents to complete the Framework include the Recreation Trails and Cycling Routes Management Guidelines and Service Levels. These two documents are now ready for your consideration and feedback. These documents represent the 'HOW' assets in general need to be managed and to what standard. They do not provide details for individual trails or cycling routes, nor 'WHEN' (timeframe or specific dates) actions will happen.

All feedback provided will be considered for the final draft of the Framework documents for presentation to Council with a view to endorse them for use operationally.

You can Have Your Say by:

1. Preferably using the online feedback form at <https://engage.ahc.sa.gov.au/your-trails-and-cycling-routes-your-say>
2. Sending an email to engage@ahc.sa.gov.au
3. Writing a letter to Community Engagement Coordinator PO Box 44, Woodside SA 5244
4. Phoning 8408 0400
5. Collecting a hardcopy information sheet and feedback form from any Council Service Centre or Library at Stirling, Gumeracha or Woodside.

Further information including the full copies of the Recreation Trails and Cycling Routes Management Guidelines and Service Levels and feedback form is available at <https://engage.ahc.sa.gov.au/your-trails-and-cycling-routes-your-say>.

For feedback to be considered it must be received by Council no later than 4pm, Tuesday 8 February 2022.

If you required any further information please feel very welcome to contact Meridee Jensen on 8408 0545 or email engage@ahc.sa.gov.au.

Kind regards



Adelaide Hills Council
Communications, Engagement and Events Team



Have Your Say Feedback Form Recreation Trails and Cycling Routes Management

Please submit your feedback by 4pm, Tuesday 8 February 2022

Please provide your details below:

Name _____

Suburb _____

Email (preferred)/phone number _____

If you provide your email address above we will keep you in the loop with the outcomes of the consultation.

ABOUT YOU

So we can better understand who is responding to this consultation please tell us a bit about yourself.

1. **Are you:** (please select the most relevant option):

- AHC Resident or Ratepayer living in the Adelaide Hills Council area
- Visitor to the Adelaide Hills Council area
- Industry body/Association member of a recreational group (please specify below):

- Other (please specify) _____

2. **Do you use any of the following:** (please select all that apply)

- Recreational walking or running trail
- Recreational horse riding trail
- Recreational off road bike trail
- Bike route on road and/or footpath.
- I do not use any recreational trails or cycling routes
- Other (please specify) _____

Draft Recreation Trails and Cycling Routes Management Guidelines

The Draft Recreation Trails and Cycling Routes Management Guidelines are to assist maintenance and upgrades of existing recreation trails and cycling routes. The guidelines specify in table format a type of asset, maintenance guidelines being considered and renewal or upgrade guidelines for each specific asset. Assets include the surface, surface obstacles, markers, marker posts, trail head signs, lighting, fencing, trail furniture, and other signage.

The next few questions will relate to these guidelines.

engage.ahc.sa.gov.au | engagement@ahc.sa.gov.au | 8408 0400



Recreation Trails and Cycling Routes Management



3. Have you reviewed the Draft *Recreation Trails and Cycling Routes Management Guidelines*?

(Please select from only one option below)

- Yes in detail
- Yes, a quick review
- No

4. Please select the assets you value in these guidelines: (Please select all that you value)

- Surfaces
- Surface obstacles
- Markers
- Marker posts
- Trail head signs
- Lighting
- Fencing
- Trail furniture (i.e. benches and group seating)
- Other signage
- None of the above

5. Please select the assets you feel have been well considered and support what you are interested in, in these guidelines:

- Surfaces
- Surface obstacles
- Markers
- Marker posts
- Trail head signs
- Lighting
- Fencing
- Trail furniture (i.e. benches and group seating)
- Other signage
- None of the above

6. Can you please explain any key concerns you may have or anything you think may be missing in regard to the Guidelines?



Recreation Trails and Cycling Routes Management























Draft Recreation Trails and Cycling Routes Management Service Levels

The *Draft Recreation Trails and Cycling Routes Management Service Levels* include a 'Service Levels Matrix' as seen below, which illustrates the proposed service levels (highest - low) required for the different types and grades of recreation trails and cycling routes. The 'Service Levels Matrix' also lists AHC Classifications for recreation trails and cycling routes from Easy, Intermediate, difficult, Cycle Route, Class 5 Hike and Non-Council managed.

Service Levels Matrix

The Table below illustrates the service level required for the different types and grades of trails/routes.

| AHC Classification | Service Level | Inspection Interval | Equivalent to | | | | | On-Road Cycle Routes | Symbol | |
|---------------------|---------------|---------------------|--|---|------------------------|---|--------------|---|--------|--------|
| | | | Walk Grade | Symbol | Mountain Bike Grade | Symbol | Horse Grade | | | Symbol |
| Easy 1 | High | 1 – 3 Month | 1 |  | N/A |  | Easiest |  | | |
| Easy 2 | High | 3 – 12 Month | 2 |  | Very Easy |  | Easiest |  | | |
| Easy 3 | High | 9 - 12 Month | 2 |  | Easy |  | Intermediate |  | | |
| Intermediate 1 | Moderate | 12 - 18 Month | 3 |  | Easy Intermediate |  | Advanced |  | | |
| Intermediate 2 | Moderate | 12 - 18 Month | 4 |  | Intermediate |  | N/A | | | |
| Intermediate 3 | Moderate | 12 - 18 Month | 4 |  | Intermediate Difficult |  | N/A | | | |
| Difficult 1 | Moderate | 18 – 24 Month | N/A | | Difficult |  | N/A | | | |
| Difficult 2 | Moderate | 18 – 24 Month | N/A | | Extreme |  | N/A | | | |
| Cycle Route | Low | 18 - 24 Month | N/A | | N/A | | N/A |  | | |
| Class 5 Hike | Low | 18 - 24 Month | 5 |  | N/A | | N/A | | | |
| Non-Council managed | Low | 24+ Month | Council to inspect and manage assets on Council land only, as per trail/route agreement. | | | Trail/Route manager to manage all other aspects of the trail/route, as per agreement. | | | | |

Further information and details on each service level is available in the full document online or from customer service centres.

The next few questions will relate to the service levels document.

The next few questions will relate to the service levels document.

7. Have you reviewed the *Draft Recreation Trails and Cycling Routes Management Service Levels*?
(Please select from only one option below)

- Yes in detail
- Yes, a quick review
- No

8. Do you feel the service levels support recreation trails and cycling routes you are interested in?
(Please select from one option below)

- Yes
- No
- Not sure



Recreation Trails and Cycling
Routes Management



9. Do you have any key concerns in regard to the Service Levels proposed?

10. How do you feel about the overall Framework to manage recreation trails and cycling routes in the Adelaide Hills Council area? (This includes the Policy, Guidelines and Service Levels)? (Please circle only one option below)



11. Do you have any final comments in regard to the overall framework that you haven't already mentioned?

Thank you for providing your feedback!

Your feedback will be considered by the project team. We will keep you informed of the outcome via your email address or you can register yourself in engage.ahc.sa.gov.au

APPENDIX B – Verbatim Comments

Q7 Can you please explain any key concerns you may have or anything you think may be missing in regard to the Guidelines?

Amy Gillet bikeway. There isn't enough seating, drinking water, or shaded areas, and the verges are often not trimmed or cut back. There is no lighting. No visual markers or signage, and no bins for refuse. It's very busy and really not wide enough for packs of bikes, families with young children and dogs. Also horse riders don't pick up their horses poo.

Surfaces for some trails (particularly Easy 1 & 2) should consider people living with a disability and aim to make these trails accessible. Trailhead signage should also include information for people living with disability so they can assess the suitability of the trail for themselves.

Amy Gillett Bikeway needs extending to Birdwood and then to My Pleasant.
This has now been promised 3 times but never happens

Consideration of pedestrian safety.

Parking spaces at Trail Heads - especially for horse floats.

I don't agree with the focus on 'recreation', which implies human use and convenience is the primary function of all trails. The quality, condition and structure of many trails should be designed to minimise their environmental impact rather than maximise their traffic and human utility.

All of this looks good in the guidelines - just keep everything up to scratch to make all of our on road and off road cycling destinations a draw card for visitors. Fox creek mountain bike park is a prime example of great work being put in to attract visitors - this is already looking like a massive drawcard to our region and the work will be repaid many times over from visitor spending. It is vitally important to keep these trails and the Amy Gillet trail in top condition to keep these at the top of visitors and locals holiday wish lists. I have been and will continue to ride in Tasmania for this exact reason - follow what they are doing and it will be a huge tourism boom - DON'T skimp on the MAINTENANCE!

Love all the information on the tracks: QR code may be handy on signage posts to give such information which was mentioned on page 3 under the heading 'Trail Head Sign'.

Maintenance of tracks & trails: Due to heavy weather events, which has been the case in the last 6 months, time periods alone are not a safe and true measure of track maintenance. Erosion must be included as a measure, and after heavy weather events these tracks and trails checked, otherwise the grading system is compromised, and the rating of tracks and trails is misleading. Please discuss as we found this a problem when riding.

I would like to see a lot more detail before I would be happy endorsing this especially around management of flora in the localities.

There appears to be very little in the guidelines related to on-road cycle routes. There is a great opportunity in our council area to capitalise on the Tour Down Under, however not just for tourists and people coming from Adelaide to attend the event but rather as part of an ongoing strategy to encourage people to come and 'stay and ride' the brilliant types of riding we have here on the hills. There is however no information available of this nature and hence people have to discover it for themselves. Likewise we could be doing a lot more to encourage locals to get out and about to discover the great places to ride in our area, form the more challenging to family friendly rides with an emphasis on safety. This also will ideally be more than the Amy Gillett Bikeway (which is excellent) but include lots of the little gems we have such as Mawson Road looking across to the city and Gulf St Vincent and Deviation Road (better than Tuscany). We also don't seem to have any signage that highlights historical information and places of interest. This could assist with encouraging people to come, stay, ride and also spend their money!

The guidelines are fine it's whether or not Council will initiate the guidelines. I have been logging complaints over the years about the lack of markings on the existing wetlands trail and they have all been ignored. These tiny signs went up that don't explain the direction of traffic at all. The existing trail is unsafe and doesn't encourage users to use it safely or considerately.

Dealing with rubbish and damage to vegetation by trail users and bike riders

Line markings. I often cycle at night, especially during the winter months. Most city trails have dashed line markings, but some of our trails do not - eg Amy Gillett. This would improve the riders' safety. Also sharp turns/trail ends need to have graduated white lines which start spaced, but then get closer together closer to the hazard, across the track to warn cyclists of the need to stop/go slow. I have heard of an instant where a cyclist had their head down and didn't see the sharp corner in Woodside, where the trail ends in Langbein Avenue, and went straight into the fence.

Another designed safety hazard on the Amy Gillett bikeway which could have been avoided is the redesign in Charlston, where the trail comes out onto Newman Road from the Woodside direction. Before the resurfacing there, the trail ran alongside Newman Road for about 8 meters, which gave cyclists time to check for traffic coming from the left. But now it comes to a give-way sign, with no visibility to the left until you are at the road, meaning cyclists have to virtually stop before they can cross safely. If the trail veered out a little to the right before the road, or ran alongside as it did before, then it would be a much safer crossing, both for children and cyclists pushing themselves.

Another observation of the Amy Gillett, the trail between the start at Oakbank and Woodside has a very rough surface, and many road cyclists still stay on the Onkaparinga Valley Road for this section, as it is smoother for high pressure 23mm tires. Also why does the surface stop across Verco Road in Woodside? Sorry for this detailed rant - but not sure where else to mention these issues. Please contact me if you need further clarification. But thanks for generally providing excellent cycling facilities, they are appreciated, and I cannot wait for the extension of the Any Gillett to Birdwood! Rob Thomas 0448682518
abisdad@hotmail.com

My principal concern, as a cyclist, is with road surfaces (sealed roads). I don't believe the question of repairs and resurfacing is adequately addressed.

Signage – signage on trails often receives the least consideration when designing and building trails yet, from a user perspective, it's probably the most important. The Coast to Vines Rail Trail is a good example of a highly visible and clear directional signage. We don't publicise the community assets along the trail i.e., on the Amy Gillett Trail the opportunity to promote local businesses has been missed (Melba's Chocolates, Barristers Block winery, bakery / cafes in Woodside). Simple directional signage would solve this and the businesses could contribute to the cost.

Developers Compliance – New subdivisions often include the provision of future Council assets (paths, trails, trail furniture). By the time the assets are handed over to the Council they seem to be in poor condition or were poorly constructed in the first place. Is it appropriate for the management guidelines to be followed by the developers until handover (Council to audit service levels / condition levels while the developer is responsible for the assets)?

Surface renewal – This is the highest cost item for maintenance and renewal of paths and it is always difficult to get the guideline right. Renewal 'like for like' is always the assumption however the guidelines should also look at the following issues –

- Is the existing type of surface appropriate for the trails current and predicted usage (as AHC is a rapidly growing area predicting future trends may be difficult but a worthwhile exercise)?
- Is there a strategy in place which will dictate the type of surface required (are the maintenance / renewal officers aware of future plans and how they might impact on the existing path)?
- Should there be a reference to accessing data on complaints, accidents and insurance claims to see if there is an issue or risk with sections of the trail. There is no point renewing the surface if structure of the path is an issue creating a risk that is evidenced by accidents etc. This relates to all asset types.

Markers / Signage – This can be done inexpensively or you can waste a lot of money. The best option is a basic system of trail markers, which is low maintenance and supported by good maps. Maps can be hard copy but a digital map is the best particularly if its interactive. Councils can set them up and maintenance is a breeze and ongoing costs are relatively low.

Fencing – I am pretty sure that there is an Australian Standard for cycle fencing which clarifies when and where safety fences (and what type) are required. It should be mentioned.

Linking Trails and towns creating journeys not just a trail

There is no reference to the flora and fauna management along these trails, indeed this is missing from most AHC projects. For a council in which the environment is not only a major feature, but also a selling point I feel that there is very little real investment or care of our natural environment, other than endlessly cutting down trees. Where are the weed management and revegetation plans? How can we support our rapidly diminishing native fauna if there are not active plans to create and maintain a safe environment for them? When you compare our council to others, on the mycouncil website it is very obvious how little we spend on the environment compared to other councils, considering the specific nature of our council's location.

There is certainly a lack of signage and information on the trails.
For example the Amy Gillett Trail has poor signage (no signage) at trail heads. Most people just have to 'figure it out for themselves'. While the directions at Charleston have improved, it is still very unclear where to go. Signs indicating toilets at the hall, drinks at the shop would be helpful.
The crossings of Amy Gillett across Onkaparinga Valley road are still of great concern. Cars are travelling at a speed of 60km/hr, with an obscure sign at one crossing and missing at others. This is a busy road and risks are taken to cross, with many saying they will not ride there again due to these crossings. Preference to have the trail put under the road is best, until then could the areas be made zebra crossings, traffic slowed further to 40 km/hr, flashing lights etc.? Paint on the road is cheap.

I think a tourist opportunity has been missed by not having better Information and trails that connect to areas of interest or need. Directing people to such places as Melbas, bakery, winery, toilets, accommodation all help to provide better infrastructure to make trails more user friendly for the tourist and encourages usage. Better signage for these services on the Heysen Trail is needed.

I am sure many older people would use the path more if a few strategically placed seats were put along the trails, slightly off the trails and in shade!

The old adage "Build it and they will come" should not be forgotten

No real concerns. You could apply criteria to your signage that will help prioritise implementation and stakeholder engagement particularly on the tourism front.

Signage 3 drivers

Trail Classification (Risk)

Way finding (Risk and Functionality)

Interpretive (Local features, Historic context, school activities, Hospitality options)

Q11 Do you have any key concerns in regard to the Service Levels proposed?

1-3 months to way too long for the bikeway. It needs to be weeks not months.

I thought this document was excellent

Fallen trees, but I assume council are relying on users of the trail to inform them of these events.

Encourage the State Government to actually extend the much used Amy Gillett Bikeway.

No overall pedestrian safety plan.

I don't agree with the focus on 'recreation', which implies human use and convenience is the primary function of all trails. The quality, condition and structure of many trails should be designed to minimise their environmental impact rather than maximise their traffic and human utility.

The service levels address "assets" as described in the Route management guidelines. Assets being things or objects associated with the trail or route. The quality of trails and routes and user experience of trails and routes are impacted by maintenance of the trail corridor/envelope, particularly trimming and pruning of vegetation. Low hanging branches can be a hazard to trail or route users as much as blackberry canes or encroachment of vegetation onto a trail. Trimming and pruning of vegetation for user safety and maintenance of safe sightlines along trails should be included as an "asset" examples of encroaching

| |
|---|
| <p>blackberries and vegetation can be found on the trail between The Crescent, Ackland Ave, Crafers. Trails exist within an envelope; within the envelope are the assets including posts and signage, furniture, trail surface - all the things listed in the Service Levels however, the service levels do not detail the treatment of sides and top of the envelope and this additional detail needs to be included.</p> |
| <p>Just make sure that the service levels are uniform throughout all of the trails - actually get someone who rides these trails and interstate trails to give you a good comparison of what service level each track should be.</p> |
| <p>None thank you!</p> |
| <p>I think they need to be reviewed particularly in areas of higher traffic or with regard to shared paths ie foot/cycle/horse</p> |
| <p>It's quite difficult to understand the Service Levels and how they have been developed.They appear to be primarily focused non risk mitigation. The difference in service levels between the lowest and highest seems excessive. The service levels do not appear to take into consideration service usage, therefore an easy trail or cycling route that is infrequently used could be highly serviced.</p> |
| <p>On-Road, Commuter, Recreation Route inspection 18-24 months. Gravel & Debris build up will cause issues over much shorter duration..Especially when adjoining higher traffic roads.</p> |
| <p>Seems like an overly detailed and complicated matrix for fairly basic activities and presumably is all to do with risk management</p> |
| <p>no</p> |
| <p>See comment under 6 above.</p> |
| <p>The service levels look good. Audits - Does the Council have the resources and expertise to undertake the audits? Non-Council Asset Audits - I note that only Council assets or those under the Council's care and control are to be audited. If a third-party trail is linked to or connected with the Council trail or path network then consideration should be given to auditing some of these third-party trails – purely to ensure public safety. For example – where developers are responsible for trails that are open but do not become council assets until handover. The State Government controls the Amy Gillett Trail which connects to Council trails and paths. It could be audited by Council and comments forwarded to DIT for information. If an accident or injury occurs DIT have no where to move as they have been warned by Council of defects.</p> |
| <p>No</p> |
| <p>The width of shared tracks. From experience bike riders don't get off the tracks, walkers move over. Bike riders seldom use their bells.</p> |
| <p>This document appears to be quite generic.</p> |
| <p>I would judge the long inspection times (12-18months) on immediate to advanced trails too long to capture trail faults caused by weather, trees down or unauthorised trail work by the community. These trails inherently have a high risk so more frequent inspections can be justified.</p> <p>Further to this, if you are anticipating only managing a small amount of this level of trail, increasing the service level should not be too onerous.</p> <p>In this critical planning phase the Service Level Matrix needs to reflect best practice and take care not to be pre-empting the lack of staff resourcing (current or in the future).</p> <p>If you want to create any great recreation asset, invest in the monitoring and maintenance for your community right up front and demonstrate how this will impact capital and operating budgets. The community will understand, appreciate it and use it more if it's in good condition.</p> |

Q13 Do you have any final comments in regard to the overall framework that you haven't already mentioned?

What seems to be missing is the investigation and development of new trails. These documents address the current trails, but miss the potential for new. eg walking path along Norton Summit Rd

We don't need more academic, bureaucratic paperwork - just get on and build more trails! Until the AHC asset management plan says that there's funding - what's going to actually happen out in the real world for walkers and cyclists?

Its fine as far as it goes, there is nothing specific here about trails in our region. I thought that was point of this process.

Please don't forget parking space at Trail Heads, especially for horse floats.

I'm concerned as lately it feels like a lot of nice gravel/dirt trail/footpaths have been converted to bitumen (Piccadilly Rd: Fairview Cres > The Cres; and Howard Dr > Braemar Tce paths). I hope this is not an ongoing trend. Well maintained gravel is preferred, it suits the Hills lifestyle (the reason we live here - residents are not here for a concrete jungle) and these gravel paths provide young kids with great mtb learning opportunities on safe smooth trails. It feels like fixing a problem that DOESN'T exist. If the Council would like to fix a problem that DOES exist, please consider installing safe trail/footpath access between Bradshaw Ave and Valley Side Dr in Crafers. There is zero separation from cars/trucks/buses and no safe way for kids to ride/walk this stretch of Piccadilly Rd to get from Crafers to Stirling and back (short of taking a very steep hill which is hard for little legs via the Dog Park). Thank you :-)

I don't agree with the focus on 'recreation', which implies human use and convenience is the primary function of all trails. The quality, condition and structure of many trails should be designed to minimise their environmental impact rather than maximise their traffic and human utility.

I have significant concerns about the determination of who may or may not use trails. The Policy and Framework refer to an assessment tool for new trails and routes, I assume this assessment tool includes determination on which users (people walking, people riding bicycles or people riding horses etc.) are appropriate to ensure sustainability of the trail. Impacts to the environment due to trails is due to the presence of the trail in the environment and not the user of the trail. AHC trail and route policy and framework are silent on treatment and management of long existing informal trails including informal trails which have been in place for decades. Some of these trails have been included into a trails and routes such as the Aldgate Valley Nature Walk (Valley of the Bandicoots trail), the path in Hardy Rd Crafers, and Ayr St to Aldgate Tce. I note sections of the Aldgate Valley trail and Hardy Rd trail have signage with AHC logos stating "cycling is prohibited due to biodiversity conservation" leading to my concern that decisions to prohibit or exclude trail users from trails are made outside of any impartial, scientific trail user assessment framework and may be made on the basis of pressure from stakeholders such as local conservation groups or neighbours to the trails. Clear and transparent process on determining appropriate users of trails must be included in the AHC trail and route framework. This will lead to sustainable trails with positive outcomes for users and the community.

Keep up the great work

Thanks for your work. It's appreciated :-)

Just do it! Do something!! Sick of no action and lack of longer trails.

Does not refer to the cost of establishing and maintaining such facilities eg the proposed bike park in Mylor
As above.

I am glad to see that the whole issue is being addressed in a serious and constructive manner.

Many of the paths / trails connect with State Government or other Council assets. Generally, service levels and maintenance standards are uniform however what differs is auditing and implementation. Cyclists and walkers don't notice the change in responsibility as they move between Councils but they do notice a change in standards.

You may have already done this but, can I suggest that neighbouring Council's and the State Government Departments be informed of your work. Perhaps this might inspire them to follow the lead set by AHC.

We already have a massive asset at Foxcreek, and if it was to link to towns around with similar off road trail, it would create better living environments and make more people want to live. Close eg like Mitchell Council has done creating lifestyles to encourage people to settle in the Adelaide Hills.

The cycle route along Mt Barker Road between Aldgate and Stirling is dangerous for cyclists as the road is so narrow and winding. There is a disused footpath at road level and a walking footpath above the road which can be used by cyclists but rarely is. The disused footpath could be refurbished into a cycle lane thereby making it much safer for cyclists and easier for motorists to get past them.

Once again I think the Council has a great opportunity to promote tourism in the area in the form of walking and cycling. Providing safe areas of public transit to encourage overnight trips, keeps tourists in the area. Investing in infrastructure to encourage these activities will have a big impact on the local economy and also provide services to support the local community.

I do not think the Council has provided any exciting information in these documents. It is all at a very basic level.

The framework captures trails and cycling routes management well.

I would start to consider how the service level transitions from inspection work to then allocating the maintenance tasks to specialist contractors and Council operations staff.

The sooner conversations start as to how the work may be allocated, what tasks are achievable in house, this will support how any projects are funded and help define roles and responsibilities.

APPENDIX C – EMAILS, WRITTEN AND PHONE FEEDBACK

Email Feedback 1:

Very impressive comprehensive outline for the management and maintenance of our recreational resources in the AHC area!

Will help encourage tourism as well as mental and physical health of residents.

Well done!

Email Feedback 2:

Hi Vanessa

I have previously emailed the council with a request to have a side walk added to Wright Road, Crafers. As the Dog Park is at the bottom of Wright Road there are always a number of pedestrians walking on the road with dogs. It is often an outing for the family so sometimes young children are also walking on the road. There have been instances where the dog is on a lead being held by a child and the dog gets free and the child has run after the dog without looking for cars. The locals living along Wright Road are aware of the problem and so take extra care but visitors driving to the Dog Park are not always as careful. This is an accident waiting to happen and I feel it needs to be addressed.

Kind Regards

Email Feedback 3:

Hello Vanessa and Meridee

Thank you for the invitation to comment on Council's trails and cycling trails management framework.

Given the nature of the documents, my feedback is limited, but I would like to take the chance to ask Council to elevate its priorities in creating passive transport routes for commuters. A network of safe routes for people to cycle from with AHC into the city and Mt Barker. With the growing number of e-bikes being ridden, more people are opting to cycle to work. This is fantastic for health outcomes as well as for the environment.

I wasn't able to fill out the online form, so I'm presenting this email as my feedback.

For your reference:

- I am a resident of AHC (Stirling)
- I am a daily user of walking and cycling trails within and beyond Council

My overall comments are:

- The aim of Council should be to create functional trail networks that promote passive transport for residents to commute, and not just recreational networks. This distinction will allow cycling commuters to safely travel between towns and into the city (especially from Mt Barker to the City).

- These documents are bundled under the title of “recreational” trails/routes. Does Council intend to do something similar for commuter routes? I suspect not, so suggest that this is described as being for recreational and commuter trails/routes.

Service Levels document

- p11 “on road (or other)” - all cycling routes that use the road should be regularly swept (gravel and sediment buildup etc). Debris punctures tyres and can cause cyclists to vary their cycling line which can increase their risk of car strike.

Maintenance document

- p3 trail head signs - consider adding acknowledgment to First Nations and to provide the trail name in language (alternatively add this to the “other signage” category which references educational content. Recommend adding to trail head signs.
- p4 lighting - preference/default should be for wildlife friendly lighting.

Thank you for your great work and for including the community in your approval process.

Email Feedback 4:

From: >

Sent: Thursday, December 30, 2021 9:53 PM

To: Malcolm Herrmann <mherrmann@ahc.sa.gov.au>

Subject: Request for walking path Inglewood to Paracombe

[EXTERNAL]

Good evening Cl Herrmann,

My name is....., I am a mother of 2 children, boys aged 6 and 8 and live on North East Road in Inglewood.

My family and I have been fortunate to live in our home in the beautiful Adelaide Hills for the past 5 years after a number of years of searching to find our forever home. We love living in the area - the landscape, the local wildlife, the fun local events and the amazing sense of community. The reason I write to you today is that I would love to raise to your attention the lack of pathways in the area. As much as I love where I live, the one thing I have never felt safe doing is walking/doing exercise in the area, particularly with my children. This is something I would typically travel 5-10 minutes to go 'down the hill' to do, to either walk the paths of the streets in modbury, ride our bikes along the linear trail or to go to Anstey's Hill (another close treasure).

I have always been extremely hesitant to walk in our area and that is for a number of reasons:

- sections of the road can be quite thin in areas and living on a major road such as North East Road and then turning along Paracombe Road (logical walking route from my house) these areas are notorious for speeding vehicles. So much so that we regularly have a police officer sit across the road in our neighbours driveway with a radar gun. Each night he is there you see his lights and sirens go off 2-3 times - the kids (and us adults) find it a great novelty counting each time he has caught

someone. We have actually gone and thanked them for being there with hope that it will deter speeding in the area. With these roads being 50km/hr and 80 km/hr respectively, I don't feel comfortable having my children or even myself in such close proximity to the road - particularly in sections where you are straddling the white line and the barricade to be able to get past - something I would not be doing if I saw an upcoming truck or vehicle towing a caravan or boat which you frequently do in this beautiful summer weather being the gateway to the river.

- undulating ground particularly on the strip of houses between 1960-1978 North East Road. There is a pathway on this left hand side from 1980 North East Road to the Bakery/Post Office which is great as we often walk it as a fun activity with the boys to go see Deb to collect our mail and stop by the bakery to get some icecreams or lunch. But unfortunately due to the slope of the driveways it has made it impossible to ride bikes or scooters or when the children were younger to push a stroller. Even just to walk along this path I am constantly needing to tell the children to move away from the edge as much as possible in fear they will lose their balance on the guttering and fall onto the road as a car drives past.

Don't get me wrong we do frequently use Paracombe Oval, which is a great little gem (we just recently used it for our sons 8th birthday and everyone from 'down the hill' had nothing but praise for the facility and the location)! But due to the nature of the surfaces and widths of space next to the road in certain areas it would never be possible for us to walk or ride there safely and instead we spend the 5-15 minutes loading the scooters or bikes (and bike racks) onto the car to be able to drive the 1 minute down the road to go have a play. And just the other night (which got me thinking about writing this email) I braved the walk along North East Road and Paracombe Road and it was beautiful. I saw 5 kangaroos, 9 ducks and a hare; I saw horses in paddocks and rolling orchards and beautiful sunset skies. This walk made me realise how much I would love to do this more and how much I would love to do it with my children and how many others would benefit from a pathway and safer access.

A smooth, non-undulating path between the centre of Inglewood (Post Office/Inglewood Inn) and Paracombe Oval (as a starting point - how amazing would it be if it went beyond or even was a loop between Inglewood, Paracombe and Houghton - longer term vision perhaps haha!) would allow:

- families to walk or ride safely to school - whether that be to Paracombe Primary or to the bus stop to go to school down the hill,
- families to spend their weekends riding to the playground/oval to have a play or to attend sports, or head in the opposite direction to the Bakery to sit and enjoy something to eat
- a safe space for people to walk leisurely in the area (something I took for granted until Covid and lockdown measures)
- riders and their horses at the Equestrian Club to have a safe place to ride (rather than competing with cars along the 80km road)
- patrons would be able to walk safely to their vehicles after a night of drinking and socialising when the carpark of the Inglewood Inn is full
- families can feel safe walking to their cars parked 100m up the road after attending a birthday party (a reason we don't have large parties at our house as there is insufficient safe adequate parking close by for all the cars)
- locals and tourists would have a safe, prime viewing location for events such as the Bay to Birdwood and Tour Down Under (bringing more people into the area)

This email is simply one person's view for a proposal that I believe could benefit the local community and being that elections are coming up in the new year I thought I would share my thoughts with both yourself as our local Elected Member and also the State Member of Parliament not knowing

which area this would be applicable to (as I can only assume North East Road is a state owned road rather than local). I can also only assume many others in the community have had similar thoughts in relation to paths in the area. I would be very happy to support the creation of a petition or the equivalent to determine if it is shared concern and need by others, if this would be helpful.

Thank you for spending the time reading my email. I wish you a wonderful new year and look forward to one day in the future (even if part of a 5 or 10 year strategic plan) hopefully seeing the plans for upcoming paths in our area.

Kindest regards

Email Feedback 5:

Sent: Wednesday, 19 January 2022 3:54 PM
To: AHC Communications Engagement & Events
<AHCCommunicationsEngagementEvents@ahc.sa.gov.au>
Subject: Have your say - Rec Trails & Cycling Routes

[EXTERNAL]

Build Jump track in Lobethal – Possible location Golf links Road near Rec ground.

Link trails from Charleston BMX , New Jump Track @ Lobethal and the Woodside BMX Trails.
From Lobethal to Woodside use Golflinks road, Westernbranch Road into Woodside BMX track.
Youth should not be riding along main roads that do not have cycle lanes.
Ideal for 12 – 16 years old +

Build skill diversion cut out/ trails along the Amy Gillet Bikeway.
Eg: see saws, skinny trails and mini pump

Mark roads with cycle lanes to get people onto the Amy Gillet Bikeway with some safety.
Aim to get recreational cycling off Onkaparinga Valley Road.
Roads to be considered for marking Woodside Road, Lobethal.
Junction Road, Balhannah to Little Hampton.

Designate Gillman Road as car park area for Amy Gillet Bikeway.

Paint solid yellow line on Onkaparinga Valley Road and Gillman Roads .
Cars are using the Onkaparinga Valley Road as a drop off and pick up zone. Very Dangerous.

From the ***** Family.

APPENDIX D – SOCIAL MEDIA

19 Jan 2022 - Facebook



Adelaide Hills Council
19 January at 10:00 · 🌐

⋮

Do you enjoy using the great range of recreation trails and cycling routes in the Adelaide Hills? If so, Council wants to hear from you! 🚲

Have your say on how we improve and update our recreation trails and cycling routes from 19 January to 8 February. What do you like? What do you want to see change? What facilities would you enjoy? 🐾

Get in touch with us here: engage.ahc.sa.gov.au 📄✍️




👍❤️ You and 6 others
1 share

👍 Like
💬 Comment
↪️ Share



😊 📷 📄 🗨️

Press Enter to post.

19 January 2022 – Twitter



Adelaide Hills Council
@AHCouncil

⋮

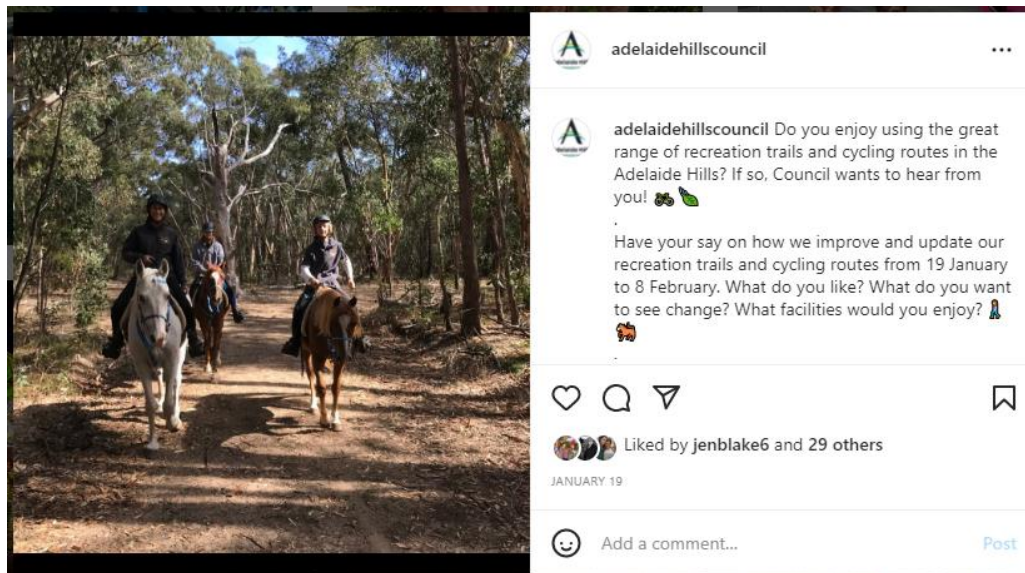
Do you enjoy using the great range of recreation trails & cycling routes in the Adelaide Hills? If so, we want to hear from you! 🚲👋

Have your say on how we improve and update our recreation trails & cycling routes from 19 January to 8 February here: engage.ahc.sa.gov.au 🐾




10:00 AM · Jan 19, 2022 · Hootsuite Inc.

19 January 2022 – Instagram



24 Jan 2022 – Eblast



Opportunity to provide feedback on the Recreation Trails and Cycling Routes Management Framework

Hi there,

Last year we were grateful for your feedback in regard to the *Trails and Cycling Routes Management Policy* which was endorsed by Council after all feedback was considered. The Policy is one of three documents that make up the Recreation Trails and Cycling Routes Management Framework.

The remaining two documents to complete the Framework include the *Recreation Trails and Cycling Routes Management Guidelines* and *Service Levels*. These two documents are now ready for your consideration and feedback and we thought you might be interested considering you provided feedback on the Policy. These documents represent the 'HOW' assets in general need to be managed and to what standard. They do not provide details for individual recreation trails or cycling routes, nor 'WHEN' (timeframe or specific dates) actions will happen.

All feedback provided will be considered for the final draft of the Framework documents for presentation to Council with a view to endorse them for use operationally.

Further information including the full copies of the Draft Recreation Trails and Cycling Routes Management Guidelines and Service Levels and feedback form is available at <https://engage.ahc.sa.gov.au/your-trails-and-cycling-routes-your-say>.

The opportunity to provide your feedback will close 4pm, Tuesday 8 February 2022.

Vanessa Geerts

07 February 2022

Facebook

 **Adelaide Hills Council** 4 d · 🌐

Do you bike, walk or ride horses around our many trails in the Adelaide Hills? 🐾🚲

Today is the last chance to Have Your Say on our Recreation Trails and Cycling Routes Management Framework!

Tell us what you think here 📄 <http://ow.ly/AETE50HL7iO>



You and 6 others 3 shares

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Write a comment...
Press Enter to post.

07 February 2022

Twitter

Do you bike, walk or ride horses around our many trails in the Adelaide Hills? 🐾🚲

Today is the last chance to Have Your Say on our Recreation Trails and Cycling Routes Management Framework!

Tell us what you think here 📄 ow.ly/AETE50HL7iO



Appendix 2

Recreation Trails and Cycling Routes – Service Levels

Adelaide Hills Council | Recreation Trails and Cycling Routes

Guidelines for Maintenance and Upgrades of existing Recreation Trails and Cycling Routes

The Adelaide Hills Council has developed a Recreation Trails and Cycling Routes Framework to guide the future direction, provision, and management of Recreation Trails and Cycling routes in the Council region.

The Recreation Trails and Cycling Routes Framework is made up of three key documents:

- Trails and Cycling Routes Policy
- Trails and Cycling Routes Guidelines for Maintenance and Upgrades
- Trails and Cycling Routes Service Levels

And other supporting documents and procedures including but not limited to relevant Asset Management Plans.

The Framework addresses actions from Council's *Sport and Recreation Strategy (2017 – 2021)* and will assist Council to make strategic, sustainable and equitable decisions regarding recreation trails and cycling routes provision in our region. This Framework and its associated documents also provide an opportunity to broaden active recreation opportunities for children and youth in our region.

In addition, the Policy document considers that while Council does not own or manage many recreation trails within the Council boundary, we rely on these community or State Government managed trails to service a portion of our population. These documents address the management of recreation trails and cycling routes throughout our region, on community land under the care and control of Council. New Recreation Trails and Cycling Routes on community owned land constructed after the endorsement of this policy are not entitled to the above conditions, unless endorsed by Council.

| Asset | Maintenance Guidelines | Renewal or Upgrades Guidelines |
|---------|--|--|
| Surface | <p>Trails - surfaces will be maintained in line with the relevant Australian Standard for specified trail classes (AS 2156.1) and other standards/guidelines which may apply.</p> <p>Cycle Routes – surfaces will be maintained in line with the relevant Australian Standard for the asset class which applies to that surface (footpath, road etc).</p> <p>Council is responsible for the maintenance of trail and cycle route</p> | <p>Sites and timing for trail and cycling route surface upgrades will be selected based upon asset management data and usage. When considering the specific routes in the upgrade program and schedule, thought will also be given to:</p> <ul style="list-style-type: none"> • Consolidation to avoid duplication/replication • Other trail and cycle route priorities within proximity to the site/route location. <p>Renewals or upgrades will be designed to achieve relevant Australian Standards where applicable for the asset class to which the trail/cycle route</p> |

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| | <p>surfaces on land under the care and control of Council.</p> | <p>applies or similar. Designs will also consider information gathered during consultation processes, demographics, and other sites in close proximity.</p> <p>Council will develop most of its recreation trails to closely satisfy the Walking Track Class 3, with the occasional Class 2 or 4 track where the location and demand permits.</p> <p>A recreation trail or cycle route could be considered for removal at the end of its useful life. The endorsed Trail/Cycle Route Classifications provide some factors to consider when contemplating the removal of an asset. Other considerations include demographics, population density, usage, proximity to other outdoor spaces, or more desirable locations in the local area and maintenance and inspection obligations. Community engagement will be undertaken if a trail or route has been proposed for removal.</p> <p>Surface removal requires sustainable trail closure techniques.</p> |
| Trail Corridor | <p>Council is responsible for the area of land directly adjacent to the trail surface and the area above the trail – the trail ceiling (<i>width and height varies depending on classification of trail</i>) on land under the care and control of Council.</p> <p>Trail corridors will be maintained using up to date environmental management guidelines and standards to ensure environmental and social sustainable outcomes are met.</p> | <p>A recreation trail or cycle route could be considered for removal (closure) at the end of its useful life. The endorsed Trail/Cycle Route Classifications provide some factors to consider when contemplating the removal of an asset. Other considerations include demographics, population density, usage, proximity to other outdoor spaces, or more desirable locations in the local area and maintenance and inspection obligations. Community engagement will be undertaken if a trail or route has been proposed for removal/closure.</p> <p>Surface removal requires sustainable trail closure techniques.</p> |
| Surface Obstacles | <p>Council is responsible for installing and maintaining all obstacles developed within the trail corridor, in line with relevant trail classification.</p> <p>Obstacles will be maintained in line with the relevant industry standards for obstacle maintenance on trails surfaces. Obstacles may include styles, stepping stones, armoured crossings, armoured corners, boardwalks, rocks, steps, jumps, stiles and more.</p> | <p>Obstacles will be renewed or upgraded in line with the relevant industry standard for obstacles on trails.</p> <p>Surface obstacles will be required to be removed and the land remediated upon closure of a trail.</p> |

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| <p>Markers</p> | <p>Council is responsible for trail/route markers directly associated with prescribed trails.</p> <p>Marker will be maintained in line with relevant Australian Standards (AS 2156.1-2001), and will be installed/maintained and removed (if applicable) by Council or an authorised contractor or volunteer.</p> | <p>Markers will be renewed or upgraded in line relevant Australian Standards (AS 2156.1-2001).</p> <p>The location of directional markers on recreation trails and cycling routes is an important aspect of trails and routes, providing the user with the information that they are following their preferred route. Markers should be installed only where necessary and for directional information. A marker should be installed at intersections and any other place of indecision.</p> <p>Trail/route makers do not absolve the user of personal responsibility.</p> <p>Markers may be applied to Posts (see below) but could, and where appropriate, be applied to existing Council owned and managed infrastructure if the function and purpose is satisfied and it does not detrimentally impact the existing infrastructure.</p> <p>The removal of a marker will be managed by Council and the surface to which it was attached 'made good'.</p> |
| <p>Marker Posts</p> | <p>Council is responsible for marker posts located on prescribed trails/routes on land under the care and control of Council.</p> <p>Marker posts will be maintained in line with relevant Australian Standards (AS2156.1-2001), where appropriate. Posts will be installed and/or removed by Council or an authorised contractor/volunteer.</p> | <p>Marker posts are specific assets which can house one or more markers for one or more trails. These posts are strategically located to support the user in wayfinding, and to assist the trail designer in managing user behaviour.</p> <p>Where possible, posts should be located as close to the edge of the trail surface, at an intersection of the trail/route with other trails/routes, roads, footpaths, walkways, etc., as is possible, unless it is determined that the marker is not visible, and there is sufficient room to place further back from the intersection. Placement of the posts should not impact users of the trail or route (prohibit or inhibit the experience), or other users of the asset to which the route is also using (footpath use, driveway crossovers, road users etc.).</p> <p>The removal of a post (if required) will be managed by Council and the post hole filled and land remediated.</p> |
| <p>Trail Head Sign</p> | <p>Council is responsible for trail head signs located on prescribed trails/routes on land under the care and control of Council.</p> | <p>At the start/end of recreation trails and routes Council will consider the development of a trail head sign, which is a large sign informing the user of</p> |

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| | <p>Trail Head signs will be maintained in line with relevant Australian Standards (AS2156.1-2001), where appropriate.</p> | <p>the following;</p> <ul style="list-style-type: none"> • Trail/route classification • Type (loop, one-way, return) • Effect of weather • Elements of interest, track conditions or difficulties (e.g. facilities, waterfalls, slipper rocks etc.) • Opening and closing hours • Bushfire Danger Day permissions of entry • Distance to designated points • Map and orientation • Registration and reporting recommendations (if applicable) • Equipment recommendations (helmet, armour etc) • Personal safety precautions • Environment protection (e.g. minimal impact practices) • Skill and fitness level required • Specific conditions • User code of conduct • Warnings <p>Trail head sign locations will be designed and located in sympathy with the landscape whilst also ensuring they are readily seen and easy to read.</p> <p>Trail head signs do not absolve the trail/route user of personal responsibility.</p> <p>The removal of a trail head sign will be managed by Council with the land surrounding the sign site remediated upon removal of the sign</p> |
| <p>Lighting</p> | <p>Council is responsible for any lighting that falls within the corridor of a prescribed trail/route, on land which is under the care and control of Council.</p> <p>Council will maintain existing lighting on prescribed recreation trails and routes which share an asset class with other infrastructure (footpath or road), to the relevant Australian Standard.</p> | <p>Trail/route lighting should not be considered for future trails or cycling routes unless demand for night-time use demonstrates a feasible investment is required. Consideration of light spill impacts on residents and fauna should be made.</p> <p>The removal of lighting will be managed by Council with the land or building to which the light is attached be remediated and/or 'made good' upon removal.</p> |

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| <p>Fencing</p> | <p>Council is responsible for any fencing that falls within the corridor of a prescribed trail/route, on land which is under the care and control of Council.</p> <p>Council will maintain fencing on prescribed trails and routes which it has been proven to lower the risk of hazards where that hazard cannot be removed.</p> | <p>Trail/route fencing should only be considered where absolutely necessary for safety purposes. Where a trail/route cannot avoid a hazard or that hazard cannot be removed a fence may be installed to create a physical barrier between the trail/route and the hazard (in accordance with the relevant standards).</p> <p>Fencing removal shall only occur when the trail/route is being closed, the hazard is removed, and all remediation tasks have been completed.</p> |
| <p>Trail Furniture</p> | <p>Council is responsible for any fixed furniture that has been installed for the purposes of the recreation trail or cycle experience, within the corridor of a prescribed trail/route, on land which is under the care and control of Council.</p> <p>Council will maintain such furniture on prescribed trails and routes to the relevant Australian Standard or similar.</p> | <p>Trail/route furniture should not be considered for future trails or cycling routes unless demand for rests (benches) or group seating or other furniture is clearly demonstrated and the investment is considered feasible.</p> <p>Trail/route furniture shall be removed when the furniture has come to the end of its useful life (according to the relevant Australian Standard) and could be considered for removal if it has been determined as surplus to need. Council will manage the removal of all trail/route furniture, with the land surrounding the furniture site remediated upon removal.</p> |
| <p>Other signage (warnings, informative/educational etc)</p> | <p>Council is responsible for signage that is located on road verges or within trail/route corridors to inform trail/route users of hazards (exposure, traffic conditions, water crossings, gradients, other users etc.) or road users of trail users (horse rider signs, walker signs etc.), or that educate users of the local surrounds (flora, fauna, historical significance, cultural significance etc.)</p> <p>Council will maintain all signage on or related to prescribed recreation trails and cycling routes, on community land that is under Councils Care and control.</p> | <p>Hazard trail/route signage should only be considered where absolutely necessary for safety purposes. For example, at road crossings, on roads shared by trail users.</p> <p>Educational/Informative signage should only be installed at locations of high significance (historical, educational, cultural), or be part of a greater signage strategy that requires it to be installed, to the discretion of Council.</p> <p>Signage removal shall only occur if the hazard is no longer present, or need for education/information is no longer required. The removal will be managed by Council, with the land surrounding the sign site remediated upon removal of the sign. Replacement of signage that has become damaged or obsolete is to the discretion of Council.</p> |
| <p>Parking</p> | <p>Council is responsible for existing parking areas at trail heads (start of trail/route) that supports either high levels of varied user groups, Horse float parking, accessible parking or other.</p> <p>Council will maintain parking spaces, entrance and egress and carpark surfacing to relevant standards.</p> | <p>Vehicle parking will only be considered for renewal or upgrade where a feasibility study (or similar) has been undertaken and it is strongly recommended that parking be provided. Investigations must consider:</p> <ul style="list-style-type: none"> • Current and future use of the trail/route (Demand & Support) • Type of trail (multiple user groups, abilities, ages etc.) • Space requirements and availability • Financial implications and budgets |

| | | |
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| | | <p>It is acknowledged that many trails/routes will not support parking given their lack of land/space.</p> |
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Appendix 3

*Recreation Trails and Cycling Routes –
Guidelines for Maintenance and Upgrades of existing
Recreation Trails and Cycling Routes*

Recreation Trails and Cycling Routes | Service Levels






















To assist in the planning, development and management of trails and routes, all prescribed trails and routes will be captured within a classification and rating system. This practice is particularly important when assessing service levels for each class of trail and cycling route. It also provides an indication of the possible treatments that may be required for the trail and cycling route. This approach ensures diversity of trail experiences throughout the region, assists with allocation of resources and manages ongoing maintenance of the trails asset and ensures all trails are constructed and maintained to a best practice standard.

Council acknowledges its role in providing support to Regional and National Trails and accepts that its role in the day to day provision of trails is at a Local Trails level. In its 2016 publication, *Guidelines for the Planning, Design, Construction and Maintenance of Recreational Trails in South Australia*, Recreation SA describes the three levels of trails in the following way:

| Local Trails | Regional Trails | National Trails |
|---|--|---|
| Mainly attract local users | Attract interstate and intrastate visitors | Attract international and interstate tourists |
| Generate economic benefits to the local area | Generate significant economic benefits to the region | Generate significant economic benefits to SA |
| Good quality experiential values | Excellent Quality experiential values | Outstanding quality of experiential values |
| Make significant contribution to the lifestyle, health and social wellbeing of the local community | Make a significant contribution to the lifestyle, health and social wellbeing of South Australians | Make a significant contribution to the lifestyle, health and social wellbeing of Australians. |
| <i>Most of AHC managed trails fall under this category. I.E. - Aldgate Valley Nature Walk, Stirling Loop, Mt Torrens Loop</i> | <i>Example - River Torrens Linear Park, Tom Roberts Horse Trail, Alligator Gorge Hike</i> | <i>Example - Mawson Trail, Heysen Trail</i> |

Service Levels Matrix

The Table below illustrates the service level required for the different types and grades of trails/routes.

| AHC Classification | Service Level | Inspection Interval* | Equivalent to | | | | | | On-Road Cycle Routes | Symbol |
|---------------------|---------------|--|---------------|---|------------------------|---|---|---|---|--------|
| | | | Walk Grade | Symbol | Mountain Bike Grade | Symbol | Horse Grade | Symbol | | |
| Easy 1 | Highest | 1 Month or less | 1 |  | N/A |  | Easiest |  |  | |
| Easy 2 | High | 3 Months or less | 2 |  | Very Easy |  | Easiest |  | | |
| Easy 3 | High | 3 Months or less | 2 |  | Easy |  | Intermediate |  | | |
| Intermediate 1 | Moderate | 6 Months or less | 3 |  | Easy Intermediate |  | Advanced |  | | |
| Intermediate 2 | Moderate | 6 – 12 Months | 4 |  | Intermediate |  | N/A | | | |
| Intermediate 3 | Moderate | 6 – 12 Months | 4 |  | Intermediate Difficult |  | N/A | | | |
| Difficult 1 | Moderate | 6 – 12 Months | N/A | | Difficult |  | N/A | | | |
| Difficult 2 | Moderate | 6 – 12 Months | N/A | | Extreme |  | N/A | | | |
| Cycle Route | Low | 6 – 12 Months | N/A | | N/A | | N/A | On Road Commuter/ Recreation Route |  | |
| Class 5 Hike | Low | 6 – 18 Months | 5 |  | N/A | | N/A | N/A | | |
| Non-Council managed | | Council to inspect and manage assets on Council land only, as per trail/route agreement. | | | | | Trail/Route manager to manage all other aspects of the route/trail, as per agreement. | | | |


*Interval inspection timeframes are a standard recommendation, Council will use this as a guide and will be determine on an asset by asset basis when assets will be inspected. Weather events will require additional inspections to occur.




Trail Classifications & Descriptors


The following lists the technical trail descriptions for each type of classification listed in the Service Levels Table above. Classifications have been adapted from the Walking Track Standards (AS 2156.1, 2001), Australian Mountain Bike Trail Guidelines (*Mountain Bike Australia LTD*, 2019), and the Trail Difficulty Rating System – Horse (*Recreation SA*, 2016). Council has adapted these guidelines so that the system can be retrofitted to Council's existing shared use trails and future trails and cycling routes. This classification system is a measurement tool and will evolve over time. Minimum standards are applied to every trail so that users and managers can be assured that the trails and routes are safe and fit for purpose.




The tables below outlines the minimum provisions and design considerations for each classification based primarily on existing physical attributes such as trail width, trail gradient and surface type. Maintenance requests will not replace the inspection interval times, **and weather events will require additional inspections to occur.**




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| Symbol/ AHC Class |  Easy 1 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|--|---|--|---|--|--|
| Inspection Interval 1 Month or less | Equivalent grade of trail | Easy 1 (Cycle friendly (MTB standards N/A), Grade 1 Walk, Easiest Horse Trail) | | | |
| | Description | Likely to be a flat wide track with smooth surface and free of obstacles, suitable for wheelchair use, potentially having a sealed surface. | Likely to be a flat wide track with smooth surface and free of obstacles, potentially sealed surface. | Shared use trail for beginners with basic skills. Flat even surface with no steps or steep sections. Suitable for mobility devices. Walks no greater than 5km. Frequent rest stops and signage expected, may include benches at staggered intervals. | Wide trail, gentle gradient smooth surface, no obstacles For beginners with basic skills including those with reduced mobility. |
| Guiding Criteria | Trail Width | Walk - 1200mm or more. Well maintained with minimal intrusions. (AS 2165.1) Horse – 3m (min) | Shared use, allows for passing by horses, bikes or persons with mobility devices. | | |
| | Trail Surface | Broad, hard surfaced track of path suitable for mobility device use. Horse – hardened surface appropriate if horse only likely to walk. | Well Formed track | | |
| | Trail Gradient | Grades in accordance with the AS 1428 series. (AS 2165.1) A ramp at 1:14 (7.14% slope or 4.1degrees) is the maximum slope/gradient suitable for a person in a wheelchair. Horse – no greater than 10% | Flat | | |
| | Quality of Markings | Trail head signage and route markers expected and frequent. | Clearly Sign posted | | |
| Mandatory Criteria | Level of Trail Exposure | Firm and level fall zone on either side of the trail corridor | Firm and level fall zone on either side of the trail corridor | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | No obstacles | No obstacles | | |
| | Steps | Steps allowed only with alternate ramp access (As 2156.1) | No Steps | | |
| | Experience Required | Users need no previous experience and are expected to exercise normal care regarding their personal safety. (AS 2165.1) | No experience required | | |




| Symbol/ AHC Class |    Easy 2 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|--|---|--|--|---|--|
| Inspection Interval 3 Monthly or less | Equivalent grade of trail | Easy 2 (Very Easy Mountain Bike, Grade 2 Walk, Easiest Horse Trail) | | | |
| | Description | Likely to be a flat wide track with gentle gradient and smooth surface free of obstacles. (May include a fire road or wide single track) | Likely to be a flat wide track with gentle gradient and smooth surface free of obstacles. (May include a fire road or wide single track) | Shared use trail for beginners with basic skills. No bushwalking experience required. Flat even surface with no steps or steep sections. Short walks no greater than 5km. Frequent rest stops and signage expected, may include benches at staggered intervals. | Wide trail, gentle gradient smooth surface, No obstacles. Suitable for beginners with basic skills |
| Guiding Criteria | Trail Width | 1200 – 3000mm (target - 2100mm) Horse – 3000mm+ | Shared use, commonly allows for passing by horses, bikes or persons. | | |
| | Trail Surface | Hardened or smooth | Hardened with no challenging features on the trail | | |
| | Trail Gradient | Climbs and descents are mostly shallow Ave. trail grade - less than 5% Max. trail grade - 10% | Climbs and descents are mostly shallow | | |
| | Quality of Markings | Trailhead signs and route markers at intersections | Clearly signposted | | |
| Mandatory Criteria | Level of Trail Exposure | Firm and level fall zone on either side of the trail corridor | Firm and level fall zone on either side of the trail corridor | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | No obstacles | No obstacles | | |
| | Steps | Steps allowed only with alternate ramp access (As 2156.1) | No Steps | | |
| | Experience Required | Users need no previous experience and are expected to exercise normal care regarding their personal safety. (AS 2165.1) | No Experience required. | | |




| Symbol/ AHC Class |  Easy 3 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|--|---|---|---|--|--|
| Inspection Interval 3 Monthly or less | Grade of trail | Easy 3 (Equivalent to Easy Mountain Bike, Slightly harder Grade 2 and Easier Grade 3 Walking Track, Intermediate Horse) | | | |
| | Description | Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of obstacles. Short sections may exceed these criteria. | Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of obstacles. Short sections may exceed this criteria | Wide trail with a gentle gradient smooth surface. Some obstacles such as roots, logs and rocks. Suitable for beginner mountain bike riders, bushwalkers, or moderately skilled and experienced horse riders. | Wide trail, gentle gradient, some obstacles For beginners with basic Mountain bike or bushwalking skills. Moderate level of horse riding skill required. |
| Guiding Criteria | Trail Width | 600mm - 1200mm (target - 900mm) Horse – 1500mm + | Shared use, can allow for passing opportunities by horses, bikes or persons. | | |
| | Trail Surface | Mostly firm and stable. | Mostly firm and stable. | | |
| | Trail Gradient | Climbs and descents are mostly shallow, but trail may include some moderately steep sections. Ave. trail grade – 7% or less Max. trail grade - 15% for short sections | Climbs and descents are mostly shallow, but trail may include some moderately steep sections. | | |
| | Quality of Markings | Trailhead signs and route markers at intersections | Clearly signposted | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes downward slopes of up to 10% | N/A | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Unavoidable obstacles to 50mm high, such as logs, roots and rocks Avoidable, rollable obstacles may be present Unavoidable bridges 900mm wide Short sections may exceed these criteria | Trail may have obstacles such as logs, roots and rocks | | |
| | Steps | Minimal use of steps | May be steps | | |
| | Experience Required | Suitable for beginner / novice users with specialised mountain bike or bushwalking basic skills. Suitable for intermediate horse riders with moderate level of skill and experience. Suitable for off-road bikes. | Suitable for beginner mountain bikers and bushwalkers with basic mountain bike or bushwalking skills. Suitable for intermediate horse riders with moderate level of skill and experience. | | |



| Symbol/ AHC Class |    Intermediate 1 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|--|---|--|--|---|--|
| Inspection Interval 3 Monthly or less | Grade of trail | Intermediate 1 (Equivalent to Easy Intermediate Mountain Bike, Grade 3 Walk, Advanced Horse) | | | |
| | Description | Likely to be single track with a moderate gradient, variable surface and some obstacles Short sections may exceed these criteria | Likely to be single track with a moderate gradient, variable surface and some obstacles. Short sections may exceed these criteria | Likely to be single track with a moderate gradient, variable surface and some obstacles such as roots, logs and rocks Suitable for mountain bikers with minimum specialised skills, and highly skilled horse riders. | Single track, moderate gradient and some obstacles For beginner mountain Bikers and bushwalkers with basic skills, and highly skilled horse riders. |
| Guiding Criteria | Trail Width | 550mm – 950mm (target - 750 mm) Horse – 1500m+ | Shared use, with limited passing opportunities. | | |
| | Trail Surface | Mostly firm and stable | Mostly firm and stable | | |
| | Trail Gradient | Climbs and descents are mostly shallow, but trail may include some moderately steep sections Ave. trail grade - 7°/o or less Max. trail grade - 20% | Climbs and descents are mostly shallow, but trail may include some moderately steep sections | | |
| | Quality of Markings | Trailhead signs and route markers at intersections | Clearly signposted | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes downward slopes of up to 20% | N/A | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Unavoidable obstacles to 100mm high, such as logs, roots and rocks Avoidable, rollable obstacles may be present Unavoidable bridges 900mm wide Short sections may exceed these criteria | Trail may have obstacles such as logs, roots and rocks | | |
| | Steps | Steps may be common | Steps may be common | | |
| | Experience Required | Suitable for beginner / novice mountain bikers with basic mountain bike skills, bushwalkers with specialised skills and highly skilled horse riders. Suitable for off road bikes | Suitable for mountain bikers with basic mountain bike skills Suitable for most bikes | | |


| Symbol/ AHC Class |    Intermediate 2 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|---|---|--|---|--|--|
| Inspection Interval 6 – 12 Monthly | Grade of trail | Intermediate 2 (Equivalent to Intermediate Mountain Bike, Grade 4 Walk, Not suitable for Horse riding) | | | |
| | Description | Single trail with moderate gradients, defined variable surface and obstacles Dual use or preferred use | Single trail with moderate gradients, defined variable surface and obstacles | Single trail with moderate gradients, variable surface and obstacles May include steep sections | Single trail, moderate gradients, obstacles and some steep sections For skilled mountain Bikers and bushwalkers. Not suitable for horses. |
| Guiding Criteria | Trail Width | 300 mm to 900mm (Target - 600 mm) | Shared use with minimal passing opportunities. (No Horse). | Suitable for skilled Mountain bikers and bushwalkers. Not suitable for horses. | |
| | Trail Surface | Possible sections of rocky or loose tread | Possible sections of rocky or loose tread | | |
| | Trail Gradient | Mostly moderate gradients but may include steep sections Ave. trail grade - 10% or less Max. trail grade - 20% | Mostly moderate gradients but may include steep sections | | |
| | Quality of Markings | Trailhead signs and route markers at intersections | Signposted | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes downward slopes of up to 20% | N/A | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Unavoidable obstacles to 200 mm high, such as logs, roots and rocks Avoidable, obstacles to 600 mm may be present Unavoidable bridges 600mm wide Short sections may exceed these criteria | Trail will have obstacles such as logs, roots and rocks | | |
| | Steps | Steps may be common | Steps may be common | | |
| | Experience Required | Suitable for skilled mountain bikers with basic mountain bike skills Suitable for mountain bikes | Suitable for skilled mountain bikers with basic mountain bike skills Suitable for mountain bikes | | |

| Symbol/ AHC Class |    Intermediate 3 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|---|---|---|---|--|---|
| Inspection Interval 6 – 12 Monthly | Grade of trail | Intermediate 3 (Equivalent to Intermediate with Difficult Sections Mountain bike, Class 4 Walk, Not suitable for Horses) | | | |
| | Description | Likely to be a challenging single trail with moderate gradients, variable surface and obstacles Dual use or preferred use | Likely to be a challenging single trail with moderate gradients, variable surface and obstacles | Suitable for competent mountain bikers or bushwalkers, used to physically demanding routes. Expect large and unavoidable obstacles and features | For competent mountain bikers or bushwalkers. Large, unavoidable obstacles and features Some steep climbs or descents and loose surfaces. Not suitable for horses. |
| Guiding Criteria | Trail Width | 300 mm – 900mm (Target - 600 mm) | Shared use, narrow with limited passing opportunities. (No Horse) | Challenging and variable with some steep climbs or descents and loose surfaces. Not suitable for horses. | |
| | Trail Surface | Possible sections of rocky or loose tread | Possible sections of rocky or loose tread | | |
| | Trail Gradient | Mostly moderate gradients but may include steep sections Ave. trail grade - 15% or less Max. trail grade - 20% | Mostly moderate gradients but may include steep sections | | |
| | Quality of Markings | Trailhead signs and route markers at intersections | Signposted | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes downward slopes of Up to 25% | Exposure to either side of the trail corridor includes downward slopes of up to 25% | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Unavoidable obstacles to 300 mm high, such as logs, roots and rocks Avoidable, obstacles to 1000 mm may be present Unavoidable bridges 600mm wide Short sections may exceed these criteria | Trail will have obstacles such as logs, roots and rocks | | |
| | Steps | Rock steps may be present | Rock steps may be present | | |
| | Experience Required | Suitable for competent mountain bikers and bushwalkers with moderate level of skills Suitable for mountain bikes | Suitable for competent mountain bikers or bushwalker with moderate level of skills Suitable for mountain bikes | | |

| Symbol/ AHC Class |    Difficult 1 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|---|--|--|--|--|--|
| Inspection Interval 6 – 12 Monthly | Grade of trail | Difficult 1 (Equivalent to Difficult Mountain Bike) | | | |
| | Description | Likely to be a challenging single trail with steep gradients, variable surface and many obstacles Single use and direction Optional lines Suitable for cross country, downhill or trials | Likely to be a challenging single trail with steep gradients, variable surface and many obstacles | Suitable for experienced mountain bikers, used to physically demanding routes Navigation and personal survival skills are highly desirable | For experienced mountain bikers Challenging trail Large, unavoidable obstacles and features Long, steep climbs or descents and loose surfaces |
| Guiding Criteria | Trail Width | 150mm to 4500mm (Target - 300 mm) | Can be less than handlebar width | Expect large, dangerous and unavoidable obstacles and features Challenging and variable with long steep climbs or descents and loose surfaces Some sections will be easier to walk | |
| | Trail Surface | Variable and challenging | Variable and challenging | | |
| | Trail Gradient | Contains steep descents and climbs Max. trail grade – 25% | Contains steep descents and climbs | | |
| | Quality of Markings | Trailhead signs and route markers may be limited | Limited signs | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes steep downward slopes or freefall | Exposure to either side of the trail corridor includes steep downwards slopes or freefall | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Unavoidable obstacles 380 mm high, such as logs, roots, drop offs or constructed obstacles Avoidable, obstacles to 1200 mm may be present Unavoidable bridges 600mm wide Short sections may exceed these criteria | Unavoidable obstacles such as logs, roots, drop offs or constructed obstacles | | |
| | Steps | May be present | May be present | | |
| | Experience Required | Suitable for experienced mountain bikers with good skills, used to physically demanding routes Navigation and personal survival skills are highly desirable Suitable for better quality mountain bikes | Suitable for experienced mountain bikers with good skills, used to physically demanding routes Navigation and personal survival skills are highly desirable | | |

| Symbol/ AHC Class |    Difficult 2 | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|---|--|--|---|--|--|
| Inspection Interval 6 – 12 Monthly | Grade of trail | Difficult 2 (Equivalent to Extreme Mountain Biking, Not suitable for bushwalking or horse riding) | | | |
| | Description | Extremely difficult trails incorporating very steep gradients, highly variable surface and unavoidable, severe obstacles Single use and direction Optional lines Cross country, downhill, or trials | Likely to be a challenging single trail with steep gradients, variable surface and many obstacles | Suitable for highly experienced mountain bikers, used to physically demanding routes Navigation and personal survival skills are highly desirable | For highly experienced mountain bikers All sections extremely challenging Large, unavoidable obstacles and severe features |
| Guiding Criteria | Trail Width | 100 mm (can be up to 250mm) | Can be less than handlebar width | Severe constructed trails and/ or natural features, all sections are challenging Includes extreme levels of exposure and/or risk Expect large and unavoidable obstacles and features Some sections will be easier to walk | |
| | Trail Surface | Widely variable and challenging | Widely variable and challenging | | |
| | Trail Gradient | Expect prolonged steep, loose and rocky descents or climbs Max trail grade – 40% | Expect prolonged steep, loose and rocky descents or climbs | | |
| | Quality of Markings | Trailhead signs and route markers may be limited | Limited signs | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to either side of the trail corridor includes steep downward slopes or freefall | Exposure to either side of the trail corridor includes steep downward slopes or freefall | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | Large committing and unavoidable obstacles to 380 mm Avoidable, obstacles to 1200 mm may be present Unavoidable bridges 600mm or narrower Width of bridges is unpredictable Short sections may exceed these criteria | Unavoidable obstacles such as logs, roots, drop offs or constructed obstacles | | |
| | Steps | May be present | May be present | | |
| | Experience Required | Suitable for highly experienced mountain bikers with excellent skills, used to physically demanding routes Navigation and personal survival skills are highly desirable | Suitable for highly experienced mountain bikers with excellent skills, used to physically demanding routes Navigation and personal survival skills are highly desirable Suitable for quality mountain bikes | | |

| Symbol/ AHC Class |   Cycle Route | <i>Technical Description (for Land Manager use)</i> | <i>Route Description (for public information)</i> | <i>Generic Description (for public information)</i> | <i>Short Classification Key</i> |
|---|--|--|---|--|--|
| Inspection Interval 6 – 12 Monthly | Grade of trail | On road (or other) promoted route (suitable for recreation or commuter) | | | |
| | Description | Likely to be a flat smooth surface with minimal obstacles, may require sharing of road or footpath with vehicles/ people respectively. Commuter routes will provide the most direct route from start to destination, whilst a recreation route will provide either linear or loop routes using a combination of roads and footpaths which are the safest and most enjoyable for the target user (family) (avoiding steep hills, may take in points of interest, rest stops). | Likely to be a commuter link route with frequent markers at points of indecision. Or alternatively likely to be a family friendly ride, requiring a level of fitness, bike skills and road rules understanding suitable for adults and supervised children. | Suitable for commuters and beginner riders. Suitable for children under supervision. Users should have bike riding experience and ability to understand and follow road rules. | Commuter or Recreation route on road/footpath bike route. Bike riding experience and understanding of road rules required. |
| Guiding Criteria | Trail Width | Variable, but should allow for two bikes to pass each other in same direction | | | |
| | Trail Surface | Variable but mostly smooth with potential for some small stones and rocks. | | | |
| | Trail Gradient | Variable and may exceed 20% for short periods. | | | |
| | Quality of Markings | Route Markers present and directional arrows provided at points of indecision. | | | |
| | Distance | Variable – but can range from 1 - 50km. Family friendly routes unlikely to exceed 20km. | | | |

| Symbol/ AHC Class | Class 5 Hike (unlikely to exist in AHC)  | Technical Description (for Land Manager use) | Trail Description (for public information) | Generic Description (for public information) | Short Classification Key |
|---|--|---|---|--|---|
| Inspection Interval 6 - 18 Monthly | Grade of trail | Class 5 Walking Track – not suitable for but may horses and/or mountain bikes may be present. | | | |
| | Description | Difficult walking track with limited modification to natural surfaces and trail alignment may be indistinct in places. Minimal clearing, and debris along track. May include steep sections of unmodified surfaces. Facilities may be present but unlikely. | Likely to be mostly undefined trail with minimal markings. Users must exercise extreme caution and have a degree of specialised skills such as navigation, some first aid and experience in remote areas. Maps available. | Suitable for highly experienced hikers, used to physically demanding routes. Navigation and personal survival skills are highly desirable. May include extreme levels of exposure and/or risk. Expect large and unavoidable obstacles and features | For highly experienced hikers All sections extremely challenging Large, unavoidable obstacles and severe features |
| Guiding Criteria | Trail Width | Not specified | | | |
| | Trail Surface | Widely Variable and challenging. | | | |
| | Trail Gradient | Expect prolonged steep, loose and rocky descents or climbs Trail grade could exceed 40% | | | |
| | Quality of Markings | Limited to nil markings | | | |
| Mandatory Criteria | Level of Trail Exposure | Exposure to steep slopes and downfall expected | | | |
| | Natural Obstacles and Technical Trail Features (TTFs) | No Specified, unavoidable. | | | |
| | Steps | May be present. | | | |
| | Experience Required | Users require a high degree of specialised skill such as navigation skills. | | | |

References

1. Australian Standards, (2001). *Walking Tracks. Part 1: Classification and signage* (2156.1-2001) Council of Standards Australia. Australia
2. Recreation SA Trails Sub Committee (2016), *Guidelines for the planning, design, construction and maintenance of Recreational Trails in South Australia*. Recreation SA. South Australia.
3. Department of Environment and Water, (2021), *Know before you go: Mountain Biking* <https://www.parks.sa.gov.au/know-before-you-go/mountain-biking>. Accessed online April 2021, National Parks and Wildlife Service, South Australia.
4. Mountain Bike Australia, (2019). *Trail Difficulty Rating Systems*. Australian Mountain Bike: Trail Guidelines – Section 10. Varsity Lakes, Queensland, Australia.

DRAFT

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Brett Mayne
Acting Manager Economic Development
Community Capacity

Subject: “Free” Camping Expression of Interest Process

For: Decision

SUMMARY

The purpose of this report is to provide Council with the outcome of an expression of interest process for the establishment of recreational vehicle (RV) waste water dump points and “free” camping facilities and to seek a decision on the sites to be supported.

The second objective from Council’s *Economic Development Plan 2020-2024* is to “Provide local infrastructure to drive growth and productivity”. Consistent with this objective and a specific action in the Council’s previous *Economic Development Strategy*, an expression of interest process was undertaken to identify if any Adelaide Hills Council region community groups, individuals or businesses were wishing to run and manage a “Free” Camping site facility. Funding has nominally been allocated from the Commonwealth’s Local Roads and Community Infrastructure Program funding for the installation of an RV Dump Point and associated facilities for up to two applicants.

The Expression of Interest process has been undertaken with eight community recreation ground committees and one private business taking part. This resulted in two applications being received, one from the Johnston Memorial Park Committee Balhannah and one from the Mount Torrens Hotel.

The project team has recommended both applications for funding.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That the Council support, in principle, the installation of an RV Dump Point at the Johnston Memorial Park in 2022-23 with up to \$15,000 provided by the Council on the condition that funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere.
3. That the Council support, in principle, the installation of an RV Dump Point at the Mount Torrens Hotel in 2022-23 with up to \$10,000 provided by the Council on the condition that

funding for the RV Dump Point unit itself is provided by the Campervan & Motorhome Club of Australia, or sourced elsewhere.

- 4. That the remaining \$5,000 (from a total allocation of \$30,000), be allocated as a contingency to spend as required across either or both sites and/or on incidental costs such as road signage to promote the new sites.**
 - 5. That the Council in recognising its in principle support notes that other statutory processes, such as development approval and community land use processes, may need to be undertaken and are subject to separate processes.**
 - 6. That the Chief Executive Officer, or delegate, be authorised to work with the applicable parties to progress the matter, including seeking statutory approvals, finalising agreements and contracts etc. as required to progress the establishment of the facilities.**
-

1. BACKGROUND

Interest in the provision of “Free” Camping facilities has been expressed to Council since at least 2016 from various communities. “Free” camping has been occurring in an unregulated and un-serviced manner at a number of locations across the district.

In the *2021-22 Annual Business Plan*, Council included an initiative to develop and implement a “Free” Camping Expression of Interest process to identify and support community groups, individuals or businesses that wished to run and manage a “Free” Camping site facility within the region. An internal project team was established to develop and implement the Expression of Interest process, comprising:

- Brett Mayne, Acting Manager Economic Development
- Renee O’Connor, Sport & Recreation Coordinator
- Stacey Dutton, Sport & Recreation Officer
- Paul Day, Coordinator Property Projects & Maintenance

The Expression of Interest commenced on Friday 3 December 2021 using the Engagement HQ system which provided information about the process and an electronic application form. This included an opportunity to register for an information session about the Expression of Interest held on Monday 13 December 2021. The Expression of Interest was open for applications until 28 February 2022.

The Expression of Interest required interested parties to demonstrate:

1. Why they wanted to have a “free” camping site in their community
2. That they had community support for a “Free” Camping site
3. They had agreed to manage and maintain the “free” camping site (including maintenance costs)
4. That their site was suitable to host a “free” camping facility. This may require a Development Application to enable camping on their site if that is not already an approved use.

The outcome to be achieved from the Expression of Interest process is a recommendation that Council support up to two applicants with funding to install an RV Dump Point at or near their intended “Free” Camping Facility.

Appendix 1 contains an overview of the communication and community engagement activities to support the process.

At the conclusion of the process the project team received two completed Expression of Interest applications. These were assessed by the project team against the identified project criteria. This process also included site visits of each applicant.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 3 A Prosperous Economy

Objective E2 Provide local infrastructure to drive growth and productivity

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

The Goal is supported by Council’s *Economic Development Plan 2020-2024* which identifies an outcome against Priority E2.4 being that “Free” Camping facilities are provided within the Adelaide Hills region. Further, the Council’s previous *Economic Development Strategy* contained a specific initiative to explore the potential for the installation of RV dump points across the district.

➤ Legal Implications

Section 7 of the *Local Government Act 1999* specifies one of the functions of a council to include:

(g) To promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism.

➤ Risk Management Implications

Funding the successful applicants from the “Free” Camping Expression of Interest process will assist in mitigating the risk of:

RV Camping Tourists do not visit the region due to lack of facilities leading to reduced economic activity and reduced income for local businesses:

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

The Expression of Interest process will identify a community group, individual or business who wishes to manage and maintain a “free” camping site. By having managed and maintained sites this will go some way to mitigating the liability risk to council from known but unmanaged camping.

➤ **Financial and Resource Implications**

\$30,000 for this project has nominally been included as an LRCIP phase 3 project to be funded in 2022-23.

Council’s contribution will be to install RV Dump Points at the sites identified through the Expression of Interest process, utilising the \$30,000 and with project management provided as further in-kind support. Importantly, the applicants will be funding the RV Dump Point purchase and therefore own these facilities with ongoing maintenance/replacement costs and management being their responsibility.

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

The opening of “Free” Camping sites will be promoted by Council’s Social Media as a means to encourage the community to engage with outdoor leisure activities. Council’s Customer Service Team will be able to refer members of the public who are seeking camping facilities within the region.

➤ **Sustainability Implications**

Council’s Prosperous Economy aspiration is for the region’s economy to be diverse and sustainable with a reputation for quality, niche products, services and experiences underpinned by a culture of creativity and innovation. The provision of “Free” Camping services will enable growth within the tourism industry by providing facilities and services that are currently not available in the region. The diversification of the local tourism industry will make it more sustainable into the future.

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

Consultation on the development of this report was as follows:

Council Committees: The CEO Performance Review Panel set Development of ‘Free’ Camping Sites as a Performance Target 2021-2022.

Council Workshops: September 2021

Advisory Groups: Nil

External Agencies: SA Water was consulted on the usage of RV Dump Points and CWMS systems. Campervan & Motorhome Club of Australia consulted on RV Dump Points program funding.

Community: Consultation was undertaken with the South Australian branch of the Campervan & Motorhome Club of Australia. Kimba Council was consulted on how they manage their “Free” Camping facility. Community engagement thus far has been through the expression of interest process.

The project team is recommending both completed applications are supported by the Council to assist with the installation of an RV Dump Point. The following is a summary of both recommended submissions.

Johnston Memorial Park Committee Balhannah

Representatives of Johnston Memorial Park Committee attended the information session and engaged closely with project team members throughout the expression of interest process.

The Johnston Memorial Park Committee is an experienced recreation ground committee that is seeking to establish a “Free” Camping site to formally service a community that have been camping at their facility for many years as well as to attract additional visitors. The Johnston Memorial Park Committee Balhannah expression of interest submission responded to all of the assessment criteria including:

- Letters of support from the community groups associated with the site (sports clubs and land owner) and local businesses. There has also been a phone representation from the South Australian branch of the Caravan and Camping Association supporting the submission.
- Evidence in the form of meeting minutes that show a formally passed motion by the committee to manage and maintain the “Free” Camping site.
- Maps and plans of the “free” camping site which identify a suitable location for an RV Dump Point to connect into the SA Water sewage system. This was confirmed during the site visit. **Appendix 2** includes a map of the requested RV Dump Point site.
- The site will require the RV dump point to be connected to the SA Water sewer line and a parking bay to be created adjacent the dump point to allow caravans to park safely. Please note: it is recommended to install the RV dump point even if the “free” camping does not receive approval.
- The total budget for this submission is \$15,000. The submission will also be able to leverage \$2,000 from the Campervan & Motorhome Club of Australia for the cost of the Dump Point. Table 1 provides a breakdown of this budget.

Table 1 – Cost estimate breakdown for Johnston Memorial Park

| Description | Responsibility | Amount | Source |
|--|-----------------------|---------------------------------|---|
| RV Dump Point purchase | Council | \$2,200 (from grant allocation) | Campervan & Motorhome Club of Australia |
| RV Dump Point Installation and connection to SA Water Sewer main | Council | \$4,250 | Council (LRCIP) |
| Earthworks for RV Dump Point installation and caravan parking | Council | \$7,658 | Council (LRCIP) |
| Materials | Council | \$3,092 | Council (LRCIP) |

The Johnston Memorial Park Committee is aware that they will need to submit a Development Application to allow camping at their identified location. The Development Services Team has been consulted regarding this next step.

The application from the Johnston Memorial Park Committee was comprehensive in meeting the criteria. Therefore staff recommend it be approved based on Council being successful in applying for funding from Campervan & Motorhome Club of Australia to purchase the Dump Point infrastructure.

Mount Torrens Hotel

The owner of the Mount Torrens Hotel made a submission in order to be able to formally service campers who have been seeking a facility in the Mount Torrens area.

The applicant Angela Lo-Faro (proprietor Mount Torrens Hotel) took part in a phone meeting with a representative of the project team and subsequently submitted an expression of interest.

The Mount Torrens Hotel is a private business that has a piece of land behind their premises that can accommodate campers, subject to statutory approvals. The business is seeking to provide camping services in the community to meet a need that was also identified by the *Mount Torrens Centenary Park Committee*. The submission identified:

- The camping facility would be managed under the hotel’s accommodation booking and management systems. Its ongoing maintenance including additional pump outs of the septic system to be covered by the hotel.
- There was significant support for the facility demonstrated by a petition signed by 141 people seeking a “Free” Camping facility in the town at that location.
- There is a location for the campsite directly behind the hotel. **Appendix 3** includes a map of the requested dump point site.
- *This* site will require the dump point to be connected to the existing septic tank and the owner of the site will install a grease trap to ensure any contaminants are prevented from entering Council’s Community Wastewater Management System (CWMS). The total budget for this site will be \$10,000 for the installation of the RV Dump Point and grease trap. Council will fund the purchase of the RV Dump Point by seeking to leverage funding from the Campervan & Motorhome Club of Australia RV Dump Point Program. Table 2 is a breakdown of this budget.

Table 2 – Cost estimate breakdown for Mt Torrens Hotel

| Description | Responsibility | Amount | Source |
|---|----------------|---------------------------------|---|
| RV Dump Point purchase | Council | \$2,200 (from grant allocation) | Campervan & Motorhome Club of Australia |
| Grease trap purchase | Council | \$2,500 | Council (RLCIP) |
| RV Dump Point and grease trap installation and connection to CWMS | Council | \$6,250 | Council (RLCIP) |
| Earthworks for RV Dump Point and grease trap installation | Council | \$1,200 | Council (RLCIP) |
| Materials | Council | \$2,550 | Council (RLCIP) |

The Mount Torrens Hotel proprietors are aware that they will need to submit a Development Application to allow overnight camping at their identified location. The Development Services Team have been consulted regarding this next step.

There is strong community demand for a “free” camping facility in the northern part of the council. The submission from Mount Torrens Hotel will meet this demand therefore staff recommend it be approved based on Council being successful in applying for funding from Campervan & Motorhome Club of Australia to purchase the Dump Point infrastructure.

While it is logical to suggest the Hotel will expect campers to avail themselves of hospitality, e.g. meals and drinks, at the Hotel, it is intended that the Council’s support for the establishment of the facility be conditional on there being “free” and open access to the use of the dump point without obligation.

3. OPTIONS

Council has the following options:

- I. Approve the recommendations to fund the installation of RV Dump Points at Johnston Memorial Park and Mount Torrens Hotel based on the applicants meeting the identified conditions. (Recommended)
- II. Not approve the recommendations to fund the installation of RV Dump Points at Johnston Memorial Park and Mount Torrens Hotel. (Not recommended)

4. APPENDICES

- (1) “Free” Camping Expression of Interest Community Engagement Report
- (2) Map of Proposed RV Dump Point location Johnston Memorial Park Balhannah
- (3) Map of Proposed RV Dump Point location Mount Torrens Hotel

Appendix 1

*“Free” Camping Expression of Interest Community
Engagement Report*

1. APPENDICE 1

Free Camping Expression of Interest Community Engagement report

Engagement Summary

The community was informed of the Expression of Interest process by:

- an email which was sent to all of the regions Community Clubs from the Open Space Team on the 3 December and
- posts on Council's Social Media platforms in early December
- Individual email and phone contacts from project team members throughout the Expression of Interest time period.

The initial promotion of the process saw engagement from six groups: Mylor Oval, Johnston Memorial Park Committee Balhannah, Lobethal Recreation Ground Sports Club, Mt Torrens Centenary Park, Paracombe Recreation Ground and a Gumeracha Community representative.

The information session on 13 December was delivered by the project team who worked through the expression of interest purpose and requirements. Four groups attended the information session, Balhannah, Lobethal, Mt Torrens and Gumeracha.

A further round of promotion was undertaken in January focussed on some groups who had missed the initial notification. As a result of this a further three groups engaged with the process. These were, Kersbrook War Memorial Park, Birdwood Park and Sports Association and the Mt Torrens Hotel. As these groups had missed the earlier information session the Acting Manager of Economic Development had individual phone meetings with each to ensure they had a full understanding of the process.

Throughout the Expression of Interest process support was provided to the groups by members of the project team.

Engagement Outcomes

The following is a summary of the engagement for the groups that took part in the Expression of Interest but did not make a submission.

Mylor Oval. Made initial enquires about the process but choose not to progress with an application.

Lobethal Recreation Ground Sports Club. Attended the information session. The committee discussed the proposal and agreed not to submit and expression of interest for a Free Camping site.

Mt Torrens Centenary Park. Attended the information session. The committee discussed the proposal and agreed not to submit and expression of interest for a Free Camping site.

Johnston Memorial Park Committee. Attended the information session and undertook further meetings including a site visit with members of the project team prior to making their submission.

Paracombe Recreation Ground. Had discussions with members of the Project Team including a site visit. The committee decided not to submit an Expression of Interest and to proceed with a Development Approval to allow camping at Paracombe Recreation Ground outside of the process.

Gumeracha. Representatives from the Gumeracha community attended the information session. The Gumeracha Sports and Social Club decided they did not wish to submit an expression of interest. There were a number of further discussions with community representatives from Gumeracha. No group from Gumeracha decided to make a submission.

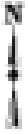
Kersbrook War Memorial Park. Undertook a phone meeting with a representative of the project team. The committee did not submit an expression of interest.

Birdwood Park and Sports Association. Undertook a phone meeting with a representative of the project team. Submitted an initial expression of interest but the committee later decided to withdraw it.

Mt Torrens Hotel. The Mt Torrens Hotel was referred to the Expression of Interest by Council's planning team. They took part in an initial phone meeting with a member of the project team. This was followed by further email and phone discussions prior to making a submission.

Appendix 2

*Map of Proposed RV Dump Point location Johnston
Memorial Park Balhannah*



- AHC Core**
- Parks
 - ★ Townships
- RoadsStreetView
- ADJOINING LGA RD
 - AHC & PRIVATE
 - AHC RD
 - DPTI RD
 - PRIVATE RD
 - SHARED RD
- PropertyOwner
 - Parcels
 - Roads
 - AHC LGA
 - LGAs
 - Suburbs
- Rivers
- River
 - Creeks
 - Streams

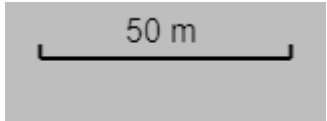
Planning & rates

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Scale = 1:1508.220



Parks (1)

LANDSS: 11

NAME: Johnston Memorial Park & CFS (Balhannah & Oakbank)

DESCRIPTIO: Oval

SUBURB: Balhannah

ADDRESS: 117 Main Street

ASS_NO: 6414

VAL_NO: 567217310*

PARCEL: Allot 11 DP 35017

TITLE_REF: 5094/759

OWNER: AHC

TYPE_ID: Freehold

AREA_HA: 4.62

AREA_M2: 46288.190153387

Confirm_SITE_Desc: RES-Johnston Memorial Park & CFS (Balhannah & Oakbank), Balhannah

OneID:

PropertyOwner (1)

Assessment: 6414

Valuation_Number: 567217310*

Owners_Name: Balhannah Recreation Ground Inc & Adelaide Hills Council

Parcel_Legal_Description: Lot 11 Sec: P4014 DP:35017 CT:5094/759

Parcel_Land_Area: 48800

Parcel_Land_AreaX: 4.88 ha

Parcel_Land_Uses: 7530 - Parks/Gdns (Picnicking); 9 - Other

Property_Unit_No:

Property_House_No: 117

Property_Letter_No:

Property_Number: 117

Property_Street_Name: Onkaparinga Valley

Property_Street_Type: RD

Property_Suburb: Balhannah

Property_Postcode: 5242

Property_Address: 117 Onkaparinga Valley Road

Parcel_Status_Name: Active

Title_Volume: 5094

Title_Folio: 759

Ratepayer_Care_of: The Secretary

Ratepayer_Name: Balhannah Recreation Ground Inc & Adelaide Hills Council

Ratepayer_Address: PO Box 1180

Ratepayer_Locality: Balhannah

Postal_State: SA

Postal_Postcode: 5242

Postal_Country:

Full_Name: Adelaide Hills Council

Surname:

First_Names:

Parcels (1)

OBJECTID: 4599

PLAN_T: D

PLAN: 35017

PARCEL_T: A

PARCEL: 11

QUALIFIER:

FLOOR_LEVEL: 0

DATE_FROM: null

DCDB_ID: D35017 A11

ACCURACY_CODE: 7

SHAPE_Length: 990.585878283242

SHAPE_Area: 46291.6444469683

PLAN_ID: D35017

PARCEL_ID: A11

TITLE_ID: CT5094/759

TITLE_ESTATE: FEE SIMPLE

valuation: 567217310*

Area_SqM: 46287

AHC LGA (1)

OBJECTID: 0

LGATYPE: ADE
ABBNAME: ADELAIDE HILLS COUNCIL
LGA: 1.90343
SHAPE_Length: 0.0783305
SHAPE_Area: 794.3868474188018

LGAs (1)

LGATYPE: DC
ABBNAME: ADELAIDE HILLS LGA:
ADELAIDE HILLS COUNCIL
SHAPE_Leng: 1.903433381592955
SHAPE_Area: 0.078330499973201

Appendix 3

Map of Proposed RV Dump Point Mount Torrens



Mount Torrens



- AHC Core**
- Parks
 - ★ Townships
 - RoadsStreetView
 - ADJOINING LG
 - AHC & PRIVATI
 - AHC RD
 - DPTI RD
 - PRIVATE RD
 - SHARED RD
 - PropertyOwner
 - Parcels
 - Roads
 - AHC LGA
 - LGAs
 - Suburbs
 - Rivers
 - River
 - - - Creeks
 - - - Streams

Records Hub Link Test
recordshub2

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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.6

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: Heathfield Resource Recovery Centre Management Agreement

For: Decision

SUMMARY

In November 2017 Council signed a 5 year Management Agreement (the *Agreement*) with the Adelaide Hills Region Waste Management Authority (AHRWMA) to manage the Heathfield Resource Recovery Centre (HRRC). The *Agreement* expires on 25 November 2022 and therefore Council needs to consider the ongoing management arrangements of the HRRC. This matter is being brought to Council as it is proposed that the *Agreement* with the AHRWMA be extended for a further 5 years.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Heathfield Resource Recovery Centre Management Agreement with the Adelaide Hills Region Waste Management Authority be extended for a five year period pursuant with renewal provisions within the existing agreement.
 3. To delegate to the Chief Executive Officer the authority to negotiate any minor amendments required to the Heathfield Resource Recovery Centre Management Agreement and to give effect to resolution 2 above.
-

1. BACKGROUND

In 2012 and 2017 Council entered into 5 year agreements with the AHRWMA to manage the day to day operations of the HRRC (refer **Appendix 1**). Signing of the 2017 agreement (refer **Appendix 2**) was the end product of an open market procurement process via an Expression of Interest (EOI) that was undertaken to test the market to ensure best value for money was being obtained.

EOI were invited from the open market via the SA Tenders website. The 2017 EOI process attracted interest from 4 parties however only one formal response was received, from the AHRWMA. The matter was considered in confidence at a Special Council meeting in August 2017 resulting in the following resolution being unanimously carried.

5.2. Heathfield Resource Recovery Centre Management – Confidential Item

RELEASED 30 NOVEMBER 2017

Moved Cr Ian Bailey
S/- Cr Malcolm Herrmann

170/17

Council resolves:

- 1. That the report be received and noted.**
- 2. To delegate to the Chief Executive Officer to:**
 - a. Enter into negotiations with the Adelaide Hills Region Waste Management Authority to develop a Management Agreement for the operation of the Heathfield Resource Recovery Centre with a preference for a term of five years plus an option to Council to extend the agreement for a further five years**
 - b. Subject to a negotiated position being reached that is acceptable to the Chief Executive Officer as outlined in 2a above, and before 25 November 2017, execute the Management Agreement with the Adelaide Hills Region Waste Management Authority for the operation of the Heathfield Resource Recovery Centre.**

Carried Unanimously

To give effect to the resolution of Council an agreement for the operation of the HRRC was signed with the AHRWMA. As resolved by Council the *Agreement* was for an initial term of 5 years, expiring 25 November 2022, and included an option (clause 2.2 of **Appendix 2**) to renew the agreement for a further 5 years following the initial term.

To give effect to the extension clause requires Council to advise the AHRWMA no less than 6 months and no more than 12 months before the expiry of the agreement that it wishes to renew the agreement for a further 5 years. If Council wishes to renew the *Agreement* with the AHRWMA and to meet requirements of the existing agreement Council must advise the Authority by no later the 25 May 2022 of its intention.

The AHRWMA is a Regional Subsidiary established under Section 43 of the *Local Government Act 1999* with Constituent Councils being the Rural City of Murray Bridge, Alexandrina Council, Mount Barker District Council and the Adelaide Hills Council.

The Executive Officer of the AHRWMA has advised Council staff that the Authority would like to continue to manage the HRRC for a further 5 years.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 4 A valued Natural Environment

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

Priority N%.2 Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins

Having an *Agreement* in place for the HRRC ensures the facility continues to provide an avenue for the community to undertake recycling of resources and landfill disposal. Council's Resource Recovery and Recycling Strategy contains a number of strategies that are relevant to the HRRC. Most relevant of these strategies to this report is the action to continue to provide recycling services at the HRRC.

➤ Legal Implications

Ensuring a management agreement is in place for the operation of the HRRC ensures obligations and other relevant matters for both Council and the AHRWMA are clearly documented.

➤ Risk Management Implications

Renewing the HRRC *Agreement* with the AHRWMA will assist in mitigating the risk of:

Failure to have in place a Management Agreement for the Heathfield Resource Recovery Centre leading to operational uncertainty, reduced customer service and higher costs

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Extreme (4B) | Low (2D) | Low (1D) |

Adoption of the report recommendation will require a new mitigation action to give written notice to the AHRWMA that Council wishes to renew the agreement.

➤ Financial and Resource Implications

As a Regional Subsidiary the AHRWMA operates the HRRC on an 'at cost' basis meaning there is no profit margin built into operating expenses with costs simply passed on to Council.

In 2012 when the AHRWMA commenced management of the HRRC the facility was costing approximately \$200,000 per annum to operate. Under the management of the AHRWMA this cost has steadily declined. Since the 2017 *Agreement* was signed the cost to operate the facility has reduced to an average \$50,000 per annum under the management of the AHRWMA. The draft AHRWMA budget to operate the HRRC for the 2022/23 financial year aligns with the 5 year average at \$50,000.

A key component to minimising costs to operate the HRRC has been the ability of the AHRWMA to increase financial transactions (fee paying customers) from approximately 13,000 pre 2012 to 29,000 in 2020/21.

Since the AHRWMA has been managing the day to day operations of the HRRC they have always done so in accordance with set budgets and have minimised impacts to Council that arise from fluctuations in recycling commodity markets and landfill disposal costs such as rise and fall in steel prices and increases in the solid waste levy. Council staff, through regular day to day interactions, formal operational meetings and AHRWMA Board representation are able to oversee that the HRRC is operated under diligent and frugal financial management resulting in the lowest possible cost to provide the service.

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

Adopting the recommendation as proposed will not have any impact to customer service or community or cultural implications as the intent is to continue with the current model of operation at the HRRC.

➤ **Sustainability Implications**

Reducing the volume of waste from the HRRC going to landfill has been a key focus of the AHRWMA since 2012 when the Authority commenced operation of the site. Adoption of the proposed recommendation will not have any detrimental environmental implications.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|----------------|
| <i>Council Committees:</i> | Not Applicable |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Not Applicable |
| <i>External Agencies:</i> | AHRWMA |
| <i>Community:</i> | Not Applicable |

As the AHRWMA is a regional subsidiary established under the Local Government Act 1999 the Authority is required to prepare a charter. Relevant to this report the AHRWMA *Charter* outlines the purpose of the Authority as being to facilitate, co-ordinate and undertake waste management including waste collection, treatment, disposal and recycling within the region. The *Charter* also outlines 7 functions of the Authority one of which is to provide and operate a place or places for the treatment, recycling and disposal of waste collected by or in the areas of the Constituent Councils. These provisions within the Authority's Charter clearly align with the AHRWMA managing the HRRC on a day to day basis.

The HRRC provides a range of fee for service and free services to the community, these are:

Items that incur a fee for disposal

- Mattresses
- Couches
- Tyres, both on and off the rim
- Non-friable asbestos
- Domestic waste
- Hard waste
- Construction and demolition waste
- Green organics (unless dropped off on a designated free day)

Items eligible for free disposal

- Household chemicals and liquid paint (including cleaning products)
- Clean, dry, white polystyrene
- Plastic bottles and aluminium cans
- Paper and cardboard
- Scrap metal
- Motor oil (domestic quantities only)
- Batteries and light globes, including fluorescent tubes
- Domestic electronic waste including TVs, computers, printers, DVD players, and computer accessories
- X-ray films
- Mobile phones
- Drum Muster
- Gas bottles and fire extinguishers

Given the wide variety of services offered, the majority at no cost, it is considered that the average annual operating cost of \$50,000 is a responsible and frugal use of resources, particularly given the contribution these services make to improved community amenity and public health and safety outcomes. Fees charged for fee paying services at the HRRC are carefully managed to ensure they minimise costs to Council but do not become uncompetitive with other waste and recycling facilities as this would decrease patronage and lead to higher net operating costs.

Since the *Agreement* was signed in 2017 it has been amended to reflect operational changes relating to closing the site on forecast extreme fire danger days and the establishment of the Household Chemical and Paint Drop Off facility (refer **Appendix 3**). If council so endorse to exercise its renewal rights under the existing agreement an administrative review of the agreement would be undertaken to ensure any outdated clauses or other non-material changes required are addressed. There are no material changes required to the existing agreement.

In addition to the HRRC the AHRWMA also operates the Rural City of Murray Bridge Waste and Recycling Transfer Station located at Brinkley. The regional approach provides for better community outcomes from the HRRC through improved economies of scale and shared resourcing.

If Council resolves not to renew the *Agreement* with the AHRWMA Council would need to convey this outcome to the Authority by 25 May 2022. Further, a process would need to be undertaken to identify HRRC management arrangements to take effect from and including 26 November 2022 when the current agreement with the AHRWMA would expire. This would

likely be a procurement process to be undertaken pursuant with requirements of Council's Procurement Policy involving a competitive sourcing call for tenders for the operation of the HRRC.

A further, but not recommended option, available to Council is to no longer provide the HRRC as a community service which would remove the need to have a management agreement in place. This option is not recommended as the HRRC provides many important services to the community. If Council wanted to consider this option it is strongly recommended a further report be provided to Council specifically on this matter given the community ramifications involved.

In considering management options for the HRRC there are principally two options, these are to renew the current *Agreement* with the AHRWMA or undertake a competitive tendering process with a view to entering into a commercial arrangement.

As a Constituent Council of the AHRWMA, Council has influence in the operation of the Authority through Board representation, staff interaction and mandatory obligations under the Authorities *Charter* such as seeking approval from Council of the Authorities Annual Business Plan and Budget. These benefits extend to the management of the HRRC and provide ease of flexibility to provide additional services from the facility or make other operational changes that are required. Examples of additional services provided whilst under the management of the AHRWMA include the Household Chemical and Paint Drop Off facility, polystyrene recycling, free green organic drop off days and concrete crushing.

If the HRRC was managed by a commercial operator this arrangement would be governed by a contract which would require any variations or value adds to be negotiated, including costs, with the supplier and implemented through formal contract variations. Whilst the terms of the contract would allow for such changes to be considered there is no guarantee there would be an agreed position to implement them. Further, under a commercial arrangement, Council would be at the mercy of the market and potentially lose the current influence and flexibility provided from being a constituent council of the AHRWMA. Operational changes made during the term of the existing agreement that may have been difficult under a commercial arrangement include closing the site on forecast extreme fire danger days due to potential loss of revenue to the operator.

If Council resolves to undertake an open market procurement process for management of the HRRC the AHRWMA could always submit a tender response. Assuming the AHRWMA were awarded the tender there would be no financial gain to Council in doing so as the Authority would continue to charge on an at cost basis which is no different to the current situation.

Looking to the future and in line with the AHRWMA draft *Regional Waste and Resources Management Plan* it is envisaged that the Authority will continue to work with Council and the other Constituent Councils to review the current resource recovery centre facilities and their services, locations and community needs. This outcome, noting the *Regional Waste and Resources Management Plan* is still in draft form and requires Board approval, would result in the following benefits:

- Consistent management across the region (e.g. safety, pricing, environmental)
- Opportunity for operational and transport efficiencies
- Improved sharing of resources, skills and training across sites
- Services can be tailored for each site to maximise efficiency (e.g. Polystyrene recycling at the HRRC)
- of services across sites (e.g. grinding/crushing)

In considering the options available to Council it is recommended to exercise the renewal clause, included in the current *Agreement* as per the 2017 resolution of Council, which in doing so would extend the *Agreement* for a further 5 year term. This outcome would ensure that the many free and fee paying services that the HRRC provide continues for a minimal investment of approximately \$50,000 per year.

3. OPTIONS

Council has the following options:

- I. To renew the current Management Agreement with the Adelaide Hills Region Waste Management Authority for a further 5 year term. This option is recommended as it provides for continued high performing management of the HRRC (Recommended)
- II. To undertake an open market call for tenders for the management of the HRRC. This option is not recommended as it will reduce Council's flexibility and influence if ultimately operated by a commercial entity (Not Recommended)
- III. To no longer provide the HRRC as a service to the community. This option is not recommended as the HRRC is a valuable and well patronised community service that offers public health and amenity benefits. If Council want to consider this option it is strongly recommended that it be referred to staff for review to allow for analysis of the implications prior to the matter being brought back to the Council for further consideration.

4. APPENDICES

- (1) Heathfield Resource Recovery Centre
- (2) Management Agreement for the Heathfield Resource Recovery Centre
- (3) Variation to Management Agreement

Appendix 1

Heathfield Resource Recovery Centre

Heathfield Resource Recovery Centre



Appendix 2

*Management Agreement for the Heathfield Resource
Recovery Centre*

MANAGEMENT AGREEMENT FOR THE HEATHFIELD RESOURCE RECOVERY CENTRE

ADELAIDE HILLS COUNCIL

ADELAIDE HILLS REGION WASTE MANAGEMENT
AUTHORITY

**Norman
Waterhouse**

Level 15, 45 Pirie Street
Adelaide SA 5000
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DATE 23/11/2017

PARTIES

ADELAIDE HILLS COUNCIL ABN 23 955 071 393 of PO Box 44, Woodside SA 5244 (**Owner**)

ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY ABN 29 920 829 145 of PO Box 519, Murray Bridge SA 5253 (**Operator**)

BACKGROUND

- A. The Owner owns the Heathfield Resource Recovery Centre (**HRRC**) located at Allotment 2, Scott Creek Road, Heathfield and more particularly identified on the plan in Annexure C to this agreement.
- B. The Owner holds the HRRC Licence.
- C. The Operator is experienced in Resource Recovery and the operation and management of depots, Transfer Stations and Resource Recovery Centres.
- D. The Operator has agreed to manage the HRRC on behalf of the Owner in order to facilitate its effective, efficient and sustainable management.
- E. The Owner and Operator acknowledge and agree that they are entering into this agreement to achieve the following objectives:
 - to facilitate improvement in and maximisation of Resource Recovery;
 - to ensure that environmental standards are followed and legal requirements are complied with;
 - to provide superior facilities and service for the benefit of all customers by maintaining or improving services provided;
 - to achieve efficiencies in the operation of the HRRC and reduce net cost to the Owner;
 - to continue to work towards the HRRC reaching a financial break even position;
 - to facilitate an ongoing focus on improving environmental outcomes obtained at the HRRC;
 - to maintain and/or improve the services provided from the HRRC.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this agreement:

Accepted Waste means the Waste described in clause 3.2.3.

Annual Report means a report the Operator must provide, on or before 31 August in each year, to the Owner relating to the operations of the HRRC for the financial year ending on the preceding 30 June.

Asbestos-containing material has the same meaning as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

Authorisation means any authorisation, agreement approval, licence, permit, consent, qualification, accreditation, filing, registration, certificate, resolution, direction, declaration or exemption and any renewal and variation of them by or with a Governmental Agency, including the HRRC Licence and the EMP.

Budget means the budget referred to in clause 9.1.

Business Day means a day that is not a Saturday, Sunday or public holiday in South Australia.

Commencement Date means: 26/11/2017

Confidential Information means information that:

- 1.1.1 is by its nature confidential;
- 1.1.2 is designated by the Owner of the information as confidential; or
- 1.1.3 a party knows or ought to know is confidential.

but does not include information which:

- 1.1.4 at the date of this agreement is publicly available;
- 1.1.5 subsequent to the Commencement Date is publicly available other than as a result of a breach of this agreement;
- 1.1.6 was obtained from a third party without breach by that third party of any obligation or confidence concerning Confidential Information;
- 1.1.7 was already in the possession of that party (as evidenced by written records) when provided by or on behalf of the other party; or
- 1.1.8 a party is obliged by law to disclose but only to the extent of any such required disclosure.

C & D Facility means a facility to recover Construction and Demolition Waste.

Construction and Demolition Waste has the same meaning for inert construction and demolition waste as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

Dispose has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010* and **Disposal** has a corresponding meaning.

E-Waste has the same meaning as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

EMP means the Heathfield Recycling and Waste Transfer Depot Former Landfill Closure and Post Closure Management and Monitoring Plan held and required to be maintained by the Owner.

Environment Act means the *Environment Protection Act 1993 (SA)*.

EPA means the Environment Protection Authority.

Expiry Date means: 25/11/2022

Fixed Assets means the assets specified in Annexure A.

Gate Fees means the fees detailed in clause 9.3.

Governmental Agency means any government or any government, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity including any self-regulatory organisation established under statute or any stock exchange.

Green Waste means the vegetative portion of the Waste stream including Waste from domestic and commercial premises and municipal operations.

Hazardous Waste has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010*.

HRRC means the Heathfield Resource Recovery Centre described in Annexure C.

HRRC Licence means the Waste / Recycling Depot Licence 353 issued by the EPA to the Owner for the HRRC, and where the context permits, includes any subsequent licence issued by the EPA to the Owner during the Term.

Inert Waste means inert waste as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

Initial Term means the period commencing on the Commencement Date and expiring on the Expiry Date.

Landfill means that portion of the HRRC previously used for landfill.

Landfill Licence means the EPA licence for the Landfill held and required to be maintained by the Owner.

Legislation includes any relevant Statute or Act of Parliament (whether State or Federal) and any regulation, order or by-law including by-laws issued by any local government body or authority or other document enforceable under any Statute, Regulation, Order, Rule or subordinate legislation.

Liabilities means liabilities, losses, damages, actions, causes of action, arbitrations, claims, orders, judgments, outgoing, costs (including legal costs calculated on a solicitor and own client basis) and expenses, whether present or future, actual or contingent and **Liability** has a corresponding meaning.

Liquid Waste has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010 (SA)*

Listed Waste has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010 (SA)*.

Medical Waste has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010 (SA)*.

Nominated Landfill means the landfill nominated by the Owner from time to time during the Term, where the Operator must dispose of all Residual Waste.

Non-friable asbestos has the same meaning as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

Operating Hours (subject to the provisions of clause 3.7.2) means:

- o 7:30am to 4:00pm Monday to Friday;
- o 9:00am to 4:00pm Saturday and Sunday;

excepting Catastrophic Fire Ban Days, New Year's Day, Good Friday, Christmas Day and Boxing Day.

Operator means the Adelaide Hills Region Waste Management Authority and where the context permits, includes its employees, agents and contractors.

Owner means the Adelaide Hills Council and where the context permits, includes its employees, agents and contractors.

Radioactive Waste has the same meaning as defined in Waste Definitions Guideline 842/09 as issued by the EPA, as updated from time to time.

Recovered Resources means all Waste which has undergone the process of Recovery.

Renewal Term means a period of 5 years commencing upon expiry of the Initial Term.

Resource Recovery has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010 (SA)*.

Residual Waste means Waste remaining after all reasonable efforts have been made to:

- (a) recover materials for reprocessing, re-use or recycling; and
- (b) to remove Listed Waste,

from the Accepted Waste.

Salvage and Save Facility means a facility to process and repair recovered resources and to provide an outlet for resources recovered to be sold to the public.

Services means the services required to be provided by the Operator under this agreement.

SSF means Salvage and Save Facility to be established under clause 5.1.

Statutory Requirements means all relevant and applicable Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation.

Term means the Initial Term and the Renewal Term, if applicable.

Transfer Station has the same meaning as in section 3(1) of the *Environment Protection (Waste to Resources) Policy 2010 (SA)*.

Waste has the same meaning as in section 3 of the *Environment Protection Act 1993*.

Work Health and Safety Legislation means the *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012* and relevant codes of practice (as amended from time to time).

1.2 Interpretation

In this agreement, unless the context otherwise requires:

unless the context otherwise requires:

- 1.2.1 headings do not affect interpretation;
- 1.2.2 singular includes plural and plural includes singular;
- 1.2.3 a reference to a party includes its executors, administrators, successors and permitted assigns;
- 1.2.4 a reference to a person includes a partnership, corporation, association, government body and any other entity;
- 1.2.5 a reference to this includes any schedules and annexures to this agreement;
- 1.2.6 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- 1.2.7 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 1.2.8 a reference to a document includes that document as varied, novated or replaced from time to time;
- 1.2.9 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 1.2.10 a provision is not construed against a party only because that party drafted it;
- 1.2.11 an unenforceable provision or part of a provision may be severed, and the remainder of this continues in force, unless this would materially change the intended effect of this agreement;
- 1.2.12 the meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
- 1.2.13 an expression defined in the *Corporations Act 2001* (Cth) has the meaning given by the Act at the date of this agreement.

1.3 Background

The Background forms part of this agreement and is correct.

2. TERM

2.1 Initial Term

Subject to clause 2.2, this agreement will commence on the Commencement Date and will expire on the expiration of the Term or such earlier termination of this agreement.

2.2 Renewal

Not less than 6 months and not more than 12 months before the expiry of the Initial Term, the Owner may, at its absolute discretion, give a written notice to the Operator stating it wishes to renew this agreement for the Renewal Term. If such notice is given, this agreement is renewed for the Renewal Term on the terms in this agreement (except this subclause) commencing immediately after the Initial Term expires.

3. THE SERVICES

3.1 Operator's General Responsibilities

- 3.1.1 During the Term, the Operator must provide the Services and operate and manage the HRRC:
- 3.1.1.1 in a manner which creates and fosters a positive relationship with surrounding and nearby property owners and the Adelaide Hills community; and
 - 3.1.1.2 in a manner which assists and facilitates any of the Owner's programs for the HRRC during the Term, including the free green organic drop off days sanctioned by the Owner including the provision of extra resourcing as required to meet demand, data collection and reporting and green organic material transportation and processing services; and
 - 3.1.1.3 in a manner consistent with the provisions of clause 3.9.
- 3.1.2 The Operator must provide the Services in a safe and business-like manner in accordance with good commercial and environmental practice, and with all the skill, care and diligence to be expected from a qualified, competent and experienced provider of services of a similar nature as the Services. During the Term the Operator must devote such of its time and ability as is appropriate and reasonably necessary for the proper performance of the Services.
- 3.1.3 The Operator warrants to the Owner and the Owner warrants to the Operator that each party holds all Authorisations required for it to perform its obligations under this agreement and undertakes to comply with such Authorisations and all applicable Legislation, accepted industry standards, specifications and procedures in the performance of its obligations under this agreement.
- 3.1.4 The Operator must at all times keep the Council fully and regularly informed as to those matters relating to the Services that are likely to have an impact on the Owner and must provide to the Owner such information as is reasonably requested by the Council including:

- 3.1.4.1 any matter which is likely to affect the delivery of the Services by the Operator on either a short or long term basis;
- 3.1.4.2 any changes to the Operator's resourcing that are likely to affect the delivery of the Services by the Operator, either on a long term or short term basis;
- 3.1.4.3 any matter which may give rise to an obligation on the part of the Operator to indemnify the Owner;
- 3.1.4.4 any matter which may result in any potential liability to the Owner;
- 3.1.4.5 any vandalism or theft at or nearby the HRRC; and
- 3.1.4.6 any maintenance issues relevant to the HRRC and the provision of the Services.

3.2 **Receipt of Waste and Recycling Material**

During the Term, the Operator must:

- 3.2.1 accept Waste and recycling material from private, commercial, industrial and municipal sources (irrespective of whether it is from the Adelaide Hills Council area), but must give priority to accepting and handling Waste and recycling material from within the Adelaide Hills Council area;
- 3.2.2 divert additional Waste to other resource recovery centres when capacity is reached at HRRC;
- 3.2.3 subject always to the Authorisations and Statutory Requirements, accept the following Waste and recycling material:
 - 3.2.3.1 domestic recyclable materials;
 - 3.2.3.2 Green Waste;
 - 3.2.3.3 scrap metals;
 - 3.2.3.4 timber and pallets;
 - 3.2.3.5 Construction and Demolition Waste;
 - 3.2.3.6 washed drums and chemical drum-muster containers;
 - 3.2.3.7 E-Waste;
 - 3.2.3.8 Non friable asbestos;
 - 3.2.3.9 used batteries; and
 - 3.2.3.10 other Waste and recycling material streams permitted by the HRRC Licence(collectively referred to as **Accepted Waste**);
- 3.2.4 exercise its reasonable endeavours to maximise the Resource Recovery of the Accepted Waste;

- 3.2.5 subject to clause 3.2.6, sort, Dispose, transport and process the Accepted Waste;
- 3.2.6 consolidate Residual Waste and transport it for Disposal at the Nominated Landfill; and
- 3.2.7 stockpile and process Construction and Demolition Waste in accordance with Statutory Requirements and Authorisations.

3.3 Prohibited Waste

The Operator must not, without prior written approval from the Owner, accept the following types of Waste:

- 3.3.1 Hazardous Waste;
- 3.3.2 Medical Waste;
- 3.3.3 Asbestos-containing material (unless correctly wrapped for disposal);
- 3.3.4 animals, animal carcasses, fish wastes and offal;
- 3.3.5 Liquid Waste;
- 3.3.6 Waste generated from agricultural activities;
- 3.3.7 contaminated soil; and
- 3.3.8 Radioactive Waste.

3.4 On-site Processing

The Operator must:

- 3.4.1 where viable, process Waste at the HRRC to increase its value;
- 3.4.2 conduct processing of Waste away from HRRC users;
- 3.4.3 prevent nuisance noise;
- 3.4.4 reduce the presence of dust particles; and
- 3.4.5 ensure that Green Waste processed at HRRC is made available for sale by the Operator to the public at a rate identified in the Operator's approved annual Budget for the relevant year. Either the Owner or the Operator may request the other party that for a period of time, processed Green Waste be provided free of charge. If such a request is received either the Owner or Operator must consider the request, provided always that processed Green Waste will only be provided free of charge when both the Owner and Operator agree.

3.5 Ownership

Ownership of all Waste received at the HRRC vests in the Owner.

3.6 Access & Site

The Operator must ensure that the HRRC:

- 3.6.1 Advises the Owner of any unsafe internal roadways and pathways;
- 3.6.2 encourages diversion of materials from general Waste streams by placing recycling drop-off areas so that they are reached before the Residual Waste Disposal area;
- 3.6.3 makes provision for users to drop-off particular materials in dedicated areas using visually distinct containers and standard signage; and
- 3.6.4 has adequate security measures to keep intruders and animals out of the facility, prevent theft and vandalism and prevent illegal dumping of Prohibited Waste.

3.7 Operating Hours

- 3.7.1 During the Term, the Operator must ensure that the HRRC is open to users no less than the Operating Hours.
- 3.7.2 The Owner may, acting reasonably in all things review the Operating Hours and request that the Operating Hours are changed to ensure costs are minimised and community service level expectations are met.
- 3.7.3 The Operator may review the Operating Hours on a regular on-going basis and request the Owner's consent (which consent may be granted or withheld at the Council's absolute discretion) to change the Operating Hours so as to ensure costs are minimised and community service level expectations are met.
- 3.7.4 If for any reason other than a default by the Owner, the Operator does not open the HRRC during the Operating Hours, the Operator will indemnify the Owner for all costs incurred by the Owner for any additional cost paid or payable by the Owner to any contractor as a result of the HRRC being closed.

3.8 Customer Service and Complaints

- 3.8.1 The Operator must respond to all written customer correspondence within seven days of receipt.
- 3.8.2 The Operator must answer phone calls straight away in most instances or if this is not possible, return calls or messages within one day.
- 3.8.3 The Operator must provide the Owner with up to date and relevant HRRC information for the Owner's website.
- 3.8.4 The Operator must action all complaints arising from the operation and management of the HRRC, in consultation with the Owner when relevant.
- 3.8.5 The Operator must manage complaints in the first instance, as promptly as possible at the initial point of contact, and at the appropriate employee level.
- 3.8.6 Complaints that cannot be resolved in the first instance must be directed to a more senior employee of the Operator, where circumstances indicate that the complaint would be more appropriately handled at a higher level.
- 3.8.7 Complaints that cannot be resolved in the above manner must be referred to Owner.

3.9 **Reviews and Future Trends**

- 3.9.1 The Operator must maintain knowledge and understanding of current and future developments, trends and policies in relation to Resource Recovery centres and report these findings to the Owner where appropriate.
- 3.9.2 During the Term, the Owner and Operator are to continually review all options for the HRRC to aim to achieve a financial break even position (each referred to as a **Review**). Each Review is to include all relevant aspects including timelines, service levels and user impact, with the first Review to be commenced within six months of the Commencement Date.
- 3.9.3 Options identified in a Review must be approved by the Owner in writing before implementation by the Operator.

3.10 **Website**

The Operator must dedicate a page on its website to the HRRC, which contains standard customer service information such as the Operating Hours and the categories of Waste accepted.

4. **OWNER'S RESPONSIBILITIES**

During the Term, the Owner must maintain:

- 4.1 the HRRC Licence and remain the licensee under the HRRC Licence.
- 4.2 the Fixed Assets in good repair.

5. **SALVAGE AND SAVE FACILITY**

- 5.1 During the Term, the Operator must use its best endeavours to assist the Owner to establish a salvage and save facility at the HRRC (**SSF**) to process and repair Recovered Resources and provide an outlet for Recovered Resources to be sold to the public.
- 5.2 The Owner:
 - 5.2.1 may grant a lease or licence to a SSF contractor; and
 - 5.2.2 is solely responsible for determining the terms and conditions for the operation of the SSF.
- 5.3 If a SSF is established, the Operator must provide the SSF contractor with all reasonable access to the HRRC for the operation of the SSF.
- 5.4 The Operator must work collaboratively with the Owner to facilitate the implementation and operation of the SSF on terms and conditions satisfactory to the Owner.
- 5.5 The Operator, within three months of being instructed by the Owner, must develop a SSF/HRRC interface agreement between the SSF Contractor and the Operator. The terms of any such interface agreement must be approved by the Owner and must outline actions, processes and procedures to ensure operational matters at the interface between the SSF and HRRC are managed efficiently and effectively.

- 5.6 The Operator may, on reasonable grounds, object to any lease terms and conditions where they have or are likely to have an adverse impact on the Operator's responsibilities under this agreement.
- 5.7 The Operator must develop and maintain a positive working relationship with the SSF contractor.

6. PLANT AND EQUIPMENT

- 6.1 The Operator must supply, utilise and maintain sufficient and suitable plant and equipment (including vehicles) in good working order to efficiently provide the Services during the Term.
- 6.2 The Operator must maintain all of its plant and equipment to a high standard of operation, maintenance and cleanliness, and must repair and/or replace such plant and equipment as reasonably necessary.
- 6.3 The Operator must utilise and maintain sufficient standby plant and equipment which are in good working order.
- 6.4 The Operator must, at its cost, register and obtain compulsory third party insurance for all of its vehicles.
- 6.5 The Operator must promptly pay all fees and charges that become due in respect of any licences, registrations and permits in respect of its plant, equipment and vehicles.
- 6.6 The Operator must ensure its employees suitably licensed and experienced in the operation of its plant and equipment.
- 6.7 The parties agree that:
 - 6.7.1 the Fixed Assets may be used by the Operator in the operation and management of the HRRC; and
 - 6.7.2 the Owner is responsible for structural and capital maintenance of the Fixed Assets.

7. EMPLOYEES

7.1 Number of Employees

The Operator must, during the Term, employ and /or engage (as applicable) sufficient number of suitably experienced employees and subcontractors necessary for the efficient performance of the Services.

7.2 Conduct of Operator and its Employees and Agents

- 7.2.1 The Operator:
 - 7.2.1.1 is solely responsible for the appointment and employment conditions of its employees; and
 - 7.2.1.2 must comply with all Legislation regarding the employment of its employees.
- 7.2.2 The Operator must ensure that its agents, employees, and subcontractors (and any employees of its subcontractors):

- 7.2.2.1 do not consume any alcoholic beverage, illegal drugs, prohibited substances or any liquid containing alcohol, or be under the influence of alcohol, illegal drugs or prohibited substances at any time during the carrying out of the Services;
 - 7.2.2.2 conduct themselves in a courteous and inoffensive manner to the public;
 - 7.2.2.3 do not cause any nuisance or cause any damage to any property;
 - 7.2.2.4 do not solicit or receive gratuities from customers;
 - 7.2.2.5 performs the Services in all respects in a careful and thorough manner and with as little noise and disturbance as is reasonably possible; and
 - 7.2.2.6 comply with all applicable Legislation, Authorisations and Statutory Requirements, and the provisions of this agreement.
- 7.2.3 If, in the reasonable opinion of the Owner, any employee of the Operator or any subcontractor or employee of a subcontractor of the Operator, has acted in an unacceptable manner, the Owner may by notice in writing, require the Operator to remove such employee including employees of subcontractors from the performance of the Services. The Operator must comply with any such notice immediately. The Owner is not liable to compensate the Operator for any costs or expenses incurred in removing such employee.

7.3 Liabilities for Employees

- 7.3.1 The Operator must bear complete responsibility and Liability for all actions and omissions on the part of the Operator's employees, agents or subcontractors, the operation of the HRRC and for the payment of all entitlements due from time to time to the employees, agents and subcontractors of the Operator.
- 7.3.2 As a continuing obligation, the Operator indemnifies and holds harmless the Owner against all claims and all costs, liability and expenses incurred by the Owner in respect of:
 - 7.3.2.1 the employment or engagement of an employee or subcontractor of the Operator;
 - 7.3.2.2 the injury or death of a person engaged by the Operator to the extent not caused by the Owner's negligence; and / or

8. WORK HEALTH AND SAFETY

- 8.1 During the Term, the Operator must, in all respects comply with its duties and obligations under the Work Health and Safety Legislation.
- 8.2 The Operator must maintain the HRRC as a safe workplace, and must implement safe systems of work so as to protect the users of the HRRC, including the Operator's agents, employees and subcontractors and members of the public.
- 8.3 At all times during the Term, the Operator must implement and provide the Owner with a copy of its Work Health and Safety management system (**WHS Management System**). As a minimum requirement, the Operator must demonstrate compliance

with all duties of an employer specified in the *Work Health and Safety Act 2012 (SA)* and comply with its WHS Management System in the performance of this agreement.

- 8.4 Within three months of the Commencement Date, the Owner and the Operator must establish a work health and safety monitoring and inspection regime (**WHS Monitoring and Inspection Regime**) in respect of the provision of the Services by the operator during the Term.
- 8.5 During the Term, the Owner will monitor the Operator's provision of the Services as well as its compliance with the WHS Management System by using the WHS Monitoring and Inspection Regime.
- 8.6 If the Owner, at any time during the Term, reasonably considers that the Operator is not complying with the WHS Management System, the Owner may:
- 8.6.1 instruct the Operator to take measures to ensure compliance with the WHS Management Systems; or
- 8.6.2 give any other instructions deemed necessary by the Owner.
- 8.7 In the event the Operator fails to comply with any reasonable instructions issued by the Owner under clause 8.6, the Owner may organise such actions to be taken as may be required to ensure compliance with the WHS Management System. The Operator will pay, and indemnifies the Owner against, any expenses so incurred by the Owner.

9. BUDGET AND FEES

9.1 Budget

- 9.1.1 The Operator, with the Owner's assistance and in accordance with the Operator's Charter and Schedule 2 of *Local Government Act 1999 (SA)*, must at least 60 days before each 30 June during the Term, prepare an itemised annual budget detailing the forecasted costs for the operation and management of the HRRC for the ensuing 12 months (**Budget**).
- 9.1.2 A Budget prepared by the Operator is subject to the Owner's approval, such approval not to be unreasonably withheld or delayed.
- 9.1.3 The Budget must be in the form comprising Annexure B.
- 9.1.4 The Operator must continuously review, monitor and revise and update the Budget, subject to the Owner's approval in all things.
- 9.1.5 The Operator must provide regular reports (each referred to as a **Report**) regularly (and at least quarterly each year) as to incurred and emergent costs, identifying problems and potential cost over-runs and recommending corrective action, and identifying potential opportunities for cost benefits and recommending initiatives in respect of them.
- 9.1.6 If, in response to a Report, the Owner approves an additional cost in writing, then to that only, the Budget is amended accordingly and approved.

9.2 Reimbursement of Costs to the Operator

- 9.2.1 The Operator must not commit to or expend any unbudgeted costs not provided for in an approved Budget (including an approved varied Budget) without the Owner's prior approval.

- 9.2.2 The Owner will reimburse the Operator, on a monthly basis, for all expenses which are:
- 9.2.2.1 directly and necessarily incurred for the performance of the Services; and
 - 9.2.2.2 in an approved Budget (including an approved varied Budget).
- 9.2.3 End of year reconciliation reimbursement to the Operator (if any) will be undertaken as soon as practicable after conclusion of each financial year during the Term, and in any event, no later than 31 August each year.
- 9.2.4 So far as consistent with the Operator's other obligations under this agreement, the Operator must take all reasonable steps to minimise the amount of the costs the Owner is liable to reimburse the Operator.

9.3 Reimbursement of Costs to the Owner

Where an overpayment of monies to the Operator has occurred, the Operator must reimburse the overpayment to the Owner as soon as practicable after conclusion of each financial year during the Term, and in any event, no later than 31 August each year.

9.4 Gate Fees

- 9.4.1 The Operator must, in consultation with the Owner, set the Gate Fees, taking into account:
- 9.4.1.1 the Operator's operating costs in providing the Services;
 - 9.4.1.2 any loss that the Operator has incurred during the previous year;
 - 9.4.1.3 the market rate for disposal of similar Waste delivered by a similar class of vehicle at other Waste Depots, Transfer Stations or Resource Recovery Centres;
 - 9.4.1.4 portion of Waste received being diverted through Resource Recovery and recycling;
 - 9.4.1.5 requirements of statutory authorities where such requirements are specific to this Waste Depot Site;
 - 9.4.1.6 setting of disposal fees to encourage material separation to maximise resource recovery;
 - 9.4.1.7 increases in or imposition of a new statutory or government charge; and
 - 9.4.1.8 movement in the Consumer Price Index All Groups for Adelaide during the previous twelve months.
- 9.4.2 The parties shall meet at least annually during the Term of this agreement to review the Gate Fees.
- 9.4.3 The Operator must, by notice in writing to the Owner, advise the Owner as to its determination of Gate Fees and the date for commencement of the new Gate Fees.

- 9.4.4 If the Owner disagrees with any of the Gate Fees specified in the notice or the date of commencement of the new Gate Fees, the Owner must within two Business Days of service of such notice advise the Operator of the matters in dispute. The Owner and the Operator must then proceed to resolve the dispute resolution provisions in this agreement.
- 9.4.5 Any and all money collected through the payment of Gate Fees is to be retained by the Operator. The Operator must establish and enforce proper procedures for ensuring that all Gate Fees are received and recorded in the books of the Operator. Records are to show the Gate Fees payable and received for each separate delivery of Waste, matched against the load type or weigh bridge, if one is installed.
- 9.4.6 During the Term, Gate Fees payable by the Owner must not exceed those being charged to any third party user of the HRRC for the same kinds of Waste delivered.

10. NOMINATED LANDFILL

- 10.1 As at the Commencement Date, the Nominated Landfill is the Brinkley Landfill located at 527 Brinkley Road, BRINKLEY SA 5253.
- 10.2 The Owner must provide the Operator with no less than six months' notice of a change to the Nominated Landfill.

11. REPORTING REQUIREMENTS

- 11.1 If the Owner reasonably requires, the Operator must assist the Owner to develop a report that addresses the prudential issues set out in section 48(2) of the *Local Government Act 1999* (SA) before the Commencement Date.
- 11.2 In addition to the report in clause 11.1, the Operator must provide the following reports and data to the Owner:

| Timing | Reporting Requirements |
|-----------|---|
| Daily | <ul style="list-style-type: none"> Notifying the Owner of serious personal injury or damage to property or any serious interruption to the operation of the HRRC within two hours Notifying the Owner of any major malfunction of the Operator's equipment, industrial situations and non-availability of facilities that has the potential to interrupt the operation of the HRRC within two hours Notifying the Owner of any service problems or deficiencies, industrial action or serious complaints - including without limitation any complaints about Work, Health and Safety by close of business Notifying the owner of any environmental incidents that cause or could cause harm to the environment within two hours |
| Weekly | <ul style="list-style-type: none"> Notifying the Owner of any material service problems or deficiencies, industrial action or serious complaints including complaints about Work, Health and Safety |
| Quarterly | <p>Provide a quarterly report regarding the operations of the HRRC for the preceding three months outlining the following:</p> <ul style="list-style-type: none"> The financial performance HRRC usage statistics by customer type, vehicle type, material type etc Waste and other material volumes An outline of key outcomes, actions and or highlights relating to the operation of the HRRC |

| | |
|----------|--|
| Annually | On or before 30 August in each year, provide an annual report relating to the operations of the HRRC for the financial year ending on the preceding 30 June outlining the following: <ul style="list-style-type: none">• The financial performance for the reporting year• Provision of key financial indicators• HRRC usage statistics by customer type, vehicle type, material type etc• Waste and other material volumes• An outline of key outcomes, actions and or highlights relating to the operation of the HRRC |
|----------|--|

12. SUSPENSION OF THE OPERATION OF THE HRRC

12.1 Suspension by Owner

If the Owner considers that the suspension of the operation of the HRRC is necessary:

12.1.1 because of an act or omission of:

12.1.1.1 the Owner, or an employee, consultant or agent of the Owner;

12.1.1.2 the Operator, a subcontractor or an employee or the agent of either the Operator or a sub contractor;

12.1.1.3 for the protection or safety of any person or property; or

12.1.1.4 to comply with an order of a court or the EPA,

the Owner may direct the Operator to suspend part or the whole of the operations of the HRRC for such time as the Owner thinks fit.

However, except in the case of an emergency, where no notice is required, the Owner will not suspend the operation of the HRRC because of an act or omission of the Operator, unless the Owner has first served a notice on the Operator notifying the Operator of the act or omission (which notice must also specify a reasonable time period (not less than 5 Business Days and not more than 20 Business Days) during which the Operator must remedy such act or omission) and the Operator has failed to comply with such notice.

12.2 Suspension by Operator

If the Operator wishes to suspend the whole or part of the operation of the HRRC, the Operator must first obtain the prior written approval of the Owner. The Owner must approve of the suspension and may impose conditions of approval.

12.3 Recommencement of Operations

As soon as the Owner becomes aware that the reason for any suspension by the Owner no longer exists, the Owner may direct the Operator to recommence operation of the HRRC.

If the operation of the HRRC is suspended by the Operator pursuant to this clause, the Operator may recommence work at any time after reasonable advance notice to the Owner.

12.4 Cost of Suspension

Any cost incurred by the Operator by reason of a suspension under this clause shall be borne by the Operator but if the suspension is solely or principally due to an act or omission of the Owner, or an employee, consultant or agent of the Owner and the suspension causes the Operator to incur more cost than otherwise would have been incurred but for the suspension, the difference shall be valued by agreement and the Operator reimbursed.

12.5 Effect of Suspension

Suspension shall not affect the expiration date of the Term.

13. INSURANCE

13.1 The Operator agrees that it will take out and maintain during the course of this Agreement public liability insurance at a minimum level of \$20 million.

13.2 Clause 13.1 shall not apply whilst the Operator remains a member of the Local Government Association Mutual Liability Scheme (**Scheme**) and is bound by the rules of the Scheme pursuant to section 142 and schedule 1, part 1 of the *Local Government Act 1999 (SA) (Act)*.

14. INDEMNITY & RELEASE

14.1 The Operator must indemnify the Owner and its employees, agents and contractors against all claims, demands, expenses, loss or damage in respect of loss or damage to any property, or the death of or personal injury to any person, caused or contributed to (either wholly or in part) by the Operator, a breach by the Operator of this agreement, a wilful unlawful or negligent act or omission of the Operator, and any claim action or proceeding by a third party against the Owner or its employees officers and organisations caused or contributed to by the Operator.

14.2 This indemnity is reduced by the extent to which the Owner and/or its employees contribute to the event giving rise to the claim for the indemnity.

14.3 The Operator must perform the Services at its own risk in all things and releases the Owner and its employees, agents and contractors from all claims, actions, proceedings, costs, expenses, losses, suffering, and liabilities incurred by the Operator or its employees, agents, subcontractors and third parties which arise from the performance of the Services, save and except to the extent that such a claim, is caused by or contributed to, by the Owner and/or its employees.

15. DISPUTE RESOLUTION

15.1 General

Where a dispute, disagreement, difference or question arises between the Owner and the Operator which relates to or arises out of or is in connection with the terms and conditions of this agreement, the parties must use their best endeavours to resolve any dispute or disagreement and to act at all times in good faith. In the event that dispute or disagreement cannot be resolved amicably the following dispute resolution procedures must be followed.

15.2 Mediation

- 15.2.1 The parties must not start arbitration or court proceedings (except proceedings seeking urgent equitable or injunctive relief) in respect of a dispute arising out of this agreement unless it has complied with this clause.
- 15.2.2 A party claiming that a dispute has arisen must by written notice notify the other participants, giving details of the dispute.
- 15.2.3 During the 15 Business Days after a notice is given under clause 15.2.2 (or longer period agreed in writing by the parties to the dispute) (**initial period**) each party to the dispute (**disputant**) must use its best efforts to resolve the dispute.
- 15.2.4 If the disputants are unable to resolve the dispute within the initial period, each disputant agrees that the dispute must be referred for mediation in accordance with the Mediation Rules of the Law Society of South Australia Incorporated, at the request of any disputant, to:
- 15.2.4.1 a mediator agreed on by the disputants; or
 - 15.2.4.2 if the disputants are unable to agree on a mediator within five Business Days after the end of the initial period, a mediator nominated by the then current president of the Local Government Association of South Australia or the president's nominee.
- 15.2.5 The role of any mediator is to assist in negotiating a resolution of the dispute. A mediator may not make a decision that is binding on a disputant unless that disputant has so agreed in writing.
- 15.2.6 Any information or documents disclosed by a disputant under this clause:
- 15.2.6.1 must be kept confidential; and
 - 15.2.6.2 may not be used except to attempt to resolve the dispute.

Each disputant must bear its own costs of complying with this clause and the disputants must bear equally the costs of any mediator engaged.

15.3 Termination

- 15.3.1 After the initial period, a disputant that has complied with clause 15.2 may terminate the dispute resolution process by giving notice to each other disputant.
- 15.3.2 If in relation to a dispute a disputant breaches any provision of clause 15.2, each other disputant need not comply with clause 15.2 in relation to that dispute.
- 15.3.3 Failing such procedure as outlined above, either party may refer the dispute to arbitration in accordance with the following clause.

15.4 Arbitration

- 15.4.1 An arbitrator may be appointed by agreement between the parties.

- 15.4.2 Failing agreement as to an arbitrator the Chairperson of the South Australian Chapter of the Institute of Arbitrators shall nominate an Arbitrator pursuant to these conditions.
- 15.4.3 A submission to arbitration shall be deemed to be submission to arbitration within the meaning of the *Industrial Referral Agreements Act 1986(SA)*.
- 15.4.4 Upon serving a notice of arbitration the party serving the notice shall lodge with the arbitrator a deposit by way of security for the cost of the arbitration proceedings.
- 15.4.5 Upon each submission to the arbitration, the costs of and incidental to the submission and award shall be at the discretion of the arbitrator who may in his/her sole discretion determine the amount of costs, how costs are to be proportioned and by whom they are to be paid.
- 15.4.6 Whenever possible performance of the obligations under this Agreement shall continue during the mediation or arbitration proceedings and no royalty or payment by the Operator shall be withheld on account of the mediation and arbitration proceedings.

15.5 Right to Renew the Agreement

- 15.5.1 The Owner may, in its absolute discretion, exercise a right to renew this Agreement for a further five years from the original expiration date by serving notice on the Operator not less than six months and not more than nine months prior to the expiration of the original Term.

16. CONFIDENTIALITY

16.1 Owner and Operator to Maintain Confidentiality

- 16.1.1 The Owner and the Operator shall keep confidential and shall not disclose, disseminate or allow to be disclosed or to be disseminated by its employees, officers or sub contractors to any person (other than for the purpose of carrying out its obligations hereunder) any Confidential Information except to the extent that disclosure is required by Law.
- 16.1.2 The *Freedom of Information Act 1991 (SA) (FOI Act)* gives members of the public rights to access council documents. The FOI Act promotes openness in governance and accountability of government agencies and to achieve these objects confers on members of the public a legally enforceable right to be given access to documents, including contracts, held by the Owner subject but not limited to such restrictions as are consistent with the public interest, commercial in confidence and/or the preservation of personal privacy in respect of those from whom information is collected and held by the Owner and other public authorities.
- 16.1.3 The Operator consents to any disclosures made as a result of the Owner complying with its obligations under the FOI Act, subject to any legally required consultation.

16.2 Survival

The provisions and obligations of this clause 16 shall survive the expiration or termination of this Agreement.

16.3 **Publicity**

The Parties must not make any public announcement or make any representation to any media representative about:

- 16.3.1 this agreement;
- 16.3.2 the performance of this agreement by any party;
- 16.3.3 any matter related to this agreement; or
- 16.3.4 any party to this agreement,

without the prior written consent of the other party to this agreement.

17. **EXEMPTION FROM LEASES ACT**

- 17.1 The parties acknowledge and agree that it is intended that the provisions of the *Retail and Commercial Leases Act 1995 (SA)* (**Leases Act**) do not apply to this Agreement.
- 17.2 To reinforce the intention of the parties, the parties further acknowledge and agree that as soon as reasonably practicable after execution of this Agreement, the Owner and the Operator will jointly make an application pursuant to Section 77 of the Leases Act for an exemption from the application of all of the provisions of this Agreement.
- 17.3 All costs incurred pursuant to this clause 17 will be borne by the Owner.

18. **RIGHTS AND OBLIGATIONS ON EXPIRY**

18.1 **Handover of Possession**

- 18.1.1 Within four (4) weeks prior to the expiry of the Term (or immediately following the earlier termination of this agreement), the Operator must:
 - 18.1.1.1 remove all of the Operator's plant, equipment and vehicles, and repair any damage caused by such removal;
 - 18.1.1.2 if required by the Owner, remove and reinstate any alterations or additions made by the Operator; and
 - 18.1.1.3 carry out and complete any repairs and maintenance which the Operator is obliged to carry out under this agreement.
- 18.1.2 If it is not practical for the Operator to undertake and complete the requirements specified in clause 18.1.1 within the specified timeframe, then such works must be undertaken immediately after this agreement comes to an end, but in accordance with the requirements of the Owner relating to security, access and time for completion.
- 18.1.3 When this agreement comes to an end the Operator must:
 - 18.1.3.1 hand over vacant possession of the HRRC in good repair and condition; and
 - 18.1.3.2 hand over to the Owner all keys and other security devices for the HRRC which the Operator has in its possession or control.

18.2 Abandoned Goods

If when this Agreement comes to an end, the Operator leaves any goods, plant, equipment or vehicles at the HRRC, then the Owner will be entitled to retain, deal with or Dispose of those goods in its absolute discretion with the ability to pass good title to any recipient.

18.3 Handover of Existing Arrangements

Within four (4) weeks prior to the expiry of the Term, the Operator and the Owner must review any existing contracts for the HRRC with a view to transferring to the Owner any existing contracts for the supply of services, equipment, leases and the purchase by the Owner of any plant and equipment.

19. REPRESENTATIVES

Each party must on or before the commencement of this agreement nominate a representative or a person holding a nominated position for the purposes of all communications between the Owner and the Operator. Any representative may also nominate an alternate to take their place when they are not available. A representative or alternate or a nominated position may be changed from time to time by written notice to other party. A representative has power to bind their nominator in relation to the performance of this Agreement.

20. TERMINATION

20.1 Termination by the Owner

20.1.1 Without prejudice to any other rights or remedies, the Owner may terminate this agreement under this clause 20.1.

20.1.2 If:

20.1.2.1 the Owner has reasons to believe and does believe the Operator is insolvent (for reasons other than the Owner's wrongful failure to pay to the Operator amounts due under this Agreement);

20.1.2.2 execution is levied against the Operator or the assets of the Operator in an amount in excess of \$1,000.00 and such execution is not stayed or satisfied within 14 days;

20.1.2.3 the Operator fails, or ceases, to hold any Authorisations required for the performance of the Services;

then the Owner may, by written notice to the Operator, terminate this agreement with immediate effect.

20.1.3 If the Operator defaults in the performance or observance of any covenant, term, condition, warranty, undertaking or obligation on the part of the Operator contained in this agreement, then the Owner may give written notice to the Operator specifying the particular default and requiring the same to be remedied within 7 days and stating the Owner's intention to terminate the Operator's employment under this agreement if such default is not remedied to the Owner's satisfaction.

20.1.4 If the Operator fails within the period specified in the notice to remedy such default under clause 20.1.3, then without prejudice to any other rights the

Owner may terminate the Operator's engagement under this agreement and exercise any of the powers of exclusion conferred by clause 20.1.5.

- 20.1.5 If this agreement is terminated under this clause 20.1, the Owner may take over the operation of the HRRC and exclude the Operator from the HRRC if necessary.
- 20.1.6 If the Owner elects to exercise the powers conferred under clause 20.1.5, the Owner may employ any person or persons other than the Operator to operate the HRRC.
- 20.1.7 Upon any termination of the Operator's engagement under clause 20.1, the Operator must:
 - 20.1.7.1 If required by the Owner, assign to the Owner the benefit of any agreement relating to the operation of the HRRC including for the supply of equipment; and
 - 20.1.7.2 be liable to the Owner for all losses, costs and expenses caused by the determination of the Operator's engagement, in like manner and to like extent as if this agreement had been repudiated by the Operator and rescinded by the Owner's acceptance of such repudiation.

20.2 Termination by the Operator

- 20.2.1 Without prejudice to any other rights or remedies, if the Owner defaults in the performance of this agreement in that the Owner:
 - 20.2.1.1 fails to make any payment due and payable to the Operator upon the due date for payment;
 - 20.2.1.2 fails to renew the HRRC Licence or in the event that the HRRC Licence is suspended for reasons other than the Operator's default or negligence;
 - 20.2.1.3 commits any other breach or breaches of this agreement which is or are seriously prejudicial to the proper operation of the HRRC in accordance with this agreement;

then the Operator may give written notice to the Owner specifying the particular default and requiring the same to be remedied to the Operator's reasonable satisfaction within 28 days and stating the Operator's intention to terminate this agreement if such default is not remedied.

If the Owner fails to remedy any such default within the time specified in the notice, the Operator may by written notice to the Owner terminate this agreement.

- 20.2.2 Upon any such termination of the Operator's engagement under clause 20.2, the Owner shall be liable to the Operator for all losses costs and expenses caused by the termination of the Operator's employment, in like manner and to like extent as if this agreement had been repudiated by the Owner and rescinded by the Operator's acceptance of such repudiation.

21. MISCELLANEOUS

21.1 Alteration

This agreement may be altered only in writing signed by each party.

21.2 Assignment

A party must not assign or otherwise deal with this agreement or any right under it without the written consent of the other party.

21.3 Entire agreement

This agreement:

21.3.1 constitutes the entire agreement between the parties about its subject matter;

21.3.2 supersedes any prior understanding, agreement, condition, warranty, indemnity or representation about its subject matter.

21.4 Waiver

A waiver of a provision of or right under this agreement:

21.4.1 must be in writing signed by the party giving the waiver; and

21.4.2 is effective only to the extent set out in the written waiver.

21.5 Exercise of Power

21.5.1 The failure, delay, relaxation or indulgence by a party in exercising a power or right under this agreement is not a waiver of that power or right.

21.5.2 An exercise of a power or right under this agreement does not preclude a further exercise of it or the exercise of another right or power.

21.6 Survival

Each indemnity, obligation of confidence and other term capable of taking effect after the expiration or termination of this agreement, remains in force after the expiration or termination of this agreement.

21.7 Counterparts

This agreement may be executed in counterparts. All executed counterparts constitute one document.

21.8 Governing Law

21.8.1 This agreement is governed by the law in South Australia.

21.8.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

22. GST

- 22.1 In this clause an expression defined in the *A New Tax System (Goods and Service Tax) Act 1999* (Cth) has the meaning given to it in that Act.
- 22.2 If a party makes a supply under or in connection with this agreement in respect of which GST is payable, the consideration for the supply is increased by an amount equal to the GST payable by the supplier on the supply.
- 22.3 If a payment to a party under this agreement is a reimbursement or indemnification of an expense or other liability incurred or to be incurred by that party, then the amount of the payment must be reduced by the amount of any input tax credit to which that party is entitled for that expense or other liability, such reduction to be effected before any increase in accordance with the previous subclause.
- 22.4 A party need not make a payment for a taxable supply under or in connection with this agreement until it receives a tax invoice for the supply.

23. NOTICES

- 23.1 A notice, demand, consent, approval or communication under this agreement (**Notice**) must be:
- 23.1.1 in writing, in English and signed by a person authorised by the sender; and
- 23.1.2 hand delivered or sent by pre paid post or facsimile to the recipient's address or facsimile number specified below, as varied by any Notice given by the recipient to the sender.
- 23.2 At the date of this agreement, the addresses and facsimile numbers for Notices are:
- Adelaide Hills Council
Address: PO Box 44, WOODSIDE SA 5244
Facsimile no: (08) 83897440
Attention: John McArthur
- Adelaide Hills Region Waste Management Authority
Address: PO Box 519, Murray Bridge SA 5253
Facsimile no: (08) 8391 0179
Attention: Michael Lorenz
- 23.3 A Notice is deemed to be received:
- 23.3.1 if hand delivered, on delivery;
- 23.3.2 if sent by prepaid mail, two Business Days after posting (or seven Business Days after posting if posting to or from a place outside Australia);
- 23.3.3 if sent by facsimile, at the time and on the day shown in the sender's transmission report, if it shows that the entire Notice was sent to the recipient's facsimile number last Notified by the recipient to the sender.

However if the Notice is deemed to be received on a day that is not a Business Day or after 5:00pm, the Notice is deemed to be received at 9:00am on the next Business Day.

- 23.4 If two or more people comprise a party, Notice to one is effective Notice to all.

24. SUBCONTRACTING AND ASSIGNING


- 24.1 The Operator must not assign or subcontract this agreement or any right or obligation under it without the prior written consent of the Owner, which may be granted or withheld in the Owner's absolute discretion.
- 24.2 Notwithstanding any other provision herein, no such assignment or subcontract relieves the Operator from any liability under this agreement or pursuant to any Legislation in respect of the performance or purported performance of this agreement and the Operator is responsible for the acts and omissions of any assignee or subcontractor or any assignee's or subcontractor's employees and agents as if they were the acts or omissions of the Operator.

25. COSTS

- 25.1 The Operator must pay for the cost of preparing this agreement and any document required by it.
- 25.2 The Owner must pay (within the time permitted by statute) stamp duty and other government charges in respect of this agreement and any document required by it.

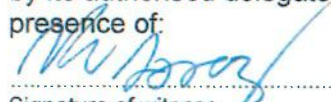
EXECUTED as an agreement

Signed for ADELAIDE HILLS COUNCIL
by its authorised delegate in the
presence of:


Signature of witness
John McArthur
Name of witness (print)


Signature of authorised delegate
ANDREW RONALD ATKEN
Name of authorised delegate (print)
CEO
Position of authorised delegate

**Signed for ADELAIDE HILLS REGION
WASTE MANAGEMENT AUTHORITY**
by its authorised delegate in the
presence of:


Signature of witness
MICHAEL LORENZ
Name of witness (print)


Signature of authorised delegate
Leah Maxwell
Name of authorised delegate (print)
Acting Executive Officer
Position of authorised delegate

Annexure A Fixed Assets

Gate House

Stores Shed (Behind Gate House)

E-waste shelter

Roadways

Fencing

Camera systems

Annexure B Budget

Income

| | |
|-----------------------------|----|
| Waste Deposited Tfr Station | \$ |
| Green Waste Fees | \$ |
| C&D Disposal Fees | \$ |
| Recycled Income (TS) | \$ |
| Mulch Sales | \$ |
| Crushed C&D Material | \$ |
| TS Other Income | \$ |

Expenditure

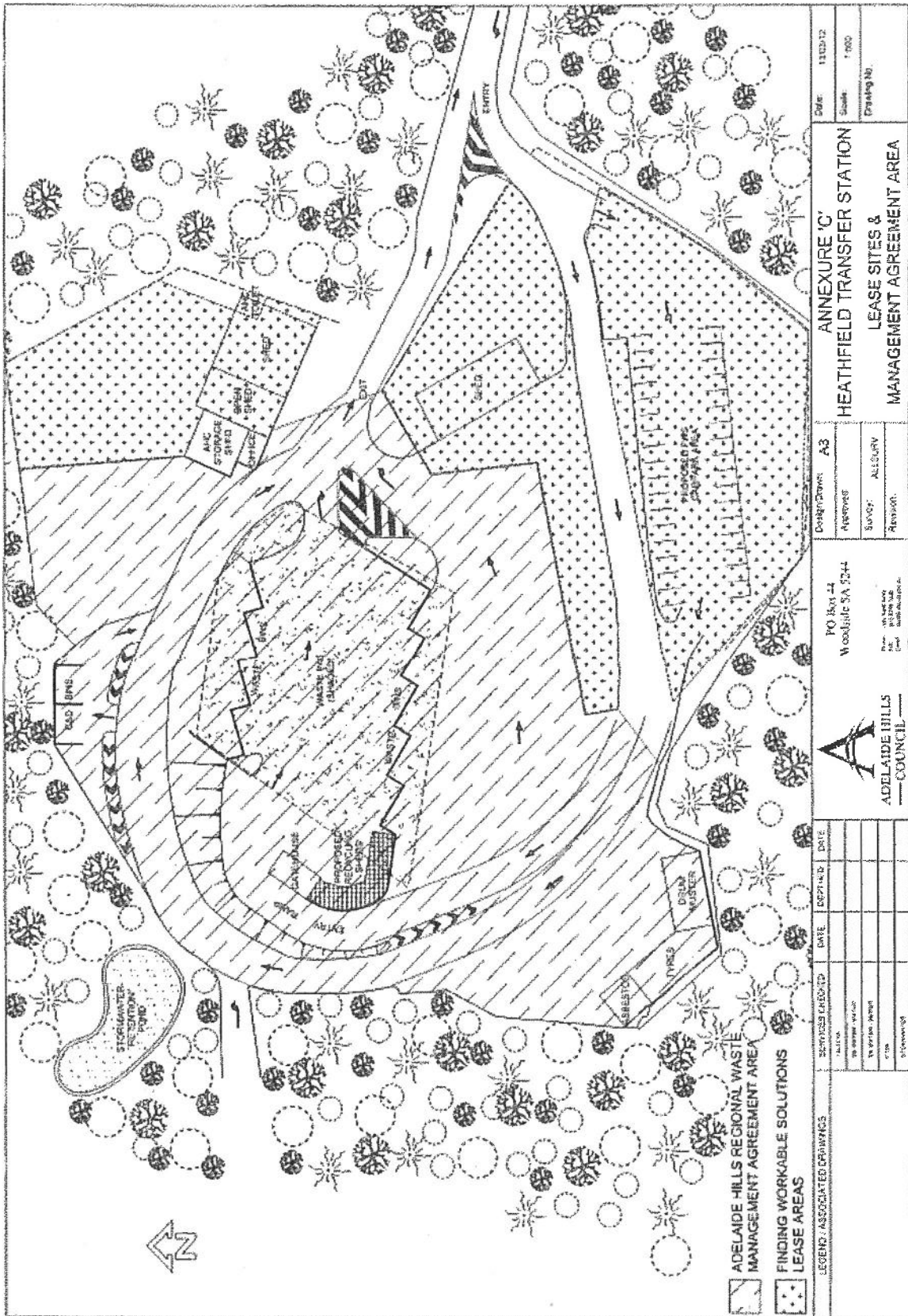
| | |
|------------------------------|----|
| Wages & on-costs | \$ |
| Administration | \$ |
| Transfer Station Ops | \$ |
| Residual Waste Transport Fee | \$ |
| Residual Waste Disposal Fee | \$ |
| Green Waste Operations | \$ |
| Rock Crusher Expenses | \$ |
| Machinery Hire | \$ |
| Diesel Cost | \$ |
| Recycling Expenses | \$ |
| Freight Expense | \$ |
| Safety Equipment | \$ |
| Site Maintenance | \$ |
| Contract Labour | \$ |
| Sundry Expenses | \$ |
| Repairs & Maint Machinery | \$ |

Net surplus/(deficit) \$

Reimbursement of Costs (if applicable) \$

Proposed gates fees

Annexure C HEATHFIELD RESOURCE RECOVERY CENTRE SITE



Appendix 3

Variation to Management Agreement

Agreement to Vary Management Agreement

Parties

1. **Adelaide Hills Council** of PO Box 44, Woodside, SA 5244 (“**Council**”)
2. **Adelaide Hills Region Waste Management Authority** of PO Box 519, Murray Bridge SA 5253 (“**AHRWMA**”)

Introduction

- A. On 23 November 2017 the Council and AHRWMA entered into a Management Agreement (“**Agreement**”) in relation to the management of the Heathfield Resource Recovery Centre (“**HRCC**”).
- B. AHRWMA has sought and obtained funding from Green Industries SA for the design and development of a purpose-built facility (“**Facility**”) to accept household chemical waste, to be located at HRRC.
- C. AHRWMA and the Council intend that, once completed, AHRWMA will manage the Facility as part of the Services provided by AHRWMA to the Council under the Agreement.
- D. The Council and AHRWMA have therefore agreed to vary the Agreement to confirm that the management of the Facility forms part of the services under the Agreement.

Operative clauses

1. Interpretation

In this agreement, unless the context otherwise requires:

- (a) reference to a party includes that party's personal representatives, successors and permitted assigns;
- (b) a provision must be read down to the extent necessary to be valid. If it cannot be read down to that extent, it must be severed;
- (c) the Introduction is correct; and
- (d) headings are for convenience only and shall not affect the interpretation of this agreement.

2. Variation of Agreement

2.1 The parties agree to vary the Contract by:

- (a) amending the definition of ‘Services’ in clause 1 of the Agreement to read as follows:

Services means the services to be provided by the Operator under this agreement, including, without limitation, the establishment and management of a facility located at HRRC to accept household chemical waste and paint in accordance with the funding agreement entered into between the Operator and

Green Industries SA in February 2019 and the Services Agreement entered into between the Owner and Paintback Limited dated 14 November 2019.

- (b) amending the definition of 'Operating Hours' in clause 1 of the Agreement to read as follows:

Operating Hours (subject to the provisions of clause 3.7.2) means

- 7:30am to 4:00pm Monday to Friday;
- 9:00am to 4:00pm Saturday and Sunday;

excepting Extreme and Catastrophic Fire Ban Days, New Year's Day, Good Friday, Christmas Day and Boxing Day.

- 2.2 In all other respects, the parties agree to the terms of the Agreement and confirm that the Agreement remains in force and binding on them.

3. Consideration

The parties agree that the agreement by each of them to vary the Agreement shall constitute consideration for the purposes of this agreement.

4. Costs

The parties will bear their own costs of and incidental to the negotiation, preparation and execution of this agreement.

5. Counterparts

This agreement may be executed in any number of counterparts. A counterpart may be a facsimile. Together all counterparts make up one document. If this agreement is executed in counterparts, it takes effect when each party has received the counterpart executed by each other party.

6. Governing Law

This agreement is governed by the laws in force in South Australia. The parties submit to the non-exclusive jurisdiction of the courts of that State in respect of all proceedings arising in connection with this agreement.

Executed as an agreement on

02/08/2021

Signed for and on behalf of the **Adelaide Hills Council** by:

Peter Bice

.....
Signature

Peter Bice

.....
Name

Director Infrastructure and Operations

.....
Position

Signed for and on behalf of the **Adelaide Hills Region Waste Management Authority** by:

Maxwell

.....
Signature

Leah Maxwell

.....
Name

Executive Officer

.....
Position

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: Marc Salver
Executive Strategic & Policy Planner
Development & Regulatory Services

Subject: Options for the Future of Randell’s Workmen’s Cottages – 1
Beavis Court, Gumeracha

For: Decision

SUMMARY

At its meeting of 25 January 2022 (Item 11.1) regarding the Randell’s Workmen’s Cottages (the ‘Cottages’) in Gumeracha, Council resolved to have the CEO report back on options for the future of the Cottages and include separation of the buildings from the Council’s reserve and Council’s current investment in the preservation of the buildings and their possible end use.

This report details four options, including high level cost estimates, for the future of the Cottages. Options for possible subdivision or lease of the land where the Cottages are located have also been considered as part of this process. Excising a portion of the Council reserve to enable the sale of the Cottages on a separate title is highly unlikely due to the zoning of the land. Further, the high level cost estimates to upgrade the structures for reuse as either a museum piece or tourist accommodation have come in at between \$500,000 to \$875,000. Without security of tenure, it is highly unlikely that either a community group or private investor would invest such amounts to upgrade the Cottages. As a result, other lower cost options to either just leave the structures as they are (i.e. status quo) or undertake some minor works to prevent their further deterioration have also been explored.

The Administration is recommending that Option 4, as detailed in the body of this report, be pursued. Option 4 involves the scoping and costing of re-roofing the Cottages and undertaking tree, drainage and structural works to prevent their further deterioration over time, whilst improving their visual appearance. A rough estimate of the costs of such works is around \$100,000. This excludes any other elements such as fencing or interpretive signage. It is therefore being recommended that more detailed scoping and costing of this option be undertaken in mid to late 2022 and be reported back to Council in early 2023 for consideration as part of the 2023/24 FY budget preparation process. It is also considered that Council install interpretive signage to tell the story of the Cottages and their original owner, Mr William Randell. Note that the scoping and costing exercises for this option can be done in house within existing budget.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To rescind parts 3 to 6 of resolution numbered 77/19 of 26 March 2019 thereby removing the requirement to pursue a land division application and Expression of Interest process for the reuse of the Randell’s Workmen’s Cottages for tourist accommodation or some other use.
 3. That the Administration undertakes further scoping and costing for option 4, as outlined in this report, for undertaking minor works on the cottages to prevent further deterioration.
 4. That the results of the scoping and costing exercise be considered as part of the 2023/24 budget preparation process.
-

1. BACKGROUND

At its meeting of 25 January 2022 (Item 11.1) Council resolved as follows:

11.1 Randell’s Cottages, Gumeracha

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

2/22

I move that the CEO provides a report to the April council meeting on options for the future of Randell’s Workmen’s Cottages, Beavis Court, Gumeracha. Such options to include separation of the cottage land from the reserve, Council’s current investment in the preservation of the buildings and possible end use.

| |
|----------------------------|
| Carried Unanimously |
|----------------------------|

In the intervening period, Administration has engaged an engineering consultant, Denlin Consulting, to assess the state of the cottages and provide high level costings for their possible repair and reuse (Refer to **Appendix 1** – Consultant’s Report). The consultant concluded that the building is currently “uninhabitable and from a structural perspective and is considered to be in a poor condition with the (identified) defects, omissions and structural considerations.” The consultant was asked to provide high level costings for two options for the reuse of the Cottages, namely:

1. Upgrading to enable the building to be used as a “museum piece” for guided tours
2. Upgrade to enable the building to be used as tourist accommodation.

These are discussed in greater detail later on in this report.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal | A functional Built environment |
| Objective B2 | Preserve and enhance the unique character of the Hills for current and future generations |
| Priority B2.3 | Proactively work with developers to ensure that built form complements or enhances existing local character and amenity of our towns, historic buildings and scenic environment |

➤ Legal Implications

The Cottages are located at 1 Beavis Court, Gumeracha on Allotment 103 and contained in Certificate of Title Volume 5119 Folio 166 (refer to **Appendix 2** – Locality Plan). The Cottages are located on Community Land as defined by the *Local Government (LG) Act 1999*. Therefore any proposal for sale or long term occupation of the Cottages must be undertaken in accordance with the community land provisions of the LG Act. The Cottages can be leased for a maximum period of 42 years in accordance with s202 (4) of the LG Act. However, any leases exceeding 5 years would require public consultation in accordance with Council’s Public Consultation Policy as required by s202 (3)(a) of the LG Act. Further, any leases of more than 6 years require a land division application in accordance with s3 (Interpretation) of the *Planning, Development and Infrastructure (PDI) Act 2016*.

➤ Risk Management Implications

The investigation of options regarding the future of the Cottages in question will assist in mitigating the risk of:

Failure to explore the options to restore Randall's Cottage and preserve the heritage value of the building leading to a lack of confidence in Council's commitment to the preservation of local heritage places

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Low (2D) | Low (1E) | Low (1E) |

The review undertaken as detailed in this report to some extent addresses the above risk and provides options for Council to consider for the future of the Cottages in question.

➤ Financial and Resource Implications

The investigations into the future options and high level costings was unbudgeted and has been managed within existing resources. The total consultant’s costs to undertake the aforementioned costings and structural assessment amounted to \$3,069. All other assessment work was undertaken by the Administration in house. However, the financial and staff resource implications of any options identified in this report have not been included in any future budget or the Long Term Financial Plan. As such, if Council adopts any of the options put forward which requires funding, then this will require a future budget bid.

Whilst Council has undertaken some minor maintenance works to the cottages since 1993 when they were vested in Council, the Cottages have remained in a similar condition as they were when the Land was vested in Council. Note that there is no current or future budget for any upgrading or maintenance works to the Cottages.

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

Any proposal to restore the Cottages and thus preserve the heritage value of the building would likely be a positive community outcome for the township of Gumeracha.

➤ **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: Property Advisory Group (PAG)

External Agencies: Planning & Land Use Services

Community: Not applicable

History of the Cottages

As detailed in the 25 January 2022 Council report (Item 11.1), the Cottages were the original workman’s cottages owned by Mr William Richard Randell. They served as accommodation for employees of Mr Randell’s farming operations in the area in the early 1900’s. The exact date of construction is unknown.

The Cottages are Local Heritage listed which covers the “stone dressings, stone chimneys, timber-framed openings and remains of a timber shingle roof.” Mr Randell, also known as "Captain Randell" (2 May 1824 – 4 March 1911), was an Australian politician and pioneer who immigrated to South Australia in 1837. He was a pioneer of the riverboat industry on the River Murray and represented the Electoral district of Gumeracha in the South Australian House of Assembly from 1893 to 1899. He is also responsible for laying out the town of Gumeracha in 1857 and is therefore a figure of importance to the Gumeracha community.

The Cottages were vested in Council as part of a Reserve in 1993 when the initial stage of the Beavis Court residential development was undertaken.

Site Constraints/Issues for any reuse options

The key site constraints/issues are as follows:

- The Cottages were built in early 1900s and are in a poor state of repair with no windows or doors or other infrastructure i.e. electricity, water or toilet facilities (refer to photos of the Cottages contained in pages 9 to 26 of **Appendix 1** – Consultant's Report). However, access to sewer, water and electricity is available at the site.
- The Cottages are located adjacent to a fenced stormwater/drainage basin. This constricts the ability for onsite parking options (refer to **Appendix 3** – Parking Options). Moving the detention basin would be costly and should therefore be avoided. The bunded basin wall is also resulting in onsite drainage flows being directed towards the Cottages resulting in the significant rising damp issues in the walls of the Cottages, as identified in the Consultant's Report
- There is some community opposition to the lease or disposal of the Cottages to a third party as expressed in the petition to Council on this matter which is to be considered earlier in the 26 April 2022 Council Agenda
- The Cottages are local heritage listed and in a poor state of repair. Any upgrades will therefore be costly and require specialist trades and will need to be undertaken so as to not diminish the historical aspects of the buildings. Expert Local Heritage advice will be required if any works are proposed to the Cottages
- The site is located near the entrance to Beavis Court, which is a cul-de-sac serving a number of residences. Residents of Beavis Court object to any increased traffic up their cul-de-sac as a result of any reuse of the said Cottages
- Vehicle access and on-site parking for the Cottages is difficult due to the limited available site area between the Cottages and the adjoining stormwater detention basin, adjoining trees, and the traffic island with a large 150+ year old Oak Tree in the middle of it. Note that a number of self-seeded small oak trees close to the buildings would require removal if driveway and on-site parking are to be provided for the tourist accommodation or museum piece options.

Any option for the future of the Cottages would therefore need to take the above issues/constraints into consideration.

Land Division versus Lease Options

The site is zoned Productive Rural Landscape Zone and is bordered by the River Torrens to the east, rural residential land holdings to the south and north, and Beavis Court to the west (refer to **Appendix 2** – Locality Plan). Along the western interface, the reserve site adjoins four allotments located within the Township Zone, three of which have privately owned dwellings. The fourth allotment (CT 5145/218) is Council owned and forms part of the Beavis Court Reserve. The cottages are located at the northern end of Allotment 103 and occupy approximately 180m² of the 6,450m² of Allotment 103. The entire reserve property is listed on Council's Community Lands Register. Therefore any option to either sell or lease the land beyond a 5 year period requires public consultation. As noted earlier, some residents of Beavis Court are opposed to the lease or disposal of the cottages to a third party.

At the Council meeting of 26 March 2019, the Council resolved as follows:

12.7 Randell’s Cottages, Beavis Court, Gumeracha

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

77/19

1. That the report be received and noted
2. 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 know as Randell’s Cottages being supported.
3. That subject to the response from the State Commission Assessment Panel, a Development Application be lodged for a non-complying land division.
4. 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.
5. That the CEO be delegated to prepare the necessary documentation to undertake the EOI.
6. That a report be presented to Council following the EOI detailing the results of that process and providing further options.

| |
|---------------------|
| Carried Unanimously |
|---------------------|

The Cottages fall within the Productive Rural Landscape Zone and are within the State Government’s Environment and Food Production Area (EFPA). In accordance with s7 of the *PDI Act*, no new titles can be created within the EFPA for residential purposes (which includes tourist accommodation). Therefore the site zoning prevents the creation of an additional allotment.

In accordance with Resolution 2 above, and as detailed in the 25 January 2022 Council report (Item 11.1) on this matter, the Administration made a submission to the State Planning Commission (SPC) in August 2021 regarding altering the EFPA boundary to exclude the Council reserve, noting that it is not being used for primary production purposes. In response, the SPC did not consider the request fell within the scope of the review process and the request could not be dealt with. Pursuing a boundary realignment to create a title around the Cottages is highly unlikely to succeed as the available title is 194m² in size and falls within the Township Zone which is a different zone to the Cottages. With this in mind, no land division application has been progressed in accord with resolution 3 above as it highly unlikely to succeed.

A lease arrangement is consequently the only other option for a third party operator to pursue in order to get some security of tenure over the land. However, as mentioned earlier, any leases exceeding 5 years would require public consultation in accordance with Council’s Public Consultation Policy as required by s202 (3)(a) of the LG Act. Lastly, note that any lease of 6 years or more requires a land division application in accordance with s3 (Interpretation) of the PDI Act.

Council may still wish to pursue the EOI process as detailed in part 4 of the above resolution in order to test the market for a possible lessee to restore the Cottages for tourism or some other purpose. This option has been included as one of the options available to Council as discussed later in this report. However, if Council does not proceed with this option, then it is recommended that parts 3 to 6 of the above resolution be rescinded as part of the recommendations.

Property Advisory Group (PAG) Consultation

This matter was presented to the PAG on 4 April 2022 who considered that whatever option Council adopts should at least result in some preservation works being undertaken to limit further deterioration of the Cottages. Such works should include replacement of the roof to make it water tight, cut back overhanging and nearby oak trees, and improve drainage around the buildings to divert stormwater flows away from them. It was also suggested that options be investigated to limit using fencing around the cottages but rather replace the boarded up windows and doors with materials that would prevent unauthorised access but be more visually acceptable and essentially look like windows and doors.

Further, it was suggested by PAG members that works be undertaken to improve the structural integrity of the structures to prevent further structural deterioration. Lastly, it was suggested that Council explore providing some interpretive signage at the site to tell their history and include links to historical information about them via use of QR codes. It was also suggested that web links to the Gumeracha Historical Society be provided (with their permission) should members of the public wish to find out more about the Cottages.

With the above in mind, PAG suggested that a fourth Option be presented to Council which seeks to undertake the abovementioned works. A rough estimate of the costs of such works would be around \$100,000. Note that this excludes any other elements such as fencing or interpretive signage. PAG considered that this option be put to Council with a recommendation that scoping and costing of this option be undertaken in mid to late 2022 and be reported back to Council in early 2023 for consideration as part of the 2023/24 Financial Year's (FY) budget preparation process.

Options for the Future of the Randell's Workmen's Cottages

There are essentially five options available to Council for the future of the Cottages as follows:

1. Upgrading the Cottages for organised tours: As per Option 1 in the Consultant's Report (refer to **Appendix 1**), this option requires significant capital input (\$500-\$575k) but will generate relatively little income. Council has no budget for this and it is unlikely that a third party (e.g. a community group or historical society) would pay for upgrading the structures for relatively low rate of return and with no security of tenure other than a short term 5 year lease. Note that no cost estimates for the provision of on-site car parking have been calculated and this would be an additional matter to be further investigated if this option was adopted by Council.
2. Upgrading the Cottages for use as tourist accommodation: As per Option 2 in the Consultant's Report, this is the most costly option requiring capital input of between \$700,000 to \$875,000 to bring the cottages up to a habitable standard. As stated earlier, creation of a new allotment whether via a boundary realignment or sub division, is highly unlikely to be successful due to the zoning of the land in question, and the fact that it falls within the State Government's EFPA. With this in mind it is

unlikely for Council to get a private investor to undertake the upgrading works with no long term security of tenure available to them. Further, the costs of the upgrade may also make this option financially unviable. Note that as with Option 1, no cost estimates for the provision of on-site car parking have been calculated and this would be an additional matter to be further investigated if this option was adopted by Council.

3. Leave the Cottages as they are (Status Quo option): This is the least cost option which seeks to leave the structures as they are but at least secure and fence the site and install some interpretive signage to tell the history of the Cottages and its early owner, Mr William Randell. The costs to do this are estimated to be between \$38,000 and \$43,500.
4. Leave the Cottages as they are but undertake some minor works to prevent their further deterioration: This option as put forward by PAG seeks to re-roof the Cottages and undertake the suggested tree, drainage and structural works to prevent further degradation of the structures over time, whilst improving their visual appearance. A rough estimate of the costs of such works would be around \$100,000. Note that this excludes any other elements such as fencing or interpretive signage. PAG considered that this option be put to Council with a recommendation that scoping and costing of this option be undertaken in mid to late 2022 and be reported back to Council in early 2023 for further consideration as part of the 2023/24 budget preparation process. The scoping and costing exercises for this option can be done in house within existing budget. It is also recommended that as part of this option that Council install interpretive signage to tell the story of the Cottages and their original owner, Mr William Randell. Note that informal on-site car parking for a couple of vehicles can be provided within the road verge by removing a number of small trees in this area. No alteration to the kerbing would be required as it's a rollover kerb in this location.
5. Administration acts on the previous 26 March 2019 resolution of Council (Item 12.7) and undertakes an EOI process to determine if there is any interest to restore the Cottages for tourism or other purposes with a long term lease. This option is still available to Council. However, as stated in Option 2 above, it is considered unlikely for Council to get a private investor to undertake the upgrading works with no long term security of tenure available to them. Further, the costs of the upgrade may also make this option financially unviable. Lastly, as noted earlier, any lease beyond a 5 year period requires public consultation (in accordance with s202 (3)(a) of the LG Act) and a land division application if it's greater than 6 years (in accordance with s3 of the PDI Act). Note that as with Option 1, no cost estimates for the provision of on-site car parking have been calculated and this would be an additional matter to be further investigated if this option was adopted by Council.

With all the above information and options in mind, the Administration is recommending that Option 4 as detailed above be pursued by Council.

3. OPTIONS

Council has the following options:

- I. That Option 4 as detailed above be pursued by Council with scoping and costing of the suggested works being undertaken in mid to late 2022 with a report back to Council in early 2023 for further consideration (Recommended)
- II. That Council adopt one of the other four options as detailed in this report noting the financial and other implications of that specific option (Not Recommended)
- III. That Council adopt some other option as considered appropriate (Not Recommended). Should the Council identify another option not considered by Administration which has cost or other implications, it is recommended that this be referred to Administration for further review, costing and analysis of the implications of the identified option prior to the matter being brought back to the Council for further consideration

The Administration recommends Option I. above be adopted by Council in order to scope and cost the suggested minor works to the Cottages to prevent further structural deterioration, with consideration being given to installing interpretive signage to tell the story of the Cottages and their original owner, Mr William Randell.

4. APPENDICES

- (1) Consultant’s Report
- (2) Locality Plan
- (3) Parking Options

Appendix 1

Consultant's Report

STRUCTURAL ASSESSMENT & HIGH-LEVEL COST REPORT
PROPOSED REPURPOSING OF RANDELL'S COTTAGES

| | |
|----------------|------------------------|
| Client | Adelaide Hills Council |
| For | Mr Marc Salver |
| Date | 29 March 2022 |
| Project Number | LC 2101 |

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Adelaide Hills Council
c/- Mr Marc Salver
PO Box 44
Woodside SA 5244

Dear Marc,

Introduction

DENLIN Consulting were engaged by Adelaide Hills Council (AHC) to conduct a visual assessment of the existing structure, known as Randell's Cottages and subsequently provide associated high-level costings for repair/repatriation/upgrade, as it may relate to the two (2) proposed options for repurposing the heritage listed building.

The two (2) options are;

1. Upgrade the building to be used a "museum piece" for guided tours, and or
2. Upgrading/repurposing the building for use as habitable tourist accommodation.

We advise that this report shall be read in conjunction with the document entitled "Randell's Cottages Existing Building Upgrade" prepared by Mr Louis Palumbo, Team Leader Building Services, AHC (this document is here forth referred to as "*Council Building Services Report*").

We advise that the author attended the site (refer Table 1) to conduct the visual observations and assessment on the 17th March 2022, and this report outlines the findings from our visual non-invasive inspection and offers as requested, high level costings for structural repair and repatriation as well as required building works upgrades for Options 1 & 2, in alignment with building code requirements, as identified within the *Council Building Services Report*.

Should Council have in queries or require clarification in relation to this report we encourage you to contact the undersigned to discuss.

Assessment Site

The nominated assessment site with initial comments is summarized in Table 1.

Table 1 - Summary of assessment sites and comments.

| Assessment Site | Initial Comments | Address | Inspection Date |
|--------------------|--|------------------------------|-----------------------------|
| Randell's Cottages | Building is thought to have been constructed in the mid-late 1800's, yet some additions at later stages are evident. Building has noted heritage value (and listing). Building is currently in an uninhabitable state. | 1 Beavis Court, Gumeracha SA | 17 th March 2022 |

Building Works - Compliance & Safety

DENLIN Consulting advise that whichever option is selected (if at all), that strict compliance with all relevant Australian Standards, Nation Construction Code (NCC), Legislative and mandated regulatory requirements, as they apply to all parts of any building works is mandatory, this includes Work Health Safety requirements for any high level or high-risk work.

These requirements shall remain wholly the responsibility of the licensed and insured builder (and or trades persons) engaged to undertake any of the works on behalf of Council.

Observations & Assessment

With reference to site observations, site images (Appendix A) and aerial image (Figure 1), we summarize our observations, findings inclusive of a summary statement pertaining to structural condition below.

We note that these observations and associated comments shall be read in conjunction with the *Council Building Services Report*.

Reference – Site Aerial Image



Figure 1 – Randell's Cottages (highlighted in red outline) with adjacent stormwater detention basin (highlighted in blue outline).

Summary of Structure Sighting

- The building is located at 1 Beavis Court, Gumeracha SA, within a residential cul-de-sac development.
- The building is orientated east-west with lean-to on the north eastern portion (concealed by trees in Figure 1).
- The building is sighted adjacent a significant stormwater detention/retention basin structure (refer Figure 1).
- Three chimneys were observed, two (2) on the western end of the building and one (1) at the eastern end.
- The building is sighted within the existing flow paths of surface water run-off, due to existing site levels.
- The building is located beneath/adjacent to large trees within close proximity.
- The building appears to have been constructed in various sections (historically), with lean-to structure at the rear.
- The main cottages, appear to have two distinct halves, with lean-to to only one half.

Summary of Observed Structure

- The building is single storey solid masonry (stone) construction with integrated masonry fire places/chimneys.
- Internal and external walls are of variable thickness up to 550-600mm in width.
- The building is founded on what appear to be stone footings, typical of the age of construction.

- Where observed the roof structure is conventionally timber framed with timber shingles over, plus more recently added corrugated metal cladding over.
- The corrugated cladding is showing signs of corrosion and fully conceals the shingles beneath. The condition of the shingles is unknown. It is suggested that the corrugated cladding may have aided in preserving the roof and masonry structure by prevent moisture ingress and further deterioration.
- Timber clad ceilings were present in at least half of the building. The condition of the timber ceiling was highly variable.
- A combination of dirt, rough (wet) concrete and deteriorated timber floors were observed. Vegetation was noted as previously growing within the building (appeared dead at the time of inspection).
- Windows were 'boarded up' with corrugated iron at the time of inspection.
- Timber door and window frames (where still present) and timber window sills observed but in poor condition generally.
- Stone arch lintels are noted on the front (southern) façade, where timber lintels are provided to the Lean-to portion of the building.
- Masonry walls were confirmed by moisture meter to be damp/wet up to approx. 1.5m from ground level. With some external walls displaying full saturation values.
- Masonry walls displayed signs of cracking, thought to be the result of stresses caused by soil movement (shrink/swell) due to changes in soil moisture conditions over the life of the building (nearby trees are expected to influence this behaviour).
- Masonry walls (mortar and stone), were displaying signs of deterioration as the result of damp, rising damp and salt damp. Significant mortar decay and loss was noted.
- Some internal walls, where observed, appeared to have cement renders applied which is not considered common for the original age of the building. It is thought that these may have been applied in more recent times, in an attempt to preserve the walls.
- Timber elements, such as rafters, barge boards etc displayed sign of rot, pest attack and deterioration due to age.

Notes

- We advise that some parts of the building and building structure could not be visually assessed due to access restrictions and or concealment by internal linings (timber board ceilings) or external cladding(s).
- We advise the roof of the building is subject to shading and leaf debris from nearby trees.

Summary of Structural Condition

In our professional opinion, the subject building is currently considered uninhabitable and from a structural perspective is considered to be in a poor condition with the aforementioned defects, omissions and structural considerations.

Irrespective of which option may be selected, we advise that significant structural repair/repatriation works will need to be undertaken to address the structural issues noted, in order to maximize the longevity of the structure and preserve the remaining heritage fabric.

Costs of Repair or Upgrade

With reference to items highlighted within the *Council Building Services Report* and aforementioned structural condition comments, we summarize high-level costs for repair and or upgrade for the two proposed options, in Table 2 below.

We note that this is not a scope of works, or a document to be used for tendering purposes.

This document is only intended to assist Council in decisions making processes.

Table 2 - High-level costings for Option 1 & 2

| OPTION 1 - Upgrade the building to be used a "museum piece" for guided tours | | |
|---|---|-----------------------------------|
| Upgrade Work Recommended | Comments | High-Level Costs Estimates |
| <u>CIVIL & SITE WORKS</u> | <ul style="list-style-type: none"> Site works to divert surface flows from making masonry walls wet, for structure preservation. Installation of site drainage from roof and surrounding surfaces. Provision of rain water tanks to site. Construction of carparking spaces for visitors. | \$ 50,000 |
| <u>HEALTH & ENVIRONMENTAL</u> | <ul style="list-style-type: none"> Construction of site amenities adjacent to the existing building, including connection of site amenities to local sewer. | \$ 100,000 |
| <u>STRUCTURAL</u> | | |
| Masonry works | <ul style="list-style-type: none"> Underpinning for stabilization to walls and chimneys (as required) Damp/salt damp treatment, including drying or walls. Provision of sacrificial linings to prevent on-going damp related damage to the walls. Undersetting and provision of modern chemical damp barriers to discourage further damp related issues. Structural repairs to cracked walls, including replacement of damage stonework. May impact heritage fabric. | \$ 150,000 |
| Seismic Upgrade | <ul style="list-style-type: none"> In accordance with Appendix 1A-Seismic Risk Assessment of Existing Building, (Amendment 1), it is possible to form a case where no earthquake strengthening is required. Thereby, minimizing the impact to the heritage fabric. | Not Applicable |
| Floor Structure | <ul style="list-style-type: none"> Remove and reinstate where required the dirt and concrete floors. Repair existing timber floors in keeping with heritage style construction and materials. Dispensation may be required to be reflective of heritage construction. | \$ 50,000 |
| Roof Structure | <ul style="list-style-type: none"> Assess, upgrade and replace structural roof elements in order to satisfy modern building standards, with use of exceptions as allowed by the MBS (Ministers Building Standard). Replacement of damaged/deteriorated timber roof structure. Review of roof tie-downs with respect to current standards. | \$ 40,000 |
| Window, Sills & Lintels | <ul style="list-style-type: none"> Replacement of damaged/deteriorated timber sills and lintels Replacement of timber windows in keeping with heritage expectations. | \$ 40,000 |
| | | |
| <u>OTHER BUILDING WORKS ITEMS</u> | | |
| Electrical | <ul style="list-style-type: none"> Provide modern electrical wiring for lighting, GPOs, hard-wired smoke detectors etc. in accordance with AS3000 (surface mounted) to minimize impacts to the heritage fabric. <p>NOTE – penetrations and drilling heritage fabric would be required.</p> | \$ 30,000 |
| Plumbing / Mechanical | Not Applicable | Not Applicable |

| Heating / Cooling | Not Applicable | Not Applicable |
|---|---|-----------------------------------|
| Fire Safety | <ul style="list-style-type: none"> Provision of minimum fire safety requirements including; extinguishers, exit signage and smoke detectors. Review of and changes to access/egress door widths/heights to make compliant to NCC. Assuming dispensation provided, this will not be required, thereby minimizing impacts to the heritage fabric. | \$ 15,000 |
| Bush Fire | <ul style="list-style-type: none"> Replacement windows, screen and doors to be suitable for bush fire rated (BAL12.5, per Council report), Glazing to be of minimum standard (per Council report). Roof claddings to be non-combustible (as a result the existing timber roof shingles cannot or should not be exposed externally). <p>Full Bush fire compliance may not be feasible to ensure maintenance of Heritage Fabric.</p> | \$ 25,000 |
| Contingency (15%) | Recommended 15% Contingency | \$75,000 |
| <u>TOTAL ESTIMATED COST RANGE</u> | | \$500 – 575k |
| OPTION 2 - Upgrading/repurposing the building for use as habitable tourist accommodation | | |
| Upgrade Work Required | Comments | High-Level Costs Estimates |
| <u>CIVIL & SITE WORKS</u> | <ul style="list-style-type: none"> Site works to divert surface flows from making masonry walls wet, for structure preservation. Installation of site drainage from roof and surrounding surfaces. Provision of rain water tanks to site. Potential for adjustments to adjacent stormwater detention/retention basin structure. Construction of carparking spaces for visitors, occupants etc. Provision of required fire fighting tanks/water supply. Given the site constraints, there may not be physical space on the site. | \$ 50,000 |
| <u>HEALTH & ENVIRONMENTAL</u> | <ul style="list-style-type: none"> Construction of site amenities within or adjacent to the existing building. Connection of site amenities to local sewer. | \$ 100,000 |
| <u>STRUCTURAL</u> | | |
| Masonry works | <ul style="list-style-type: none"> Underpinning for stabilization to walls and chimneys (as required) Damp/salt damp treatment, including drying or walls. Provision of sacrificial linings to prevent on-going damp related damage to the walls. Undersetting and provision of modern chemical damp barriers to discourage further damp related issues. Structural repairs to cracked walls, including replacement of damage stonework. May impact heritage fabric. | \$ 150,000 |
| Seismic Upgrade | <ul style="list-style-type: none"> Full seismic review and assessment to be conducted, in accordance with CI 202.4 of MBS001, due to change of use or importance level. Installation of required structural steel elements to walls and chimneys as required to resist the seismic loading. Resultant damage to heritage fabric. | \$ 100,000 |
| Floor Structure | <ul style="list-style-type: none"> Remove and reinstate where required the dirt and concrete floors. Construct new suspended timber floor structures (in steel and or timber) to be reflective of heritage construction. | \$ 50,000 |
| Roof Structure | <ul style="list-style-type: none"> Assess, upgrade and replace structural roof elements in order to satisfy modern building standards, with use of exceptions as allowed by the MBS (Ministers Building Standard). | \$ 40,000 |

| | | |
|-----------------------------------|---|--------------|
| | <ul style="list-style-type: none"> Replacement of damaged/deteriorated timber roof structure. Strengthening of timber roof structure. Review of roof tie-downs with respect to current standards and upgrade as required. | |
| Window, Sills & Lintels | <ul style="list-style-type: none"> Replacement of damaged/deteriorated timber sills and lintels Replacement of compliant windows NOTE – energy efficiency ratings may not be achievable. | \$ 40,000 |
| OTHER BUILDING WORKS ITEMS | | |
| Electrical | <ul style="list-style-type: none"> Provide modern electrical wiring for lighting, GPOs, hard-wired smoke detectors etc. in accordance with AS3000 (surface mounted) to minimize impacts to the heritage fabric. NOTE – penetrations and drilling heritage fabric would be required. | \$ 30,000 |
| Plumbing / Mechanical | <ul style="list-style-type: none"> Provision of kitchen/kitchenette, will require plumbing in accordance with AS3500 to be installed. Electrical and or gas appliances. Penetrations to walls and trenching within floors will be likely, which may disrupt the heritage fabric(s). NOTE - If bathrooms/wet areas are provided within the footprint of the heritage structure this cost will be higher, and disruption/damage to heritage fabric will be higher. | \$ 25,000 |
| Heating / Cooling | <ul style="list-style-type: none"> Provision of suitable heating and cooling systems to maintain the habitable space with reference to energy efficiency and building code requirements. | \$ 20,000 |
| Fire Safety | <ul style="list-style-type: none"> Review of and changes to access/egress door widths/heights to make compliant to NCC. This will likely impact the heritage fabric of the building. Upgrades to internal and or external fire systems Provision of minimum fire safety requirements including; extinguishers and smoke detectors. In some instances, emergency lighting, exit lighting and signage and or suppression systems may be required. Dependent on the design for accommodation, fire compartments may be required, which will trigger the requirement for fire separation between compartments. Refer Council report for details. | \$ 50,000 |
| Bush Fire | <ul style="list-style-type: none"> Replacement windows, screen and doors to be suitable for bush fire rated (BAL12.5, per Council report), Glazing to be of minimum standard (per Council report). Roof claddings to be non-combustible (as a result the existing timber roof shingles cannot or should not be exposed externally). Full Bush fire compliance may not be feasible to ensure maintenance of Heritage Fabric. | \$ 50,000 |
| Contingency (20%) | Recommended 20% Contingency | \$ 140,000 |
| TOTAL ESTIMATED COST RANGE | | \$700 – 850k |

Impact – Outcome v Costs v Heritage Fabric

In order to repair/repatriate and or upgrade the building up to the appropriate modern standards, whilst taking into consideration the values of the heritage fabric, it is considered highly costly to achieve repair and or upgrade for both Options.

However, the large unknown in the above costs is the nature of the design which would seek to be achieved in Option 2, which may make this unfeasible, from both cost and impact to the heritage fabric perspectives.

Summary Statement

On the basis of the above, *Council Building Services Report* and with reference to images within Appendix A, it is our considered professional opinion that the circa mid-late 1800's stone cottages, known as Randell's Cottages are in poor structural condition and require repair/maintenance in order to maintain their longevity.

However, it is our opinion that there is a fine balance between cost, impact to the heritage fabric and best community outcome if a significant upgrade project was to be undertaken.

We highlight that the enclosed costs are high level and are based on; our expectations, expertise and experience in the construction industry. We note that we are not cost consultants or quantity surveyors and that the provided costs are subject to fluctuation.

Closure

In general, the proposal to repair the cottages is supported in order to maintain the remaining structural integrity and inherent heritage value of the structure(s).

However, Council should carefully consider all the above in any decision related to a significant upgrade or rejuvenation project, as there will likely be unforeseen matters, which will result in additional project costs. This is why a contingency has been suggested. Council may wish to increase the value of any such contingency.

Further, it is noted that with any upgrade works to a heritage listed building, specialist trades would need to be engaged, as they understand the care and precision required in order to maintain the heritage fabric and values of such structures. Such specialist trades can increase the overall costs for undertaking such works, we therefore recommend that further detailed scope of works and cost estimates should be obtained in the event Council wishes to pursue either of the options outlined within this report.

We trust this report aids Council to make the appropriate decision as it relates to Randell's Cottages.

If you require clarification, or further information please contact me at your convenience.

Regards,



James Denton BEng Civil (Hons) BAppSc MIEAust CPEng NER
for DENLIN Consulting

Appendix A – Site Images

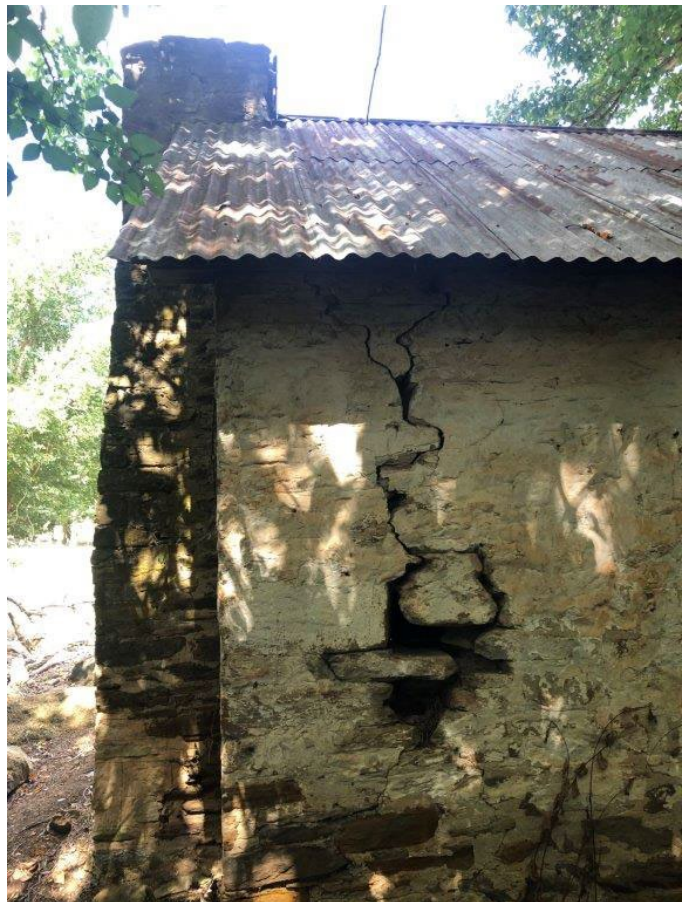






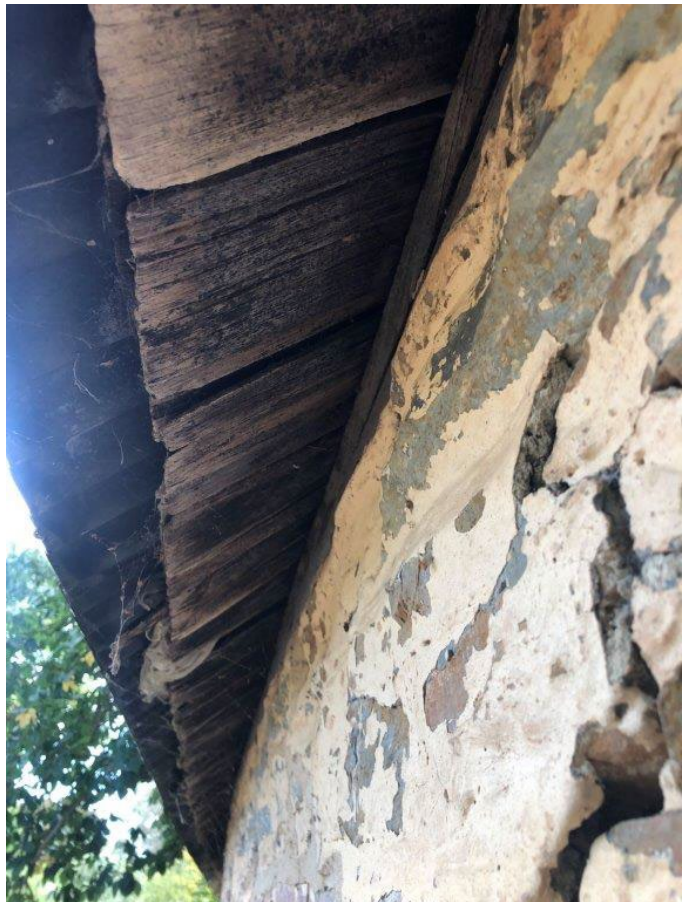






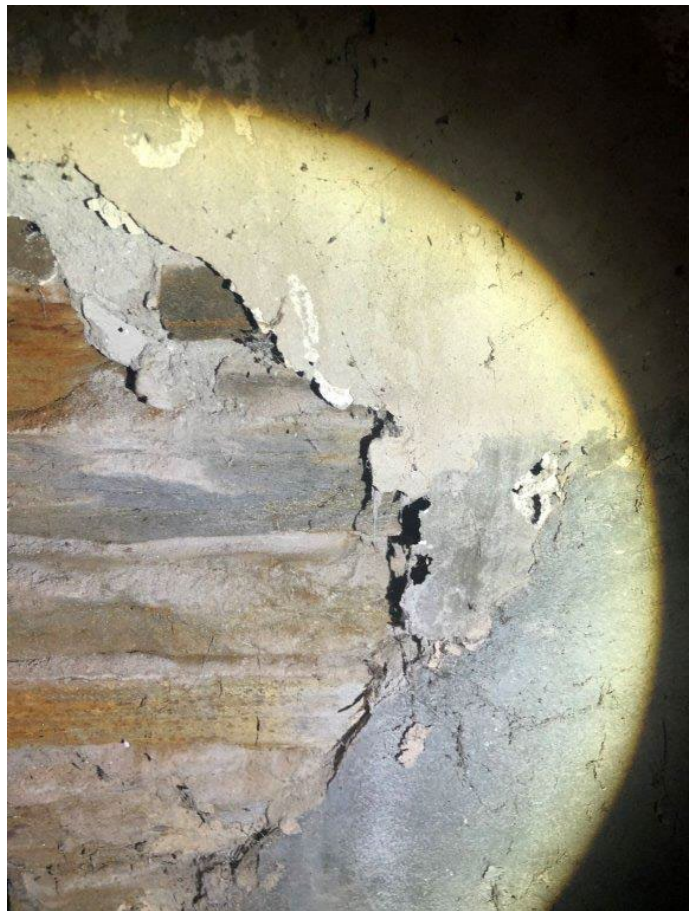


















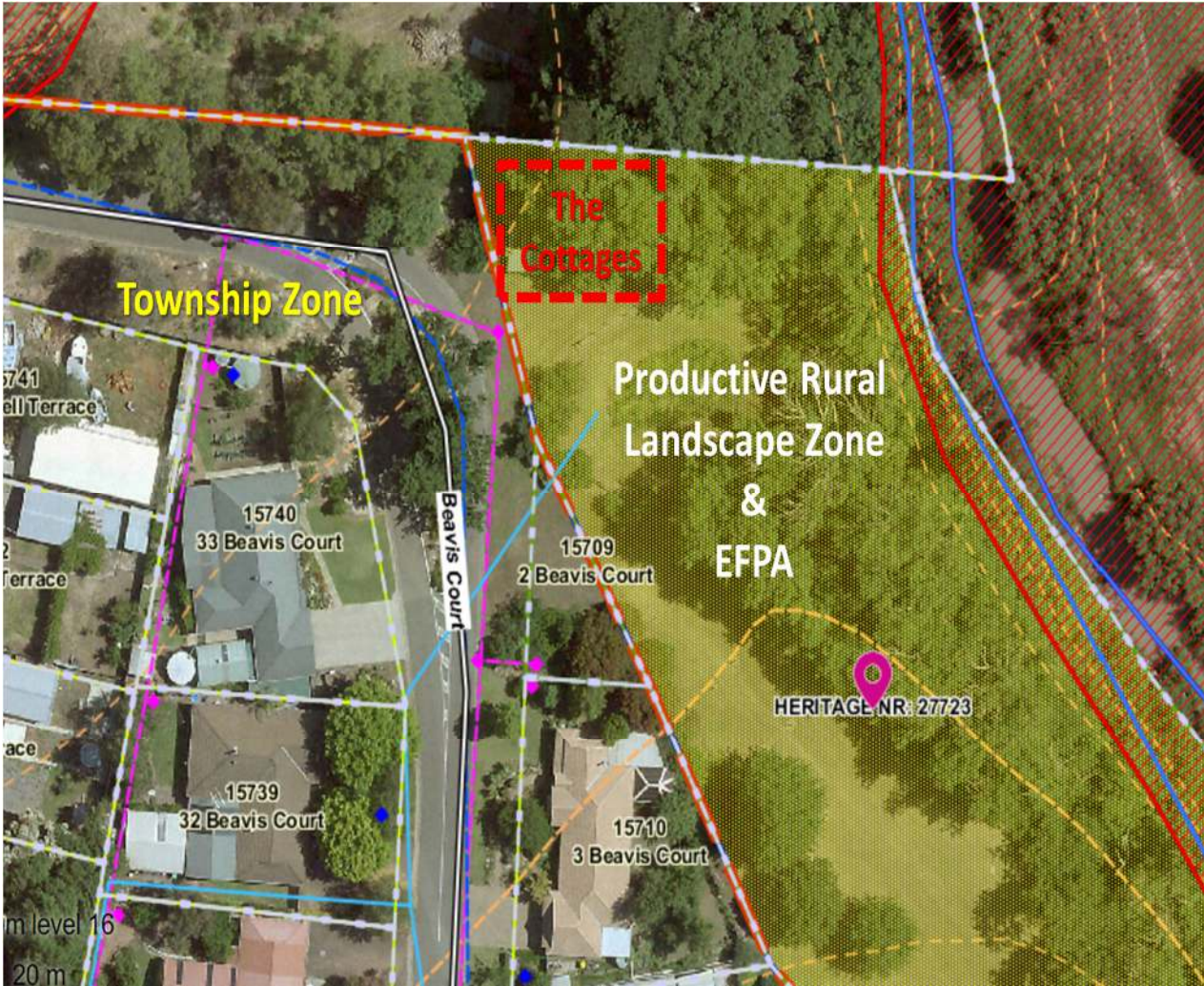




Appendix 2

Locality Plan

Randell’s Workmen’s Cottages – 1 Beavis Court, Gumeracha



Appendix 3

Parking Options



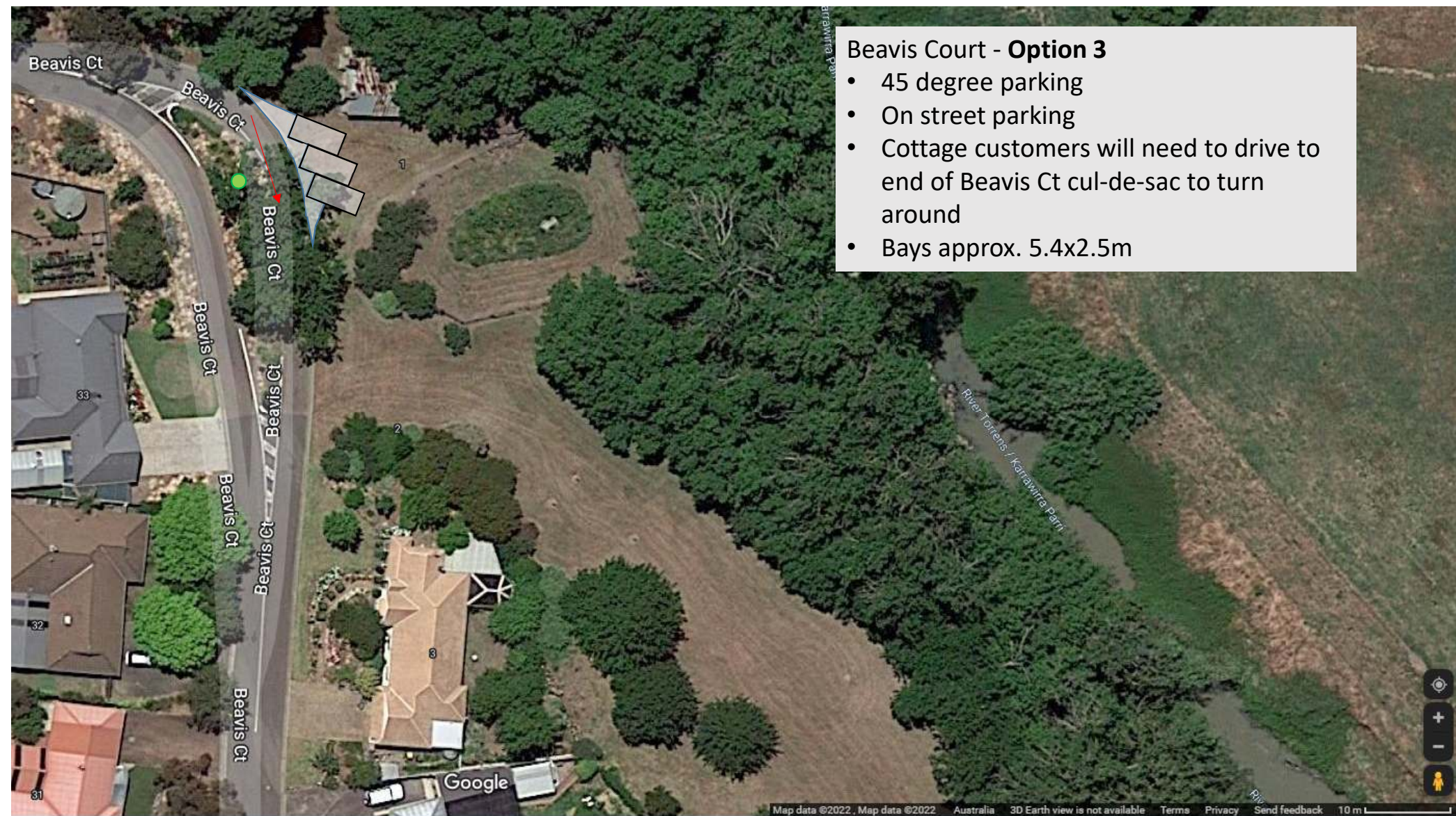
Beavis Court - Option 1

- 90 degree parking
- Single access in-out
- Mid-strip Island crossing to be constructed with rollover kerb
- Permeable paving to be implemented in mid strip using no-dig techniques
- Bays approx. 5.4x2.5m

Beavis Court - **Option 2**

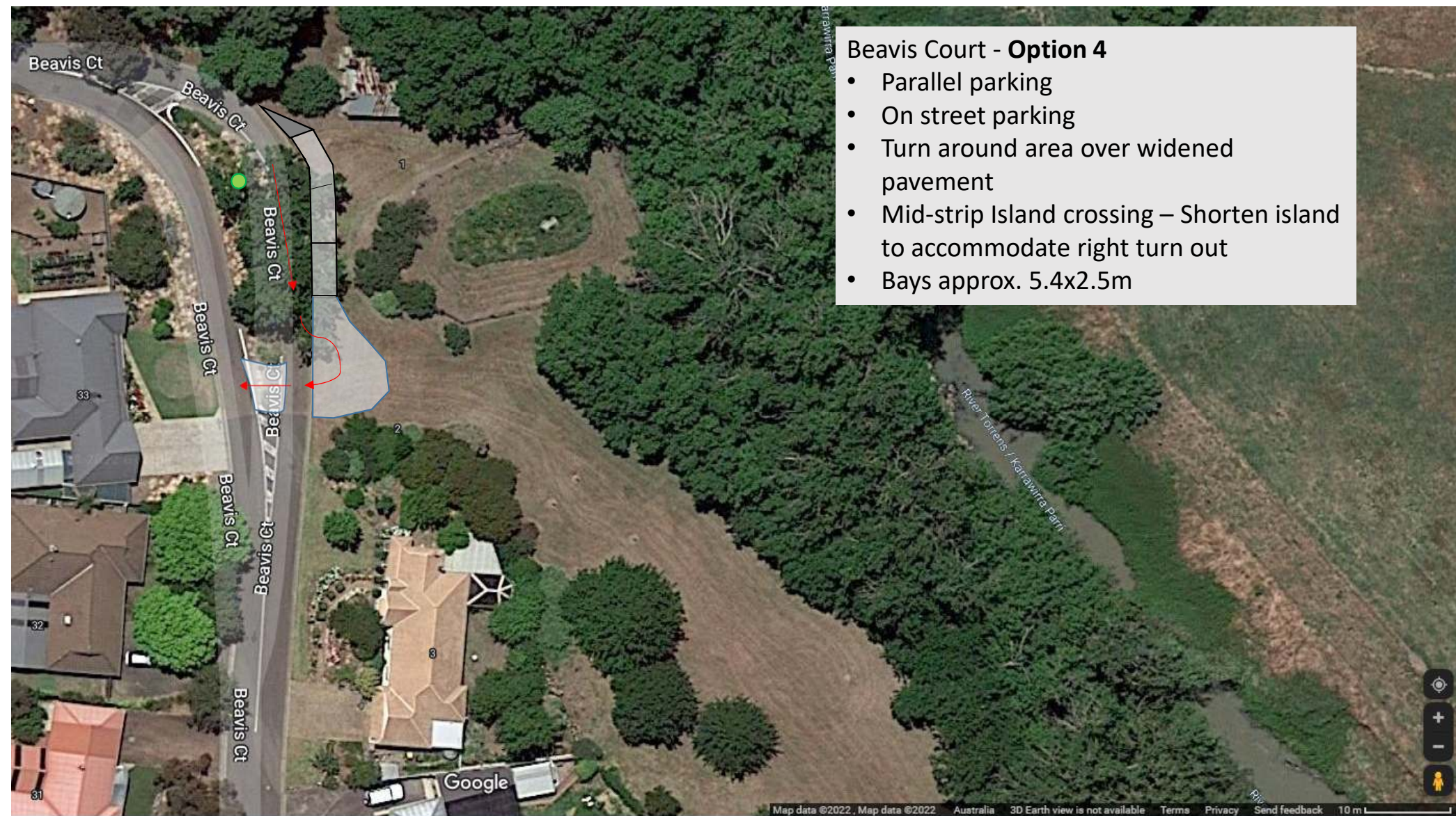
- 45 degree parking
- Loop access: 1 way in-out
- Mid-strip Island crossing – Shorten island to accommodate right turn out
- Bays approx. 5.4x2.5m





Beavis Court - Option 3

- 45 degree parking
- On street parking
- Cottage customers will need to drive to end of Beavis Ct cul-de-sac to turn around
- Bays approx. 5.4x2.5m



Beavis Court - Option 4

- Parallel parking
- On street parking
- Turn around area over widened pavement
- Mid-strip Island crossing – Shorten island to accommodate right turn out
- Bays approx. 5.4x2.5m

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.8

Responsible Officer: Peter Bice
Director Infrastructure & Operations
Infrastructure & Operations

Subject: Lobethal Bushland Park

For: Decision

SUMMARY

The purpose of this report is to seek direction from Council in regard to a proposal received by Council earlier this year, and for the CEO or his delegates to commence without prejudice discussions with the Department of Environment and Water (DEW) to explore the potential for Lobethal Bushland Park (Aerial Map in **Appendix 2**) to become a Conservation Park under the *National Parks and Wildlife Act 1972*. This request was made in a letter from David Speirs MP former Minister for Environment and Water sent to Mayor Wisdom and received on 17 February 2022 (**Appendix 1**).

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That in light of the change of government since representations were initially made by former Minister David Spiers, the Mayor writes to the recently appointed Minister for Climate, Environment and Water, the Hon Susan Close MP, to ascertain whether the Minister wishes to explore the potential for Lobethal Bushland Park to be transferred to the State Government and declared as a Conservation Park.
 3. That if the new Minister is interested in considering the matter, that the Chief Executive Officer, or delegate, further discussions with the Department of Environment and Water to explore the various options and implications for any potential transfer, with the outcomes brought back to Council for a decision on further action.
 4. That Council affirms its commitment to engagement with key stakeholders including local community, community groups and volunteer based organisations involved with Lobethal Bushland Park, as part of any subsequent processes associated with the matter.
-

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 3 A prosperous Economy

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

Goal 4 A valued Natural Environment.

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

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

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

Priority 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.

➤ Legal Implications

There may be requirements which would need to be met depending on the land title classification given to Lobethal Bushland Park, as well as those required by the heritage agreement currently in place.

➤ Risk Management Implications

The seeking of clarification with the new State Government on potential for Lobethal Bushland Park to become a conservation park will assist in mitigating the risk of:

A decision being made without all appropriate information leading to a loss of trust in the Community.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| 3B (high) | 2D (Low) | 2D (Low) |

➤ Financial and Resource Implications

Lobethal Bushland Park is currently maintained through internal and external funding. Council has internal staff funded under operational budgets to complete works, as well as providing support to Bush for Life programs and the Friends of Lobethal Bushland Park volunteer group.

Council has also secured numerous grants in recent years to assist both internal staff and volunteers with various activities such as: post bushfire weed management; vegetation monitoring; infrastructure replacement and promotion; accessibility without erosion projects; Nature Play grants; Lookout Tower refurbishment grant; and kangaroo enclosure fencing at Lobethal Bushland Park to protect nationally threatened flora populations.

Any discussions with DEW would be undertaken as part of staff's current duties.

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

Following the Cudlee Creek Bushfire, Council undertook a masterplan process for the Lobethal Bushland Park site. Following significant consultation, the plan was endorsed by Council at its August 2021 meeting.

There is now significant community expectation that Council (or the land manager) deliver on elements of the masterplan over time.

With the former State Government's policy shifts in regard to National Parks and Wildlife reserve management, the Administration would recommend further community consultation, including with the Friends of Lobethal Bushland Park should a statutory management plan for a Conservation Park at the site be proposed.

➤ **Sustainability Implications**

Council staff and Friends of Lobethal Bushland Park are currently highly committed to improving the conservation values of the park.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|-------------------------------------|
| <i>Council Committees:</i> | Not Applicable |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Not Applicable |
| <i>External Agencies:</i> | Department of Environment and Water |
| <i>Community:</i> | Not Applicable |

2. BACKGROUND

Council was recently approached, initially via a phone call from the former Minister to Mayor Wisdom and subsequently by the Department of Environment and Water (DEW) to propose the possibility for Lobethal Bushland Park to be listed as a Conservation Park under the *National Parks and Wildlife Act 1972*.

A subsequent discussion was held between senior staff at Council and DEW. The former Minister then wrote to Council to seek in-principle support and to enable Council staff and departmental staff to enter into without prejudice discussions over coming months in relation to this proposal.

3. ANALYSIS

In light of the recent change of government, this report recommends writing to the new Minister to ask whether exploring the option to declare Lobethal Bushland Park to be a State Conservation Park is a priority for the new government. Should that be the case, further discussions with DEW staff would lead to a greater level of understanding as to what would be involved in a conservation park declaration.

The information gained could form the basis of community engagement, including with the Friends of Lobethal Bushland Park, and ultimately assist Council in its deliberations regarding this proposal. It is anticipated that Council would need to be confident that sustainable community and environmental outcomes would be achieved as a result of any Conservation Park listing for the park.

4. OPTIONS

Council has the following options:

- I. Authorise the CEO or his delegates to enter into without prejudice discussions with Department of Environment and Water should the newly appointed Minister express interest in the potential for Lobethal Bushland Park to be transferred to the State Government as a Conservation Park **(Recommended)**
- II. Not Authorise the CEO or his delegates to enter into without prejudice discussions with Department of Environment and Water should the newly appointed Minister express interest in the potential for Lobethal Bushland Park to be transferred to the State Government as a Conservation Park **(Not Recommended)**

5. APPENDICES

- (1) Letter received from David Speirs MP Minister for Environment and Water
- (2) Aerial map of Lobethal Bushland Park

Appendix 1

Letter received from DEW

Appendix 2

Aerial map of Lobethal Bushland Park

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

| | |
|-----------------------------|--|
| Item: | 12.9 |
| Responsible Officer: | Deryn Atkinson Manager Development Services Development & Regulatory Services |
| Subject: | Review of Council Assessment Panel (CAP) Sitting Fees and Updated Council Assessment Panel Terms of Reference |
| For: | Decision |

SUMMARY

This report reviews the Council's Assessment Panel (CAP) Independent member and Council member sitting fees. The CAP consists of one Council member and four independent members. The sitting fees were last reviewed on 23 April 2019 and it was recommended that these be reviewed prior to the next appointment of CAP members. Council resolved on 15 December 2020 to extend the term of the current independent members for 12 months, ending on 31 May 2022 (inclusive) and on 25 January 2022 to extend the term of the Council member and deputy Council member to the end of the Council term.

The Administration has conducted surveys of other councils to determine the appropriateness and competitiveness of the current fee structure. It is recommended the sitting fees are increased as a result of the survey.

In addition, the administration consider it prudent to present the updated Council Assessment Panel Terms of Reference for review and adoption.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
- 2. To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:**
 - i. Independent Presiding Member - \$550 (excl GST) per attended meeting**
 - ii. Independent Ordinary Member - \$420 (excl GST) per attended meeting**
 - iii. Council Member or Deputy Council Member - \$210 (excl GST) per attended meeting**
 - iv. Authorised Training - \$75 (excl GST) per hour of training attended, excluding travel time**
- 3. That in the event an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, that member will receive the Presiding Member sitting fee of \$550 (excl GST) for that meeting.**

4. **The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in 2024.**
5. **To adopt the updated Council Assessment Panel Terms of Reference as contained in *Appendix 2*.**

1. BACKGROUND

Council currently pays a sitting fee of \$500 (excl GST) per meeting to the independent Presiding Member, a sitting fee of \$380 (excl GST) per meeting to ordinary independent members and a sitting fee of \$190 (excl GST) per meeting to the Council or deputy Council member.

The CAP meets on the second Wednesday of each month and on other occasions where it is necessary for a Special Meeting to be held.

The current fees were adopted by Council at its meeting held on 23 April 2019 (Item 12.2) and Council resolved that:

12.2 Review of Council Assessment Panel & S41 Committee Member Sitting Fees

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

67/19

Council resolves:

1. That the report be received and noted
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

| |
|---------------------|
| Carried Unanimously |
|---------------------|

The current CAP Terms of Reference were adopted by Council at its meeting held on 26 September 2017 (Item 12.5) and Council resolved that:

12.5 Establishment of Council Assessment Panel (CAP) and appointment of Independent Panel Members

Moved Cr Jan Loveday
S/- Cr Linda Green

210/17

Council resolves:

1. That the report be received and noted
2. To establish the Council Assessment Panel (CAP) as the relevant authority pursuant to Sections 82 and 83 of the *Planning Development and Infrastructure Act 2016* effective 26 September 2017.
3. To adopt the Terms of Reference for the Council Assessment Panel (CAP) attached as Appendix 2 of the staff report.
4. To appoint Professor Stephen Hamnett as the Presiding Member of the Council Assessment Panel (CAP) for term commencing 1 October 2017 and ending 31 May 2019 inclusive, or a shorter period should Professor Hamnett not be able to achieve the required accreditation under the *Planning Development and Infrastructure Act 2016* by the date prescribed.
5. To appoint Rob McBryde and Simon Bradley as Independent Members of the Council Assessment Panel (CAP) for a term commencing 1 October 2017 and ending 31 May 2019 inclusive, or a shorter period should the aforementioned members not be able to achieve the required accreditation under the *Planning Development and Infrastructure Act 2016* by the date prescribed.
6. To appoint the following Council Member as a Deputy Council Member to the Council Assessment Panel (CAP) Cr John Kemp.
7. The Council Members appointed to CAP, as either a Member or Deputy Member be appointed for a term commencing 1 October 2017 and ending at the completion of their current term of Council.
8. The Independent Members of CAP be paid a sitting fee as follows:
 - Independent Presiding Member \$500 (Excl. GST) per meeting
 - Other Independent Members \$380 (Excl. GST) per meeting
 - For training outside of a CAP meeting \$75 per hour of training attended excluding travel time but with a travel allowance being paid at the standard Council rate.

- That in the event that another Panel Member is required to preside at a meeting in the absence of the Presiding Member, then that Independent Member shall receive the \$500 (excl GST) sitting fee for that meeting.
 - The above mentioned sitting fees be reviewed prior to the next appointment of Independent members to CAP or in mid-2019 whichever occurs first.
9. The current Delegations Policy for the Determination of Development by CDAP be amended to replace the reference to ‘CDAP’ with ‘CAP’.
10. That it is noted the recommendation to the CEO is to appoint the Manager Development Services, Ms Deryn Atkinson, as the Assessment Manager for CAP pursuant to Section 87(d) (ii) of the PDI Act 2016.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

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

Goal 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

➤ Legal Implications

The Adelaide Hills Council Assessment Panel (CAP) was appointed as a relevant authority under Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) by resolution of the Adelaide Hills Council (the Council) on 26 September 2017. The CAP consists of one Council member and four Independent members.

The CAP is a relevant authority under the Act and, during the on-going transition continues to act as a delegate of the Council for the purpose of the *Development Act 1993*.

➤ Risk Management Implications

Adequately and responsibly remunerating CAP members is an existing control and 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 are in place to mitigate this risk, including the Terms of Reference for CAP.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Medium (3D) | Low (1D) | Low (1D) |

The adoption of Terms of Reference for the operation of the CAP further reduce the potential for poor governance practices.

➤ **Financial and Resource Implications**

There is an on-going budget line for CAP sitting fees.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that CAP members are competent and understand the role and functions of the CAP and their individual obligations with regard to conduct. These independent experts ensure rigour in the assessment process, and the CAP provides for a higher level of independent scrutiny of applications for publicly notified developments where there is the hearing of representations.

➤ **Sustainability Implications**

It is considered that having a CAP comprising independent members with the required skills set and accreditation ensures rigour in the assessment process.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|----------------|
| <i>Council Committees:</i> | Not Applicable |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Not Applicable |
| <i>External Agencies:</i> | Not Applicable |
| <i>Community:</i> | Not Applicable |

In preparation of this report, the Administration conducted a benchmarking survey of 25 metropolitan and outer metropolitan councils (refer to **Appendix 1**) which reflects that the range of current sitting fees (excluding GST) is as follows:

- Independent Presiding Members
 - Range: \$425 - \$991 per meeting
 - Median:\$550 per meeting
 - Mean: \$566 per meeting
- Independent Ordinary Members
 - Range: \$300 - \$580 per meeting
 - Median:\$425 per meeting
 - Mean: \$431 per meeting
- Council Member
 - Range: \$0 - \$580 per meeting
 - Median:\$350 per meeting
 - Mean: \$293 per meeting

On the basis of the survey, it is considered that the current sitting fees for CAP members are no longer as competitive as those of the councils surveyed, noting the last increase to the independent sitting fees for our Council was in March 2011, 11 years ago. The Council member sitting fee was introduced in November 2017 and has not been increased since. The Administration therefore recommends that the CAP member sitting fees be increased by 10% (rounded up) as follows:

- Independent Presiding Member - \$550 per meeting (excl GST)
- Independent Ordinary Member - \$420 per meeting (excl GST)
- Council Member or Deputy Council Member - \$210 per meeting (excl GST)

Further, it is considered that when another Panel member is required to preside at a meeting in the absence of the Presiding member, then that member receives the \$550 (excl GST) sitting fee in recognition of the increased responsibilities that they take on in this instance.

Terms of Reference

Some minor updates to the Terms of Reference have been recommended to improve clarity and to reflect the wording and amendments in the current model template provided by the Local Government Association. These amendments are shown as tracked changes in the updated Terms of Reference in **Appendix 2**, and include the following:

- Clause 2 – deletion of different members for different classes of development and renumbering of clauses;
- Clause 4.3 – deletion of the option to have a different level of remuneration for a deputy Council member and a Council member; and
- Clause 2.13 – added clause regarding the role of the Presiding Member.

The Terms of Reference enable the CAP to report to Council on trends and policy issues arising from its assessment function.

Panel meetings have continued throughout the COVID-19 pandemic, with options to enable physical distancing and for attendees to attend remotely via Zoom.

3. OPTIONS

Council has the following options:

- I. To receive and adopt the recommendation in this report to increase the sitting fees and update the CAP Terms of Reference (Recommended)
- II. To retain the current sitting fees or increase the fees to a higher rate and not make the update the CAP Terms of Reference (Not Recommended)

4. APPENDICES

- (1) Comparative Table of Sitting Fees for CAP Members
- (2) Updated CAP Terms of Reference

Appendix 1

Comparative Table of Sitting Fees for CAP Members

| Council | February 2022 Survey of Sitting Fees for Council Assessment Panel Members | | |
|---------------------------|---|---|---|
| | Independent Presiding Member | Independent Members | Elected Members |
| Adelaide Hills Council | \$500 \$75 per hour training unchanged | \$380 \$75 per hour training unchanged | \$190 \$75 per hour training unchanged |
| Adelaide City Council | \$650 unchanged | \$550 unchanged | \$550 unchanged |
| Adelaide Plains Council | \$450 | \$400 | \$0 |
| Barossa Council | \$550 increase of \$50 Training at Induction only | \$300 unchanged Training at Induction only | \$300 unchanged Training at Induction only |
| City of Burnside | \$625 unchanged \$200 for Workshops | \$425 unchanged \$200 for Workshops | \$250 unchanged \$200 for Workshops |
| Campbelltown City Council | \$500 unchanged | \$400 unchanged | \$400 unchanged |
| City of Charles Sturt | \$500 unchanged Training provided, but not paid | \$350 unchanged Training provided, but not paid | \$350 unchanged Training provided, but not paid |
| Town of Gawler | \$425 unchanged | \$325 unchanged | \$0 unchanged |
| City of Holdfast Bay | \$582 No training fees | \$448 No training fees | \$448 No training fees |
| Light Regional Council | \$550 | \$400 | \$400 |
| City of Marion | \$550 increase of \$50 \$200 training time | \$450 increase of \$50 \$200 training time | \$250 increase of \$50 \$200 training time |
| City of Mitcham | \$540 unchanged Training provided, but not funded | \$420 unchanged Training provided, but not funded | \$325 unchanged Training provided, but not funded |

| Council | February 2022 Survey of Sitting Fees for Council Assessment Panel Members | | |
|--------------------------------------|---|---|---|
| | Independent Presiding Member | Independent Members | Elected Members |
| Mount Barker District Council | \$498 unchanged Training time paid | \$419 unchanged Training time paid | \$419 unchanged Training time paid |
| Rural City of Murray Bridge | \$500 unchanged | \$350 increase of \$50 | \$0 unchanged |
| City of Norwood Payneham & St Peters | \$550 increase of \$50 | \$450 increase of \$50 | \$450 increase of \$50 |
| City of Onkaparinga | \$650 increase of \$100 \$75 per hour training attendance | \$450 increase of \$100 \$75 per hour training attendance | \$400 increase of \$50 \$75 per hour training attendance |
| City of Playford | \$563 Training Attendance 50% of Fee | \$450 Training Attendance 50% of Fee | \$0 |
| City of Port Adelaide Enfield | \$690 | \$580 | \$580 |
| City of Prospect | \$550 | \$475 | \$0 |
| City of Salisbury | \$500 unchanged \$300 each per annum for CPD | \$400 unchanged \$300 each per annum for CPD | \$320 unchanged \$300 each per annum for CPD |
| City of Tea Tree Gully | \$550 unchanged | \$450 unchanged | \$250 unchanged |
| City of Unley | \$530 increase of \$10 | \$430 increase of \$14 | \$400 unchanged |
| City of Victor Harbor | \$500 increase of \$50 | \$400 increase of \$50 | \$0 No Elected Member |
| City of West Torrens | \$991 increase of \$115 Based on annual allowance of \$13,270 & 12 meetings/year No additional fees for special meetings or training | \$548 increase of \$7.50 Based on annual allowance of \$6,580 & 12 meetings/year No additional fees for special meetings or training | \$548 increase of \$7.50 Based on annual allowance of \$6,580 & 12 meetings/year No additional fees for special meetings or training |

| Council | February 2022 Survey of Sitting Fees for Council Assessment Panel Members | | |
|--|---|--|--|
| | Independent Presiding Member | Independent Members | Elected Members |
| Regional Assessment Panel (Mid North) (Clare & Gilbert Valleys Council) | \$600 increase of \$150 | \$500 increase of \$292 | \$0 |
| Regional Assessment Panel (Fleurieu) (Alexandrina Council & DC of Yankalilla) | \$550 Travel reimbursed at 72c/km and training provided | \$400 Travel reimbursed at 72c/km and training provided | \$400 Travel reimbursed at 72c/km and training provided |
| Median Average | \$550 | \$425 | \$350 |
| Mean Average | \$566 | \$431 | \$293 |

Appendix 2

Updated CAP Terms of Reference



Council Assessment Panel

Terms of Reference



Adelaide Hills Council Assessment Panel Terms of Reference

Adopted ~~26 September 2017~~ 26 April 2022

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.~~

~~2.3.12.2.1~~ the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;

~~2.3.22.2.2~~ in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;

~~2.3.32.2.3~~ in relation to the Council Member, the candidate's experience in local government;

~~2.3.42.2.4~~ that a balance of qualifications and experience among CAP Members is desirable;

~~2.3.52.2.5~~ that diversity of membership is desirable, including gender diversity among CAP Members;

~~2.3.62.2.6~~ such other matters as the Council considers relevant.

Appointment of Deputy Members

~~2.42.3~~ 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.

~~2.52.4~~ Subject to clause 2.5, a Deputy Member must not be a Member of the Council or State Parliament.

~~2.62.5~~ 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).

~~2.72.6~~ In appointing a Deputy Member, the Council may have regard to the matters in clause ~~2.32.2~~, as well as to the qualifications and experience of the CAP Member to whom the candidate will be a deputy.

~~2.82.7~~ Unless the context otherwise requires, a reference to a CAP Council Member in this document includes a Deputy Council Member.

Expression of Interest

~~2.92.8~~ The Council will call for expressions of interest for appointment of CAP Independent Members.

~~2.102.9~~ The Council will call for nominations of interest from Council Members for the appointment of the CAP Council Member and the Deputy Council Member.

Presiding Member and Acting Presiding Member

~~2.112.10~~ 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.

~~2.122.11~~ The Presiding Member will preside at any CAP meeting at which he or she is present.

~~2.132.12~~ 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.

2.13 The role of the Presiding Member will include, but not be limited to:

2.13.1 Ensuring that the business of the CAP at meetings, including hearings, is conducted in a reasonable and appropriate manner and that any unreasonable, unruly or inappropriate behaviour is dealt with and ensuring that appropriate meeting procedures are followed, and

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2.13.2 Ensuring that CAP Members are aware of their role and responsibilities under the Act and that the Council Member does not confuse that role with their role under the Local Government Act 1999.

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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 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.

2.19 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 1.1 or 2.6 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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.10

Responsible Officer: Deryn Atkinson
Manager Development Services
Development & Regulatory Services

Subject: Review of Building Fire Safety Committee Membership

For: Decision

SUMMARY

The Building Fire Safety Committee undertakes inspections of buildings to review and ensure that existing buildings have an adequate level of fire safety for the occupiers.

The existing Adelaide Hills Building Fire Safety Committee (the Committee) was reappointed as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* (the Act) on the 25 January 2022 in advance of the repeal of the Development Act and implementation of the new Act.

The term of appointment of the current membership expires on 31 May 2022. As a result, the existing membership has been reviewed to ensure compliance with Section 157 (17) of the Act. The purpose of this report is to appoint the required members to meet the legislative requirements of establishing an appropriate Authority.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To appoint the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* commencing on 1 June 2022 and expiring on 31 May 2025:
 - a. Louis Palumbo, Team Leader Building Services as an authorised Council Officer with expertise in the area of fire safety, and
 - b. Colin Paton, Senior Fire Safety Officer – Country Fire Service as an authorised officer under Part 3 Division 5 or Section 86 of the Fire and Emergency Services Act 2005, who has been approved by the Chief Officer of the Country Fire Service, and
 - c. Tom Warneke, Building Officer as a person who holds prescribed qualifications in building surveying.
 3. To appoint Louis Palumbo as the Presiding Member of the Building Fire Safety Committee.
-

1. BACKGROUND

The current Building Fire Safety Committee has been appointed for a three year term which is to expire on 31 May 2022.

On 25 January 2022, Council resolved to appoint a change in the Committee's membership due to a change of staff in the Building Services team, with the appointment of Louis Palumbo, Team Leader Building Services.

At the meeting of 25 January 2022, Council endorsed Louis Palumbo to the position of authorised Council Officer with expertise and qualifications in building surveying and building fire safety to operate as the Presiding Member. The Council further endorsed Tom Warneke be appointed as the Council representative and a deputy member for Louis, as per the minute extract in Item 3 of this report.

12.6 Updating Arrangements for Building Fire Safety Committee Members

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

10/22

Council resolves:

1. That the report be received and noted.
2. To appoint the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* commencing on 27 January 2022 and expiring on 31 May 2022:
 - a. Louis Palumbo, Team Leader Building Services as an authorised Council Officer with expertise and qualifications in building surveying and fire safety; and
 - b. Tom Warneke, Building Officer as the Council representative with Catherine Clare, Building Officer appointed as deputy member.
3. To appoint Louis Palumbo as the Presiding Member of the Building Fire Safety Committee.
4. With an effective date of 27 January 2022, to revoke the 26 September 2017 *Building Fire Safety Committee Terms of Reference* and to adopt the draft *Building Fire Safety Committee Terms of Reference* as contained in *Appendix 1*.

| |
|---------------------|
| Carried Unanimously |
|---------------------|

Due to the completion of the three year term of the Committees appointment on 31 May 2022, it is necessary to review the staff membership and determine its appropriateness.

As part of the review, it was considered appropriate to consider the Committee's endorsed membership and ensure that Council meets its legislative requirements of an appropriate Authority.

The review identified that following the appointment of Louis Palumbo being a Building Surveyor Level 1 Accredited Professional, with experience in fire safety to the Committee, Council was duplicating its obligations associated with fire safety experience in providing the services of both Louis Palumbo and a paid external consultant who is also a Building Surveyor Level 1 Accredited Professional, with experience in fire safety which fulfilled this legislative

requirement prior to the appointment of Louis Palumbo. As a result of Council recruiting a Building Surveyor Level 1 Accredited Professional in house, there is no requirement to continue to fund an external consultant to satisfy Council’s legislative obligations.

In relation to the legislative requirement to have an authorised officer under Part 3 Division 5 or Section 86 of the Fire and Emergency Services Act 2005 who, has been approved by the Chief Officer of the Country Fire Service, verbal confirmation was received that Colin Paton, Senior Fire Safety Office will continue to represent the Country Fire Service on the Committee for a further three year term. Written confirmation was received from Mark Jones, Chief Officer South Australian Country Fire Service dated 13 April 2022 confirming Colin Paton as the delegate and Julian Aggiss as the first proxy for the Committee - **Appendix 1**.

In relation to the final member of the Committee, Tom Warneke is a Building Surveyor Level 2 Accredited Professional. Tom has been a member of the Committee for a number of years and has the relevant qualifications and experience as a Building Surveyor to meet the requirements of a person who holds prescribed qualifications in building surveying. Recommendation 2 of this report satisfies the requirements of Section 157 of the Act and provides increased development opportunities for members of the Building Services team to expand their knowledge and practical experience of fire safety. It is recommended that the appointments be endorsed for a period of three (3) years concluding on 31 May 2025.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

| | |
|---------------|---|
| Goal | Built Environment |
| Objective B2 | Preserve and enhance the unique character of the Hills for current and future generations |
| Priority 05.1 | Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations |

As a specialised Committee it is necessary to have suitably qualified and experienced members to ensure there is rigour in the review of adequate building safety in the Council area.

➤ Legal Implications

For the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* (the Act) the Council is required to appoint a Building Fire Safety Committee.

Clause 17 requires that:

- a. The Building Fire Safety Committee will be established as an appropriate Authority and constituted of:
 - i. a person who holds prescribed qualifications in building surveying appointed by the Council; and
 - ii. an authorised officer under the *Fire and Emergency Services Act 2005* who has been approved by the Chief Officer of the SA Country Fire Service to participate as a member of the appropriate authority; and
 - iii. a person with expertise in the area of fire safety appointed by the Council; and
 - iv. if so determined by the Council – a person selected by the Council.
- b. The Council may specify a term of office of a member (other than a member under paragraph (a)(ii)); and
- c. Deputy members may be appointed; and
- d. The appropriate authority may determine its own procedures (including a quorum).

The powers of the Building Fire Safety Committee are separate to the development assessment responsibilities of the Council and are only able to be exercised by an “appropriate Authority” established by the Council.

The Building Fire Safety Committee may inspect buildings to check that the buildings have an adequate level of fire safety for the occupiers. Any action taken as a result of the inspections seeks to achieve, in order of priority:

1. a reasonable standard of fire safety for the occupiers of the buildings
2. minimal spread of fire and smoke, and
3. an acceptable fire-fighting environment for the occupiers of the building(s).

➤ **Risk Management Implications**

The review of the membership of the Building Fire Safety Committee is required to ensure there are appropriately qualified and experienced members to conduct the business of the Committee and assist in mitigating the risk of:

Non-compliance with the statutory requirements in the appointment of an appropriate Authority leading to potential legal challenges associated with fire safety upgrade requests/enforcement activities.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| High 3B | Low 2B | Low 2B |

The Committee exists as an existing control for building fire safety.

➤ **Financial and Resource Implications**

The operational costs of the Building Fire Safety Committee is budgeted for in the 2021/22 budget and as part of the LTFP. In addition, there is a minimum budget saving of \$15k over the 3-year term, as a result of not having to pay ongoing external consultant fees.

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

The process and operation of the Committee is to identify, inspect and require fire safety upgrade work where necessary to existing buildings in the Council area in order to achieve a satisfactory level of life safety in such buildings.

It is noted that the Committee takes a risk-based approach to fire safety matters with the view to minimising enforcement action (except for emergency situations). The Committee takes appropriate action to inform building owners of any identified fire safety inadequacies giving them opportunity to respond back to the Committee with a schedule of works and associated timeframes.

All buildings including commercial, industrial, accommodation and public community buildings may be inspected. However, those buildings owned by the Crown are not bound by the legislation in this instance.

➤ **Sustainability Implications**

The provision of early warning and adequate fire-fighting provisions assists to reduce the risk and spread of fires and the potential pollution that can be caused by building fires and assists with preservation of existing buildings.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|----------------------|
| <i>Council Committees:</i> | Not Applicable |
| <i>Council Workshops:</i> | Not Applicable |
| <i>Advisory Groups:</i> | Not Applicable |
| <i>External Agencies:</i> | Country Fire Service |
| <i>Community:</i> | Not Applicable |

3. OPTIONS

Council has the following options:

- I. To determine to appoint the staff as Committee members (Recommended)
- II. To determine an alternative course of action (Not Recommended)

4. APPENDIX

1. Written confirmation from Country Fire Services regarding representation on Adelaide Hills Council Building Fire Safety Committee

Appendix 1

Country Fire Service Confirmation of Representative



DEVELOPMENT ASSESSMENT SERVICES

13 April 2022

Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244
Attn: L Palumbo

RE: BUILDING FIRE SAFETY COMMITTEE - CFS DELEGATES

Dear Louis,

Thank you for the positive feedback on the activities undertaken by Colin Paton in his role representing SA CFS on the Adelaide Hills Council Building Fire Safety Committee.

As requested I wish to inform you that the following CFS Staff will be the CFS Delegate and Proxies for the Adelaide Hills Building Fire Safety Committee as from 1st April 2022.

DELEGATE

| Name / Address: | Contact |
|---|--|
| Colin Paton CFS Development Assessment Service Level 1, 37 Richmond Road KESWICK SA 5035 | 08 8115 3372 0427 977 090 Colin.paton@sa.gov.au |

FIRST PROXY

| Name / Address: | Contact |
|---|--|
| Julian Aggiss CFS Development Assessment Service Level 1, 37 Richmond Road KESWICK SA 5035 | 08 8115 3372 0408 586 567 Julian.aggiss@sa.gov.au |

OTHER PROXIES

| Name / Address: | Phone: | E-mail |
|---------------------|--------------|--|
| 1. Darren Chapman | 08 8115 3372 | Darren.champman@sa.gov.au |
| 2. Kevin Churchward | 08 8115 3372 | Kevin.churchward@sa.gov.au |
| 3. Phil McDonough | 08 8115 3372 | Phil.mcdonough@sa.gov.au |



Please do not hesitate to contact Leah Bertholini, Acting Manager Development Assessment Service on 8115 3361 or via email leah.bertholini@sa.gov.au to discuss this matter further.

Yours sincerely



Mark Jones
Chief Officer
South Australian Country Fire Service

cc: Colin Paton
Julian Aggiss
Leah Bertholini
Darren Chapman
Phil McDonough
Kevin Churchward
Anthea Howard



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.11

Responsible Officer: Chris Janssan
Manager Open Space
Infrastructure & Operations

Subject: Tree Management Policy Review

For: Decision

SUMMARY

The purpose of this report is to present the Tree Management Policy to be considered.

The current Policy is comprehensive, up to date and provides day to day support and guidance for staff when making decisions regarding tree management. Some minor changes have been recommended to the policy to update current legislation changes and to reflect our proactive tree planting program now in place.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. With an effective date of 10 May 2022, to revoke the 9 April 2019 Tree Management Policy and to adopt the draft April 2022 Tree Management Policy.**
 - 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Tree Management Policy prior to the effective date of adoption.**
-

1. GOVERNANCE

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

Strategic Plan 2020-24 – A brighter future

Goal 4 A valued Natural Environment

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

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

To protect and maintain the region’s distinctive native flora and fauna, unique vegetation, productive farming lands, urban and vibrant township communities, we are committed to managing biodiversity conservation, protecting the watershed, responding to the impacts of climate change and natural disasters, and managing waste and resources.

➤ **Legal Implications**

Sections 244 and 245 of the Local Government Act 1999 set out the legislative provisions in relation to liability for injury, damage or loss on community land, and liability for injury, damage or loss caused by certain trees.

➤ **Risk Management Implications**

Failure to review the Policy could lead to corporate risks including safety, financial and reputation risks should an incident occur and Council be unable to demonstrate the review was undertaken.

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| High (4C) | Medium (3D) | Medium (3D) |

➤ **Financial and Resource Implications**

Not applicable.

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

Tree management is important to the community both from a safety and amenity perspective. Trees make a positive contribution to a sense of place and the character of the district but also create safety concerns and lead to requests for removal by residents for safety and amenity reasons. Tree removal (or lack of) is often a divisive or emotive issue in 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
 - External Agencies:* Not Applicable
 - Community:* Not Applicable
- Due to minimal changes being recommended to the existing policy, no public consultation is being proposed.

2. BACKGROUND

The Tree Management Policy gives a concise guide to Council's responsibilities and approach to tree management on public land. Tree management tasks are undertaken by both an internal team and external contractors used for specialist advice and general and specialised tree pruning and removal as required.

With a vast number of trees across a large district and in different locations such as townships, playgrounds, reserves and roadsides, the management of trees, particularly in relation to mitigating the potential risk to public safety whilst maintaining amenity, will always be a challenge for Council and the community.

The current policy is comprehensive and up to date and is used on a regular basis by staff for direction and as the basis of providing advice to the community. On 26 March 2019 the Council Meeting resolved.

12.10 Tree Management Policy Review

Moved Cr Chris Grant
S/- Cr Linda Green

79/19

Council resolves:

1. That the report be received and noted.
2. With an effective date of 9 April 2019, to revoke the Tree Management Policy dated 10 May 2016 and to adopt the Tree Management Policy dated 26 March 2019 with the following revisions:
 - Section 5 POSITION STATEMENT, Disputes involving trees between neighbours
The Council's position in respect to this matter is that property owners will be encouraged to resolve disputes between themselves and other parties through community mediation.
 - Section 6 DELEGATION
The Chief Executive Officer has the delegation to:
 - Approve, amend and review any procedures that shall be consistent with this Policy; and
 - Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.
3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Tree Management Policy prior to the effective date of adoption.

| |
|---------------------|
| Carried Unanimously |
|---------------------|

3. ANALYSIS

Minor alterations to the policy are recommended:

Two State legislations have changed, being the Landscapes South Australia Act 2019 and Planning, Development & Infrastructure Act 2016.

The previous policy stated: The Council does not plant street trees as a matter of course. Rather, streetscape planting is considered on a case by case basis and is generally done for amenity or memorial reasons in a planned manner.

This has been changed to reflect our proactive tree planting program and now reads: Council undertakes yearly street tree planting in nominated high profile township locations in line with Council endorsed Long Term Strategic Tree Planting Program. This program focuses on the renewal of Council's existing tree population and planting within vacant verge locations.

4. OPTIONS

Council has the following options:

- I. Adopt the revised Tree Management Policy (draft) April 2022 (Recommended)
- II. To determine to amend or alter elements of the Policy (Not Recommended)

5. APPENDIX

- (1) *Tree Management Policy (draft) April 2022*

Appendix 1

Draft Tree Management Policy

1. COUNCIL POLICY

| | |
|---|--------------------------|
|  Adelaide Hills COUNCIL | <h2>TREE MANAGEMENT</h2> |
|---|--------------------------|

| | |
|---|--|
| Policy Number: | ENV-04 |
| Responsible Department(s): | Open Space |
| Relevant Delegations: | As per the Delegations Register and as detailed in this Policy |
| Other Relevant Policies: | Public Consultation Policy Public Notification Policy Risk Management Policy |
| Relevant Procedure(s): | Tree Management Procedures (various) Roadside Vegetation Management Plan |
| Relevant Legislation: | Local Government Act 1999 Development Act 1993 <u>Planning, Development & Infrastructure Act 2016</u> Native Vegetation Act 1991 Highways Act 1926 Road Traffic Act 1961 Heritage Places Act 1997 Electricity Act 1996 Natural Resources Management Act 2004 <u>Landscapes South Australia Act 2019</u> Water Industry Act 2012 (and associated Regulations) |
| Policies and Procedures Superseded by this policy on its Adoption: | Tree Management Policy 10 May 2016, 12.1,18 <u>Tree Management Policy 9 April 2019, 12.10,59</u> |
| Adoption Authority: | Council |
| Date of Adoption: | <u>To be entered administratively 26 April 2022</u> |
| Effective From: | <u>14 Days after Council Meeting To be entered administratively</u> |
| Minute Reference for Adoption: | <u>To be entered administratively following Council Meeting</u> |
| Next Review: | No later than April 202 <u>25</u> or as required by legislation or changed circumstances |

Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|--------------------|-----------------------|------------------------------------|----------------------------|
| <i>1.0</i> | <i>18/1/2018</i> | <i>Existing policy</i> | <i>Council – Res 79/19</i> |
| <i>1.1</i> | <i>16/3/2022</i> | <i>Amendments to Policy Review</i> | |
| <i>1.3</i> | <i>26/4/2022</i> | <i>New Policy Adoption</i> | |

DRAFT

1 INTRODUCTION

- 1.1 This policy provides principles and guidelines for the management of trees under the Council's care and control. The policy will assist to address the following:
- Requests to prune or remove trees under the care and control of the Council
 - Responses to concerns raised regarding the potential effect of trees on private property
 - The selection of appropriate species for planting on land under the care and control of the Council
 - The need for community engagement in respect to removing and planting trees
- 1.2 Trees are fundamental to sustainable living and they provide many positive benefits to the community such as:
- Improved air quality
 - Assistance with erosion control
 - Shade and shelter
 - Ecological habitat that enhances biodiversity
 - Historical value
 - Improved economic value and tourist potential
 - Definition of landscape characters and localities
 - Road delineation and character, pedestrian safety and comfort
 - Social and recreational opportunities
 - Improved resilience and adaptation to climate change.
- 1.3 This policy is to be read in conjunction with other relevant Council policies, including the Public Consultation Policy, the Public Notification Policy and the Risk Management Policy. The policy is formulated under the provisions of the Local Government Act 1999 and outlines the Council's position in respect to the functions of the Council relating to tree management as described in that Act.
- 1.4 Government legislation impacts tree management in many circumstances and legislative requirements will be observed at all times. Where there is a conflict between legislation and this policy, legislation will take precedence to the extent of the conflict.
- 1.5 The Council has different roles in relation to trees. Under the ~~Development Act 1993~~ [Planning, Development & Infrastructure Act 2016](#), the Council can be a development authority, particularly in relation to approving tree damaging activity for Regulated Trees. As a body responsible for the care and control of community land and roads, the Council acts as 'owner' of trees. In some instances the Council will have both roles in relation to a single matter. In those cases, the Council will as far as reasonably practicable, separate the two functions as required by Subsection 36(3) of the Local Government Act 1999.
- 1.6 This policy does not apply or have any effect in relation to the management of trees on private property beyond the extent of functions available to the Council under the Local Government Act 1999. It does not apply or have any effect in relation to the Council's role as a development authority.

2 OBJECTIVES

2.1 The objectives of this policy are to:

- Demonstrate the Council’s commitment to the retention of trees while managing risks associated with trees particularly in locations where people gather such as parks and playgrounds
- Establish a framework for including ‘retention value’ in considerations about tree removal
- Demonstrate a commitment to community engagement in relation to tree management
- Enable consistent decision making in relation to the various functions, duties and powers available to the Council in respect to tree management contained in the Local Government Act 1999.

3 DEFINITIONS

- 3.1 **“Avenues”** or **“notable plantations”** means rows or stands of trees or individual trees, that have been planted in a distinct place (or on a roadside) and can be clearly distinguished as being a ‘Feature’ of the landscape in their own right. They may have been planted as a memorial, in commemoration of an event or as part of a community initiative. In any case, they generally hold significance to a measurable portion of the community for either historic, cultural, commercial or amenity reasons.
- 3.2 **“Declared plants”** are as defined in the Natural Resource Management Act 2004 and associated Regulations.
- 3.3 **“Regulated trees”** and **“significant trees”** are as defined [by the Development Act 1993-Planning, Development & Infrastructure Act 2016](#) and associated Regulations.
- 3.4 **“Retention value”** is a concept which accounts for the social, economic, environmental and/or cultural benefits of retaining a tree. Retention value is often difficult to quantify, but the benefits can be identified and understood. It is also important to understand the extent of the benefit (e.g. whether the benefit applies broadly or to a limited number of individuals; critical habitat benefit to an endangered fauna species or general environmental benefit; etc.).
- 3.5 **“Street trees”** specifically refers to trees *planted* in a road. It does not include naturally occurring or self-sown trees growing in a road.
- 3.6 **“Tree owner”** is the person (or an entity) that owns land on which the subject tree grows.
- 3.7 **“Trees”** means trees under the care and control of the Council, which are generally those growing in land designated as public roads and community land (i.e. most public parks, reserves, etc.). Trees growing on land held by the Council, but not classified as community land, will generally be managed in accordance with this policy unless that is at odds with the purpose for which the Council holds the land.

4 POLICY STATEMENT

The following principles will be applied to the management of trees under the Council’s care and control:

- 4.1 Trees are an important and valuable part of the Adelaide Hills landscape. They provide amenity and environmental benefits and they play an important role in maintaining a 'sense of place' for Hills townships and the countryside.
- 4.2 Some areas in the district have developed a particular sense of cultural heritage around tree scapes (e.g. autumn leaves, tree avenues and feature trees) and it is important that this be nurtured.
- 4.3 Trees of both indigenous and introduced varieties are considered valuable and should generally be retained unless there are mitigating circumstances requiring their removal or they are of a "declared plant" species as defined by according to the [Primary Industries Regions South Australia - Natural Resources Management Act 2004](#) as per the relevant delegations listed within the [Landscapes South Australia Act 2019](#)
- 4.4 Dead or dying trees should be retained if they have habitat value for indigenous fauna and the risk of retention is acceptable
- 4.5 Where the removal of a tree is being contemplated in order to address an identified risk, alternatives should be considered first. Tree removal should only occur where other options are considered to be cost prohibitive or ineffective and the risk of retaining the tree is considered unacceptable when weighed against its retention value.
- 4.6 In many cases, community stakeholders have an interest in tree matters. Community engagement should occur with identified stakeholders where the removal of trees in established avenues or notable plantations is contemplated or where new tree plantings are proposed.
- 4.7 Although trees can sometimes cause a nuisance to individuals, in general trees are considered to be part of the natural environment and there is an over-riding expectation by the community as a whole that minor inconveniences, outweighed many-fold by the numerous benefits of trees, will be tolerated
- 4.8 Private property owners should take responsibility for trees growing on their property.

The following reflects the Council's position in respect to applying the above principles in the Circumstances indicated:

5 STREET TREE PLANTING AND REPLACEMENT

- 5.1 ~~The Council does not plant street trees as a matter of course. Rather, Council undertakes yearly street tree planting in nominated high profile township locations in line with Council endorsed Long Term Strategic Tree Planting Program. This program focuses on the renewal of Council's existing tree population and planting within vacant verge locations.~~
- 5.2 ~~sStreetscape tree planting outside of this program will be is-considered on a case by case basis and planting is generally done for township main street amenity or memorial reasons. in a planned manner.~~
- 5.2 Before planting or authorising the planting of vegetation in a road, Section 232 of the Local Government Act 1999 requires the Council to undertake consultation where the vegetation

“may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area.”

- 5.3 Where it is contemplated to plant a series of street trees in a road, or undertake wholesale replacement of existing street trees, the adjoining property owners will be consulted on the proposal, including the details of proposed tree species.

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- 5.4 Where the road in question is within a commercial precinct or a township arterial road, other stakeholders such as businesses, residents associations and business associations, will also be identified and engaged.
- 5.6 In respect to species selection, as a general principle, trees indigenous to the area will be considered for areas outside of townships, while in townships, introduced species may be considered where it is in line with an established look and feel for the township. Short lived or trees which could create problems for people using public spaces should not be planted.

6 PRIVATE PLANTING ON ROADS

- 6.1 Property owners or occupiers may plant trees on a road if authorised to do so by the Council under Section 221 of the Local Government Act 1999, but definitely not within 2 metres of the carriageway. While the Act assigns liability for the vegetation to the person planting it, it is acknowledged that with the passage of time, the Council are ultimately responsible for the vegetation.
- 6.2 Allowing trees to be planted in a road carries risks including:
- inappropriate species selection
 - poor planting and tree establishment technique
 - inappropriate application of herbicides and pesticides
 - planting in a position that may hinder safe lines of sight for pedestrians and road users
 - potential nuisance to neighbours
- 6.3 To lessen the above risks, people will generally not be permitted to plant trees in a road themselves. However, if property owners or occupiers wish to plant trees and the proposal is not something already being contemplated by the Council, the Council may consider the matter and manage the process at the cost of the proponents, including the cost of any necessary consultation.
- 6.4 Exceptions include planting that occurs as part of an approved revegetation program or an established partnership with a business/community group or similar, in which case planting will be permitted in line with the terms of the program or partnership.

7 PUBLIC RISK MANAGEMENT

- 7.1 Due to the nature of the vegetation within the hills environment it is unrealistic to maintain a register of all trees under the care and control of the Council and to inspect and assess the risks posed by them on a regular basis. Therefore, in line with the Council's Risk Management Policy, a managed-risk approach will be taken to the inspection and maintenance of trees within the limits of the resources available to the Council.
- 7.2 Operational procedures are used to identify trees or groups of trees that pose a heightened risk of causing injury or death through limb-drop or falling. Considerations may include proximity to roads and public walkways, tree species, health of the tree, etc. A register of those trees will be kept and they will be subject to a programmed inspection and maintenance regime, developed according to risk.

- 7.3 The Council is committed to managing trees according to contemporary arboriculture practice. Tree pruning will be carried out in accordance with AS4373-2007 Pruning of Amenity Trees, unless special circumstances require divergence from this approach

8 POTENTIAL DAMAGE TO PROPERTY

- 8.1 Section 245 of the Local Government Act provides that if the Council is requested in writing to take reasonable action to avert the risk of potential property damage caused by a tree growing in a road, and does not do so, the Council may be liable for future damages to property caused by the tree.
- 8.2 The Council is committed to act reasonably in addressing written advice of this kind.
- 8.3 When written advice is received, the Council will use reasonable endeavours to assess the applicable risk. Consideration will be given to the assessed risk and available resources when determining what, if any, action should be taken to mitigate the risk of future property damage.
- 8.4 The Council will seek to apply measures other than removing trees, unless the alternatives are cost prohibitive or unlikely to be effective.

9 OVERHANGING TREES FROM PRIVATE PROPERTY

- 9.1 Section 254 of the Local Government Act 1999 allows the Council to make orders to require an owner or occupier of land “to remove overgrown vegetation, cut back overhanging branches, or to remove a tree” if “the vegetation, branches or tree create, or are likely to create, danger or difficulty to persons using a public place.”
- 9.2 The Council is committed to applying this power in a responsible and practical manner. Vegetation growing on private property can contribute to the overall streetscape and help create ‘avenues’ to public places and this will be taken into account when determining whether to pursue the matter.
- 9.3 It is impractical for the Council to be aware of, and act on, every situation where overgrowing vegetation occurs across the district. It is therefore necessary to prioritise situations which arise, depending on the particular risks of the case and whether the present or potential danger or difficulty can be reasonably known and avoided by the person using the public space.

10. TREES FALLEN FROM PRIVATE PROPERTY

- 10.1 Trees from private property can and do fall onto public roads and land under the Council’s care and control. The Council considers public safety to be paramount in these situations.
- 10.2 Without removing any responsibility or liability that rests with the owner of the tree, the Council may act in the interests of public safety to clear fallen trees from roads and land under the Council’s care and control. The Council will clear fallen trees only to the extent required to avert immediate risks to public safety. The tree owner is still considered to be responsible for the tree and will be expected to clear the remainder of the tree.
- 10.3 The Council will generally not seek compensation for costs incurred in clearing fallen trees in these situations, however, the Chief Executive Officer, having given consideration to the circumstances of the case, may seek compensation from the tree

owner. Reasons for pursuing compensation may include, but are not limited to, negligence or deliberate action by the tree owner or repeated indifference to the risks posed by the owner's trees.

11 DISPUTES INVOLVING TREES BETWEEN NEIGHBOURS

11.1 The Council's position in respect to this matter is that property owners will be encouraged to resolve disputes between themselves and other parties through community mediation. Council will not provide support services to assist in the resolution of privately owned vegetation matters between private parties.

12 COUNCIL'S CIVIL WORKS

12.1 In planning for Civil Works options to minimise the impact on existing trees or need for tree removal will be considered. Where trees are removed replacement trees will be planted in appropriate locations. If planned infrastructure upgrades present the opportunity to consider the appropriateness of existing vegetation some trees may be removed and other planted to suit the new design.

12.2 Where replacement of street trees is planned, due to their declining health or loss of structural integrity, the opportunity for maintenance or upgrading of built infrastructure to be coordinated with the replacement will be considered.

13 TREE REMOVAL GENERALLY

13.1 Removal of trees under the care and control of the Council will only be carried out in accordance with the principles contained in this Policy and in line with the requirements of any relevant legislation.

13.2 Trees can only be removed in line with operational procedures which confer an appropriate officer(s) with the role of approving the removal. The procedures will require the approving officer to be satisfied that the principles of this Policy and the applicable steps of associated procedures have been followed, as well as that the tree can be lawfully removed.

13.3 Circumstances that may justify the removal of a tree include, but are not limited to:

- the tree represents creates, or is likely to create, an unacceptable level of material risk to people or property
- the tree is irreversibly diseased or close to death
- the tree poses an environmental threat
- the tree is stunted in its growth and replacement is necessary to achieve the intended effect of a tree scape
- the tree is interfering with other trees to such an extent that neither tree can develop to its full potential
- the tree is being replaced as part of a strategic redevelopment of a street scape, avenue or notable plantation (but only after the applicable engagement process has occurred)
- the tree does, or is likely to, interfere with public infrastructure and other alternatives to removing the tree have been explored and found to be cost prohibitive or ineffective
- removal is being contemplated as part of an approved bushfire mitigation plan or program

13.4 In all cases, consideration shall be given to the retention value of the tree and a decision made on balance

13.5 In cases of emergency removal, where staff considers that there is a real and imminent risk to life or property, approval may be sought retrospectively.

14 REMOVAL OF COUNCIL TREES BY OTHERS

14.1 Property owners sometimes desire a tree under the care and control of the Council to be removed for their own reasons. Property owners or occupiers may plant/remove trees on a road if authorised to do so by the Council under Section 221 of the Local Government Act 1999.

14.2 As a general principle, trees are considered to be part of the natural environment and there is an over-riding expectation by the community as a whole that minor inconveniences, outweighed many-fold by the numerous benefits of trees, will be tolerated.

14.3 Approval for removal will not be granted unless circumstances exist which may expose the Council to an unacceptable risk of liability if the tree is to remain or the tree is being replaced as part of a redevelopment of a street scape/landscape.

14.4 Approval may be granted where the tree is of a species listed as Weeds of National Significance ([WoNS](#)) or Declared Plants under the [Primary Industries Regions South Australia \(PIRSA\) definitions. Natural Resources Management Act 2004](#). For the sake of clarity:

- property owners and occupiers **do not** automatically have the permission of the Council to remove trees on land under the care and control of the Council, even if done with the intent of mitigating bushfire risk- (e.g. even if the tree is within 20m of a dwelling).
- approval **will not** be granted for a person to remove trees on land under the care and control of the Council for amenity reasons or for increasing the value or enjoyment potential of a property.
- approval **will not** generally be granted for a person to remove trees on land under the care and control of the Council if it is required solely for the purposes of allowing private development to occur on adjacent private land, unless a broader community benefit can be demonstrated and suitable offset plantings are incorporated in the proposal.
- Approval **will not** be granted solely because the property owner or occupier considers the tree to be a nuisance (e.g. because leaves/debris fall into roof gutters, etc-).

14.5 In situations where it is considered reasonable for the proponent to remove the tree, the proponent is responsible for obtaining any necessary statutory approvals and meeting the cost of tree removal, reinstatement and/or environmental offset as required.

15.6 For example, if the tree is Regulated or Significant, the proponent is responsible for fulfilling the requirements of the development assessment process. If the tree is a native species, the proponent is responsible for establishing and fulfilling the requirements of the Native Vegetation Act and Regulations.

- 15.7 Council reserves the right to authorise a utility service provider to undertake removal of a tree as part of a vegetation clearance program after appropriate consultation has occurred.

Separate processes apply to the Council's role as the Development Authority in respect to assessing applications to remove Trees.

16 AVENUES AND NOTABLE PLANTATIONS

- 16.1 Where the removal of trees from avenues or notable plantations is contemplated, engagement with stakeholders and stakeholder groups, including surrounding property occupiers, business operators, residents and business associations (as applicable) will occur prior to any trees being removed (unless the urgency of the situation prevents this). This will include strategies to replace the tree to be removed.

Examples:

- In the case of a war memorial planting, the Returned and Services League and the Department of Veterans' Affairs may be identified as specific stakeholders.
- In the case of an avenue of trees in a township, the applicable residents association and business association may be identified as specific stakeholder groups.
- In the case of a stand of trees in a park planted by a service club, that club may be identified as a specific stakeholder.
- In the case of a tree planted as a memorial to a deceased individual, the family of the individual may be identified as a stakeholder group.
- Council Members of the applicable Ward should also be informed of proposals in the interests of enhancing information flow and communication with the community.

17 POWER LINE CLEARANCE

- 17.1 The Council acknowledges the statutory obligation of power transmission entities to carry out power line clearance in accordance with the Electricity Act and associated Regulations. The Council does, however, assert the need to prune trees in a manner which maintains proper shape and form and does not negatively affect the health of trees where possible. To that end, the Council will consider permitting the pruning of trees outside of the regulated "buffer zone" for achieving proper tree pruning practice.
- 17.2 Power transmission entities will be expected to fulfil their statutory obligation to advise the Council in advance of pruning trees on roads. The Council is committed to

a co-operative approach and will work with those entities to achieve the best possible outcomes.

17.3 The Council is committed to its legislative obligations regarding the planting and nurturing of vegetation near power lines.

17.4 The Council will consider, on a case by case basis, opportunities to replace inappropriate tree species planted under power lines where ongoing and repetitive power line clearance work has negatively affected the shape, form or health of the trees.

18 RESPONSE TO BUSHFIRE/STORM EVENTS

18.1 It should be acknowledged that after a bushfire/Storm Event some elements of this policy may not be able to be followed in the interest of both public safety and the need for residents to return to their properties.

18.2 The inspection, subsequent clearance of trees and opening of roads so they are safe to be traversed are considered a priority after a bushfire/Storm Event.

18.3 Staff will take actions and use methods that would not be used under normal circumstances, also assessments of trees may have to be done on a broad scale and not have the same rigor that would normally be applied.

19 DELEGATION

19.1 The Chief Executive Officer has the delegation to:

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

20 AVAILABILITY OF THE POLICY

20.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.12

Responsible Officer: Jennifer Blake
Manager Communications, Engagement & Events
Community Capacity

Subject: Policy Review – Tributes for Commemorative Services

For: Decision

SUMMARY

The purpose of this report is to advise the outcome of a periodic review of the *Tributes for Commemorative Services Policy* and to recommend its continuance essentially without change.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That with an effective date of 10 May 2022 to revoke the 24 July 2018 *Tributes for Commemorative Services Policy* and adopt the April 2022 *Tributes for Commemorative Services Policy* contained in *Appendix 1*.
-

1. BACKGROUND

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

The current Policy was adopted on 24 July 2018, Item 12.6, 169/18.

2. ANALYSIS

➤ Strategic Management Plan

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C1 A community for everyone – that is inclusive, welcoming and accessible.

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

This priority has been highlighted due to the nature for commemorative services to be a place of community connection and inclusion.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

The readoption of the Policy will assist in mitigating the risk of:

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

| Inherent Risk | Residual Risk | Target Risk |
|---------------|---------------|-------------|
| Medium (3C) | Low (3E) | Low |

The existence of a clear Policy regarding participation in commemorative services, and observance of the content of that Policy, has mitigated the inherent risk to a considerable degree. It is not considered necessary to amend these policies for any risk mitigation reasons.

➤ Financial and Resource Implications

Costs associated with tributes are included in the existing operating budget.

➤ Customer Service and Community/Cultural Implications

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

➤ 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

External Agencies: Not applicable
Community: No community engagement was undertaken as no effective changes to the Policy are proposed.

The Policy appears to have served its purpose well since adoption. As such there are no proposed changes. For administrative purposes, however, it is necessary for the Council to periodically review policies and to bring them in to line with the current standard policy template.

The Policy contained in **Appendix 1** is the revised Policy. It differs from the existing Policy only in section numbering and the inclusion of provisions for the Chief Executive Officer to “make any formatting, nomenclature or other minor changes to the Policy during the period of its currency”, as well as minor rewording for clarity.

3. OPTIONS

Council has the following options:

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

4. APPENDIX

- (1) *Tributes for Commemorative Services Policy – April 2022*

Appendix 1

*Tributes for Commemorative Services Policy – April
2022*

COUNCIL POLICY

| | |
|--|--|
|  <p>Adelaide Hills COUNCIL</p> | TRIBUTES FOR COMMEMORATIVE SERVICES |
|--|--|

| | |
|---|--|
| Policy Number: | COM-13 |
| Responsible Department(s): | Community Capacity |
| Relevant Delegations: | As per the Delegations Register and as detailed in this Policy |
| Other Relevant Policies: | Festivals & Events Policy |
| Relevant Procedure(s): | Nil |
| Relevant Legislation: | Nil |
| Policies and Procedures Superseded by this policy on its Adoption: | Tributes for Commemorative Services, 24 July 2018 Item 12.6, 169/18 |
| Adoption Authority: | Council |
| Date of Adoption: | <i>To be entered administratively</i> |
| Effective From: | <i>To be entered administratively</i> |
| Minute Reference for Adoption: | <i>To be entered administratively</i> |
| Next Review: | No later than April 2025 or as required by legislation or changed circumstances. |

Version Control

| Version No. | Date of Effect | Description of Change(s) | Approval |
|--------------------|-----------------------|---------------------------------|-----------------|
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DRAFT

TRIBUTES FOR COMMEMORATIVE SERVICES POLICY

1. INTRODUCTION

- 1.1 This Policy provides Council and its administration with principles and guidelines for the provision of support and tributes for commemoration and memorial ceremonies in the Adelaide Hills Council district. The Policy will assist Council to ensure community expectations are met and that ceremony organisers are aware of the level of support and involvement they can expect from the Council.
- 1.2 This Policy is to be read in conjunction with other relevant Council policies, including the Festivals & Events Policy.

2. OBJECTIVES

2.1 The objectives of this policy are:

- To acknowledge the importance of memorial ceremonies;
- To ensure appropriate recognition is provided at ceremonies across the district; and
- To treat all parties involved fairly and equitably.

3. DEFINITIONS

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

4. SCOPE

- 4.1 Council will participate in each sanctioned ANZAC Day and Remembrance Day commemoration event within the Council area in a manner appropriate to that particular event and in line with the invitation of the organiser. In most cases this will involve the laying of a wreath by one or more Council Members.
- 4.2 Where applicable, one wreath will be provided and laid at each event on behalf of the Council and its community. Unless the event organiser issues instructions or invitations to the contrary, the wreath will be laid by the Mayor (if present) or other Council Members representing the Ward in which the event is held. Those Council Members may agree which, or all, of them will lay the wreath.
- 4.3 If Council is invited to play a speaking role at a commemorative event, the Mayor, as spokesperson for the Council, will speak. The Mayor may delegate this function to the Deputy Mayor or a Council Member representing the Ward in which the event is held.
- 4.4 Should the Mayor or Ward Councillors be unable to attend a commemorative event, the ceremonial function may be referred to another Council Member or staff member.

- 4.5** Council support for event organisers will be considered in line with Council's Festivals & Events Policy.
- 4.6** Should other ceremonial events be organised from time to time, the Chief Executive Officer in consultation with the Mayor, shall determine the appropriate manner of Council's participation.

5. POLICY STATEMENT

- 5.1** The following principles will apply to the Council's participation in and support of commemorative services:
- 5.1.1** The Adelaide Hills Council acknowledges the importance of ceremonial occasions as a key aspect of remembering and recognising service efforts
 - 5.1.2** Council acknowledges the importance of its role as a community leadership body in participating in and supporting ceremonial occasions
 - 5.1.3** Council must find a balance between participating in memorial ceremonies and the practicalities and cost involved in participating in ceremonies. Some flexibility will be necessary in respect to once-off or unique events.

6. DELEGATION

- 6.1** The Chief Executive Officer has the delegation to:
- Approve, amend and review any procedures that shall be consistent with this Policy; and
 - Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

7. AVAILABILITY OF THE POLICY

- 7.1** This Policy will be available via Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
AGENDA BUSINESS ITEM**

Item: 12.13

Responsible Officer: Lachlan Miller
Executive Manager Governance and Performance
Office of the Chief Executive

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

For: Decision

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 |
|--------------|------------------|---------|---|--|
| 26/11/2019 | Ordinary Council | 277/19 | MON Water Usage from Bores | Nil |
| 24/08/2021 | Ordinary Council | 173/21 | Closed Road Upper Hermitage Community Revocation Consultation Outcome | Nil |
| 25/01/2022 | Ordinary Council | 2/22 | MON Randell's Cottages, Gumeracha | Nil |
| 22/03/2022 | Ordinary Council | 48/22 | Petition Development 160 Longwood Road Heathfield | Actual - Cr Leith Mudge Actual - Cr John Kemp |
| 22/03/2022 | Ordinary Council | 55/22 | Local Roads and Community Infrastructure Phase 3 | Perceived - Cr Andrew Stratford |
| 22/03/2022 | Ordinary Council | 57/22 | Advisory Group Operations Policy Review | Nil |
| 22/03/2022 | Ordinary Council | 61/22 | AHRWMA Board Nomination | Nil |
| 22/03/2022 | Ordinary Council | 64/22 | Nomination to Libraries Board - selection of nominee | Material - Cr Mark Osterstock |
| 22/03/2022 | Ordinary Council | 65/22 | Code of Practice for Meeting Procedures Review | Nil |
| 22/03/2022 | Ordinary Council | 69/22 | Confidential Items Review March - Santos TDU | Nil |
| 22/03/2022 | Ordinary Council | 70/22 | Confidential items Review march 2022 - Cyber Security Plan | Nil |
| 22/03/2022 | Ordinary Council | 71/22 | Confidential Items Review March 22 - CWMS Review | Nil |
| 22/03/2022 | Ordinary Council | 72/22 | Confidential Items Review March 22 - Event Opportunity | Nil |
| 22/03/2022 | Ordinary Council | 73/22 | Confidential items Review March 22 - Retirement Village | Nil |
| 22/03/2022 | Ordinary Council | 74/22 | Confidential Items Review March 22 - AHRWMA | Nil |

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 by the community

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

➤ Legal Implications

Not applicable

➤ Risk Management Implications

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

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

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

➤ Financial and Resource Implications

Not applicable

➤ Customer Service and Community/Cultural Implications

Not applicable

➤ 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.

4. OPTIONS

Council has the following options:

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

5. APPENDIX

- (1) Action List

Appendix 1

Action List

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|---|-------------------------|---|----------------------|-------------|----------------|---|
| 22/03/2016 | Ordinary Council | 69/16 | Land Acquisition Colonial Drive Norton Sumn | None declared | Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans | Terry Crackett | In Progress | 8/04/2022 | <p>April 21 - The State Dioceses has advised that they are ready to progress and have engaged a valuer to provide an updated valuation. Council has engaged a valuer to undertake a valuation. A report will be presented to Council for consideration once the valuation process is completed.</p> <p>June 21 - The State Dioceses has advised that there has been a delay in progressing and they expect to be in a position to further engage with Council in July/August.</p> <p>July 21 - The State Dioceses has provided a valuation which will be discussed with Council's Property Advisory Group prior to a report being presented to Council for consideration</p> <p>October 21 - Matter discussed with Council's property Advisory Group and feedback provided to the State Dioceses for consideration</p> <p>November 21 - following additional communication with the State Diocese, the matter was again discussed with the Council's Property Advisory Group and feedback provided to the State Diocese</p> <p>Jan 22 - Fee estimates are being sought to complete the survey work which will assist to finalise a position with a report expected to be presented to Council at the March meeting for consideration.</p> |
| 24/01/2017 | Ordinary Council | 7/17 | Cromer Cemetery Revocation of Community | 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 | In Progress | 8/04/2022 | <p>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.</p> <p>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).</p> <p>In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access.</p> <p>DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed.</p> <p>DEW awaiting finalisation of negotiations with Dept for Mining</p> <p>March 21 - Council staff have requested an update from DEW as to the status of this matter</p> <p>October 21 - Council staff continue to engage with DEW to seek a progression of the matter</p> <p>November 21 - no further update from DEW</p> <p>Jan 22 - contact has been made with DEW who are investigating the situation again prior to further communication with Council</p> |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|---|-------------------------|--|----------------------|-------------|----------------|--|
| 28/08/2018 | Ordinary Council | 200/18 | Proposal to enter 11 AHC Reserves into Heri | 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</p> <p>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 | In Progress | 11/04/2022 | <p>The Heritage Applications were phased over the years in order to be accommodated within available resourcing.</p> <p>Heritage Agreement have been registered over:</p> <ul style="list-style-type: none"> Kiley Reserve Shanks Reserve Kyle Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility <p>Heathfield Stone Reserve successfully rededicated for conservation purposes with Lands Title Office, and will now be referred to as Heathfield Conservation Reserve.</p> <p>Heritage Applications have been lodged with the Native Vegetation Council for:</p> <ul style="list-style-type: none"> • Reserve 26 - "Stock Rd 1" • Carey Gully Water Reserve <p>Heritage Agreement Application Draft received for Heathfield Conservation Reserve and is currently under review prior to lodging.</p> |
| 26/03/2019 | Ordinary Council | 77/19 | Randell's Cottages, Beavis Court, Gumerach | 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 | In Progress | 8/04/2022 | <p>The land sits within the Environmental Food Protection Area and proposed use (land division) is not supported. An application will be made to DPI for a review once the Minister announces the review, which is expected to commence in March 2021. 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).</p> <p>Note that the implementation of the new legislation (Planning Development and Infrastructure Act 2016) has been deferred to March 2021 which has delayed the review of the EFPA.</p> <p>August 21 - review currently underway by Plan SA Jan 22 - further consideration is being given to options March 22 - report to be presented to Council at the April meeting in accordance with the MON of 25.1.22</p> |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|--|-------------------------|---|----------------------|-------------|----------------|---|
| 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 | In Progress | 13/04/2022 | <p>Council staff have undertaken a review of the mobile library service delivery model and a revised business case considered by Council at its June 2021 meeting. This resulted in a new approach to replacing the mobile library.</p> <p>Mobile Library scoping has been completed with the procurement process in progress. The new van has been delivered and procurement of the fit out and customisation is underway.</p> <p>The draft Libraries Strategy was approved at the May 2022 Council meeting and community consultation on the draft began on 13 April 2022.</p> <p>Any review of operating hours will be carried out post-adoption of the strategy.</p> |
| 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 | In Progress | 11/04/2022 | <p>Council is finalising quotes for Council owned pole and lights in Aldgate, Summertown and Uraidla townships to be changed over to LED.</p> <p>The Public Lighting Working Group (including representatives from Local Government, DIT and SAPN) has established a sub-group to work with DIT on the transition of V Category lights on state maintained roads. Timing of any agreements between LG and DIT unknown.</p> <p>Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group.</p> |
| 26/11/2019 | Ordinary Council | 277/19 | MON Water Usage from Bores | None declared | <ol style="list-style-type: none"> That the CEO investigates any circumstances where Council provides water to or receives water from a person/organisation. Following the investigation, a report detailing, among other things, any contractual arrangements, costs, risks and liabilities, be provided to Council by 30 April 2020 | Terry Crackett | Completed | 22/03/2022 | Report presented to Council on 22.3.2022 |
| 28/01/2020 | Ordinary Council | 11/20 | Revocation of Community Land - Bridgewater | None declared | 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. | Terry Crackett | In Progress | 8/04/2022 | <p>Application to the Minister for Planning will be made once the trust variation scheme has been approved by the Supreme Court. The Attorney-General has provided in-principle support for the proposal. A detailed landscape design has been prepared, community consultation on the design is underway and submission for the Supreme Court is being prepared.</p> <p>November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court</p> <p>Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court</p> <p>April 22 - documents nearing finalisation for lodgement with Supreme Court</p> |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|--|-----------------------------|--|----------------------|-------------|----------------|--|
| 28/07/2020 | Ordinary Council | 149/20 | Road Widening Netherhill Road Kenton Valle | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted 2. To purchase the areas of land totalling 335 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Stephen Paul Cowie the land owner at 67 Nether Hill Road, Kenton Valley, for the purchase price of \$6,700 (excl GST) plus all reasonable costs to vest the Land as public road. 3. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as <i>Appendix 2</i> ("land") from Paul Andrew Arnup and Danielle Marie Beatrice Helbers the land owner at 109 Nether Hill Road, Kenton Valley, for the purchase price of \$3,760 (excl GST) plus all reasonable costs to vest the Land as public road. 4. The road land being acquired to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and 5. That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 6. To approve an expenditure budget of \$10,460 to purchase the two areas of land on Nether Hill Road, Kenton Valley, with funding to be sourced from favourable capital revenue identified within the 2020-21 Capital Works budget. | Terry Crackett | In Progress | 12/04/2022 | <p>Progress has commenced in accordance with the resolution</p> <p>Awaiting completion of the process by the Surveyor and Land Services Group</p> |
| 22/09/2020 | Ordinary Council | 205/20 | 100 Old Mt Barker Road Stirling | Material - Cr Kirrilee Boyd | <ol style="list-style-type: none"> 1. That the report be received and noted 2. To progress the budgeted upgrade of the old school building located at 100 Old Mt Barker Road Stirling including the replacement of the roof, gutters, fascia boards, downpipes and damaged internal ceilings, with the anticipated cost to be \$155,000. 3. To apply to the Minister for Environment and Water for approval to lease the land located at 100 Old Mt Barker Road Stirling, including the old school building, to The Old School Community Garden Inc. 4. Subject to obtaining the approval specified in 3 above, offer to The Old School Community Garden a 2 year lease over the land located at 100 Old Mt Barker Road Stirling, including the old school building. The rent under the lease to be \$1 per annum (if demanded). 5. That the Mayor and Chief Executive Officer be authorised to sign all necessary documents, including affixing the common seal, to give effect to this resolution. | Terry Crackett | In Progress | 8/04/2022 | <p>Initial information provided to Crown Lands in relation to approval for lease, Ministerial approval is required for the lease and this is being sought.</p> <p>April - DA granted and tender for works being undertaken</p> <p>June 21 - works are being scheduled subject to availability of materials and contractor</p> <p>October 21 - meeting held with occupiers of the site to discuss progression of works and leasehold arrangements including restrictions on use</p> <p>November 21 - works have commenced on site</p> <p>Jan 22 - following completion of the works, a lease will be negotiated with the OSCG</p> <p>March 22 - works due to be completed by end of April</p> |
| 15/12/2020 | Ordinary Council | 300/20 | Road Exchange Pomona Road Stirling | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted. In accordance with sections 12 and 15 of the Roads Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs 3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution</p> | Terry Crackett | In Progress | 12/04/2022 | <p>Final Plans and Road Process Order documents have been executed by all parties.</p> <p>Awaiting on processing with the Surveyor- General and the Lands Titles Office</p> |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|--|--|--|----------------------|-------------|----------------|---|
| 27/01/2021 | Ordinary Council | 22/21 | CWMS Review | None declared | that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021. | Peter Bice | In Progress | 11/04/2022 | |
| 23/03/2021 | Ordinary Council | 49/21 | Local Heritage Grant Fund Project 2020 - 202 | Material - Cr Linda Green Perceived - Cr Leith Mudge | <ol style="list-style-type: none"> 1. That the report be received and noted 2. To approve the eight shortlisted projects to receive grant funding as detailed in the body of this report to contribute to the works as detailed in <i>Appendix 1</i> of this report and listed below: Our Lady of the Rosary Church, Aldgate - \$2,500 Old Post Office, Crafers - \$1,417 Crataegus Cottage, Crafers - \$2,500 Circa 1850's Cottage, Mount George - \$2,500 Shop, Stirling - \$2,500 Stone Cottage, Stirling - \$2,500 Former Aldgate Valley Church of Christ, Aldgate - \$2,500 Cudlee Creek Uniting Church, Cudlee Creek - \$2,500 3. To delegate to the Chief Executive Officer to determine whether any changes to grant recipient's proposed works maintain grant eligibility. | Melissa Bright | In Progress | 14/02/2022 | <p>Round 2 update:</p> <p>Currently four out of the endorsed eight applications have received grant funding following successful completion of the grant application process. Two applications are still engaged in the Development Application process. One application has been withdrawn. Full completion of Round 2 (three projects) is contingent on the individual property owners completing the works and informing Council, and for this reason it is difficult to estimate a completion timeline. It is hoped that with more favourable weather in the coming months that works that had been delayed can now progress.</p> <p>The third and final round of the grant was open for applications until 31 January 2022. Staff are currently reviewing the applications and will present the shortlisted projects for endorsement in the coming months.</p> |
| 23/03/2021 | Ordinary Council | 52/21 | Crown Land Revocation | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted 2. That the consultation report (<i>Appendix 1</i>) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:- <ol style="list-style-type: none"> i. CR 5752/186, Lot 32 Fullgrave Road, Crafers ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 547 Schuberts Road, Lobethal vi. CR 5753/744, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling ix. CR 5753/754, Section 511 North East Road, Inglewood x. CR 5753/758, Section 262 Reserve Road, Forreston xi. CR 5763/631, Section 1591 Silver Road, Bridgewater xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens xiv. CR 5763/636, Section 84 Forreston Road, Forreston xv. CR 6142/329, Lot 501 Greenhill Road, Balhannah xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for | Terry Crackett | In Progress | 8/04/2022 | <p>Being progressed in accordance with resolution. November 21 - awaiting feedback from the Minister for Planning on final application for revocation</p> <p>Jan 22 - final application has been lodged with the Minister for Planning</p> <p>April 22 - awaiting response from new Minister</p> |
| 27/04/2021 | Ordinary Council | 70/21 | Green Organic Service Options | None declared | Council resolves that: The report be received and noted The budget for free green organic drop off days be increased to \$138,600 as part of the Draft 2021/22 Annual Business Plan and Budget Funding for a detailed analysis of Option 2 be included in the budget development for 2022/23. | Peter Bice | In Progress | 11/04/2022 | Matter was discussed at Council Waste and Recycling workshop 15 March and Budget Workshop 1 April 2022 with general consensus to 'park' any further work on FOGO bins to all properties until high level analysis of providing a fee incentive to the kerbside bin system and weekly collection of FOGO bins has been completed in 2022/23. |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
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| 22/06/2021 | Ordinary Council | 117/21 | Mobile Library Replacement | None declared | That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480,000 to \$200,000. That the report be received and noted. That the Administration proceed with the replacement of the mobile library with a customised van and that the amount carried forward into 2021-22 be adjusted from \$480,000 to \$200,000. | David Waters | In Progress | 13/04/2022 | Procurement of the mobile library is in progress. |
| 22/06/2021 | Ordinary Council | 119/21 | Community & Recreation Facilities Framework | None declared | <ol style="list-style-type: none"> That the report be received and noted. To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation). That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Draft Framework documents prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i>. | Terry Crackett | In Progress | 14/01/2022 | Framework consultation with stakeholders and the general community commenced in August 2021, and have now been extended until the 19th November. Consultation findings will be provided to Council in December. Financial implications will be considered at upcoming workshops, and a final draft for endorsement due in mid-2022. Jan 22 - due to extended consultation timeframe and request by a number of clubs to meet to discuss the framework, a workshop with Council has been delayed. It is proposed to arrange a meeting of CRFFIWG following completion of the requested meetings with clubs |
| 22/06/2021 | Ordinary Council | 147/21 | Event Opportunity SANTOS TDU 2022 | None declared | that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until Council receives written confirmation from the South Australian Tourist Commission that the event information is no longer confidential, but not longer than 30 June 2022. | David Waters | In Progress | 13/04/2022 | The confidentiality order may need to be extended as the details of the matter to which it applies may not be endorsed for public release by 30 June 2022. The announcement is expected to be made by SATC in August 2022 after which time details of the report would be in the public domain. |
| 27/07/2021 | Ordinary Council | 158/21 | Revocation of Community Land Classification | Perceived - Cr Linda Green | <ol style="list-style-type: none"> That the report be received and noted To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. That a further report be presented to Council at the completion of the consultation. | Terry Crackett | In Progress | 12/04/2022 | Commenced in accordance with the resolution Public Consultation has completed. NO formal responses received - follow up report to be presented at June Council meeting |
| 27/07/2021 | Ordinary Council | 167/21 | 46 Mt Barker Road Stirling - Old Stirling Polic Material | Cr Mark Osterstock | that the minutes, report, related attachments and the discussion and considerations of the subject matter be retained in confidence until the Land has been sold, but not longer than 12 months. | Terry Crackett | In Progress | 8/04/2022 | Minutes have been released from confidentiality. |
| 4/08/2021 | Ordinary Council | 169/21 | MON Natural Burials | None declared | That the CEO provides a report to Council by 30 June 2022, outlining a policy and/or procedures by which Council can effectively manage natural burials in council cemeteries, such a report to include suitable locations and indicative costs. | Terry Crackett | In Progress | 8/04/2022 | Preliminary planning underway for return to Council with report by 30 June 2022. |

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| 24/08/2021 | Ordinary Council | 170/21 | Road Exchange Aldi Development Pomona R | None declared | That the report be received and noted in accordance with sections 12 and 15 of the <i>Roads (Opening and Closing) Act 1991</i> , enter into an Agreement for Exchange with the owner of the land of 3-5 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 3-5 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> . The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution. | Terry Crackett | In Progress | 12/04/2022 | Commenced in accordance with resolution Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals Office |
| 24/08/2021 | Ordinary Council | 173/21 | Closed Road Upper Hermitage Community Revocation Consultation Outcome | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted. 2. To cease the revocation of community land process for the land described as "A" in Road Plan No. 855 ("Closed Road"). 3. To retain the Closed Road on the Council's <i>Community Land Register</i> and undertake a community consultation process to adopt a <i>Community Land Management Plan</i> for the Closed Road as a Conservation Reserve. | Terry Crackett | Completed | 8/04/2022 | No objections received during public consultation period so Community Land Management Plan has been updated to include this parcel for conservation under delegation |
| 24/08/2021 | Ordinary Council | 178/21 | Operational Workplace Review | None declared | <ol style="list-style-type: none"> 1. That the report be received and noted 2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites. | Terry Crackett | In Progress | 8/04/2022 | Commenced in accordance with resolution Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be undertaken by June 2022. |
| 28/09/2021 | Ordinary Council | 205/21 | Roadside Trading Policy for Community Cons Actual - Cr Kirrilee Boyd | | <ol style="list-style-type: none"> 1. That the report be received and noted. 2. To approve the draft <i>Roadside Trading (Use of Public Road Verges for Business Purposes) Policy</i> as contained in <i>Appendix 1</i> for community consultation. 3. That a further report be presented to Council for consideration following completion of the community consultation | Terry Crackett | In Progress | 8/04/2022 | Consultation has been completed. Consultation outcomes and proposed policy position will be presented to Council at a workshop in March prior to being presented to Council for a decision at the May Council meeting |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
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| 26/10/2021 | Ordinary Council | 220/21 | Charleston Cemetery Compulsory Acquisition | None declared | <ol style="list-style-type: none"> That the report be received and noted. To revoke the resolution of Council of 22 May 2001, B129. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i>, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution. | Terry Crackett | In Progress | 8/04/2022 | <p>Commenced in accordance with the resolution.</p> <p>November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister</p> <p>Jan 22 - Minister has advised they are considering their position and will advise further in due course</p> <p>March 22 - Minister advised that has been deferred until after the election</p> <p>April 22 - new Minister has confirmed receipt and will review in due course</p> |
| 26/10/2021 | Ordinary Council | 221/21 | Single Use Plastic MON Response | None declared | That the report be received and noted that the actions outlined in this report are implemented. | Peter Bice | In Progress | 11/04/2022 | Information has been incorporated into the Procurement Policy review. |
| 26/10/2021 | Ordinary Council | 235/21 | Ashton Landfill - Confidential Item | None declared | As per Confidential minute | Peter Bice | In Progress | 11/04/2022 | Matter continues to be progressed. Further updates will be provided when a material change occurs. |
| 26/10/2021 | Ordinary Council | 238/21 | Electricity Procurement Legal Matter - Confit | None declared | As per confidential minute | Peter Bice | In Progress | 11/04/2022 | |
| 23/11/2021 | Ordinary Council | 250/21 | Road Acquisition - Portion of Teringie Drive T | None declared | <ol style="list-style-type: none"> That the report be received and noted. To purchase Allotment 592 in Deposited Plan No. 127876 (<i>Appendix 3</i>) being an area of land totalling 7sqm identified in red on the Certificate of Title attached as <i>Appendix 2</i> ("Land") from the land owner at 59 Teringie Drive, Teringie, for the purchase price of \$1,000 (excl GST) plus all reasonable costs to vest the Land as public road. The Land being purchased to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>; and That the CEO be authorised to sign all necessary documentation to give effect to this resolution | Terry Crackett | In Progress | 12/04/2022 | <p>Commenced in accordance with Council resolution.</p> <p>Documents being prepared by Conveyancer to complete the boundary realignment</p> |
| 14/12/2021 | Ordinary Council | 274/21 | Woodside Recreation Ground Reuse further | Perceived - Cr Stratford | <ol style="list-style-type: none"> The report be received and noted. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water. | Peter Bice | In Progress | 13/04/2022 | Tender documents have been prepared that combine the resolution along with an irrigation audit that was going to be released as well. The tender will be released shortly. |
| 14/12/2021 | Ordinary Council | 276/21 | Trails & Cycling Routes Framework - Draft Se | None declared | That the report be received and noted that the draft Trails and Cycle Routes Service Levels in <i>Appendix 1</i> and Guidelines in <i>Appendix 2</i> be endorsed for consultation. That the results of consultation and the final draft Framework be presented to Council for their consideration by June 2022. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the Policy prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> . | Terry Crackett | In Progress | 14/01/2022 | Commenced in accordance with resolution |
| 25/01/2022 | Ordinary Council | 2/22 | MON Randell's Cottages, Gumeracha | Nil | I move that the CEO provides a report to the April council meeting on options for the future of Randell's Workmen's Cottages, Beavis Court, Gumeracha. Such options to include separation of the cottage land from the reserve, Council's current investment in the preservation of the buildings and possible end use. | Melissa Bright | Completed | 20/04/2022 | Report to 26 April 2022 Council meeting |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
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| 25/01/2022 | Ordinary Council | 16/22 | MWN Fire Hydrants and Fire Plugs | Nil | <p>I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, requesting the locations of Fire Hydrants and Fire Plugs be included on the South Australian Government Geographic Information System (GIS) mapping website SALocationMapView (https://location.sa.gov.au/viewer/?%20map).</p> <p>I move that Council writes to SA Water Board Chair Mr. Andrew Fletcher, seeking information on the methodology used to ensure Fire Plugs and Hydrants are inspected to assess functionality, particularly in the bushfire prone areas of the Adelaide Hills.</p> <p>A report be presented to Council on the reply from SA Water.</p> | Peter Bice | In Progress | 13/04/2022 | <p>Letters have been sent to Mr Fletcher encompassing the information requests outlined in the Council Resolution. Once response received, a report will be prepared to be tabled at the next available Council Meeting.</p> <p>Some information has been provided by SA Water however there have been delays in further information being provided.</p> |
| 22/02/2022 | Ordinary Council | 37/22 | Lobethal Bushland Park | Nil | Council resolves that consideration of Item 12.12 Lobethal Bushland Park be deferred until the 26 April 2022 Ordinary meeting and the report be updated with any relevant information. | Peter Bice | In Progress | 12/04/2022 | To be tabled at April meeting |
| 22/03/2022 | Ordinary Council | 48/22 | Petition Development 160 Longwood Road Heathfield | Actual - Cr Leith Mudge Actual - Cr John Kemp | That the petition signed by 790 signatories opposing the development at 160 Longwood Road Heathfield be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and the fact that Council has made a formal submission to the Council Assessment Panel opposing the development. | Andrew Aitken | Completed | 23/03/2022 | Letter sent to Petitioner |
| 22/03/2022 | Ordinary Council | 49/22 | MON Parking Time Limit adjacent Stirling Ho Nil | Nil | A report be brought before Council following consultation and the development of designs for the improvement of parking on Milan Terrace adjacent to Stirling Hospital. This report be presented to Council no later than 26 July 2022. | Peter Bice | In Progress | 12/04/2022 | |
| 22/03/2022 | Ordinary Council | 50/22 | S221 Permit 63 Waverley Ridge Road Crafers Nil | Nil | <ol style="list-style-type: none"> That the report be received and noted To issue an Alteration of Road Permit to the land owner of 63 Waverley Ridge Road, Crafers West, for a term of twenty five (25) years, in accordance with the provisions of s221 of the <i>Local Government Act 1999</i>. Authorise the Chief Executive to finalise and sign all necessary documentation pursuant to this resolution. | Terry Crackett | In Progress | 12/04/2022 | Permit has been prepared - to be signed by all parties |

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| 22/03/2022 | Ordinary Council | 52/22 | Response to MON Bore Use | Nil | <ol style="list-style-type: none"> 1. That the report be received and noted 2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases 3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, say 18 – 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases 5. To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water 6. The CEO further reports to Council on an annual basis of progress being made on points 2-5. | Terry Crackett | In Progress | 8/04/2022 | |
| 22/03/2022 | Ordinary Council | 53/22 | Removal of Remoteness Sculpture, Stirling | Nil | <ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as <i>The Remoteness</i>, be removed from the area in front of the Coventry Library, Stirling. 3. That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating. 4. That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognising the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail. | David Waters | In Progress | 12/04/2022 | Arrangements are presently being made to remove the sculpture. A communications plan is being developed for same. |

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| 22/03/2022 | Ordinary Council | 55/22 | Local Roads and Community Infrastructure Phase 3 | Perceived - Cr Andrew Stratford | <p>That the report be received and noted</p> <p>To authorise the applications for the following projects to be submitted as the Adelaide Hills Council Local Roads and Infrastructure Program Phase 3 for delivery in 2022/23 and the estimated associated expenditure to undertake those works: Woodside School Crossing \$50,000 Heathfield School Courts (Comets) – Canteen and Storage \$ 240,000Freedom Camping Infrastructure Establishment \$30,000Junction Road Stormwater, Balhannah \$ 200,000Adelaide Hills War Memorial Swimming Centre - Splash Park Contribution\$ 200,000Gumeracha Library Upgrades \$ 115,000Adelaide 100 Walking Route \$ 60,000Fire Scars Proactive Tree Management \$ 380,000Accelerated Bin Renewal Program \$ 30,00010. Accelerated Bus Shelter Renewal \$ 35,00011. Accelerated Pavement Renewal/Major Patching Maintenance \$ 152,83012. Stormwater upgrade Western Side near Childcare - Oakbank \$70,000</p> <p>3. Subject to approval, and in line with the above estimated costs, that the CEO or his delegate be authorised to commit expenditure to undertake the above works with any adjustments to income and expenditure to be incorporated into Council's 2022/23 Annual Business Plan and Budget.</p> <p>3. That should any projects be unsuccessful, or significant savings achieved, the Council authorises the CEO to reallocate the project funding in line with the alternative projects identified in the report.</p> <p>4. That the CEO be authorised to write a letter of acknowledgement to the Hon Barnaby Joyce MP, Deputy Prime</p> | Peter Bice | Completed | 11/04/2022 | <p>Work Schedule lodged and under assessment by Department.</p> <p>Letter sent to Hon Barnaby Joyce MP, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development thanking the Federal Government for this additional phase of the funding program.</p> |
| 22/03/2022 | Ordinary Council | 56/22 | CEO Performance Review Process and Sched Nil | | <p>1. That the report be received and noted.</p> <p>2. To undertake the 2022 CEO Performance Review and Remuneration Review using an external consultant.</p> <p>3. That the 2022 CEO Performance Review Panel (CEOPRP) Meeting and Process Schedule – External (Caretaker Period) as contained in Appendix 2, be adopted and the CEOPRP Presiding Member be delegated to amend the Process Schedule meeting/workshop dates as required in consultation with the Administration.</p> | Terry Crackett | In Progress | 12/04/2022 | Actions have progressed in accordance with the Schedule. Reports being prepared for next CEO PR Panel meeting. |
| 22/03/2022 | Ordinary Council | 57/22 | Advisory Group Operations Policy Review | Nil | <p>1. That the report be received and noted</p> <p>2. With an effective date of 5 April 2022, to revoke the 18 December 2018 Advisory Group Operation and Conduct Policy and to adopt the 22 March 2022 Advisory Group Operation and Conduct Policy</p> <p>3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 22 March 2022 Advisory Group Operation and Conduct Policy prior to the effective date.</p> | Andrew Aitken | Completed | 23/03/2022 | Revised Policy posted onto website and relevant staff advised. |
| 22/03/2022 | Ordinary Council | 61/22 | AHRWMA Board Nomination | Nil | To nominate John McArthur as the Board Member appointee for a two year term and Cr Ian Bailey as the Deputy Board Member appointee until the end of this Council term.To authorise the Chief Executive Officer to advise the Authority's Executive Officer of Council's nominations. | Andrew Aitken | Completed | 23/03/2022 | Nominations sent to AHRWMA. Acknowledgement received. |

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| 22/03/2022 | Ordinary Council | 62/22 | Caretaker Policy Review | Nil | <p>That the report be received and noted</p> <p>With an effective date of 06 April 2022, to revoke the 05 June 2018 Caretaker Policy and to approve the draft 22 March 2022 Caretaker Policy as contained in Appendix 1.</p> <p>That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft 22 March 2022 Caretaker Policy prior to the effective date.</p> | Andrew Aitken | Not Started | 23/03/2022 | |
| 22/03/2022 | Ordinary Council | 64/22 | Nomination to Libraries Board - selection of nominee | Material - Cr Mark Osterstock | To endorse the nomination of Cr Mark Osterstock for the Libraries Board of South Australia and authorise the Chief Executive Officer to lodge the completed nomination form to the Local Government Association by COB 5 April 2022. | Andrew Aitken | Completed | 23/03/2022 | Nomination forwarded to LGA, acknowledgement received |
| 22/03/2022 | Ordinary Council | 65/22 | Code of Practice for Meeting Procedures Review | Nil | <p>1. That the report be received and noted</p> <p>2. With an effective date of 5 April 2022, to revoke the 25 January 2020 <i>Code of Practice for Council Meeting Procedures</i> and to adopt the 22 March 2022 <i>Code of Practice for Council Meeting Procedures</i> with the exception of the proposed change to clause 3.15.1.</p> <p>3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 22 March 2022 <i>Code of Practice for Council Meeting Procedures</i> prior to the effective date.</p> <p>4. To note that 28 days following the cessation of the Public Health Emergency Declaration, the legislative provisions for participation by electronic means will cease and the <i>Code of Practice for Council Meeting Procedures</i> and all other Council policies that refer to the Public Health Emergency Declaration and/or <i>Electronic Participation in Council Meetings Notice (No 5) 2021</i> will be revised accordingly.</p> | Andrew Aitken | Completed | 6/04/2022 | Revised Code was finalised and posted onto the Council website. Notification emails were sent to Council Members and Administration Contacts advising of the changes. |
| 22/03/2022 | Ordinary Council | 69/22 | Confidential Items Review March - Santos TDU | Nil | <p>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)(j) of the Act:</p> <p>The Report of 26 June 2021, Item No. 18.1, Event Opportunity – SANTOS TDU 2022, 147/21 remain confidential until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2023 and that this order be reviewed every twelve (12) months.</p> <p>On the grounds that the document(s) (or part) relates to information the disclosure of which— (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|--|-------------------------|--|----------------------|-----------|----------------|--|
| 22/03/2022 | Ordinary Council | 70/22 | Confidential items Review march 2022 - Cyber Security Plan | Nil | <p>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)(e) of the Act:</p> <p>The Report of 26 June 2021, Item No. 18.1, Cyber Security Plan, 144/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months.</p> <p>On the grounds that the document(s) (or part) relates to matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |
| 22/03/2022 | Ordinary Council | 71/22 | Confidential Items Review March 22 - CWMS Review | Nil | <p>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:</p> <p>The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months.</p> <p>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— (i) 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; and (ii) would, on balance, be contrary to the public interest.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |
| 22/03/2022 | Ordinary Council | 72/22 | Confidential Items Review March 22 - Event Opportunity | Nil | <p>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)(j) of the Act:</p> <p>The Report of 23 June 2020 Item No. 18.1, Event Opportunity, 122/20 remain confidential until the South Australian Tourism Commission publicly releases the official race routes for 2023 and that this order be reviewed every twelve (12) months.</p> <p>On the grounds that the document(s) (or part) relates to information the disclosure of which— (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and (ii) would, on balance, be contrary to the public interest.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |

| Meeting Date | Meeting | Res No. | Item Name | Previously Declared COI | Action Required (Council Resolution) | Responsible Director | Status | Date of Update | Status (for Council reporting) |
|--------------|------------------|---------|---|-------------------------|--|----------------------|-------------|----------------|---|
| 22/03/2022 | Ordinary Council | 73/22 | Confidential items Review March 22 - Retirement Village | Nil | <p>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: Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months. 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.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |
| 22/03/2022 | Ordinary Council | 74/22 | Confidential Items Review March 22 - AHRWMA | Nil | <p>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)(i) of the Act: The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve months. On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.</p> <p>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.</p> | Andrew Aitken | Completed | 4/04/2022 | Confidential Items Register updated with new resolution. |
| 22/03/2022 | Ordinary Council | 77/22 | MWN Letter of Congratulations to new Prerr Nil | Nil | <p>Adelaide Hills Council congratulates the Hon. Peter Malinauskas, 47th Premier of the State of South Australia, and his team, on his election to office and looks forward to a constructive and productive working relationship with him, and his Ministers, for the betterment of the Adelaide Hills and its community, the Region and the State more broadly. That the Mayor writes to the Hon. Peter Malinauskas conveying the expression of congratulations on behalf of Council.</p> | Andrew Aitken | In Progress | 23/03/2022 | |
| 22/04/2022 | Ordinary Council | 54/22 | Libraries Strategy | Nil | <p>1. That the report be received and noted.</p> <p>2. To approve the <i>Draft Libraries Strategy</i>, as contained in <i>Appendix 1</i> as a draft for public consultation purposes.</p> <p>3. That the CEO be authorised to make any formatting, nomenclature or other minor changes to the Strategy prior to it being released for public consultation.</p> <p>4. That the CEO be authorised to determine the dates and method of the public consultation.</p> <p>5. That the outcomes of the consultation be reported back to the Council as part of considering the adoption of a final Libraries Strategy.</p> | David Waters | Not Started | 13/04/2022 | Consultation of the draft Libraries Strategy commenced 13 April 2022. |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
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 2021-22

For: Information

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. The Quarterly Council Performance Report is just one of these elements.

A revised suite of corporate performance indicators and targets was developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2021-22*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q3 (**Appendix 1**) covers the period 1 January 2022 to 31 March 2022, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to provide information on Council's performance against the *Annual Business Plan 2021-22* targets and aspirations.

RECOMMENDATION

Council resolves that the report be received and noted.

1. 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.

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the *2019-20 Annual Business Plan*.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the *Annual Business Plan 2021-22*.

A change has been made to the timing of reports for the 2021-22 financial year. Reports are now provided to Council and the Audit Committee at the next meeting directly following the end of the quarter.

Council resolved at the 28 September 2021 meeting to establish more visible and accessible reporting mechanisms on significant projects across the district. Part of this is to include this information in the Quarterly Council Performance reports.

2. ANALYSIS

➤ 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 Quarterly Council 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 (3E) | Low (3E) |

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 *Annual Business Plan 2021-22*.

➤ **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 initiative.

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

Consultation on the development of this report was as follows:

| | |
|----------------------------|--|
| <i>Council Committees:</i> | The report was presented to Audit Committee at their 20 April 2022 Meeting |
| <i>Council Workshops:</i> | Not applicable |
| <i>Advisory Groups:</i> | Not applicable |
| <i>External Agencies:</i> | Not applicable |
| <i>Community:</i> | Not applicable |

3. OPTIONS

As this is an information report, Council is limited to receiving and noting the report, however additional feedback can be provided to the Governance and Performance team for consideration of future enhancements within the ongoing reports.

4. APPENDIX

- (1) *Quarterly Council Performance Report – Quarter 3, 2021-22*

Appendix 1

Quarterly Council Performance Report
Quarter 3, 2021-22

Quarterly Council Performance Report

Quarter 3 – 1 January – 31 March 2022






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1. Executive Summary

| Strategic Goal | Performance Indicators | Annual Business Plan Strategic Initiatives |
|---|--|--|
|  Built Environment |  2 of 4 Targets met or exceeded |  In Progress (20) Completed (8) Not Started (3) Deferred (2) Behind Schedule (6) |
|  Community Wellbeing |  1 of 2 Targets met or exceeded |  In Progress (18) Not Started (1) Behind Schedule (6) |
|  Economy |  1 of 3 Targets met or exceeded |  In Progress (5) |
|  Natural Environment |  4 of 4 Targets met or exceeded |  In Progress (10) Not Started (1) |
|  Organisation |  5 of 6 Targets met, N/A or exceeded |  In Progress (13) Behind Schedule (2) |

Customer Service Standards

| | | |
|---|----------|------------------------------|
|  | 9 | Targets met or exceeded |
|  | 6 | N/A or No Incidents reported |
|  | 2 | Target not met |

Capital Performance

| | |
|---------------|-----------------------------|
| \$3.3m | of infrastructure delivered |
| \$5.6m | of works ordered |

The primary focus of this quarter has been on delivering capital renewal programs, as well and commencing construction on projects that were designed in Q1 of this Financial Year.

Highlights

- The development of Council's key corporate planning documents, the Long Term Financial Plan and the Annual Business Plan, has continued with consultation and contributions from across the organisation, including workshops with the Council Members in late January and early April.
- Significant IT projects have progressed within Council including:
 - Reporting functionality upgrades to the SkyTrust System to improve the Corporate Risk management module,
 - Further progression with the transition to the new Council website
 - Implementation of Phase 1 of the new payroll and HR system
- Public Toilet Upgrades completed for Stirling, Aldgate and Bridgewater
- Agreement for the progression of the bike track at Mylor Oval reached and works to commence 11 April 2022
- Presented two wellbeing workshops to CFS volunteers as part of the Community Resilience Program
- Partnered with private land owners and state government stakeholders to eradicate 6Ha of a giant gorse infestation which posed significant fire risk to Birdwood
- Over 12,700 inspections on Adelaide Hills properties were completed and 369 105F notices issued. Council has engaged a contractor to clear 19 properties for falling to take reasonable steps under the Fire and Emergency Services Act, and 12 expiations have been issued.

Risk and Challenges

- COVID-19 continues to be a challenge for the organisation where impacts are seen on staffing and service provision for those areas and positions in Council that cant be worked from home.
- Project delivery in some areas continues to be effected by availability of contractors

2. Adelaide Hills Council Major Projects

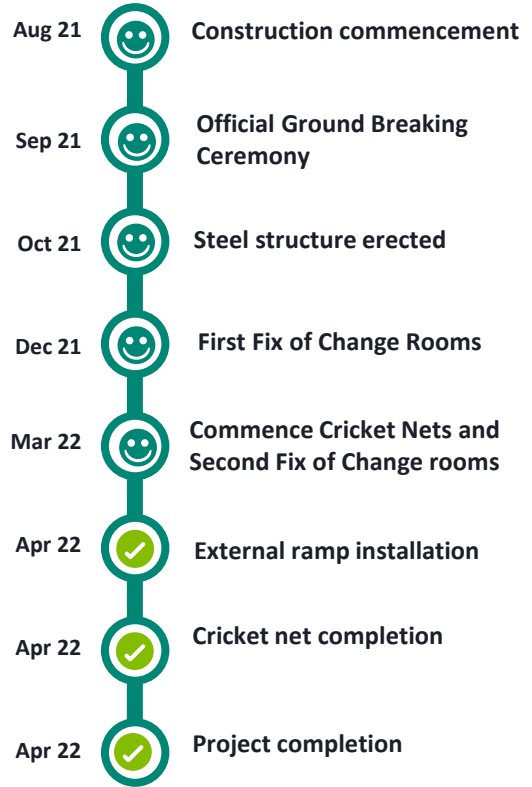
Heathfield Oval Change Rooms

Constructing new change rooms for Heathfield Oval to provide compliant male/female and umpire change room facilities in accordance with South Australian Cricket Association standards.

Latest News

Construction is progressing well. Internal and external works are on track for a completion on 30 April 2022.

Cricket Nets construction has commenced with the pouring of the slab and is also on track for a completion late April to coincide with the change room completion.



Heathfield Sports Courts Redevelopment

The Heathfield Sports Courts Redevelopment is being constructed in partnership with the Department of Education and the federal Government.

It aims to provide additional sporting facilities to the community, sports clubs as well as an improved amenity for the Heathfield School.

Latest News

The major components of the Sports Courts and associated works are complete.

Some minor works on fences still need to be completed to finalise the project.



Gumeracha Main Street Project

The Gumeracha Main Street Upgrade project will deliver a range of improvements, including underground power lines, a new storm water system, better pedestrian connectivity and a safer streetscape environment for Gumeracha's 'Village Heart'. This community streetscape project is delivered in close partnership with SA Power Networks, the Gumeracha Main Street Group and the Gumeracha Community Association.

Latest News

The streetscape upgrade works are complete

The Department for Infrastructure and Transport (DIT) will reseal Albert Street by the end of this financial year.



FABRIK Development

The FABRIK Development Project will involve upgrading and enhancing the former Onkaparinga Woollen Mills site at Lobethal. The new building will provide an exciting and focused entry point to the site that will enable staff to promote the history of the site, the current uses and businesses within the location and then direct visitors to various buildings from a central location.

Latest News

Documentation was submitted by Council staff to obtain Building Rules Consent in March 2022, and Building Rules consent is anticipated in May 2022. Full development approval is anticipated to be received in May or early June 2022.

Tenders for the construction works were advertised on Friday 11 March 2022 and the first tender site meeting was held on Thursday 17 March 2022. A second tender meeting will be held on Tuesday 5 April 2022.



Lobethal Bushland Park Masterplan Implementation

Lobethal Bushland Park (LBP) Masterplan goals are:

- Biodiversity protection, conservation, restoration and enhancement
- To promote community health, wellbeing and education
- Maintain the 'local' feel of Lobethal Bushland Park whilst improving the function and amenity for all

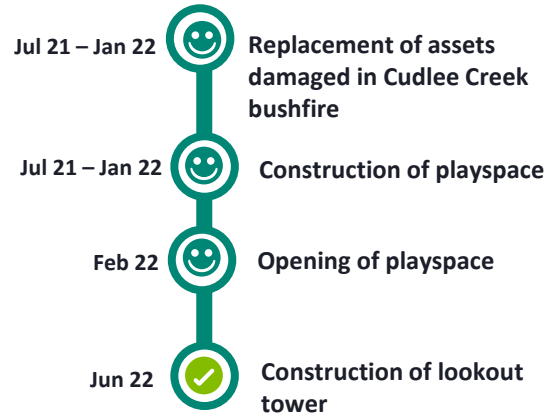
Latest News

Replacement of infrastructure – The additional boardwalk to be completed before the end of the financial year. Additional park entry signage has been completed and installed.

Weed Management – all weed management for this year has been completed

Lookout Tower – Planning and approvals under the Native Vegetation Act for upgrade to existing Lookout Tower has been obtained. Approval has been granted by the Minister for Environment to undertake the activity in a Heritage Agreement.

Play space - The Bushland Park Playspace is completed and was opened to the public on 24 February 2022.



2. Performance by Strategic Goal

A functional Built Environment

Highlights

- ✔ **New and Upgrade Footpath Program**
 - Completed projects include Braeside Avenue and Gould Road, Stirling; Albert St, Gumeracha; and Morella Grove, Bridgewater
 - A project currently under construction is Churinga Rd, Aldgate
- ✔ **LED Public Lighting Installation - main road street lighting**
 - Quotes received for main streets lights in Aldgate, Uraidla and Summertown and under assessment.
- ✔ **Aldgate Main Street amenity upgrade**
 - "PlotWorks" have been engaged as a contractor with works expected to commence in May
- ✔ **Lobethal Old Woollen Mills site**
 - Engineering studies relating to the structural condition of the Stormwater culvert and buildings contained over this culvert has been completed and a draft report presented. The final engineering report was completed by 31 March 2022.
 - Negotiations with the remaining tenant for the sale/purchase of their tenancy area can be reinitiated after receiving the final engineering report
- ✔ **Building Upgrades**
 - Upgrade and maintenance works have been undertaken to Stirling Offices, Uraidla Hall, Woodside Hall, Stonehenge tennis courts, Bridgewater Sports & Social Club, Crafers Hall, and Stirling Theatre.
- 😊 **Public Toilet Upgrades – Stirling, Aldgate and Bridgewater**
 - All works have now been completed.
- ✔ **Strategic Assets**
 - Council adopted its Bridge Asset Management Plan
 - The CWMS Fee adjustment was provided back to customers.
- ✔ **Parking and By-Laws**
 - Council's Regulatory Services team is continuing to patrol all high use parking area including schools, shopping carparks etc. In this quarter Council has issued 19 parking expiations, Council has noticed that there is far less cars using parking due to working at home.

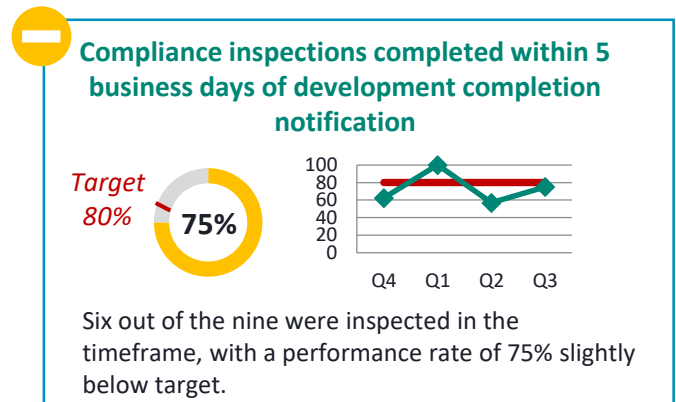
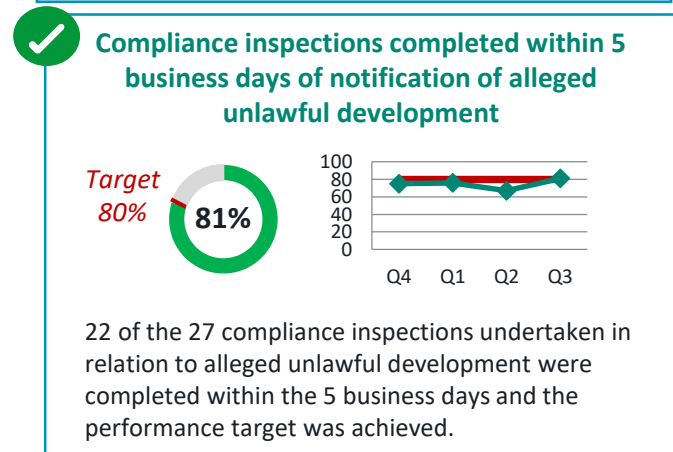
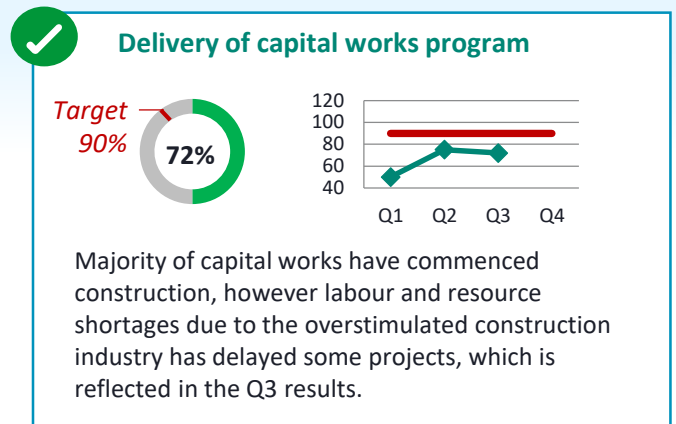
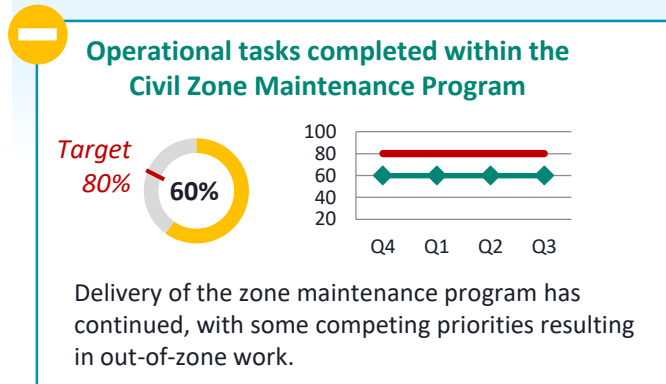
Risks & Challenges

- ✘ **Transition to the Planning, Development & Infrastructure Act (PDI Act)**
 - 96% of the project has been completed. Further Council Policies relating to Development Assessment have been reviewed, with one remaining Policy scheduled for review before 30 June 2022.
 - The backup system being developed by AGD for access to data for business continuity during system outages has progressed to a draft system.
- ✘ **Asset Management Plans for Buildings**
 - Delay in completing review of buildings due to competing priorities. The review is now complete with tender expected to be released in April.
- ✘ **Energy Upgrades, Battery & Efficiency Actions**
 - Property and Sustainability Audit tender documentation is being prepared to enable the identification and prioritisation of building works to improve energy and water efficiencies.
 - Tender documentation has not been finalised or released for tender as yet
- ✘ **Installation of further EV charging stations**
 - EV charging stations will be installed for Council vehicles only with an initial charger being installed at the Heathfiled Depot in 2022-23.

Risks & Challenges *Continued...*

- ✘ **Local Heritage Grant Fund**
 - During Round 3, five grant applications were received, with only three of those projects progressing to a tentative shortlisting.
 - The reduction in grant applications for this round is notable, with previous rounds being full or over-subscribed (up to a total of eight).
- LRCIP - Upper Sturt Road Walking Path**
 - Boundary survey complete - negotiations underway with land owner on land transfer/ swap.
 - Department for Infrastructure and Transport comments being sought on potential road reserve opening and closing as part of land transfer.
- ✘ **Purchase of Electric Vehicles cars for fleet**
 - Vehicles currently on order - Delays in getting new vehicles delivered due to pandemic
- ➔ **Integration of Development Assessment Systems**
 - Project on hold waiting on outcome of PlanSA system enhancements, including progression of DA Lite backup information system

Performance Indicators



Legend:  = Target Met  = Target not met

Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|--|--------|
| B1001 | Recreation Trails & Cycling Route Upgrades | ✓ |
| B1003 | New Bus Shelter Installation Program | ✓ |
| B1004 | New and Upgrade Footpath Program | ✓ |
| B1006 | Crafrers Village Main Street Traffic Calming and Open Space Upgrades | ✓ |
| B2001 | Federation Park and Oval masterplan implementation | — |
| B2002 | Gumeracha Main street project - stage 2 | 😊 |
| B2004 | Gumeracha Main Street Stormwater | 😊 |
| B2005 | Transition to the Planning, Development & Infrastructure Act (PDI Act) | ✗ |
| B2006 | Local Heritage Grant Fund | ✗ |
| B2007 | Integration of Development Assessment Systems | ➡ |
| B3001 | Water reuse for Woodside recreation ground irrigation | 😊 |
| B3002 | Implement irrigation systems (renewal / upgrades) | 😊 |
| B3005 | Energy Upgrades, Battery & Efficiency Actions from new Carbon Management Plan | ✗ |
| B3006 | LED Street lighting replacement | ✓ |
| B4006 | Asset management – Additional System Licenses and Field Devices | 😊 |
| B4007 | Asset Management Plans for Buildings | ✗ |
| B4009 | Building Upgrades – minor | ✓ |
| B4011 | Community Wastewater Management System Capacity Upgrades (Birdwood & Woodside gravity mains) | ✓ |
| B4014 | Road Safety Program including co-contribution to Road Blackspot | ✓ |
| B4015 | Installation of further Electric Vehicle charging stations | ✗ |
| B4016 | Purchase of Electric Vehicles cars for fleet | ✗ |
| B4019 | Aldgate Main Street amenity upgrade | ✓ |
| B4021 | Merchants Rd slip repair | ✓ |
| B4022 | Western Branch Creek erosion protection - design only. | ✓ |

Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|--|--------|
| B4023 | Bushland Park lookout tower | ✓ |
| B4024 | Bridgewater Oval Drainage | ✓ |
| B4025 | Play space Audit | — |
| B4026 | Woodside Rec Ground - Driveway & Carpark Upgrade | — |
| B4027 | Woodside Recreation Ground - Masterplan progression | ✓ |
| B4028 | Aldgate Bridgewater Crafers Stormwater Master Plan | ✓ |
| B4030 | Mill Road, Lobethal - School Crossing | ✓ |
| B4031 | Public Toilet Upgrades – Stirling, Aldgate and Bridgewater | 😊 |
| B4032 | Mount Barker Road, Aldgate ' Park and Ride' | ➡ |
| B4033 | Upper Sturt Road Walking Path | ✗ |
| B4034 | Strathalbyn Rd - Service road Sealing | ✓ |
| B4035 | Hunters Road - Amenity Upgrade | 😊 |
| B4036 | Mount Lofty Gardens - Lampert Road Safety Upgrade | ✓ |
| B4037 | Birdwood footpath from kindergarten to playground | ✓ |
| B4038 | Bus Stop replacement - main street Stirling | ✓ |
| B4039 | Civil Services Cadet engineer | ✓ |
| B4040 | Crafers to Stirling Bikeway Stirling | 😊 |

Highlights

✔ Accessibility Planning

- Lunch Webinar was held for AHC staff involved with events, focused on DHS' new "Accessible and Inclusive Community Events Toolkit"
- An EOI process completed for disability access and inclusion advisors
- Access advice provided to project managers across the organisation
- Accredited access consultant has been engaged to review designs for proposed projects to improve accessibility and inclusion, including:
 - assessment of Woodside Pool access
 - review of concept plan for Aldgate Main St carpark upgrade
 - designs for new public toilet block at Gumeracha
 - Aldgate footpath upgrade and public toilet audit
 - built environment surrounding Fabrik
 - accessible parking at Bushland Park in Lobethal
 - Stirling library / lawns signage upgrades

✔ Community Resilience and Readiness program

- Woodside have completed their participation in the Australian Red Cross's four part workshop series "Community Led Emergency Resilience" (CLER).
- Presented two wellbeing workshops to CFS volunteers
- Coordinated three training sessions for staff on understanding and managing emotions caused by traumatic events
- The network have had presentations from CFS, DRA, Community Bushfire Legal Program and State Recovery.
- Refined Council webpage content for Readiness, Resilience and Recovery.
- Part funding from the Black Summer Bushfire Recovery Grants program has been awarded to establish a "Recovery Ready Halls" project which will fund upgrades to community infrastructure to increase local capacity to support community recovery post emergencies.

✔ Gumeracha Library upgrades

- Initial research underway to determine the community's library collection and spatial needs to inform design concepts and layout.

✔ Regional Health Planning Initiatives

- "Assessment of the state of public health of the S&HLGA region and individual councils (Jan 2022)" sent to Working Group in January
- Strategic Workshop held with Working Group in January. Feedback Summary Report and recommended vision, priority groups, goals and focus areas for collaboration sent to Working Group for comment on 22/02/22
- Online planning workshops with relevant staff at each of the 6 constituent councils. Total of 52 staff across 6 councils participated.
- First draft prepared and delivered to Working Group for review and final changes before submitting to Minister to endorse for consultation purposes

✔ Reconciliation Action Plan (RAP) initiatives

- The 2nd Term of the AHRWG has been appointed and met for the first meeting 30 March.
- *Aboriginal Place Naming Action Plan* has been adopted by Council.

✔ Activation Arts & Heritage Hub

- The exhibition "Retelling" was presented as part of the Adelaide Fringe Festival with 320 visitors attending over 14 days and total retail sales of \$4,769. The exhibition showed the work of seven textiles artists and works from the collection of the SA Embroiderers Guild.

✔ Grow our involvement in the Women's Tour Down Under

- The Festival of Cycling was run successfully on the day with a great turnout and support shown for the Women's Stage 3 Start and Finish in Lobethal on Tuesday 25 January. We are awaiting the official Event Report from SATC.

✔ Support for small community events

- The Events team was busy with many small community events returning in Q3 including Australia Day services at Stirling, Woodside, Gumeracha and Uraidla. Council supported the Lobethal Bushland Park celebration, Economic Development's Home Based Business events and a Birdwood Community Forum.

Risks & Challenges

- ✘ **The Summit Community Centre Natural Amenity Space**
 - Still waiting on finalised quote from contractor.
 - Have contacted two other contractors to quote in the event this project is put further behind due to other works.
 - Recycled pavers are onsite ready to go.
 - Planter boxes, cement and poles are ready for collection, festoon lighting purchased and ready to be installed.

- ✘ **Bridgewater Court Resurfacing**
 - The Club were successful in obtaining \$32k from Office of Recreation and Sport. The Club are working closely with AHC to deliver the project.
 - The project has been broken into 2 stages. Stage 1 to repair the bitumen before 30 June, and then Stage 2 to complete the re-surfacing.
 - The club will be engaging contractors, with AHC overseeing project.

- ✘ **Public Art (including Acquisition)**
 - Public Art Strategy draft to go to Council workshop and subsequent Council meeting by June.
 - Public Art Project “Reflections of Home” will result in a sculpture installed at Bushland Park Lobethal by July 2022

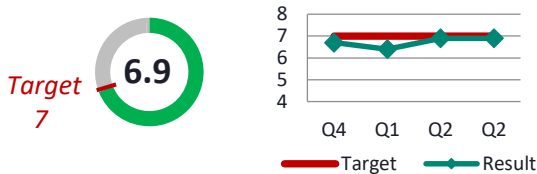
- ✘ **Capital Divestment – Old Woollen Mills Site**
 - Physical and legal separation into new titles will occur if a final agreement can be reached with the remaining tenant for the purchase of their tenancy area.
 - Review and potential renegotiation of the sale price will need to be completed due to the 12 month delay on sale resulting from the requirement to undertake the complex engineering study of the culvert and its structural integrity.
 - Further detailed discussions are proposed now that the Culvert report is finalised and a method agreed for any remediation works required within the culvert or Building structures over the culvert.

Performance Indicators



Positive ageing wellbeing score

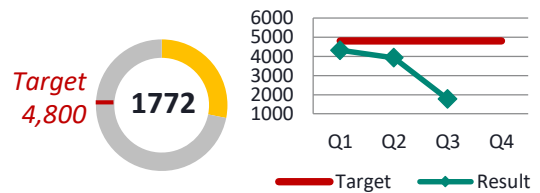
Average level of self-determined wellbeing of program participants reviewed in the quarter.



The wellbeing score has stayed steady this quarter, the warmer weather and longer days usually see people engage in more social activities/connections. The positive comments listed in the wellbeing report which these statistics are taken from have related to the social connection, people being supported to live in their own home and their own personal life view of gratitude/positivity.



Number of volunteer hours contributed to AHC programs each year



The low result in volunteer hours in Q3 reflect the impact of COVID on volunteers. Part of this impact is the requirement that all Community Home Support Programs volunteers must be vaccinated.

Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|--|--------|
| C1001 | Accessibility Planning - Staffing | ✓ |
| C1002 | Accessibility Planning materials | ✓ |
| C1003 | Mylor BMX - Pump track at Sherry Park | ✓ |
| C1004 | Gumeracha Library upgrades | ✓ |
| C1005 | Stirling Region Skate Park | — |
| C2003 | The Summit Community Centre Natural Amenity Space | ✗ |
| C4001 | Community Wellbeing Indicators - staffing | ✓ |
| C4002 | Regional Health Planning Initiatives - Staffing | ✓ |
| C4004 | Gumeracha Court Resurfacing – Federal Government Community Development Grant Funding | ✓ |
| C4006 | Play Space Upgrades | ✓ |
| C4009 | AHC contribution to Heathfield High School Sports Court Redevelopment | ✓ |
| C4017 | Bridgewater Court Resurfacing | ✗ |
| C4018 | Community Resilience and Readiness program | ✓ |
| C4019 | Heathfield Oval Changeroom Upgrade | ✓ |
| C4020 | Play space upgrades at Lobethal Bushland Park | ✓ |
| C5001 | Reconciliation Action Plan (RAP) initiatives | ✓ |
| C5002 | Aboriginal Cultural Centre development | ✓ |
| C6001 | Fabrik activation - Capital | ✓ |
| C6002 | Capital Divestment - Sales Revenue | ✗ |
| C6003 | Capital Divestment - Capital Cost | ✗ |
| C6004 | Activation Arts & Heritage Hub - Operating (Income) | ✓ |
| C6005 | Activation Arts & Heritage Hub - Operating (Expenditure) | ✓ |
| C6006 | Grow our involvement in the Women's Tour Down Under | ✓ |
| C6007 | Support for Small Community Events | ✓ |
| C6009 | Public Art (including Acquisition) | ✗ |

Highlights

✔ Expression of interest process related to 'Free' Camping Sites in the district

- The Free Camping Expression of Interest process has been seeking submissions between December and February. Seven groups have engaged with the process, six community recreation ground committees and one private business. Two completed applications have been received.
- The assessment of these applications has commenced with a report planned to go to Council at its April meeting.

✔ Review and upgrade Council signage and branding

- Banners are now installed at the Woodside site.
- We are working on new designs for Stirling Library and offices that can be replicated in other customer service offices and meet our goals in regards to access and inclusion.
- New signs placed at Bushland Park, and Federation park including a plaque at the Skate Park.

✔ Business Workshop

- AHC hosted a second networking event for Home Based Businesses. This series of events is being held in response to information provided by the Business Survey undertaken in 2021. The event was attended by 8 businesses who all actively engaged with the networking opportunity.

✔ Amy Gillet Bikeway

- Council received funding under the Bushfire Recovery Fund to upgrade signage on the Amy Gillet Bikeway and to activate resting locations. The project is proceeding with the signage being ordered and its installation commencing. The activation of sites at Gillman Rd and Charlestown is also underway.

✔ Place making program to shape, activate and coordinate community place making

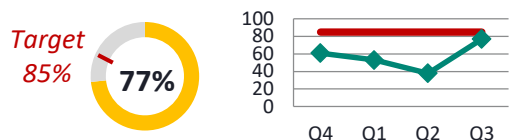
- Focus during the quarter has been on further support for the Crafers Pocket Park upgrade in particular stakeholder engagement and design advice.
- Ongoing engagement with Imagine Uraidla has continued. Recently the Committee informed staff that they will embark on a process through 2022 to engage their community and businesses. This will be a community led project with in-kind support being offered. The process will seek to establish a vision and a set of strategic priorities for the township and surrounds.
- Other project inputs have included: Aldgate bus stop and accessibility upgrades and Stirling verge upgrade (adjacent to Hokey Pokey Laneway).

✔ Business Associations

Council has continued to support local business associations. Stirling Business Association with Council support has nominated for a Tourism Town of the year award. The new Gumeracha Business Group Unwind is planning to hold a networking event.

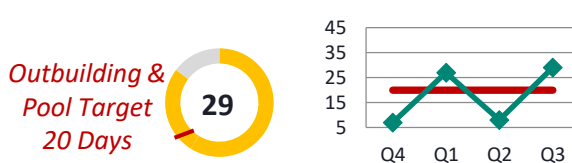
Performance Indicators

Percentage of planning consents completed within statutory timeframes



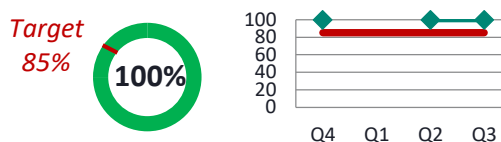
PlanSA have recently produced a new Report in the Portal for Planning and Land Division Consents which provides accurate reporting. Whilst the target was not met, there has been a solid improvement on performance between Q1 and Q3, with 132 of 171 decisions in new system made within the timeframe or 77% in Q3. Of the 18 applications approved in the old system in Q3 10 of these were determined within the statutory timeframes (55%). Most of the applications that did not meet the timeframe were ones of a complex nature that involved public notification and agency referrals and two were for non-complying development.

Average number of days for applications to be approved - building consent



We are currently unable to accurately report on this indicator due to discrepancies with data management in the new State system. Enhanced reporting is being worked on by PlanSA to provide accurate reporting on decisions within statutory timeframes in the new system.






Percentage of new development application decisions upheld in Council/CAPs favour under appeal



There were two new Appeals lodged this quarter. One decision was upheld (CAP decision) & one is ongoing and yet to be determined.

Legend:  = Target Met or N/A  = Target not met  = N/A – cant be assessed

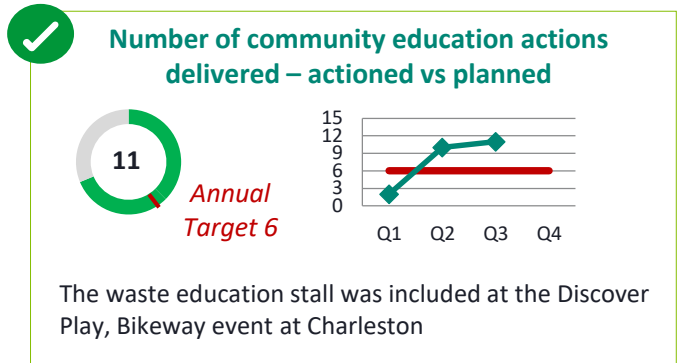
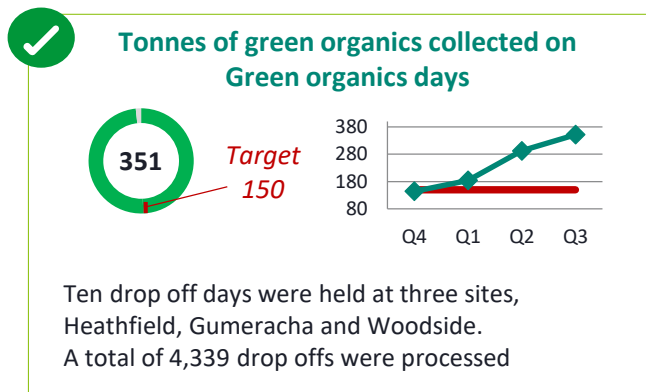
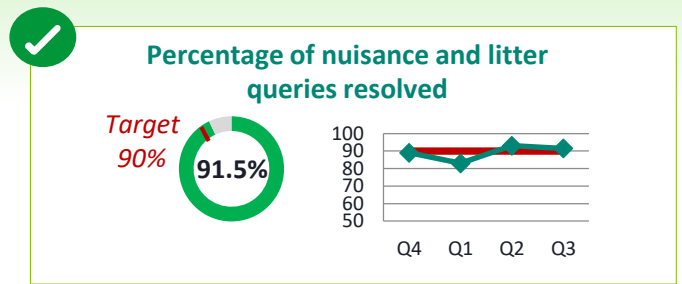
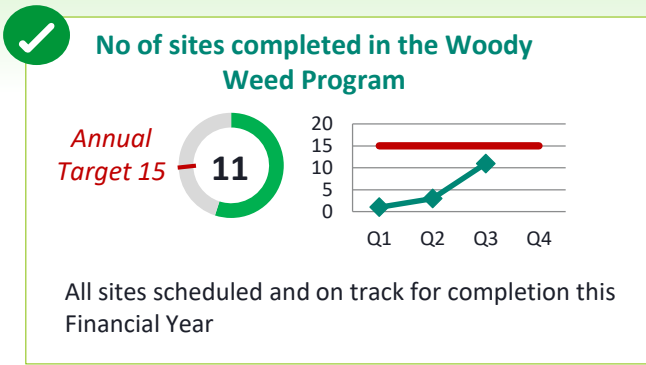
Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|--|---|
| E1003 | Undertake an expression of interest process related to the level of interest and viability of 'Free' Camping Sites in the district |  |
| E2001 | Review and upgrade Council signage and branding |  |
| E2002 | Place making program to shape, activate and coordinate community place making |  |
| E4001 | Additional Tree Safety Work required to support the Tour Down Under |  |
| E4002 | UNESCO World Heritage Bid |  |

Highlights

- ✔ **Develop and review Council Management Plans for high value reserves**
 - Contractor engaged for Management Plan to be developed for Aldgate Valley Wildlife Corridor, due by June 30.
- ✔ **Resilient community facilities and open space including water fountains**
 - Further discussions have resulted in the installation of a shade structure at the Lenswood playground and an initial investigation into a water fountain at the Balhannah dog park. The intention is to roll out climate change adaptation actions concurrently with the playground framework and open space upgrades.
- ✔ **Post prescribed burn weed management**
 - Seven out of the 10 sites have been completed with last three to be completed before end of year.
- ✔ **Fire Prevention**
 - Council's Regulatory Services team have completed both the initial inspections as well as the follow up inspections on properties for fire danger season. Over 12,700 inspections on Adelaide Hills properties were completed and 369 105F notices issued.
 - So far Council has engaged a contractor to clear 19 properties for falling to take reasonable steps under the Fire and Emergency Services Act. Council Rangers have issued 12 expiations.
- ✔ **Waste**
 - Council assisted residents with disposal of waste collected as part of Clean Up Australia Day.
 - A waste and recycling education stall formed part of the Discover, Play Bikeway Event along the Amy Gillett Bikeway.
 - Ten green organic drop off days were held providing free disposal of green waste for residents.
 - The second of Council's new waste and recycling educational videos, 'Recycle Smarter', was completed.
- ✔ **Biodiversity**
 - Two prosecutions under the Local Government Act for unauthorised native vegetation clearance.
 - Grant of \$10,000 won for Supporting Woodland Bird Habitat at Mylor Parklands.
 - Grant of \$10,000 won for Pest Plant Control at Woorabinda Bushland Reserves.
- ✔ **Undertake Kerbside Waste Audits**
 - Audits will be undertaken on selected roads in the Lenswood, Woodside and Balhannah areas of blue bins to determine the volume of organic material (including food scraps) in the waste bin.
- ✔ **Heritage Agreements for land under Council's care and control**
 - Still awaiting rededication of Heathfield Stone Reserve to Conservation Reserve from Lands Title Office.
 - Mi Mi Reserve has significant encroachment on to Crown Land. Biodiversity Officer working through resolving an agreed process to progress this application.
 - Heritage Agreement Applications lodged for Stock Road and Carey Gully Water Reserve
- ✔ **Sustainability**
 - Continuing to progress actions to reduce the use of single-use plastics across the Council.
 - Prepared a project brief for tender for the Council recreation sites that use bore water to undertake an audit and determine water efficiency measures.
 - Commenced an investigation into the electrical capacity of Council's main facilities for electric vehicle charging stations.
 - Organised the consolidation of solar PV monitoring of all Council's systems through an online platform - Solar Analytics which will provide information on the solar generation, energy used and any maintenance issues.
 - Held an online solar PV panels and battery storage webinar for community members presented by Tandem Energy.
- ✔ **Animal Management**
 - Council continues to educate cat owners on the cat by-law change and has started to receive positive feedback from the community who believe they are already starting to see a reduction of cats and increase for native fauna on their land.
 - Cat registrations have increased from 450 to over 1100 allowing more pets to be returned home if found wandering.

Performance Indicators



Legend: = Target Met = Target not met

Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|--|--------|
| N1003 | Long Term Strategic Tree Planting Program | |
| N1004 | Strategic Tree Planting - Avenue of trees | |
| N1005 | Internal resourcing of Tree Team | |
| N2002 | Heritage Agreements for land under Council's care and control | |
| N2003 | Native Vegetation Marker Program to protect and manage roadside vegetation | |
| N2006 | Develop and review Council Management Plans for high value reserves | |
| N2008 | Develop informative and attractive signage in Council reserves/playgrounds | |
| N2010 | Post prescribed burn weed management | |
| N3001 | Local Climate Adaptations for landscape conservation | |
| N3002 | Resilient community facilities and open space including water fountains | |
| N5001 | Undertake Kerbside Waste Audits | |



Highlights

- ✔ Update of Business Continuity Plan (BCP) and implementation**
 - Departmental managers have completed the Maximum Acceptable Outage analysis for each of the Council's service areas. The resulting critical functions will be subject to further analysis (Critical Function Plan - CFP) for inclusion in the draft BCP.
- ✔ Resource to manage Skytrust (WHS system) implementation**
 - Work is progressing against the WHS Action Plan requirements for the Training Needs Analysis preparation.
 - Progress in the WHS Improvement Plan includes the implementation of updated procedures and new implementation plans that include online training modules that will be run through Skytrust.
- ✔ Cemetery mapping and imaging**
 - Cemetery Management System has gone live and drone imaging and memorial imaging will be imported once completed and checked
 - There has been some delay in undertaking memorial photos due to limited availability of contractors to undertake the work
- ✔ Council Member Honour Boards**
 - Market analysis has been completed for the honour boards and Mayoral collar with procurement to commence next quarter.
- ✔ Organisational Development & Work Health and Safety**
 - We have 'gone live' with phase 1 of our new payroll and HR systems.
 - Key focus this quarter was progressing the update of our WHS procedures.
- ✔ New council website and e-services**
 - SimpleGov were awarded the contract and development of the new website has commenced with background planning and preparation occurring in January/February and content migration commencing in March.
 - An update will be provided to Council Members in May with Go Live scheduled for June 2022.
- ✔ Customer experience improvement projects**
 - Continued collaboration with other departments to enable improvements in customer communication and service.
 - Complaint Handling has been a major focus this quarter with a new CRM Complaint Handling Form to be released at the end of the Quarter. This will enable us to highlight and improve the way we manage our complaints.
- ✔ Service Review Framework Development**
 - The consultant has been engaged to conduct the 2021-22 Service Review on the Civil Services Maintenance function, and fieldwork has commenced.
- ✔ Develop or respond to Boundary Reform Proposals**
 - A watching brief continues on the Woodforde/Rostrevor proposal. There was a media report in February that the lodgment of the Stage 2 submission was imminent however this has not been confirmed.
- ✔ Unmade Road Review**
 - Updates to Outdoor Dining Policy and Alteration and Occupation of Road Policy undertaken and adopted by Council.
 - A number of road closure/exchanges have been completed with a number still progressing.

Risks & Challenges

- ✘ Corporate Plan Review**
 - Planning for the Corporate Capability Plan has commenced, with completion expected to go over into the Q1 of the next financial year.
- ✘ Cyber & Systems Security - Program Management**
 - The LGITSA Cyber Security Framework has now been drafted and is undergoing sector wide consultation. AHC will align the Cyber Security Plan to the framework once adopted formally.
 - Also rescoping of the activities in the Cyber Security Plan has been completed and work with consultants is to commence in April 2022.



Performance Indicators

Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period

Target 90%

98.7%

| Quarter | Percentage |
|---------|------------|
| Q4 | 95% |
| Q1 | 98% |
| Q2 | 92% |
| Q3 | 98% |

Council considered one confidential item during the quarter.

Council member attendance at ordinary and special meetings for the period

Target 90%

95.4%

| Quarter | Percentage |
|---------|------------|
| Q4 | 80% |
| Q1 | 90% |
| Q2 | 95% |
| Q3 | 98% |

There were three ordinary and two special meetings in the quarter with one leave of absence, one apology and one absence.

Freedom of Information (FOI) requests completed within the legislated timeframe

Target 100%

100%

| Quarter | Percentage |
|---------|------------|
| Q4 | 25% |
| Q1 | 100% |
| Q2 | 100% |
| Q3 | 100% |

Four ongoing from previous quarter. Eight received during this quarter with eight completed. All completed/being completed within legislative timeframes.

Percentage of Ombudsman investigations upholding Council's decisions

Target 100%

100%

| Quarter | Percentage |
|---------|------------|
| Q4 | 100% |
| Q1 | 100% |
| Q2 | 100% |
| Q3 | 100% |

Of the three Freedom of Information (FOI) Internal Reviews, two were completed in favour of original outcome, and one just received yet to be determined. One Ombudsman FOI External Review - final determination in Councils favour. One South Australian Civil and Administrative Tribunal ongoing - just received yet to be determined.

Number of lost time injuries

| Annual Target | Actual |
|---------------|----------|
| 0 | 2 |

Employee Turnover

| Annual Target | Actual |
|---------------|----------|
| 7-15% | 5 |

The assessment against the target figure will only be realised at the end of financial year. Across the year a rolling update is provided.



Progress on Strategic Initiatives from the Annual Business Plan

| Project ID | Strategic Initiatives | Status |
|------------|---|--------|
| O1001 | Resource to manage Skytrust (WHS system) implementation | ✓ |
| O1002 | Update of Business Continuity Plan and implementation | ✓ |
| O1003 | Heathfield Resource Recovery Centre (HRRC) - Concreting of Bays | ✓ |
| O1004 | Heathfield Resource Recovery Centre (HRRC) - Pedestrian movement safety upgrade | ✓ |
| O2001 | New council website and e-services | ✓ |
| O2003 | Customer experience improvement projects | ✓ |
| O2004 | Customer Experience Training | ✓ |
| O2006 | Cemetery mapping and imaging | ✓ |
| O3001 | Service Review Framework Development | ✓ |
| O4003 | Develop or respond to Boundary Reform Proposals | ✓ |
| O4004 | Council Member Honour Boards | ✓ |
| O5001 | Local Government legislative reform proposals | ✓ |
| O5003 | Corporate Plan Review | ✗ |
| O5005 | Resource to manage building & swimming pool compliance inspections | ✓ |
| O6002 | Cyber & Systems Security - Program Management | ✗ |

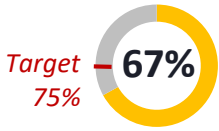
3. Q2 Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

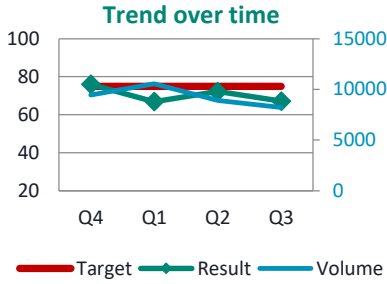
Volume of calls = 8,227

Contact centre calls answered within 30 sec



Although target not met, 79% of calls were answered within 90 seconds

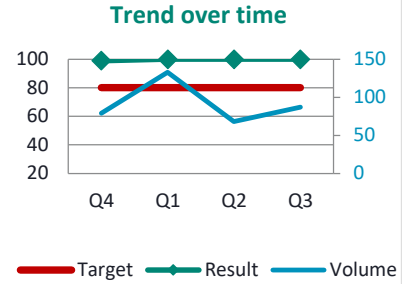
Average handling time



Updating Customer Details

Volume of updates = 87

Details updated within 5 days

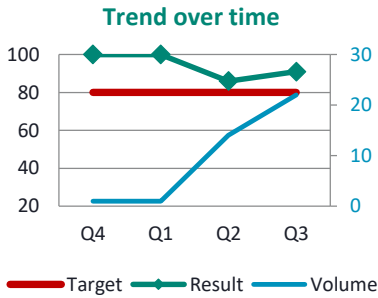
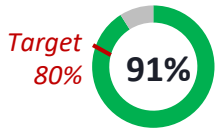


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 14

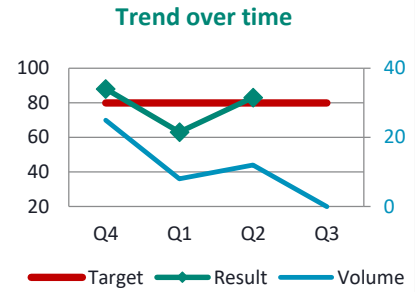
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 0

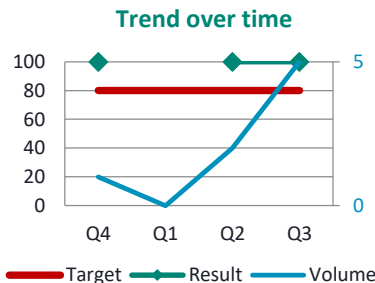
Investigated within 24 hours



Health Complaints

Volume of complaints = 5

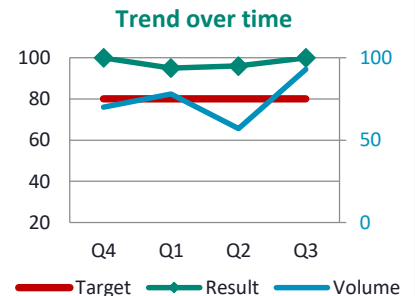
Investigated within 24 hours



Illegally Dumped Rubbish

Volume of reports = 93

Rubbish removed within 3 days



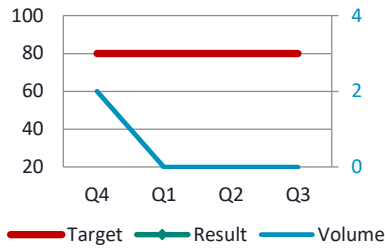
Library Services

Volume of requests = 0

Response to requests to purchase materials within 10 days



Trend over time



Dog Attacks

Volume of attack reports = 3

Response within 24 hours



Trend over time



Wasps

Volume of reports = 248

Investigate and action within 7 days



Trend over time



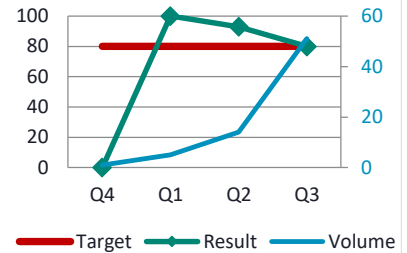
Development Applications

Volume of applications = 51

Approval of fast track development applications within 28 days



Trend over time



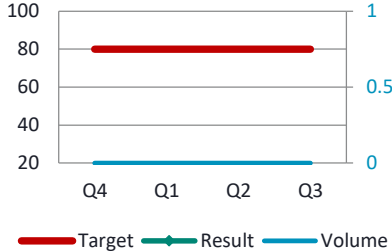
Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



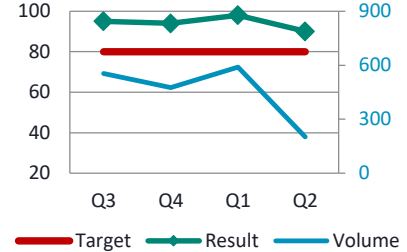
Request for Bin Repair or Replacement

Volume of requests = 202

Requests actioned within 7 days



Trend over time



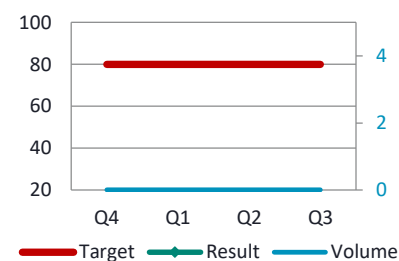
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



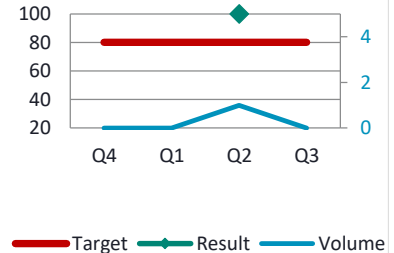
Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



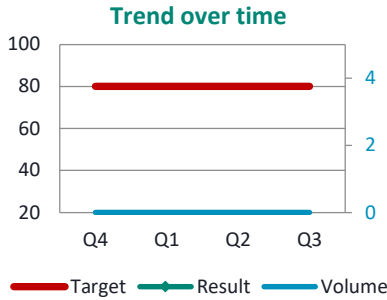
Trend over time



Stormwater Repairs - Hazardous

Volume of reports = 0

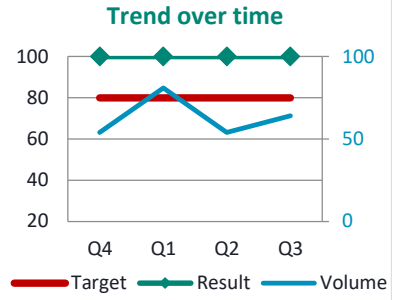
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 64

Responded and made safe within 24 hours

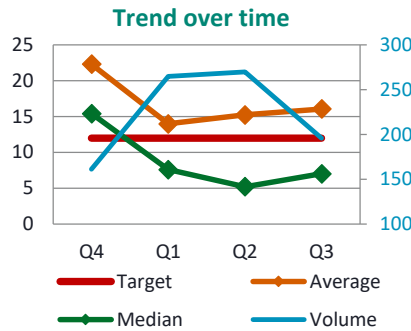


5.3 Service Specific Standards – Other Indicators

Development Applications

Volume of planning consents = 196

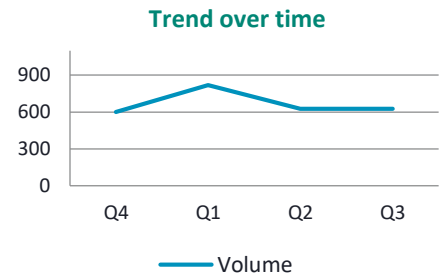
Average consent time from date of receipt



The average in the Plan SA system is 9.3 weeks

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 661



Low Risk Infrastructure Requests – Average Time to Resolve

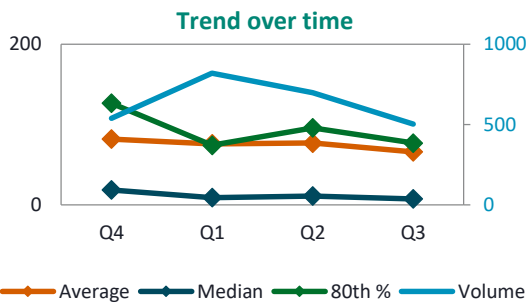
Volume of Requests = 502

Resolution time of requests

Average = 66 days

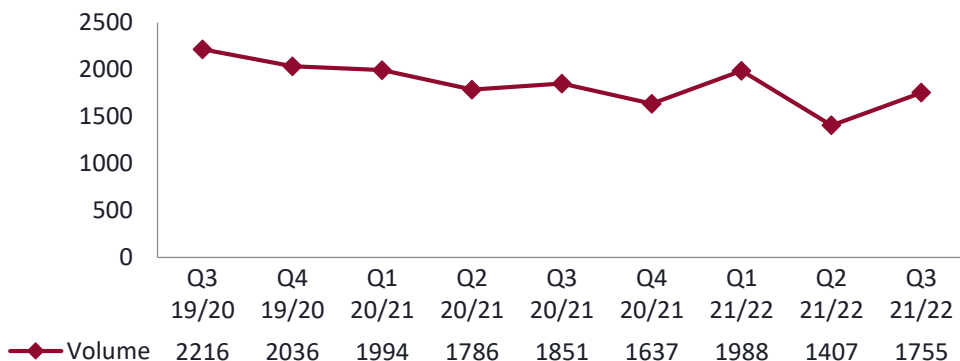
Median = 7.5 days

80th Percentile = 76.99 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



3. Capital Works Program

Quarter 3 of 2021-21 FY represents the consolidation of the 2021-22 Capital Works Program, with \$3.28M of infrastructure delivered during this period and another \$5.59M of works ordered. The primary focus of this quarter has been on delivering capital renewal programs, as well and commencing construction on projects that were designed in Q1 of this Financial Year.

Highlights

- Works on the Gumeracha Main Street streetscape reached practical completion, and was especially well received by the community.
- The Gumeracha Tennis Courts renewal and upgrade was completed, with new fencing and acrylic surface.
- The new Lobethal Bushland Park nature play was opened to the public.

What's Next

- Completion of the Heathfield Oval Change Rooms,
- Completion of the Heathfield High School Netball Courts,
- Commence construction of the Crafers Pocket Park,
- Continue delivery of playspace renewal and upgrade at Lenswood and Greenhill.

Financial Performance by Asset Category (preliminary numbers)

| Asset Category | YTD Actuals \$'000s | YTD Budget \$'000s | YTD Var fav / (unfav) \$'000s | Annual Budget \$'000s |
|--|---------------------|--------------------|-------------------------------|-----------------------|
| Bridges | 44 | 113 | 68 | 280 |
| Buildings | 955 | 1,648 | 694 | 3,619 |
| Cemeteries | 14 | 22 | 9 | 94 |
| CWMS | 131 | 123 | (7) | 307 |
| Footpaths | 1,262 | 1,364 | 103 | 2,002 |
| Guardrails | 51 | 48 | (2) | 54 |
| Kerbing | 74 | 90 | 16 | 224 |
| Local Roads & Community Infrastructure Program (LRCIP Phase 1) | 113 | 103 | (10) | 103 |
| Local Roads & Community Infrastructure Program (LRCIP Phase 2) | 814 | 1,392 | 578 | 1,477 |
| Other - Ret Walls, Str Furniture & Bus Stops | 133 | 217 | 84 | 523 |
| Roads | 1,436 | 1,613 | 177 | 4,320 |
| Sport & Recreation | 2,519 | 2,403 | (116) | 4,144 |
| Stormwater | 387 | 529 | 142 | 796 |
| Fleet | 921 | 1,305 | 383 | 3,056 |
| ICT | 306 | 473 | 167 | 851 |
| Library | 3 | 12 | 9 | 15 |
| Plant & Equipment | 14 | 45 | 31 | 118 |
| | 9,175 | 11,501 | 2,326 | 21,982 |

4. Financial Performance

Overall Funding Statement as at 31 March 2022

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report.

| | YTD Actual | YTD Budget | YTD Variance | Revised Budget |
|--|------------|------------|--------------|----------------|
| | \$'000 | \$'000 | \$'000 | \$'000 |
| Total Operating Income | 47,812 | 47,547 | ● 265 | 51,692 |
| Total Operating Expenditure | 30,372 | 31,526 | ● 1,153 | 50,145 |
| Funding surplus before Capital | 17,440 | 16,021 | ● 1,419 | 1,547 |
| Capital Expenditure | 9,175 | 11,501 | ● 2,326 | 21,982 |
| Capital Income | 3,095 | 2,529 | ● 566 | 7,743 |
| Net expenditure - Capital projects | 6,080 | 8,971 | ● 2,892 | 14,239 |
| Net Lending / (Borrowing) Result for Year | 11,360 | 7,050 | ● 4,310 | (2,571) |

Adelaide Hills Council Operating Summary By Directorate as at March 2022

| | YTD Actuals | YTD Budget | YTD Var | Revised Budget |
|------------------------------------|---------------|---------------|--------------------------|----------------|
| | \$'000s | \$'000s | fav / (unfav) \$'000s | \$'000s |
| Income | | | | |
| Community Capacity | 1,795 | 1,798 | ● (2) | 2,191 |
| Corporate Services | 40,852 | 40,728 | ● 125 | 41,638 |
| Development & Regulatory Services | 1,152 | 1,094 | ● 58 | 1,311 |
| Infrastructure & Operations | 4,012 | 3,928 | ● 84 | 6,552 |
| Income Total | 47,812 | 47,547 | ● 265 | 51,692 |
| Expenditure | | | | |
| Community Capacity | 5,558 | 5,854 | ● 296 | 7,787 |
| Corporate Services | 7,700 | 7,910 | ● 209 | 7,886 |
| Development & Regulatory Services | 2,923 | 3,013 | ● 90 | 3,987 |
| Infrastructure & Operations | 14,191 | 14,749 | ● 558 | 30,486 |
| Expenditure Total | 30,372 | 31,526 | ● 1,153 | 50,145 |
| Operating Surplus (Deficit) | 17,440 | 16,021 | ● 1,419 | 1,547 |



Adelaide Hills
COUNCIL

MORE INFORMATION



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Stirling SA 5152



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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: Deryn Atkinson
Assessment Manager
Development & Regulatory Services

Subject: Appointment of Council Assessment Panel Independent Members

For: Decision

1. Appointment of Council Assessment Panel Independent Members– Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Acting Chief Executive Officer, David Waters
- Director Corporate Services, Terry Crackett
- Acting Director Development & Regulatory Services, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Corporate Planning & Performance Coordinator, Kira-marie Laverty
- Minute Secretary, Pam Williams
- Manager Development Services, Deryn Atkinson

be excluded from attendance at the meeting for Agenda Item 18.2: (Council Assessment Panel Independent Member Appointment) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item would involve information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

5. **Appointment of Council Assessment Panel Independent Members – Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

| Item | Duration of Confidentiality NB: Item to be reviewed every 12 months if not released |
|---------------------|--|
| Report | Until the appointment of all members has been confirmed, but not longer than 31 May 2022 |
| Related Attachments | NIL |
| Minutes | Until the appointment of all members has been confirmed, but not longer than 31 May 2022 |
| Other | NIL |

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 26 April 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.2

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the CEO

Subject: Appointment of the Adelaide Hills Regional Waste Management Authority (AHRWMA) Chair

For: Decision

1. Appointment of the Adelaide Hills Regional Waste Management Authority (AHRWMA) Chair – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Acting Chief Executive Officer, David Waters
- Director Corporate Services, Terry Crackett
- Acting Director Development & Regulatory Services, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Corporate Planning & Performance Coordinator, Kira-marie Laverty
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.3: (Appointment of AHRWMA Chair) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

**3. Appointment of Adelaide Hills Regional Waste Management Authority (AHRWMA) Chair
– Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

| Item | Duration of Confidentiality NB: Item to be reviewed every 12 months if not released |
|--|--|
| Report | Upon confirmation of appointment of the AHRWMA Chair but no longer than 3 months. |
| Related Attachments | NIL |
| Minutes | Upon confirmation of appointment of the AHRWMA Chair but no longer than 3 months. |
| Other (presentation, documents, or similar) | NIL |