



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 28 June 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.

Andrew Aitken
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 28 June 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 Kurna 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
- 3.2. Leave of Absence
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

- 4.1. Council Meeting – 24 May 2022
That the minutes of the ordinary meeting held on 24 May 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.
- 4.2. Special Council Meeting 14 June 2022
That the minutes of the special meeting held on 14 June 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
Nil
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Rob Gregory, East Waste – CONFIDENTIAL (in conjunction with Item 18.4)

10. QUESTIONS ON NOTICE

10.1.

11. MOTIONS ON NOTICE

- 11.1. Naming of Parks & Reserves (Cr Malcolm Herrmann)

That the CEO:

- 1. Identifies which parcels of council owned/managed Parks and Reserves (or other suitable land) included on the Community Land Register which do not have a formally assigned name;*
- 2. Subject to the findings of 1, prepares an estimate of costs for the installation of signs together with program for installations over, say, a ten or more year period.*
- 3. Advises how the assignment of European names and Aboriginal names can be installed concurrently to achieve economies of scale.*
- 4. Prepares a report for consideration by the Council by 31 October 2022*

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Draft Hut Community Centre Inc Funding Agreement 2022

1. *That the report be received and noted.*
2. *That the draft funding agreement with The Hut Community Centre Inc. as contained in Appendix 1, be approved.*
3. *That the Chief Executive Officer is authorised to make minor amendments to the draft funding agreement not affecting the substance or intent, should it be necessary to finalise terms satisfactory to both parties.*
4. *That the Chief Executive Officer is authorised to execute the final agreement for and on behalf of the Council.*

12.2. Annual Business Plan 2022-23 for Adoption

Refer to Agenda

12.3. Adoption of Fees & Charges 2022-23

1. *That the report be received and noted.*
2. *To adopt the 2022-23 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2022.*
3. *Council notes that any statutory fees will be included on the Fees and Charges Schedule available for public inspection subsequent to being gazetted.*

12.4. Revocation of Community Land Classification – Closed Roads Mt Torrens & Norton Summit

1. *That the report be received and noted*
2. *A report be prepared and submitted to the Minister for Planning seeking approval for the revocation of the community land classification of the land identified as:*
 - a. *Closed Road AA in Road Plan No. 2142 contained in Certificate of Title Volume 6261 Folio 496 located at Mount Torrens (Appendix 1)*
 - b. *Closed Road AB in Road Plan No. 1573 contained in Certificate of Title Volume 6261 Folio 497 located at Norton Summit (Appendix 1)*

12.5. MON response – Natural Burials

1. *That the report be received and noted*
2. *To endorse the proposal to establish a natural burial ground within the Kersbrook Cemetery site*
3. *That, prior to the opening of the Kersbrook natural burial ground for burials, the Cemetery Operating Policy be updated to include provisions for natural burials and presented to Council for adoption*

12.6. Policy Review – Genetically Modified Crops

1. *That the report be received and noted.*
2. *With an effective date of 12 July 2022, to revoke the 7 January 2019 Genetically Modified Crops Policy and to adopt the revised 28 June 2022 Genetically Modified Crops Policy (draft) as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Genetically Modified Crops Policy (draft) prior to the effective date.*

12.7. Policy Review – Flags

1. *That the report be received and noted*
2. *That with an effective date of 12 July 2022 to revoke the 24 July 2018 Flags Policy and adopt the June 2022 Flags Policy contained in Appendix 1.*
3. *That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Flags Policy prior to the effective date of adoption.*

12.8. Status Report – Council Resolutions Update

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

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

13.1. 2022-23 Discretionary Rates Rebate Report

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 – 8 June 2022
That the minutes of the CAP meeting held on 8 June 2022 as supplied, be received and noted.

- 17.2. Audit Committee - 23 May 2022
That the minutes of the Audit Committee meeting held on 23 May 2022 as supplied, be received and noted

- 17.3. CEO Performance Review Panel
Nil

18. CONFIDENTIAL ITEMS

- 18.1. Warren Road Birdwood Blackspot
- 18.2. Santos Tour Down Under Event Opportunity
- 18.3. Ashton Landfill
- 18.4. East Waste Charter Amendment
- 18.5. Fabrik Redevelopment Project - Construction Contract

19. NEXT MEETING

Tuesday 26 July 2022, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting/Workshop Venues 2022

DATE	TYPE	LOCATION	MINUTE TAKER
JULY 2022			
Tues 12 July	Workshop	Woodside	Nil
Wed 13 July	CAP	TBA	Karen Savage
Tues 19 July	Professional Development	Stirling	Nil
Tues 26 July	Council	Stirling	Pam Williams
AUGUST 2022			
Thurs 4 August	CEOPRP	Stirling	TBA
Tues 9 August	Workshop	Woodside	Nil
Wed 10 August	CAP	TBA	Karen Savage
Mon 15 August	Audit Committee	Stirling	TBA
Tues 16 August	Professional Development	Stirling	Nil
Tues 23 August	Council	Stirling	Pam Williams
SEPTEMBER 2022			
Tues 6 September	Caretaker Provisions Commence from 12.00noon		
Tues 13 September	Workshop	Woodside	Nil
Wed 14 September	CAP	Stirling	Karen Savage
Tues 20 September	Professional Development	Stirling	Nil
Tues 27 September	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 2022

6.00 for 6.30pm

(dates and venues to be confirmed)

DATE	LOCATION
Tues 30 August 2022	Bridgewater

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL ACTUAL PERCEIVED

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

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

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

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

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

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

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

OR

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

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

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

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

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

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



Ordinary Business Matters

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

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

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

Engagement and membership with groups and organisations exemption

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

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

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

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

8. DEPUTATIONS

For full details, see Code of Practice for Meeting Procedures on www.ahc.sa.gov.au

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes, excluding questions from Members.
3. Deputations will be limited to a maximum of two per meeting.
4. In determining whether a deputation is allowed, the following considerations will be taken into account:
 - the number of deputations that have already been granted for the meeting
 - the subject matter of the proposed deputation
 - relevance to the Council agenda nominated – and if not, relevance to the Council's powers or purpose
 - the integrity of the request (i.e. whether it is considered to be frivolous and/or vexatious)
 - the size and extent of the agenda for the particular meeting and
 - the number of times the deputee has addressed Council (either in a deputation or public forum) on the subject matter or a similar subject matter.

8.3 PUBLIC FORUM

For full details, see Code of Practice for Meeting Procedures on www.ahc.sa.gov.au

1. The public may be permitted to address or ask questions of the Council on a relevant and/or timely topic.
2. The Presiding Member will determine if an answer is to be provided.
3. People wishing to speak in the public forum must advise the Presiding Member of their intention at the beginning of this section of the meeting.
4. Each presentation in the Public Forum is to be no longer than five (5) minutes (including questions), except with leave from the Council.
5. The total time allocation for the Public Forum will be ten (10) minutes, except with leave from the Council.
6. If a large number of presentations have been requested, with leave from the Council, the time allocation of five (5) minutes may be reduced.
7. Any comments that may amount to a criticism of individual Council Members or staff must not be made. As identified in the Deputation Conduct section above, the normal laws of defamation will apply to statements made during the Public Forum.
8. Members may ask questions of all persons appearing relating to the subject of their presentation.

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Melissa Bright (electronic)	A/Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
Natalie Westover	Manager Property Services
Mike Carey	Manager Financial Services
Jess Charlton	Manager Library & Customer Services
James Szabo	Senior Strategic & Policy Planner
Lynne Griffiths	Community & Cultural Development Officer
Kira-Marie Laverty	Corporate Planning & Performance Coordinator
Steven Watson	Governance & Risk Coordinator Minute Taker

1. COMMENCEMENT

The meeting commenced at 6.31pm.

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.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
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3. Apology

Cr Pauline Gill

3.1 Leave of Absence

Mayor Jan-Claire Wisdom, 1 June to 15 June 2022, approved at Council 26 April 2022

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS**4.1 Council Meetings 26 April 2022, Special Council 3 May & 17 May 2022**

Moved Cr Mark Osterstock

S/- Cr Ian Bailey

118/22

That the minutes of the Ordinary & Special Council meetings as supplied, be confirmed as an accurate record of the proceedings of those meetings:

- 1. Ordinary Council meeting held on 26 April 2022**
- 2. Special Council meeting held on 3 May 2022**
- 3. Special Council meeting held on 17 May 2022**

Carried unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**5.1 Material Conflict of Interest, Cr Linda Green, Item 17, CAP Minutes**

Under Section 74 of the *Local Government Act 1999* Cr Linda Green disclosed a Material Conflict of Interest in Item 17, the nature of which is as follows:

- I am a part owner of a property discussed at the CAP meeting

Cr Linda Green intends to leave the meeting when this item is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
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5.2 Perceived Conflict of Interest, Cr Leith Mudge, Item 11.1, Motion on Notice Purchase of Land 8 St John Road Norton Summit

Under Section 75A of the *Local Government Act 1999* Cr Leith Mudge disclosed a Perceived Conflict of Interest in Item 11.1, the nature of which is as follows:

- I am a member of the Anglican Church and there could be a perception that I would put my personal interest ahead of the public interest on this matter.

Cr Leith Mudge intends to participate in discussions and vote when this item is discussed as he believes he can put the public interest ahead of personal interest.

6. PRESIDING MEMBER'S OPENING REMARKS

Mayor Jan-Claire Wisdom congratulated the new Albanese Federal Government. The Mayor mentioned the Campbelltown City Council Boundary proposal and congratulated Wallaroo on winning the Tourism Industry Council Small Tourism Town Award.

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 Fenced Dog Park for Woodside

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

119/22

Council resolves:

1. That the petition signed by 107 signatories requesting a fenced Dog Park in Woodside 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.

Carried unanimously

**ADELAIDE HILLS COUNCIL
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TUESDAY 24 MAY 2022
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8.2 Deputations**8.2.1 Rev John Venus and Lee Watson (CFS) re Land Colonial Drive (8 St John Road) Norton Summit****8.3 Public Forum**

Mayor Jan-Claire Wisdom welcomed members of the public to address Council on the Annual Business Plan for one hour, if required, commencing at 7.55pm.

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE**11.1 Purchase of Land 8 St John Road Norton Summit**

Moved Cr Ian Bailey

S/- Cr John Kemp

120/22

I move that the matter of the purchase of land at 8 St John Road Norton Summit be brought to a workshop to ensure all members are fully aware of the situation which includes issues that have to be resolved, e.g. Council's encroachment onto Church land of the septic system and part of the CFS shed.

Carried unanimously

Cr Leith Mudge voted in favour of the motion, and the majority of Members voted in favour of the motion.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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11.2 Budget Review Committee

Moved Cr Malcolm Herrmann

S/- Cr John Kemp

121/22

I move that:

1. A workshop of Council be held during June 2022 to consider the establishment of a Budget Review Committee (or similar) pursuant to the provisions of Section 41 of the *Local Government Act 1999* that would include of all members of Council and potentially an Independent Member.
2. The primary objective of the Budget Review Committee would be to assist Council in the achievement of its strategic objectives while maintaining financial sustainability through ongoing monitoring and providing advice on service and infrastructure provision, budget and expenditure management processes and results.
3. The workshop examine appropriate Terms of Reference for the Budget Review Committee which could include the following matters:
 - An examination of the appropriateness of all fees and charges;
 - A review of all other sources of income (excluding rates);
 - An examination of the full costs and revenue associated with Federal and State Government programs which are delivered by the Council;
 - Options available for service delivery, including shared services, contract services or in-house delivery of services;
 - A review of appropriate levels of service provision provided within each function of council giving consideration to whether those functions are mandatory or discretionary;
 - Consideration of Budget Review reports prior to reporting to Council
 - Monitoring of agreed savings strategies against established budget targets
 - The profiling and containment (or mitigation) strategies for key cost categories including, but not limited to salaries, contractors, energy, water and waste.
 - Any other subject which the committee may consider to have budgetary implications.
4. The workshop consider the timing of the potential commencement of a Budget Review Committee with a view to ensuring any initial opportunities could be captured within the development of the 2023 Annual Business Plan.

Carried unanimously

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
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12. OFFICER REPORTS – DECISION ITEMS

12.1 Local Heritage Grant Fund 2021-22 Project Approvals

Moved Cr Linda Green
S/- Cr John Kemp

122/22

Council resolves:

1. That the report be received and noted
2. To approve the two shortlisted projects to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below:
 - Shop (4-6 Mount Barker Road, Stirling): – Silvano Rotellini, replacing/restoring rotten barge boards to front gable and sides of heritage building (Grant amount: \$2500).
 - Longwood Institute (706 Longwood Road, Bradbury): Longwood Bradbury Progress Association, replacing wooden front door (Grant amount: \$2500).

Carried unanimously

12.2 Libraries Strategy

Moved Cr Linda Green
S/- Cr John Kemp

123/22

Council resolves:

1. That the report be received and noted.
2. To receive and note the *Draft Libraries Strategy – Community Engagement Outcomes Report* contained in *Appendix 1*.
3. With an effective date of 7 June 2022, to adopt the *Libraries Strategy*, as contained in *Appendix 2*.
4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Libraries Strategy* prior to publication.

Carried unanimously

**ADELAIDE HILLS COUNCIL
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Leave of the meeting was sought and granted to bring item 12.8 Policy Review – Roadside Trading forward to this point in the meeting.

12.8 Policy Review – Roadside Trading

7.52pm Cr Mark Osterstock left the meeting

7.54pm Cr Mark Osterstock returned to the meeting

Moved Cr Leith Mudge

S/- Cr Kirsty Parkin

124/22

Council resolves:

1. That the report be received and noted
2. With an effective date of 7 June 2022, to revoke the 24 April 2018 *Roadside Trading Policy* and adopt the 24 May 2022 draft *Roadside Trading Policy* as contained in *Appendix 1 with the revision of section 7. Item 6, "Where an applicant seeks a Mobile Food Vendor permit in a township, and within 200m of bricks and mortar businesses, community consultation may be required.*
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 24 May 2022 draft *Roadside Trading Policy* prior to the effective date.

Carried unanimously

12.3 Public Art Strategy

Moved Cr Chris Grant

S/- Cr Ian Bailey

125/22

Council resolves:

1. That the report be received and noted
2. With an effective date of 14 June 2022, adopt the Adelaide Hills Council *Public Art Strategy July 2022 to June 2027* as per Appendix 1
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Public Art Strategy July 2022 to June 2027* prior to the effective date of adoption.

Carried unanimously

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12.4 Budget Review 3

8.08pm Cr Chris Grant left the meeting

8.11pm Cr Chris Grant returned to the meeting

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

126/22

Council resolves:

- 1. That the report be received and noted.**
- 2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2021-22 financial year which result in:**
 - a. An increase in the Operating Surplus from \$1.546m to \$1.607m for the 2021-22 financial year.**
 - b. Changes to Capital Works, reducing capital income by \$4.250m and reducing capital expenditure by \$146k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$21.836m.**
 - c. An increase in Council's current Net Borrowing Result from \$2.572m to \$6.615m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.**

Carried unanimously

12.5 Policy Review – Community Group Use of Photocopiers

Moved Cr John Kemp

S/- Cr Mark Osterstock

Council resolves:

- 1. That the report be received and noted.**
- 2. That with an effective date of 7 June 2022 to revoke the 17 July 2017 *Community Group Use of Photocopiers Policy* and adopt the May 2022 *Community Group Use of Photocopiers Policy* contained in *Appendix 1*.**
- 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Community Group Use of Photocopiers Policy* prior to the effective date of adoption.**

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AMENDMENT TO THE MOTION

Moved Cr Malcolm Herrmann
S/- Cr Leith Mudge

Council resolves:

1. With the amendment that clause 4.6 "Subsidised cost access will only apply to black and white copy, due to the high cost of colour copying" be deleted.

Carried

MOTION AS AMENDED

Moved Cr John Kemp
S/- Cr Mark Osterstock

127/22

Council resolves:

1. That the report be received and noted.
2. That with an effective date of 7 June 2022 to revoke the 17 July 2017 *Community Group Use of Photocopiers Policy* and adopt the May 2022 *Community Group Use of Photocopiers Policy* contained in *Appendix 1* with the amendment that clause 4.6 "Subsidised cost access will only apply to black and white copy, due to the high cost of colour copying" be deleted.
3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Community Group Use of Photocopiers Policy* prior to the effective date of adoption.

Carried unanimously

**ADELAIDE HILLS COUNCIL
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12.6 Policy Review – Community Information Display

Moved Cr Mark Osterstock

S/- Cr John Kemp

128/22

Council resolves:

1. That the report be received and noted
2. That with an effective date of 7 June 2022 to revoke the 26 May 2019 *Community Information Display Policy* and adopt the May 2022 *Community Information Display Policy* contained in *Appendix 1*.
3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Community Information Display Policy* prior to the effective date of adoption.

Carried unanimously

12.7 Policy Review – Buffers

Moved Cr John Kemp

S/- Cr Ian Bailey

129/22

Council resolves:

1. That the report be received and noted
2. That with an effective date of 7 June 2022, to revoke the 28 November 2017 Buffers Policy and adopt the *Buffers Policy (draft) - May 2022* as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Buffers Policy (draft) – May 2022* as per Appendix 1 prior to the effective date.

Carried unanimously

12.8 Policy Review – Roadside Trading

This item was considered earlier in the meeting.

**ADELAIDE HILLS COUNCIL
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12.9 Mayor's Attendance at National General Assembly Canberra

Mayor Wisdom declared a Material Conflict of Interest on the basis that the report concerns her attendance of at conference and advised she was leaving the meeting.

8.37pm Mayor Wisdom left the meeting and Deputy Mayor Nathan Daniell presided the meeting

Moved Cr Mark Osterstock

S/- Cr Kirrilee Boyd

130/22

Council resolves:

- 1. That the report be received and noted.**
- 2. To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2022 and coverage of related costs estimated at \$3,700, in accordance with the *Council Member Training and Development Policy*.**

Carried unanimously

8.38pm Mayor Wisdom returned to the meeting and resumed the Chair.

12.9.1 Short adjournment

Moved Cr Kirrilee Boyd

S/- Cr Mark Osterstock

131/22

That the meeting adjourn for a short break.

Carried unanimously

8.39pm the meeting adjourned

8.53pm the meeting resumed.

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
63 MT BARKER ROAD STIRLING

12.10 Policy Review – Internal Audit

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

132/22

Council resolves:

1. That the report be received and noted.
2. With an effective date of 07 June 2022, to revoke the 27 June 2017 Internal Audit Policy and to adopt the *Internal Audit Policy (draft) – April 2022* as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Internal Audit Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.

Carried unanimously

12.11 Policy Review – Prudential Management

Moved Cr Chris Grant

S/- Cr Malcolm Herrmann

133/22

Council resolves:

1. That the report be received and noted.
2. With an effective date of 07 June 2022, to revoke the 27 June 2017 Prudential Management Policy and to adopt the *Prudential Management Policy (draft) – April 2022* as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Prudential Management Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.

Carried unanimously

**ADELAIDE HILLS COUNCIL
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12.12 Policy Review – Risk Management

Moved Cr Mark Osterstock
S/- Cr Kirrilee Boyd

134/22

Council resolves:

1. That the report be received and noted.
2. With an effective date of 07 June 2022, to revoke the 28 May 2019 Risk Management Policy and to adopt the *Risk Management Policy (draft) – April 2022* as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Risk Management Policy (draft) – April 2022* as per Appendix 1 prior to the effective date.

Carried unanimously

12.13 Confidential Items Review

Moved Cr Leith Mudge
S/- Cr Linda Green

135/22

Council resolves:

DECISION 1

1. That the report be received and noted.
2. That the items held as confidential in the Confidential Items Register (Appendix 1) be noted.

Carried unanimously

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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Moved Cr Chris Grant
S/- Cr Linda Green

136/22

Council resolves:

DECISION 2 – Resolution 105/21 – Multi Year Road Rally Proposal

4. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:
- The Report of 22 June 2021, Item No. 18.1 Multi Year Road Rally Proposal remain confidential until 31 December 2023 and that this order be reviewed every twelve (12) months.

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.

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

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
63 MT BARKER ROAD STIRLING**

12.14 Status Report – Council Resolutions Update

Moved Cr Mark Osterstock

S/- Cr Chris Grant

137/22

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
22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	Nil
26/03/2019	Ordinary Council	77/19	Randell's Cottages, Beavis Court, Gumeracha	Nil
27/04/2021	Ordinary Council	70/21	Green Organic Service Options	Nil
22/02/2022	Ordinary Council	37/22	Lobethal Bushland Park	Nil
22/03/2022	Ordinary Council	62/22	Caretaker Policy Review	Nil
26/04/2022	Ordinary Council	82/22	Petition - Property at Lobethal Road Lenswood	Nil
26/04/2022	Ordinary Council	83/22	Petition - Randell's Cottages Gumeracha	Nil
26/04/2022	Ordinary Council	99/22	Policy Review - Tree Management	Nil
26/04/2022	Ordinary Council	107/22	Appointment of CAP Independent Members - Duration of Confidentiality	Nil
26/04/2022	Ordinary Council	89/22	2022-2023 Long Term Financial Plan for Adoption	Nil

**ADELAIDE HILLS COUNCIL
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26/04/2022	Ordinary Council	91/22	Free Camping Expression of Interest	Nil
17/05/2022	Special Council	112/22	SHLGA Draft 22-23 Budget and Member Contributions	Nil
17/05/2022	Special Council	113/22	AHRWMA Draft 22-23 Annual Business Plan & Budget	Nil
17/05/2022	Special Council	114/22	East Waste Draft 22-23 Annual Business Plan & Budget	Nil

Carried unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Fire Hydrant Location and Maintenance

Moved Cr John Kemp
S/- Cr Linda Green

138/22

Council resolves that the report be received and noted.

Carried unanimously

14. QUESTIONS WITHOUT NOTICE

Cr Ian Bailey

1. Is there a charge for changing owner details on a property?
2. Do events require WZTM? and is there a requirement for an electrician to connect power to an event?

Cr Leith Mudge

1. Who is responsible for burnt out and or abandoned vehicles?

Cr Herrmann

1. Progress report on the Amy Gillett Bikeway?

**ADELAIDE HILLS COUNCIL
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Cr Andrew Stratford

1. Near Miss Junction of Tiers Road and Onkaparinga Valley Road, is there an update from DIT?

Cr Mark Osterstock

1. What are the requirements for Corflute signage removal following the Federal Election?

15. MOTIONS WITHOUT NOTICE

Having taken into account the Guiding Principles, the Mayor accepted the following Motion Without Notice.

15.1 Congratulations to new Prime Minister, Hon Anthony Albanese MP

Moved Cr Leith Mudge

S/- Cr John Kemp

139/22

1. Council congratulates the new Albanese Labor Government on its recent victory in the 2022 Federal Election. Council looks forward to working with the new government to make the Adelaide Hills an even greater place to live, work and play.
2. A copy of this motion to be forwarded by the Mayor to the new Prime Minister, The Honourable Anthony Albanese MP.
3. Council congratulates Rebekha Sharkie MP as the re-elected Federal Member for Mayo in the 2022 Federal Election. Council looks forward to working with Rebekha Sharkie MP to make the Adelaide Hills an even greater place to live, work and play.
4. A copy of this motion to be forwarded by the Mayor to the Rebekha Sharkie MP.

Carried unanimously

15.2 Fenced Dog Park for Woodside

Moved Cr Malcolm Herrmann

S/- Cr Kirsty Parkin

140/22

Council resolves that, in line with the Council's *Dog and Cat Management Plan 2018-2022*, the CEO provides a report to Council by 27 October 2022 on the feasibility of establishing a fenced dog park at Jacaranda Drive Woodside or another suitable location near Woodside.

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
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16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 27 April, Senator McLachlan tour of the AHC District especially looking at cycling and tourism infrastructure
- 4 May, Meeting with residents re Sheoak Rd Crafers West junction with main roads, Crafers West
- 9 May, Media call re Federal Govt announcement and Onkaparinga Council for upgrades to Mt Bold reservoir to improve water management in Onkaparinga catchment, Mt Bold
- 10 May, Media call re Federal Labour announcement for funding of new resources for CFS first response vehicles and bushfire signage in Mitcham and AHC council areas, Belair
- 13 May, Farewell to Marc Salver, Director Development & Regulatory Services, Stirling
- 15 May, Longwood Hall bushfire history exhibition, Longwood
- 17 May, Summit Volunteers thank you lunch, Norton Summit
- 20 May, Discussions with LGA SA CEO re supporting Ukrainian communities
- 22 May, Opening of new GP clinic, Stirling

Cr Malcolm Herrmann

- 30 April, Presentation of ANZAC medal, Gumeracha
- 2 May, Neighbourhood Watch, Gumeracha
- 15 May, 180th Anniversary Lutheran Church, Lobethal

Cr Linda Green

- 18th May, Fabrik, worker gathering themes of display
- 5 May, Lutheran Women of SA and NT convention, Lobethal
- 15 May, Lobethal 180th Anniversary

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

Mayor Jan-Claire Wisdom

- 2 May, GAROC Board meeting, Adelaide

Cr Linda Green

- 27 April, East Waste Audit
- 5 May, East Waste Board meeting

16.3 CEO Report

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

17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel – 11 May 2022

9.33pm Cr Linda Green declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by members of the Council' in relation to Item 17.1 and left the Chamber.

Moved Cr John Kemp

S/- Cr Ian Bailey

141/22

That the minutes of the Council Assessment Panel meeting of 11 May 2022 as distributed, be received and noted.

Carried unanimously

9.34pm Cr Linda Green returned to the meeting

17.2 Audit Committee

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 24 MAY 2022
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17.3 CEO Performance Review Panel – 12 May 2022

Moved Cr Mark Osterstock
S/- Cr Chris Grant

142/22

That the minutes of the CEO Performance Review Panel meeting of 12 May 2022 as distributed, be received and noted.

Carried unanimously

18. CONFIDENTIAL ITEMS

Nil

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 28 June 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 9.34pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 14 JUNE 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Malcom Herrmann

Members:

Councillor Ian Bailey
Councillor Kirrilee Boyd
Councillor Pauline Gill
Councillor Chris Grant
Councillor Linda Green
Councillor John Kemp
Councillor Leith Mudge
Councillor Kirsty Parkin
Councillor Andrew Stratford

In Attendance:

Andrew Aitken	Chief Executive Officer
Peter Bice	Director Infrastructure & Operations
Melissa Bright	Acting Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development
Mike Carey	Manager Financial Services
Kira-Marie Laverty	Corporate Planning & Performance Coordinator

1. COMMENCEMENT

The special meeting commenced at 6.30pm and was opened by the Chief Executive Officer.

In the absence of the Mayor and the Deputy Mayor, Council selected Cr Malcolm Herrmann to preside at the meeting.

2. OPENING STATEMENT

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna 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.

Mayor _____ 28 June 2022

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 14 JUNE 2022
63 MT BARKER ROAD STIRLING**

3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Acting Mayor Nathan Daniell
Councillor Mark Osterstock

3.2 Leave of Absence

Mayor Jan-Claire Wisdom, 1 June to 15 June 2022, approved at Council 26 April 2022

3.3 Absent

Nil

4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

4.1 Material Conflict of Interest, Cr John Kemp, Item 7.1, Annual Business Plan Consultation Board

Under Section 74 of the *Local Government Act 1999* Cr John Kemp disclosed a Material Conflict of Interest in Item 7.1, the nature of which is as follows:

- I am a member of the Hut Board

Cr John Kemp intends to leave the Chamber when this item is discussed.

4.2 Perceived Conflict of Interest, Cr Ian Bailey, Item 8, Adelaide Hills Region Waste Management Authority Board Appointments

Under Section 75A of the *Local Government Act 1999* Cr Ian Bailey disclosed a Perceived Conflict of Interest in Item 8, the nature of which is as follows:

- I am a current member of the Adelaide Hills Region Waste Management Authority Board and the deputy member nominee for the next Adelaide Hills Region Waste Management Authority Board

Cr Ian Bailey intends to remain in the Chamber and vote when this item is discussed.

5. PRESIDING MEMBER'S OPENING REMARKS

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
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6. PUBLIC FORUM

Nil

7. BUSINESS OF THE MEETING

7.1 Annual Business Plan Consultation Results

Council received a presentation on the consultation outcomes and proposed financial adjustments.

Moved Cr Leith Mudge

S/- Cr John Kemp

143/22

Council resolves:

- 1. That the report be received and noted**
- 2. To receive and note the outcomes of the *draft Annual Business Plan 2022-23* public consultation undertaken from 5 May - 1 June 2022 as contained in the *Annual Business Plan 2022-23 Community Engagement Outcomes Report* in Appendix 1.**
- 3. To endorse the following recommended changes to the *draft Annual Business Plan 2022-23*:**
 - a. Adjustments to budget/financial figures to account for:**
 - i. Additional Local Government Election costs: \$58k**
 - ii. Rates Oversight Scheme costs: \$13k**
 - iii. East Waste Budget adjustment: \$126k reduction**
 - iv. External funding increases for recently approved grants such as**
 - 1. Community Resilience Program \$484k**
 - 2. The Local Roads and Community Infrastructure Program \$1,362k**
 - b. Inclusion of the recently approved 2022-23 LRCIP projects**
 - c. Adopted Capital changes from BR3**

Carried Unanimously

Cr John Kemp declared a Material Conflict of Interest as per Item 4 and left the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 14 JUNE 2022
63 MT BARKER ROAD STIRLING**

7.2 Annual Business Plan Consultation Results - Additional

**Moved Cr Linda Green
S/- Cr Chris Grant**

144/22

Council resolves:

- 4. To endorse the following recommended change to the *draft Annual Business Plan 2022-23*:**
 - a. Adjustment to budget/financial figures to account for:**
 - i. The Hut 2022-23 Budget agreement: \$15k reduction**

Carried Unanimously

Cr John Kemp returned to the Chamber.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 14 JUNE 2022
63 MT BARKER ROAD STIRLING**

8. CONFIDENTIAL ITEM

8.1 Adelaide Hills Region Waste Management Authority Board Appointments – Exclusion of the Public

Cr Ian Bailey declared a Perceived Conflict of Interest as per item 4 and remained in the Chamber.

**Moved Cr Linda Green
S/- Cr Kirrilee Boyd**

145/22

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

- Chief Executive Officer, Andrew Aitken
- Acting Director Development & Regulatory Services, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland

be excluded from attendance at the meeting for Agenda Item 8.1: (Adelaide Hills Region Waste Management Authority Board Appointments) 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.

Carried

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 14 JUNE 2022
63 MT BARKER ROAD STIRLING**

8.1.1 Adelaide Hills Region Waste Management Authority Board Member Appointments – Confidential Item (Out of Confidence)

Moved Cr John Kemp
S/- Cr Linda Green

146/22

Council resolves:

1. That the report be received and noted
2. To rescind the Adelaide Hills Region Waste Management Authority Board Member appointments as resolved in Resolution 193/20 of 8 September 2020.
3. To appoint:
 - a. John McArthur as an Adelaide Hills Region Waste Management Authority Board Member to commence from 15 June 2022 and conclude on 14 June 2024 (inclusive); and
 - b. Councillor Ian Bailey as an Adelaide Hills Region Waste Management Authority Deputy Board Member to commence from 15 June 2022 and conclude at the end of the current Council term.
4. To authorise the Chief Executive Officer to advise the Authority's Executive Officer of Council's appointments.

Carried Unanimously

Cr Ian Bailey voted in favour of the motion and the majority of the Council Members voted in favour of the motion.

9. CLOSE MEETING

The meeting closed at 7.33pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Malcolm Herrmann

Subject: Naming of Parks and Reserves

1. MOTION

I move:

That the CEO:

- 1. Identifies which parcels of council owned/managed Parks and Reserves (or other suitable land) included on the Community Land Register which do not have a formally assigned name;**
- 2. Subject to the findings of 1, prepares an estimate of costs for the installation of signs together with program for installations over, say, a ten or more year period.**
- 3. Advises how the assignment of European names and Aboriginal names can be installed concurrently to achieve economies of scale.**
- 4. Prepares a report for consideration by the Council by 31 October 2022**

2. BACKGROUND

The Council's Community Land Register contains over 300 land parcels. Whilst many of these have been assigned names, mainly European, there are many which do not have any name. They are often referred to by the road name, but a difficulty can arise if there are two different parcels of land in the same road.

Examples of unnamed community land include:

- 4 Shannon Road, Bridgewater almost .3 ha
- 66 Pitt Road, Paracombe, 2.046 ha
- Sec 240 Burfords Hill Road, Kenton Valley 6.273ha
- Lot 101 Coach House Road, Teringie .64 ha
- 42 Sturt Valley Road, Upper Sturt, .35 ha

Council has included in the draft 2022/23 ABP (Project New -9), \$8k for the Indigenous Place Names Action Plan, and a further \$10k over the next two years. Should it be resolved in the future to install European place names, there may be the opportunity to achieve some economies of scale.

It is envisaged that, should a program be approved, the installation of signs would be a long term project. It is not expected that the CEO will identify priorities for the installation of signs at this stage.

The Public Place and Road Naming Policy prescribes a very clear procedure for the assignment of place names, the public consultation required and the type of names which can be considered.

3. OFFICER'S RESPONSE – Peter Bice, Director Infrastructure & Operations

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 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 matters

➤ Legal Implications

Not applicable

➤ Risk Management Implications

The further consideration of the issues by Council will assist in mitigating the risk of:

Community land is not easily identifiable due to not having a formally assigned name and being easily and readily identified as community land on site or in the Community Land Management Plan Register.

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

➤ Financial and Resource Implications

There are no financial or resource implications in relation to the preparation of this report.

If the Motion on Notice is supported, it is recommended that detailed costings and a draft replacement program be formulated. These costings will also give consideration to staff capacity to absorb this work, and any future operational and capital budgets would need to be considered as part of Long Term Financial Planning and Annual Business Planning process.

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

If this proposal is supported, and there is to be dual naming of all Council reserves, there will need to be extensive consultation with both local communities and aboriginal groups.

➤ **Sustainability Implications**

Not applicable.

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

No engagement and consultation was undertaken in relation to the preparation of the response to this Motion on Notice.

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

4. ANALYSIS

Whilst this proposal is directed at reserves that do not have an existing name, it should be noted that of the over 300 reserves on Council's Community Land Register 177 already have formal names (but do not have dual names). In most instances, these do not have signage installed, so this may also have to be considered as part of any proposal.

Council staff sought to have a budget available in the 2021-2022 Annual Business Plan to initially replace signs on reserves that have an existing sign that is in poor condition and is in need of replacement. These signs are designed to also acknowledge the traditional custodians of the land.

Any expansion of this program would require additional capital budget (new not renewal), as well as additional staff resource to manage public consultation, which is currently not required for sign replacement. The cost of signs is approximately \$2,000 per sign which includes design, manufacture and installation. Some sites may require multiple signs due to multiple street frontages, and these generally need replacement every 10-15 years. Any sign that is installed now will be placed on our asset register to allow the asset to be capitalised and ultimately replaced.

5. APPENDIX

(1) Policy – Public Place & Road Naming

Appendix 1


Policy – Public Place & Road Naming

Council Policy

Public Place and Road Naming



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	PUBLIC PLACE AND ROAD NAMING
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Policy Number:	DEV-02
Responsible Department(s):	Infrastructure & Operations
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Public Notification and Consultation Policy
Relevant Procedure(s):	NIL
Relevant Legislation:	Local Government Act 1999 Geographical Names Act 1991
Policies and Procedures Superseded by this policy on its Adoption:	Place and Road Naming Policy – 23 May 2017
Adoption Authority:	Council
Date of Adoption:	23 March 2021
Effective From:	06 April 2021
Minute Reference for Adoption:	Item 12.3, 50/21
Next Review:	No later than April 2024 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	23 May 2017	New Policy	Council
2.0	23 March 2021	Policy Review	Council

PUBLIC PLACE AND ROAD NAMING POLICY

1. INTRODUCTION

Council has a legislated responsibility under Section 219 of the *Local Government Act 1999* to adopt a Place and Road Naming Policy. In addition, Council must assign a name to each public road created by land division.

The contents of, and the commitments that Council makes in this Policy are not intended to be and should not be interpreted to be any more than a statement of the Council's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include "unmade" road reserves.

All formed private roads (excluding driveways, rights of way and laneways) that are accessible to the public will also be assigned a name.

All roads that can be used as part of an address for an address site will be assigned a name.

2. OBJECTIVES

A Council has the power under Section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:

- A public road.
- A private road.
- A public place (parks, reserves, ovals).

The *Geographical Names Act 1991* governs the naming of places in South Australia and provides the guidelines for the selection of names and boundaries of places assigned or recorded under the *Geographical Names Act 1991*

3. DEFINITIONS

The *Local Government Act 1999*, Section 4 defines the following:

"Private Road" means a road in private ownership

"Public Place" means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by plan of community division under the *Community Titles Act 1996*.

“Public Road” means:

- (a) any road or land that was, immediately before the commencement of this Act, a public street or road under the repealed Act (the *Local Government Act 1934*); or
- (b) any road -
 - (i) that is vested in a council under this or another Act; or
 - (ii) that is placed under council’s care, control and management as a public road after the commencement of this Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or
- (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a public road; or
- (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or
- (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown, (and includes any such road that is within the boundaries of a public square)

“Defined Catchment” means:

- (a) for a reserve of place a minimum of 300m from the reserve of place
- (b) for a road – any resident/land owner along that road or No through road off that road

4. POLICY STATEMENT

Council commits to the naming of all public roads and public places to:

- Enable safe response by emergency services when attending urgent call outs.
- Assist the public in moving around the Council area.

Council acknowledges that road names that are unique within the Council area and that are easy to read, spell and pronounce, will improve the capacity for all people to carry out their activities and day-to-day lives in an efficient and effective manner.

The selected name for a public place or road should relate to:

- The Cultural history.
- The heritage of the locality or place.
- The topography of physical attributes of the locality or place to be named.

Initiating the Private/ Public Road and Public Place Naming Process

A road or public place naming process may be initiated if:

- A request is received by Council from an affected landowner or their agent.
- Council resolves that a name change be investigated (e.g. a road or public place name is no longer deemed appropriate).
- Council staff determine it is in the public interest to investigate a change in road or public place name.
- Council opens or forms a road.
- Council receives an application for a land division which involves the creation of new internal roads.

Uniqueness of Names

Most public places and roads will have only one name (except when it is resolved that dual naming is appropriate – refer to Section 4.4. below for more details) A place name will be unique within an official suburb or rural locality.

Similar sounding names (e.g. Hale, Hayel or Hail) shall be avoided within a suburb or locality where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, public places crossing council boundaries or suburbs/ rural localities should have a single and unique name.

Name Sources

Sources for public place and, road names may include:

- Aboriginal names taken from the local Aboriginal language.
- Early explorers, pioneers, and settlers.
- Eminent persons.
- Local history.
- Thematic names such as flora, fauna.
- War/casualty honour boards.
- Commemorative names.
- A person who has made a significant community contribution.
- Those that reflect the historical, social, cultural and geographical significance.
- Cultural diversity of the Adelaide Hills Council.

Names selected will be appropriate to the physical, historical or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's records.

Dual Naming

Dual geographical names may be assigned to a public place where there is a geographical and topographical feature that has both a traditional Aboriginal name and a European or non-Aboriginal name.

When assigning or recording a name to a previously unrecorded natural feature that has an unrecorded European name in local usage, every effort will be made to determine if an Aboriginal name exists for that feature and a dual name will be assigned or recorded. If there is no recorded or unrecorded European name in local usage then it is preferred that only a traditional Aboriginal name is assigned to that particular public place.

Propriety of Names

Names, which are characterised as follows, will not be used:

- Offensive or likely to give offence.
- Out of place, absurd, unsuitable, inharmonious, conflicting, contradictory.
- Commercial or company.

An Application Form for the naming of Public Places is included in this policy (**Appendix 1**).

Legibility of Names

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided except where:

- A given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity.
- Whilst street and cul-de-sac names should have only one word, it is recognised that it may be appropriate to name a major road with a two word name due to its geographic relationship or to properly acknowledge the person for whom the road is named.
- Roads with double destination names shall not be used (such as Adelaide-Mannum Road).

Spelling

Where it is intended that a public place have the same name as a road or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the Government Gazette.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally public place and road names proposed or approved shall not contain abbreviations. For example the “Creek” in “Scott Creek Reserve” must not be abbreviated to “Ck”. There are, however, two exceptions, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

Road Type

Road names will include an appropriate road type suffix conforming to the following:

- The suffix chosen will be compatible with the class and type of road Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen, it will generally reflect the form of the road, such as Crescent (a crescent or half-moon, re-joining the road from which it starts).
- For a cul-de-sac, Place, Close, or Court a suffix of similar connotation will be used.
- Highway (HWY) will not be used unless direction has been provided by the Department of Planning, Transport and Infrastructure (DPTI) of the suitability of this suffix. This suffix is reserved for roads associated with the state arterial road network that are roads of strategic importance constructed to a high standard.

The following table of suitable road type suffixes (sourced from *Australian Standards AS 1742.5-1986* and *AS 4212-1994*) is included as examples. Further suffixes and acceptable abbreviations can be sourced from *AS 4590:2006*. Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

No Prefix or Additional Suffix

The use of a compass point prefix/suffix, or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

Form

The apostrophe mark (') will be omitted in the possessive case e.g. “Brown’s Reserve” will be “Browns Reserve”.

The use of hyphens will be avoided, except when naming a public place or, road after a person with a hyphenated name.

4.1 NAMING OF PRIVATE ROADS

This policy covers all formed roads that are regularly accessed and therefore includes private roads. There is a public interest in encouraging private landowners and developers to select suitable names, preferably in accordance with this Policy, and to seek Council's comments before it has been determined.

Where an owner names a private road, they will notify Council of the road name selected and signage will then be erected by Council at the owner's cost.

The owner of the road is responsible for maintenance of the signage; this may be carried out by Council but will be at the owner's cost.

4.2 COMMUNITY ENGAGEMENT ON NAMING PROPOSAL

Community engagement will be undertaken in relation to proposed place and road names as follows:

- Notification to councillors in relation to the proposal.
- Notification to residents/property owners within a defined catchment of the reserve or public place, or where a name change affects a local road or place which is often given as a reference for access.
- Notification in the local press and via social media, inviting public comment on the proposal will occur.

For a proposal to assign an Aboriginal name to a public place, reserve or road, appropriate Aboriginal stakeholders will be consulted and advice shall be sought from Traditional Custodians and/or cultural advisory groups regarding the appropriate use and spelling of language.

In the event of a proposal to assign a deceased person's name to a public place or road, the closest living relatives/family of the deceased persons will be consulted. Local resident consultation will also take place.

Consultation should be undertaken in reference to Council's Community Engagement Policy and Community Engagement Framework.

4.3 CONSULTATION WITH ADJOINING COUNCILS

Any proposal by Council to change the name of a public road that continues into another Council area must conform with Section 219 (2) of the *Local Government Act 1999* with regard to giving appropriate notice of the proposed change and considering representations made by another Council.

4.4 PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

Council will give public notice of approved assigning or changing of a public place or reserve name. This will be by notice in a newspaper circulating within the area of Council and on Council's website.

Public notice will include the date on which the new name takes effect.

Advise Relevant Parties of New Name or Name Change

Council will provide written notice (by email or letter) of Council's decision on a new place or reserve name or name change to all relevant parties, including:

- The Registrar-General (obligation under *section 219 (3)a, Local Government Act*).
- The Surveyor-General (obligation under *section 219 (3)a, Local Government Act*).
- The Valuer-General (obligation under *section 219 (3)a, Local Government Act*).
- The Geographic Names Unit.
- Relevant directories services (e.g. Sensis).
- The applicant(s) who requested the place or reserve name or name change (where the process was prompted by a community request).

Date of Effect for New Name or Name Changes

The date of effect of the new or changed public place or reserve name will be determined at the time the decision to assign the name is made to allow sufficient time for all stakeholders to arrange a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing public place or reserve, the impact (if any) on surrounding property owners, residents, tenants and occupiers.
- Potential confusion for people using maps and street directories that effectively become out of date.
- Given the desire of some developers to sell property 'off the plan' the time required to advise relevant parties/developers to update advertising references.
- Council will update the Register of Community Land (as required by section 207 of the *Local Government Act 1999*).
- Council will update the Register of Public Roads (as required by section 231 of the *Local Government Act 1999*).

4.5 PUBLIC PLACE OR ROAD NAME SIGNAGE

Council will ensure that the public place or road naming signage is in accordance with the relevant Australian Standards. Signage denoting the approved name will be erected within 30 days following the implementation date of the naming proposal.

Signage may be erected on the land during construction of a sub-division if the land title has been issued in the name of the Council.

4.6 ROLE STATEMENT

Council's role as a direct service provider is to provide and approve names for public places, roads, reserves and ovals in a number of circumstances including:

- The naming of new reserves that vest in the council's ownership as a result of new land divisions (sub-divisions).
- The naming of public places and reserves that were previously unnamed.
- Renaming of public places and reserves upon request and subsequent investigation.
- The naming of public and private roads.

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

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

Appendix 1

Place and Road Name Application Form

Place and Road Name Application Form

Your Name:

Your Address:

Location and details of Place or Road to be named:

This Application is for the naming of a (please tick relevant box):

<input type="checkbox"/> Private Road	<input type="checkbox"/> Park	<input type="checkbox"/> Monument
<input type="checkbox"/> Public Road	<input type="checkbox"/> Reserve	<input type="checkbox"/> Natural Feature
<input type="checkbox"/> Relates to a Land Division Application Number		473/____/____
<input type="checkbox"/> Other (Please give details):		

Name to be assigned to the Road(s) or Place(s):

Does the name relate to a living or deceased person? Yes/No

Has that person or their nearest living relative been consulted in the use of their name? Yes/No

*If yes, please provide a copy of their written consent.
If no, please obtain their written consent and provide a copy.*

Justification/motivation for the use of this particular name (if this space is insufficient, please attach additional documentation as necessary in support of your application)

Is the proposed name an Aboriginal name? Yes/No

If yes, please provide written consent of the respective Aboriginal representatives for use of the name.

Please review Council's Place and Road Naming Policy to ensure the proposed name complies with the requirements of the policy.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Rebecca Shepherd
Manager Community Development
Community Capacity

Subject: The Hut Community Centre Funding Agreement

For: Decision

SUMMARY

The purpose of this report is to seek the Council's endorsement of a new funding agreement with The Hut Community Centre Inc. (The Hut) and to authorise the Chief Executive Officer to finalise negotiations with The Hut and to execute the formal agreement documentation for and on behalf of the Council.

The Hut and The Adelaide Hills Council have a long history of collaborating to support the social needs of the community which involves the Council's provision of financial support to The Hut.

The current funding agreement, due to expire in June 2022, required The Hut to seek out opportunities to become more financially self-sustainable and in doing so they are now seeking a reduced amount of funding from the Council for the next funding agreement.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. That the draft funding agreement with The Hut Community Centre Inc. as contained in *Appendix 1*, be approved.**
 - 3. That the Chief Executive Officer is authorised to make minor amendments to the draft funding agreement not affecting the substance or intent, should it be necessary to finalise terms satisfactory to both parties.**
 - 4. That the Chief Executive Officer is authorised to execute the final agreement for and on behalf of the Council.**
-

1. BACKGROUND

The Hut Community Centre (The Hut) is an independent, member based, incorporated not-for-profit organisation, based in Aldgate. The Hut's vision is *to positively influence a thriving, connected and inclusive Adelaide Hills* which it does through the provision of a range of community focused activities and services.

Its service area is predominantly the southern parts of the Adelaide Hills Council district, but some services are provided further afield. The Hut works closely with Adelaide Hills Council community centres based in Gumeracha and Norton Summit and in doing so, ensures a spread of services across the council area.

The Adelaide Hills Council has historically provided support to The Hut initially through the employment of the centre's coordinator but in later years in the form of financial contributions, the provision of assets, and collaboration.

In 2016 the Council entered into its current agreement to provide funding to The Hut in the amount of \$143,344 adjusted each year by the Consumer Price Index which has grown to a payment of \$155,800 in the 2021-22 financial year. The initial agreement had been for a shorter term but was extended during the COVID Pandemic.

In addition, the Council provided The Hut with:

- Two community buses (fully maintained and fuelled) which are used primarily for The Hut's programs, but are also available for other community groups to use when not required by The Hut (approximately \$26,000 a year in value).
- A contribution of \$11,500 per year for coordinating Home Support Programs (from Federal Government funding)

Other collaborations include The Hut's management of buildings at Woorabinda Bushland Reserves and The Aldgate Oval Building on behalf of the Adelaide Hills Council.

The current funding agreement includes a clause requiring The Hut to seek opportunities to become more self-sufficient. It states:

During the life of this Agreement, The Provider will develop a funding strategy which aims to establish a range of funding streams that will provide greater self-sufficiency and less dependence on Council funding.

The Hut Community Centre recently announced a plan to open a new second hand book sales 'shed' in Woodside. Along with continued sales revenue from the existing Stirling book shed, this is expected to provide an additional revenue stream for The Hut.

The Hut Board, through their Executive Officer was asked to consider the current requirement to become more self-sufficient and put forward a funding request for the next funding agreement. The Board had requested funding for the 2022-23 financial year at the rate of \$140,000, increasing by CPI in subsequent years. This proposal is \$22,200 less than what the annual funding would have been had the existing agreement continued into 2022-23 with a CPI increase (based on March 2022 CPI figures).

The Council's Long Term Financial Plan can accommodate this level of funding.

In the interest of ensuring there is an ongoing commitment to further reducing The Hut’s reliance on Council funding, the Administration is proposing that there be no escalation for the period of the funding agreement, i.e. no CPI increase in years 2 and 3 of the agreement. The Hut is aware of this and although the absence of annual escalation is not in line with their request, they have not raised any specific objections.

The proposed funding agreement also includes the provision of two community buses (fully fuelled and maintained) and Home Support Program funding (subject to external funding being received by AHC) over and above the core funding as per previous agreements.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	Community Wellbeing
Objective C1	A community for everyone – that is inclusive, welcoming and accessible
Priority C1.1	Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities
Goal	Community Wellbeing
Objective C2	A connected engaged and supported community
Priority C2.1	Work with community to provide a range of programs and opportunities to connect and engage around shared interests.
Goal	Community Wellbeing
Objective C3	A community that grows together
Priority C3.1	Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development.
Goal	Community Wellbeing
Objective C3	A community that grows together
Priority C3.2	Support volunteering both organisationally and in the community as an essential element in delivering community outcomes and building wellbeing.

The Hut Community Centre complements the Council’s own two community centres (Torrens Valley Community Centre at Gumeracha and The Summit Community Centre at Norton Summit) in providing programs and services to help improve community wellbeing. The three centres work collaboratively to meet a broad range of Council’s strategic goals due to its capacity to work directly in partnership with community.

➤ Legal Implications

Not applicable

➤ **Risk Management Implications**

The execution of a robust funding agreement between the Council and The Hut will assist in mitigating the risk of:

Public funds being used for low value and low priority activities.

Inherent Risk	Residual Risk	Target Risk
Medium (3D)	Low (3E)	Low (3E)

While The Hut is run independent of the Council, the financial contribution made by the Council represents a significant investment of community funds. It is important therefore, that the Council ensures The Hut's services provide a good 'value-proposition' for the community.

To that end, the draft funding agreement contains a number of provisions around the way The Hut is operated and the manner in which their programs are developed and provided. These include:

- A commitment to maintain Australian Service Excellence Standards Accreditation.
- A commitment to continue investigating alternative sources of income.
- A requirement to report twice yearly to the Council on key outcomes and service provision.
- A requirement to identifying emerging community needs to ensure programs and services meet the changing needs of the community.
- A requirement for the community buses to be available on reasonable terms to other community groups when not required by The Hut.
- A range of specific service requirements, particularly in relation to Home Support Programs.

➤ **Financial and Resource Implications**

The Council has traditionally provided The Hut with funding which supports it to operate and continue to provide a range of services and programs to its catchment community.

The proposed contribution of \$140,000 and costs associated with the two community buses are accommodated within the Draft 2022-23 Budget.

A separate funding schedule has been included for Home Support Program activities as these are linked to Federal Government funding, which has its own requirements and end-date.

Future revisions of the Council's Long Term Financial Plan will include adjustments based on the new funding amount.

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

The Hut provides a range of services and works with its catchment community to support connection, inclusion, reconciliation, multiculturalism, positive ageing, youth engagement and volunteering in the area.

➤ **Sustainability Implications**

The Hut has a strong history of working with community having been established in 1979 and has a broad community impact.

➤ **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>	The Hut Community Centre Board and Staff
<i>Community:</i>	Not Applicable

The development of the draft funding agreement was prepared in consultation with The Hut's Executive Officer who consulted with The Hut Board.

General

The Hut continues to provide centre-based and outreach community programs and services to parts of the Council district not serviced by the Council's own community centres. The Centre has long been held in high regard by the community and has a successful track record in terms of meeting the requirements placed on it by the Council in past funding agreements, in the achievement of sector based performance indicators and in the achievement of its own strategic goals and objectives.

It is generally considered to be filling a space that would otherwise fall back to Council and is a good example of community working to meet their own needs. As such, it is considered appropriate that the Council continues to provide a level of core funding to The Hut and the amount proposed by the Board is considered reasonable.

3. OPTIONS

Council has the following options:

- I. The Council may resolve to endorse the draft agreement contained in Appendix 1, including the commitment to the specified funding. (Recommended).
- II. Council may resolve not to agree to the new three year agreement, or agree to a lesser funding amount; it may jeopardise the ability of The Hut to deliver the current scope and range of services to the community (Not Recommended).
- III. The Council may resolve to endorse the draft agreement contained in Appendix 1, including the commitment to the specified funding but also include a CPI increase in years 2 and 3. The Council should consider where any increase in funding sits relative to other funding priorities and available rate income (Not Recommended).
- IV. Council may resolve to provide a higher level of funding (which has not been formally requested) to The Hut, the Council should consider where any increase in funding sits relative to other funding priorities and available rate income (Not Recommended).

4. APPENDIX

- (1) Draft Hut Community Centre Inc. Funding Agreement 2022

Appendix 1

*Draft Hut Community Centre Inc. Funding Agreement
2022*

FUNDING AGREEMENT

Between

The Adelaide Hills Council

And

The Hut Community Centre Inc.

For the period 1 July 2022 through 30 June 2025

Date:

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1. Introduction

Adelaide Hills Council and The Hut Community Centre (the parties) have enjoyed a very close working relationship over many years. Council has long term strategic goals which include activities to promote community wellbeing and engender volunteer effort as a means of building strong communities.

The Hut Community Centre has played a vital role in achieving such goals and a symbiotic relationship exist whereby the achievement of the Hut Community Centre's goals has a positive impact on the achievement of Council's goals.

This Funding Agreement (the Agreement) sets out the conditions pursuant to which the Council has agreed to provide funding to The Hut Community Centre Inc. to provide agreed services to the Adelaide Hills Council community. Specifically, the Agreement outlines the Council's requirements in regards to the level of service delivery generally to be provided by the Hut Community Centre Inc.

Additional conditions apply in respect of individual funding arrangements for specific activities. These conditions are contained in the Schedules to the Agreement. The terms of the Schedules are specific to the services to which they relate and prevail over and above the general conditions in the Agreement to the extent of any inconsistency between the documents. The Schedules may be amended and/or added to from time to time in writing and agreed by the parties. Any such amendments will not affect the validity of the general conditions of the Agreement.

The Agreement is the sole formal agreement between the Parties with respect to the provision of funding by the Council for community services and related matters. The Parties to this Agreement recognise that The Hut Community Centre Inc. is a separately incorporated body and operates independently of the Adelaide Hills Council.

This Agreement is binding upon both Parties and the undertaking by The Hut Community Centre Inc. to be bound by and to comply with the terms of this Agreement is the consideration for the funding provided by the Council.

2. Purpose and Scope of Funding Agreement

This Agreement recognises the business and funding relationship that exists between the Council and The Hut Community Centre Inc. Its purpose is to enhance this relationship by defining the levels of activity and outcomes required by the Council to justify the provision of

the funding. In doing so the Council recognises that funding will support the endeavours of The Hut Community Centre in delivering its Strategic Plan as amended from time to time.

The body of this Agreement documents the general terms and conditions of the relationship between the Parties. Specific services outlined in the Schedules form part of the Agreement.

3. The Parties

The Provider of services (the Provider):

The Hut Community Centre Inc.

The Client for services (the Client):

The Adelaide Hills Council.

4. Agreement Principles

This Agreement is intended to ensure the delivery of community services and related matters, especially in, but not limited to, the southern parts of the Adelaide Hills Council area. In making this Agreement it is recognised that:

- Volunteer effort is vital to the building of strong communities and in the delivery of inclusive and responsive services.
- Both Parties seek to have a productive relationship and will publically show support for each other.
- The CEO and/or his nominee, for the purpose of this Agreement, represent the Client. In regard to this Agreement, any reference to the elected body of the Client will be through the CEO or his nominee. Notwithstanding this, the Client will in consultation with the provider nominate a Council Member to sit on the Provider's Board of Management as provided for in the Provider's constitution.
- The Provider is an independent body and, notwithstanding the expectations of this Agreement, performs activities outside of the control of the Client.
- The Provider will seek to enable its own growth and will not be solely reliant on support from the Client.
- The funding provided by the Client is for the provision of particular services or activities and is not related to individual direct costs incurred by the Provider in the delivery of said services and/or activities.

- Community services are to be inclusive of as many people as possible and are to be provided in a manner that promotes independence, community cohesion and good outcomes.

5. Description of Activities and Services Provided

Activities and services provided by the Provider under this Agreement are detailed in the attached Schedules which may be added to and/or renegotiated from time to time by mutual consent of the Parties and attached as an updated schedule.

6. Financial Management

The Client shall provide funds in the manner prescribed in each Schedule.

The Provider will expend such funds for the purpose agreed to and will provide accurate records of such expenditure annually as below and/or otherwise upon request by the Client.

The Provider will produce an annual report with adequate reconcilable detail of all funding and support provided by the Client. The normal audited financial statement of the Provider will suffice for such reporting.

7. Term of Agreement

This Agreement will be in place for 4 years, commencing on 1 July 2022 and ceasing on 30 June 2025.

Individual Schedules may provide variations to these dates consistent with separate funding arrangements and are, therefore, subject to separate negotiations and agreement between the Parties when required.

- **Agreement Review Process**

Due to the nature of this Agreement it is recognised by the Parties that the Agreement should be reviewed every 12 months on or about its anniversary date to ensure that the expectations of all Parties are being met. The effectiveness and accuracy of the Agreement will be reviewed. In addition, an assessment will be made to ensure a true reflection of actual activities being undertaken and the achievement of agreed outcomes by the Provider.

Circumstances that can lead to an extraordinary review of this Agreement outside the annual review include:

- a significant change in the level of service required;
- fundamental changes that affect the Provider's ability to deliver the stated services or expected outcomes; and/or
- fundamental changes in the Client's business model.

Any review will address:

- the services being delivered and their appropriateness;
- appropriateness of frequency measures;
- roles and responsibilities of both Provider and Client;
- assessment of services and activities against the expected outcomes that have been established by the Client in consultation with the Provider;
- amendments to the Agreement as appropriate; and
- the Provider's compliance with its obligations under the Agreement.

8. Variations to the Agreement

The Agreement must remain relevant to the business needs of the Client and the capacity of the Provider. Accordingly, changes in processes and/or technology mean that the Agreement needs some flexibility to keep pace with such changes. Therefore, should this document require variation prior to the specified review periods, separate negotiations will take place.

Formal sign off on revised agreements will be between the Provider and the Client in recognition of the Parties' acceptance to be bound by any variations.

9. Termination

This Agreement may be terminated by mutual consent. In such circumstances each party will provide details of how the Agreement will be finalised and such details recorded in a formal Dissolution of Agreement schedule.

The Client may otherwise terminate the Agreement where the Provider breaches its obligations under the Agreement and does not remedy such breach to the satisfaction of the Client within 28 days of notice of the breach having been provided to the Provider.

10. Dispute Resolution

As detailed in the Agreement the Parties agree to work together in good faith to resolve any matter requiring their direction or resolution. Such matters will be treated in confidence, notwithstanding each Party's right to pursue matters through more formal structures if so required.

Should either party have cause to dispute the actions of the other, the following process will be undertaken:

- Informal negotiations between representatives of the both Parties. In the event that this does not resolve the dispute within thirty (30) days then:
- Formal negotiations will commence. Such negotiations will require written advice detailing the matters involved in the dispute and what resolution the aggrieved party is seeking. Giving consideration to these matters the other Party will provide within seven (7) working days a reasonable written response to the other party's concerns. A further exchange of letters will take place with each response required within seven (7) working days of receipt of written advice from the other Party. Through the course of this negotiation representatives from both Parties may meet to attempt to resolve the matter, notwithstanding the requirement for a formal exchange of letters. In the event that this does not resolve the dispute within sixty (60) days then:
- A Mediator agreeable to both Parties may be engaged to seek a resolution. If the Parties cannot agree upon a Mediator, the Mediator will be determined by a suitable third party.
- The cost of the mediator will be borne equally by both Parties and their recommendations will be seen as binding on both Parties.
- Nothing set out above limits either party's right to seek a legal remedy for the dispute.

11. Client Responsibilities

These include:

- Provision of details to the Provider as may change from time to time, in respect of requirements by external funding agencies.
- Payment of funds within twenty-one (21) days of receipt of bona-fide invoice (or similar financial arrangement) related to the schedules attached to this Agreement.
- Reasonable promotion of the Provider's activities within its normal promotional activities and within existing resources.

- Maintain open communication with the Provider in respect of the matters within this Agreement.

12. Provider Responsibilities

These include:

- Except with the prior consent in writing of the Client, the Provider will not use funds other than for the purposes for which they were provided by the Council as set out in the Schedules.
- Keep and maintain suitable accounts and financial records in relation to funds to which the Agreement relates.
- Ensure that all records and other documentation required to be kept by the Provider under the Agreement and Schedules and/or under any other legislation or statutory instrument will, upon the giving of 14 days' notice be available to the Client for inspection at all times during normal business hours.
- Delivery of services and/or management of resources in accordance with the Schedules of the Agreement.
- Maintain quality standards as detailed in the Schedules of the Agreement.
- Acknowledge the support of the Client through inclusion of the Client's logo in appropriate published material of the Provider.

13. Service Delivery

The Provider will ensure that all service delivery outputs are delivered in a timely, accurate and consistent manner. All outputs will be delivered in accordance with the specified service levels, measures and targets as outlined in the Schedules.

The Client will deliver accurate and timely inputs to enable the Provider to deliver the services in the most effective manner possible.

The Parties will raise any issues in relation to provision of information or services so that these can be addressed promptly.

14. Quality Control

This Agreement requires the Provider to comply with relevant legislation, regulations and standards including but not limited to:

- Relevant State and Federal Work Health and Safety legislation
- Various recognised standards as detailed in the attached Schedules

Any concerns by either party regarding the quality of services should be raised as a matter of some urgency. The quality of services and activities delivered under this Agreement will be monitored annually.

Any deficiencies identified between the agreed services and activities and those delivered will be addressed immediately. Feedback on the services received will be monitored in the following ways:

- Discussions between the day-to-day operational contacts
- As a part of the annual review process
- Through formal audits
- Advice and suggestions from Client staff members
- Service user feedback and suggestions
- Quarterly meetings between Executive Contacts

15. Continuous Improvement

Nothing in this Agreement or the Schedules should limit the opportunities to improve services and processes if they are mutually agreed. Specifically it is expected that the Provider's adherence to Australian Service Excellence Standards will provide such opportunities.

16. Financial Arrangements

All costs associated with all agreed services and activities will be in accordance with the Schedules of the Agreement. The Client will provide funds within twenty-one (21) days of receipt of a bona-fide invoice from the Provider. The Provider will keep accurate financial records which will be provided at least annually to the Client. Funds are to be expended in accord with this Agreement and not for other purposes unless agreed by both Parties in writing.

17. Insurances

- **Public Liability Insurance**

The Provider shall take out and keep current a Public Liability Policy of insurance in the name of the Provider insuring for an amount not less than \$20 million.

- **Professional Indemnity Insurances**

The Provider shall take out and keep current a professional indemnity insurance policy in the name of the Provider for an amount not less than \$10 million.

18. Severability

If any part of the Agreement is or becomes void or unenforceable or the Agreement would, if any part were not omitted, be or become void or unenforceable then:-

- That part will be severable without affecting the remainder of the Agreement and the Agreement will then be read as if the part were not contained in it; and
- The Parties will attempt to renegotiate that part in good faith.

19. Costs

Each party will bear its own costs of an incidental to the negotiation, preparation and execution of the Agreement.

20. No Mutual Liability

Nothing in the Agreement constitutes a partnership, joint venture or association of any kind between the Client and the Provider or renders them liable for the debts or liabilities incurred by each other.

1. Schedule One – Core Organisational Capability and Volunteer Management and Development

Key Client Contact for this Schedule

Manager Community Development

Purpose

This support is provided by the Client to the Provider to enable core organisational activities to be undertaken and allows for a strong foundation by which the Provider can build its programs and activities and attract other funds. The Client considers volunteers to be the cornerstone of community centre operations and building strong communities. This support will contribute to the Provider's ability to attract, train and retain volunteers in line with the *National Standards for Involving Volunteers in Not-for-profit Organisations*.

Levels of Support

This Schedule will operate from 1 July 2022 until 30 June 2025.

The Client will provide (via quarterly instalments) the Provider an amount of \$140,000 per annum.

Year	Amount
2022/23	\$140,000
2023/24	\$140,000
2024/25	\$140,000

The above amounts are funded from the Council's general revenue.

Expected outcomes

1. Through the Australian Services Excellence Standards (ASES) for community organisations, the Provider will maintain the Certificate Level ASES accreditation which includes a full external review every three years.

Where there are identified areas for improvement/recommendations in relation to the Provider's governance practices, as identified by the ASES external review process, that the Provider's response to those recommendations be reported to the Client via the Client's representative.

2. The Provider will regularly review its strategic and operational plans and have processes in place to identify emerging community needs.
3. During the life of this Agreement, The Provider will continue to pursue and maintain funding strategies which aims to establish a range of funding streams that will provide greater self-sufficiency and less dependence on Council funding.
4. The Hut will continue to embrace a culture of continuous improvement ensuring community needs are being met by:
 - formally reviewing all programs and services annually
 - undertaking regular research to ascertain community needs
 - increase/diversify programs and services to reach a wider subset of demographics within the AHC region
5. The Provider will manage a volunteer program that meets the *National Volunteering Standards* to support the programs and services being facilitated by the Provider including services provided to the Client under other schedules in this agreement.

Specific Terms and Conditions

The Provider will supply a written report to the Client once a year in alignment with the development of its annual report. This report will outline compliance with funding arrangements and include:

- A description of general Governance arrangements in regards to the operation of The Hut Community Centre Board and related activities
- An outline of programs and services undertaken, including numbers of participants/people served and a brief demographic profile of same
- Levels of volunteer training undertaken
- Number of volunteers who are active on a daily, weekly, monthly and less frequently basis
- A brief demographic profile of volunteers

**Funding Agreement between Adelaide Hills Council & The Hut Community Centre Inc.
1 July 2022 - 30 June 2025**

- An approximation of the total number of volunteer hours contributed in varying fields of endeavour (including the contribution of Board members)

2. Schedule Two – Hills Home and Community Support– Social Support and Transport

This schedule will commence on 1 July 2022 and conclude on 30 June 2025 .

Key Client Contact for this Schedule

Team Leader Positive Ageing

Purpose

The Commonwealth Home Support Program (CHSP) provides funding to the Client to run the Hills Home and Community Support Program (HHCS) aimed at supporting older people to remain independent, healthy and valued members of the community. Eligibility criteria and assessment processes exist and are set by The Commonwealth for clients to access support under this program.

The Social Support program is specifically aimed at assisting clients to participate in community life and meet their need for social contact. The service also provides transport for those who have limited transport options.

Levels of Support

The Client will provide \$11,500 per financial year toward the provision of Social Support and Transport services for eligible older people. Such funds are contingent upon Commonwealth funding being provided to the Client. To be eligible for receipt of the funds, the Provider must comply with the CHSP funding requirements, details of which will be provided by the Client.

These funds will be transferred to the Provider in one annual lump sum upon receipt of a bona-fide invoice from the Provider. No indexation will be applied.

The Provider will collect all consumer donations and accurately record their receipt. All donations will be passed on to the Client and cannot be allocated to other activities. The Provider can claim from the Client legitimate volunteer 'out of pocket' meal costs and volunteer travel reimbursements and will provide to the Client accurate records and receipts to substantiate any claims. The rate for volunteer travel reimbursement shall be up to the level specified in The Hut Enterprise Agreement 2010. There is no base-funding amount for reimbursements of any type. Reimbursements will only be available if sufficient funds are collected and deposited through donations received by the Provider. The Client will pay reimbursements but is not obliged to pay for any reimbursements above the level of donations received within the funded year.

The Client is fully liable for funds in accordance with their stated use as described in the funding agreement with the Commonwealth Government. Such obligations automatically form the foundation of this Schedule and may change from time to time. Such changes will be conveyed to the Provider and any necessary adjustments to this Schedule negotiated accordingly.

Expected outcomes

Output Table*

Social support	6019 hours of service per financial year	
Transport	1258 trips per financial year	

- *Hours of service are calculated for each individual attending a group activity or receiving individual assistance
- Trips are calculated each way and are calculated for each individual on a trip
- The Provider will provide a range of social support and transport services to eligible residents of the Adelaide Hills Council upon written request from a relevant staff member of the Client. The Provider will provide services as indicated in the Output Table above as a minimum. The Provider will not undertake any form of client assessments as a part of this Schedule.
- The Provider should expect to receive appropriate referral information to assist in the safe and effective provision of services and where the provider is aware, information of a significant change in a participant's capacity. This information should include any known medical conditions which could impact on service delivery or put the client, staff member or volunteer at risk during the period of service provision.
- The Provider shall not be expected to provide care for participants assessed as having high needs and, if determined that general care is not sufficient to ensure the health and safety of participants, staff or volunteers, the AHC will work with the Provider to manage, the withdrawing of the participant from the service.
- The Provider should provide all services within the contractual arrangements including adherence to the Commonwealth Home Support Program Manual as described within the Adelaide Hills Council Social Support/Transport Services Manual.

- Any reportable incidents (as defined in the Adelaide Hills Council Social Support/Transport Services Manual) arising from this service will be reported immediately by the Provider to the Client.
- Any client complaints arising from this service that are assessed as being a risk by the Provider or are complex or recurrent in nature will be reported immediately by the Provider to the Client.

Terms and Conditions

- The Staff and Volunteers of The Provider will be representing The Adelaide Hills Council and The Commonwealth in the provision of the funded services and should represent those agencies in a positive manner.
- The Provider should acknowledge the funding and support provided by the Commonwealth and the Client on all relevant publications and promotional materials.
- The Client and Provider agree on the concept of 'wellness' and capacity building in its approach to service delivery. Promoting a wellness approach represents a shift away from service models that continue to increase dependency on services. Wellness is based on the principle that people want to retain their autonomy and build their capacity, which in turn has a positive impact on their self-esteem and ability to manage day to day life.
- The Provider's staff and relevant volunteers are required to be familiar with and work within the following principles and procedures which are detailed in the Adelaide Hills Council Social Support/Transport Services Manual:
 1. The Guiding Principles of The Commonwealth Home Support Program
 2. The Home Care Standards as discussed in the Aged Care Quality Agency's Practices and process guide
 3. The Charter of Rights and Responsibilities for Community Aged Care.
 4. The Carers Recognition Act 2010 and the appropriate statement for carers
 5. The Adelaide Hills Council's non response procedure including the clients' right to vary that procedure and the response required by the Provider staff and volunteers.
 6. The Commonwealth Home Support Program clients right to privacy and Confidentiality.
 7. Aged Care Act 1997 and the Complaints Principles 2015.

1. The Provider will provide appropriate records as reasonably requested by the Client for all services provided as part of the Hills Home & Community Support Program.
2. The Provider will ensure that all volunteers and staff have appropriate training, knowledge and skills to provide services. The Client shall offer to include Provider staff in relevant training and development activities in support of this.
3. The Provider will ensure that all staff, volunteers and executive decision makers are suitable for the roles they are undertaking and undergo a *Crimtrac* police check every three years. A system must be implemented to ensure police checks are current at all times. A set of police certificate guidelines as included in the Adelaide Hills Council Social Support Services/Transport Manual which have been set by the Commonwealth and must be adhered by all Commonwealth Home Support Program service providers.

3. Schedule Three – Bus Management

This schedule will commence on 1 July 2022 and conclude on 30 June 2025.

Key Client Contact for this Schedule

Manager Works and Services

Purpose

To ensure that the Community Buses are available and utilised for the benefit of the community, especially older people who are transport disadvantaged so as to reduce social isolation.

Levels of Support

The Client will provide two community buses to be managed by the Provider. The provision of the community buses will be reviewed annually.

Expected outcomes

The buses are provided to increase the mobility of those who might otherwise be limited in their options due to transport difficulties and to support the provision of CHSP services on behalf of the Council

The Provider shall establish and maintain processes to enable the buses to be available for the use of other not-for-profit community based groups servicing the Adelaide Hills Council district, when not required for use under the Provider's programs and services. Reasonable terms and conditions may be established in conjunction with the Provider, including the need for the hirer to cover running costs.

Specific Terms and Conditions

The Provider will ensure:

- the Client is notified within 5 working days if buses are damaged in any way
- all drivers are instructed to visually check buses prior to and upon return from each trip for any damage
- all drivers of the buses have appropriate licences
- the buses are garaged in a secure manner
- the buses are used for their intended purpose
- the buses are maintained in accordance with vehicle warranty standards
- the fire extinguisher and first aid kit serviced and up to date

- working mobile phones will be maintained in good working order in each bus and must accompany the bus at all times
- ensure that third party community users of the vehicles will abide by the relevant guidelines agreed between the Client and the Provider.

The Client will:

- arrange necessary servicing and repairs once notified by the Provider
- provide breakdown service cover for both buses
- reimburse the provider for legitimate costs associated with fire extinguisher and first aid kit costs upon receipt of a bona-fide invoice
- cover the cost of fuel for running the buses (which may include direction as to where the buses should be refuelled)

The Provider will collect all consumer donations and accurately record their receipt. All donations will be passed on to the Client and cannot be allocated to other activities. The Provider can collect from the donations legitimate volunteer 'out of pocket' costs and will provide to the Client accurate records and receipts to substantiate any claims. There is no base-funding amount for reimbursements of any type. Reimbursements will only be available if sufficient funds are collected and deposited through donations received by the Provider. The Client is not obliged to pay for any reimbursements above the level of donations received within the funded year.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.2

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

Subject: Draft Annual Business Plan 2022-23 for Adoption

For: Decision

SUMMARY

The *2022-23 Annual Business Plan* is a legislative requirement under s122 of the *Local Government Act 1999* (the “Act”) and has been developed in accordance with Section 8 of the Act – Principles to be observed by Council. It is also a key element of Adelaide Hills Council’s *Corporate Planning and Performance Framework*.

The draft *2022-23 Annual Business Plan* (ABP) has been developed to align to the *2022-23 Long Term Financial Plan* (LTFP), the suite of Asset Management Plans (AMP) and the *Strategic Plan 2020-24 – A brighter future*. Council resolutions, staff and community feedback, and risk assessments have also informed projects and programs included in the ABP.

In accordance with Section 123(3) of the Act, Council resolved at the 3 May 2022 Special Council Meeting to approve the ABP for public consultation and this was undertaken from 11 May to 1 June 2022.

The purpose of this report is to provide the draft *2022-23 Annual Business Plan* (**Appendix 1**) to Council for adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 - a. Pursuant to and in accordance with section 123(6) of the *Local Government Act 1999* and Regulation 6 of the *Local Government (Financial Management) Regulations 2011* and having considered all submissions and consultation feedback received, the Annual Business Plan (**Appendix 1**) as laid amended before Council for the financial year ending 30 June 2023, be adopted.
 - 1.2 Pursuant to and in accordance with section 123(7) of the *Local Government Act 1999* and Regulation 7 of the *Local Government (Financial Management) Regulations*

2011, having considered the Budget in conjunction with, and determined the Budget to be consistent with, the Council’s Annual Business Plan, the Budget for the financial year ending 30 June 2023, as laid before the Council at this meeting, be adopted.

1.3 Determination and Adoption of Valuations – 2022-23

1.3.1 Rates assessed on rateable land in the area of the Council will be based on the capital value of land for all rateable land.

1.3.2 Pursuant to section 167(2)(a) of the *Local Government Act 1999* the most recent valuations of the Valuer General available to the Council of the capital value of land within the Council area, be adopted for rating purposes for the financial year ending 30 June 2023, totalling **\$xx,xxx,xxx,xxx.**

1.4 Determination of Basis for Differential Rating

Having taken into account the general principles of rating contained in section 150 of the *Local Government Act 1999* and the requirements of section 153(2) of the *Local Government Act 1999*, and in order to raise the amount as per paragraph 1.2, pursuant to section 152(1)(c) of the Act the Council declares that general rates for the financial year ending 30 June 2023 will consist of two components:

- 1. one being based on the value of the land; and**
- 2. the other being a fixed charge**

Pursuant to sections 153(1)(b) and 156(1)(a) of the *Local Government Act 1999* the Council declares the following differential general rates for the financial year ending 30 June 2023 on rateable property within the Council area, based upon the capital value of the land and varying according to land use categories in accordance with Regulation 14 of the *Local Government (General) Regulations 2013*:

1.4.1 on rateable land assigned category (a), (g), (h) & (i) (Residential, Primary Production, Vacant and Other), a rate of 0.2135 cents in the dollar of the capital value of such land;

1.4.2 on rateable land assigned category (b), (c), (d), (e) and (f) (Commercial – Shop, Office and Other and Industrial – Light and Other) a rate of 0.2455 cents in the dollar of the capital value of such land.

1.5 Declaration of General Rates – Annual Fixed Charge

Pursuant to section 152(1)(c)(ii) of the *Local Government Act 1999*, the Council declares a fixed charge of \$733 in respect of all rateable land in the Council area for the financial year ending 30 June 2023.

1.6 Imposition of Regional Landscape Levy

In accordance with section 69 of the *Landscape South Australia Act 2019*, and section 154 of the *Local Government Act 1999*, in order to reimburse the Council the amount contributed to the Hills and Fleurieu Regional Landscape Board, the Council declares the following separate rates based upon the capital value of rateable land for the financial year ending 30 June 2023:

- 1.6.1 0.008482 cents in the dollar on all rateable land in the Council area and in the area of Hills & Fleurieu Regional Landscape Levy;**

1.7 Annual Service Charge

Pursuant to section 155 of *the Local Government Act 1999*, for the financial year ending 30 June 2023 the Council imposes the following annual service charges based on the nature of the service and the level of usage of the service:

- 1.7.1 In respect of all land to which the Council provides or makes available the prescribed services known as:**
- the Woodside Community Wastewater Management System
 - the Woodside Extension Community Wastewater Management System
 - the Birdwood and Mt Torrens Community Wastewater Management System
 - the Kersbrook Township Community Wastewater Management System
 - the Charleston Community Wastewater Management System
 - the Verdun Community Wastewater Management System
 - the Mt Lofty Ward Community Wastewater Management System

an annual service charge of \$826 in respect of land which is occupied and an annual service charge of \$415 in respect of land which is vacant.

1.8 Rate Cap and Rebates

- 1.8.1 Rate Cap (General Rates Maximum Increase for Principal Place of Residence)**
That for the year ending 30 June 2023 pursuant to section 153(3) of the *Local Government Act 1999* the Council will not fix a maximum increase in the general rate to be charged on any rateable land that constitutes the principal place of residence of a principal ratepayer.

- 1.8.2 Primary Production Rebate**
Pursuant to section 166(1)(b) of the *Local Government Act 1999*, Council continues to offer, for the year ending 30 June 2023, upon application, a discretionary Primary Production Rebate of 10% on the differential primary production general rate to those ratepayers in the business of primary production who do not have a notional capital value assessment of their property and who have applied for and been granted this rebate in any of the last three (3) rating years, namely 2019-20, 2020-21 and/or the 2021-22 rating year.

- 1.8.2 Revaluation Relief Rebate**
Council has determined, pursuant to section 166(1)(l)(ii) of the *Local Government Act 1999* to provide a discretionary rebate for the purposes of fixing a maximum increase in general rates to be charged on all rateable land excluding the vacant land use within its area to be applied by the Council either on its own initiative where Council considers that the ratepayer meets the eligibility criteria or by application from the ratepayer, in circumstances where:

- the general rates payable for the financial year ending 30 June 2023 exceed the general rates paid in the previous financial year by 15% or more

and where the increase in general rates is not as a result of:

- (i) improvements made to the property worth more than \$20,000, unless the ratepayer is located within the Cudlee Creek bushfire scar as determined by Council; or
- (ii) a change to the land use of the property; or
- (iii) a change in ownership (unless a family transfer) of the rateable property

the amount of any cap being the difference between the amount of general rates in monetary terms (before any rebate was applied) imposed for the 2022-23 financial year and the amount of general rates in monetary terms (before any rebate was applied) for the 2021-22 financial year plus 15% of those rates.

1.9 Separate Rates

Declaration of Separate rate – Stirling Business Separate Rate

- 1.9.1 Pursuant to section 154 of the *Local Government Act 1999* for the financial year ending 30 June 2023 in order to raise the amount of \$95,000 to carry out the activity of promoting and enhancing business viability, profitability, trade and commerce in that part of the Council's area comprising rateable land within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category 1 (residential) and government owned land, the Council declares a differential separate rate of 0.0793 cents in the dollar on all other land uses based on the capital value of the rateable land within that part of the Council area.
- 1.9.2 In exercise of the powers contained in section 158(1)(a) of the *Local Government Act 1999* the minimum amount that is payable by way of the Stirling Business separate rate is \$297 (affecting all properties within the area to which the separate rate applies where the capital value is below \$374,525).
- 1.9.3 In exercise of the powers contained in section 158(1)(b) of the *Local Government Act 1999* the amount that would otherwise be payable by way of rates in respect of the Stirling Business separate rate is altered by fixing the maximum amount of the separate rate payable at \$2,657 (affecting all properties within the area to which this separate rate applies where the capital value is in excess of \$3,350,570).

1.10 Payment of Rates

- 1.10.1 That pursuant to the provisions of section 181 of the *Local Government Act 1999*, the above rates including charges which have been imposed for the financial year ending 30 June 2023 are payable by four equal (or approximately equal) quarterly instalments (unless otherwise agreed with the principal ratepayer), falling due on 1 September and 1 December 2022 and 1 March and 1 June 2023.
- 1.10.2 In exercise of the powers contained in section 44 of the *Local Government Act 1999*, the Council delegates to the Chief Executive Officer the power pursuant to section 181(4)(b) of the *Local Government Act 1999*, to enter into agreements

with principal ratepayers relating to the payment of rates in any case of hardship or financial difficulty.

1.11 Adoption of Rating Policy

- 1.11.1 With an effective date of 1 July 2022, to revoke the 2021-22 Rating Policy and adopt the Rating Policy, in Appendix 2 of the 2022-23 Annual Business Plan in Appendix 1 of this report.**
- 1.11.2 That the Chief Executive Officer, or delegate, be authorised to make any formatting, nomenclature or other minor changes to the Policy prior to the effective date.**

1.12 Borrowings

Council resolves to:

- 1.12.1 borrow the sum up to \$7.8m for the purpose of funding the 2022-23 Budget.**
- 1.12.2 authorise the Chief Executive to negotiate and agree the interest rate and any terms and conditions of the above borrowing arrangements in accordance with the Treasury Policy as adopted by Council.**
- 1.12.3 authorise the Chief Executive to negotiate and agree a new Convertible Cash Advance Debenture (CAD) facility to replace existing arrangements and any terms and conditions of the above borrowing arrangements in accordance with the Treasury Policy as adopted by Council**
- 1.12.4 authorise the affixation of the common seal as necessary to give effect to Council's resolutions in this matter and that this be undertaken by the Mayor and the Chief Executive Officer.**

2. That the CEO be authorised to:

- a. Make any formatting, nomenclature or other minor changes to the Plan prior to being released for publication and**
- b. Determine the publishing timings, processes and related media promotion while ensuring consistency and compliance with the provisions of applicable legislation.**

1. BACKGROUND

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

The *Capital Works Program 2022-23* is a companion document that is published alongside the ABP and is provided in **Appendix 2** for reference.

The draft ABP was presented to Audit Committee at their 20 April 2022 meeting. That version of the draft was modelled on the Consumer Price Index (CPI) predictions contained in the LTFP. In consideration of that draft ABP, the Committee resolved:

7.1. Annual Business Plan for Consultation

Moved Peter Brass
S/- David Moffatt

AC17/22

The Audit Committee resolves:

1. That the report be received and noted
2. To advise Council that the Committee has reviewed the draft *Annual Business Plan 2022-23 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That, on the basis of the Committee's review, to recommend the draft ABP to Council for community consultation.
4. That a further update on the Draft ABP be provided to the May 2022 Audit Committee Meeting to consider Council's proposed adjustments (if any) to the latest movements in CPI.

Carried Unanimously

Council considered the draft ABP at their 3 May 2022 Council Meeting where it was resolved to go to consultation on the ABP over the period 11 May to 1 June 2022, with an adjusted average rate increase of 4.9%.

6.1 Draft 2022-23 Annual Business Plan for Consultation

Moved Cr Nathan Daniell
S/- Cr Pauline Gill

111/22

Council resolves:

1. That the report be received and noted.
2. To endorse the draft *2022-23 Annual Business Plan (ABP)*, as contained in Appendix 1 for community consultation in accordance with Section 123 of the *Local Government Act 1999*, adjusted to include an average rate increase of 4.9%.
3. That, notwithstanding the terms of Council's *Public Consultation Policy*, Council determines that it will hold a public meeting as part of its consultation activities with respect to the draft *2022-23 Annual Business Plan*.

4. That the CEO be authorised to:
 - a. arrange for the holding of such a meeting;
 - b. provide notice to the public of the meeting in such manner and form as they see fit; and
 - c. cancel entirely or defer the holding of the meeting in the event it cannot be accommodated in line with relevant State Government public health/ emergency directions, regulations or legislation related to COVID-19.

5. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the ABP 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 revised draft ABP has been presented to Audit Committee at their 23 May 2022 meeting to confirm the ABP's continued adequacy in maintaining financial sustainability for Council.

7.5. Revised Draft Annual Business Plan 2022-2023

**Moved Cr Leith Mudge
S/- Peter Brass**

AC35/22

The Audit Committee resolves:

1. That the report be received and noted

2. To advise Council that the Committee has reviewed the revised draft *Annual Business Plan 2022-23 – May 2022 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability and does not raise any significant concerns.

Carried Unanimously

The *Annual Business Plan 2022-23 Community Engagement Outcomes Report* was presented at the Special Council Meeting held 14 June 2022.

7.1 Annual Business Plan Consultation Results

Council received a presentation on the consultation outcomes and proposed financial adjustments.

Moved Cr Leith Mudge
S/- Cr John Kemp

143/22

Council resolves:

1. That the report be received and noted
2. To receive and note the outcomes of the *draft Annual Business Plan 2022-23* public consultation undertaken from 5 May - 1 June 2022 as contained in the *Annual Business Plan 2022-23 Community Engagement Outcomes Report* in Appendix 1.
3. To endorse the following recommended changes to the *draft Annual Business Plan 2022-23*:
 - a. Adjustments to budget/financial figures to account for:
 - i. Additional Local Government Election costs: \$58k
 - ii. Rates Oversight Scheme costs: \$13k
 - iii. East Waste Budget adjustment: \$126k reduction
 - iv. External funding increases for recently approved grants such as
 1. Community Resilience Program \$484k
 2. The Local Roads and Community Infrastructure Program \$1,362k
 - b. Inclusion of the recently approved 2022-23 LRCIP projects
 - c. Adopted Capital changes from BR3

Carried Unanimously

Cr John Kemp declared a Material Conflict of Interest as per Item 4 and left the Chamber

7.2 Annual Business Plan Consultation Results - Additional

Moved Cr Linda Green
S/- Cr Chris Grant

144/22

Council resolves:

4. To endorse the following recommended change to the *draft Annual Business Plan 2022-23*:
 - a. Adjustment to budget/financial figures to account for:
 - i. The Hut 2022-23 Budget agreement: \$15k reduction

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

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

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

The ABP has been developed from the financial projections and targets of the draft *2022-23 Long Term Financial Plan (LTFP)* and in alignment with the *Strategic Plan 2020-24 – A brighter future* and *Asset Management Plans*.

The LTFP went through community consultation during March with results shared with Council at the 1 April 2022 ABP workshop. The final revised LTFP was adopted at the 26 April Council Meeting.

Note that the current draft ABP has been revised from the LTFP parameters as discussed in the Financial and Resource Implications section below.

➤ **Legal Implications**

The preparation of an ABP is a requirement of Section 123 of the *Local Government Act 1999* (the “Act”), and the *Local Government (Financial Management) Regulations 2011* (the “Regulations”). The ABP has been developed in accordance with Section 8 of the Act – Principles to be observed by Council.

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

As part of the legislative reform, from 30 April 2022, the consultation requirements were amended with Section 123(4) removed and instead the Act requires at Section 123(3)(b) that Council will “undertake public consultation”. Nevertheless, Council continued to apply Section 123(4) as guidelines for this year’s public consultation which are also aligned to Council’s *Public Consultation Policy*. That is, the consultation activities will include:

1. Publishing a newspaper notification of the consultation period and how to provide feedback
2. Making the draft available in Council’s service centres and online for written submissions and feedback
3. Scheduling one hour at the May Council Meeting for community members to provide verbal submissions on the draft ABP.

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

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

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

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

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

The LTFP set the following key parameters and targets in relation to the development of the 2022-23 Budget:

- Operating Surplus of \$671k
- Renewals Capital Expenditure of \$11.347m
- New & Upgrade Capital Expenditure of \$11.381m
- Net Borrowings of \$9m, resulting in forecast Net Financial Liabilities of \$28.4m at June 2023.

The following financial summary is based on the general rate increase of 4.9% for existing ratepayers and an amount of 1.2% for new development

- Operating Surplus of \$1.361m
- Renewals Capital Expenditure of \$10.5m with some reallocation of project delivery and ICT capital to the New/Upgraded category to better reflect the capital work undertaken
- New and Upgrade Capital Expenditure of \$11.8m
- Net Borrowings of \$7.3m, resulting in forecast Net Financial Liabilities at June 2023 of \$27.4m.

The 2022-23 Operating Surplus of \$1.361m includes net one off operating funding of \$882k relating to the Federal Government Local Roads and Community Infrastructure Project (LGCIP) Program. Together with the adjustment for the one-off Amy Gillett Operating Initiative for \$100k, this results in an Underlying Surplus of \$579k for the 2022-23 Financial Year. This amount has been used in calculating the Adjusted Operating Surplus Ratio of 1.1%. This amount excludes the local government election costs which are incurred every four years.

In summary, financial sustainability is demonstrated through alignment to Council’s agreed target ranges in the three key ratios – Adjusted Operating Surplus Ratio (1.1%), Net Financial Liabilities Ratio (51%), and Asset Sustainability Ratio (102%).

In relation to the resolutions addressing borrowings, an additional resolution has been included to provide the Administration with the authority to replace Council’s Cash Advance Debenture (CAD) Facilities which will expire at the end of ten years near the end of the 2022-23 financial year.

In accordance with Council's *Treasury Policy*, Council has regularly used CAD facilities over many years with the LGFA and other banking institutions with lower interest rates in recent years to assist Council in obtaining a mix of variable rate CADs in addition to fixed term borrowings.

It is noted that both Council's *Treasury Policy* and *Procurement Policy* require competitive processes for procurements of this nature.

As such Council endorsement is sought to authorise the Chief Executive to negotiate and agree a new Convertible Cash Advance Debenture (CAD) facility to replace existing arrangements and any terms and conditions of the above borrowing arrangements in accordance with the *Treasury Policy* as adopted by Council.

A Statement on Expected Rate Revenue has been included as Appendix 2 in the Annual Business Plan in accordance with Section 6(1)(ea) of the *Local Government (Financial Management) Regulations 2011*. This highlights a total general rates increase of 6.0% which includes the impact to existing ratepayers of 4.9% and rates growth.

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

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

➤ **Sustainability Implications**

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

Financial sustainability is demonstrated through alignment to Council's agreed target ranges in all of the three key ratios – Operating Surplus Ratio, Net Financial Liabilities Ratio, and Asset Sustainability Ratio.

In aligning to these targets and as closely as possible to the LTFP, there is a level of certainty provided to the community that financial sustainability will be maintained.

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

Consultation on the development of this report was as follows:

Council Committees: The draft ABP was presented to the Audit Committee at the 20 April 2022 in their capacity as advisors to Council on the consistency and adequacy of the plan in the context of maintaining financial sustainability. The revised draft was presented to Audit Committee at the 23 May 2022 meeting.

Council Workshops: Strategic initiatives included within the ABP were discussed in the Long Term Financial Plan workshop on 4 February 2022. An ABP and budget workshop was held on 1 April 2022 to discuss key budget elements and other related topics. Further workshops were held on 12 April and 28 April to further discuss the rating policy.

- Advisory Groups:* Advisory groups were invited to contribute to the LTFP consultation process which have informed the development of the ABP.
- External Agencies:* The service delivery and budget implications of each of the regional subsidiaries have been considered in the development of the ABP and budget.
- Community:* LTFP Community Consultation feedback was considered during the ABP development.

Consultation on the draft ABP was undertaken in accordance with Section 122 of the Act and Council's Public Consultation Policy over the period 11 May to 1 June 2022. The consultation provided an opportunity for the Community to provide feedback via hardcopy and online survey response as well as providing submissions by email, letter, phone contact, or in person at the ordinary Council meeting, Tuesday 24 May 2022, 6:30 - 7:30pm at the Stirling Council Chamber.

The *Annual Business Plan 2022-23 Community Engagement Outcomes Report* was presented at the Special Council Meeting held 14 June 2022, where Council considered the feedback provided by the community.

➤ **Additional Analysis**

Changes to the ABP post public consultation

In addition to the minor formatting changes and corrections made to the ABP, the following items have been updated:

- Addition of the demographics page
- Addition of the Corporate Performance Indicator pages
- Adjustment to budget/financial figures to account for various changes to expenses and grant income as resolved at Special Council Meeting on 14 June.
- Adjustments resulting from BR3 carry forwards (**Appendix 3**)
- Some additional amounts detailed below have been included in financial figures, these have a net zero result to operating surplus.

These budget/financial amendments include an adjustment for interest of \$200k being an estimate of the impact of the delay in capital grants and sale proceeds of \$4.3m as adopted in the 2021-22 Budget Review 3 and an amount to cover changes in interest rates that have occurred in recent months. This has been offset by a similar amount in rates income, reflecting a better than budgeted return from New Development. While the estimated new development in Woodforde, Inverbrackie and Mount Torrens has largely been on par with predictions, greater new development has occurred in other townships including Aldgate, Bridgewater, Crafers, Heathfield, Lobethal and Stirling from recent Valuer-General revisits in the last few weeks.

As well as covering increases in interest, the additional rates from new development as opposed to the existing rate base is seen as extremely important to allow Council to continue

to align to its LTFP financial sustainability targets and assist Council in maintaining its more marginal operating surpluses in the next year or two in the current global financial climate of rising costs well in excess of previous years.

Following Council's adoption of the ABP, final updates will be made including the addition of the Mayor's message, and any formatting, nomenclature or other minor changes (as per Recommendation 2).

3. OPTIONS

Council has the following options:

- I. To adopt the *Annual Business Plan 2022-23* (Recommended)
- II. To amend any/all of the *Annual Business Plan 2022-23* prior to adoption
- III. To not endorse the draft *Annual Business Plan 2022-23* (Not recommended)

4. APPENDICES

- (1) Annual Business Plan 2022-23 for adoption
- (2) Capital Works Program 2022-23
- (3) 2021-22 Budget Review 3 Carry Forwards

Appendix 1

Annual Business Plan 2022-23 for adoption



Annual Business Plan 2022-23



Adelaide Hills
COUNCIL

Welcome


This is our Annual Business Plan for 2022-23 which outlines how we plan to achieve our goals over the next financial year. These goals are linked directly to our *Strategic Plan 2020-24 – A Brighter Future*, but also come from our other plans and strategies. Our priorities for this year have been refined through community consultation held over the period 11 May to 1 June 2022.

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

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

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	<i>Appendix 3: Corporate Performance Indicators</i>
	<i>Appendix 4: Rating Policy</i>
	<i>Appendix 5: Summary of Amendments</i>



Council acknowledges that we undertake our business on the traditional lands and waters of the Peramangk and Kaurna people.

We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land.

Overview

The Annual Business Plan 2022-23 shows our services, programs and projects for the next financial year. It also shows how we will allocate our resources to achieve the goals we set out in our *Strategic Plan 2020-24 – A Brighter Future*, while ensuring Council's long term financial sustainability.

Our focus in 2022-23 is to continue to support and strengthen the Adelaide Hills community, environment and economy.

Some key projects and activities we will be undertaking include:

- Upgrades of the Gumeracha library
- Continued development of the Fabrik Arts and Heritage Hub
- Participation in the federally funded Local Roads and Community Infrastructure program to further invest in our region's assets
- Implementation of three key frameworks which will support Council to manage and improve assets in the Sport, Recreation and Facilities areas.
- Supporting the 2022 Local Government Election

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

Planned Activities

- We have **73** strategic initiatives identified which contribute towards achieving our long term goals
- These include:
 - **36** capital initiatives (\$11.8m)
 - **37** operating initiatives (\$2.9m)

Capital Budget

- **\$11.8** million for capital expenditure on new or upgraded assets
- **\$10.5** million for capital renewal

Operating Budget

- Proposed Operating Surplus of **\$1.361m**
- The Operating Surplus includes one off net funding of **\$882k** relating to the Federal Government Local Roads and Community Infrastructure Project Program to support jobs, businesses and the resilience of local economies

Borrowing

- Net Borrowings of **\$7.3m**, resulting in forecast Borrowings at June 2023 of **\$23.3m**

Rates

- Average increase in general rates of **4.9%** which will allow for continued financial sustainability, maintain our much needed services, and fund new initiatives for community facilities and trails development.

For an average value residential property this equates to an annual increase of approximately \$106.

Financial Sustainability

- Adjusted Operating surplus ratio of **1.1%*** which is in line with Council's target of 1% to 5%
- Net financial liabilities ratio **51%** in line with Council's target of 25% to 75%
- Asset sustainability ratio **102%** in line with Council's target of 95% to 105%

We Are Unique

The size of a Regional Council with the expenses and population of a City Council



618km of Sealed Roads
403km of Unsealed Roads
(Costing approx. \$4.6m to renew and maintain)



115km of Footpath
(costing approx. \$395k to maintain)



3 Libraries
3 Community Centres
(cost approx. \$2.4m)



39 Playgrounds
100+ Pieces of equipment



Inspect approx.
7,500 properties
(bushfire prevention)



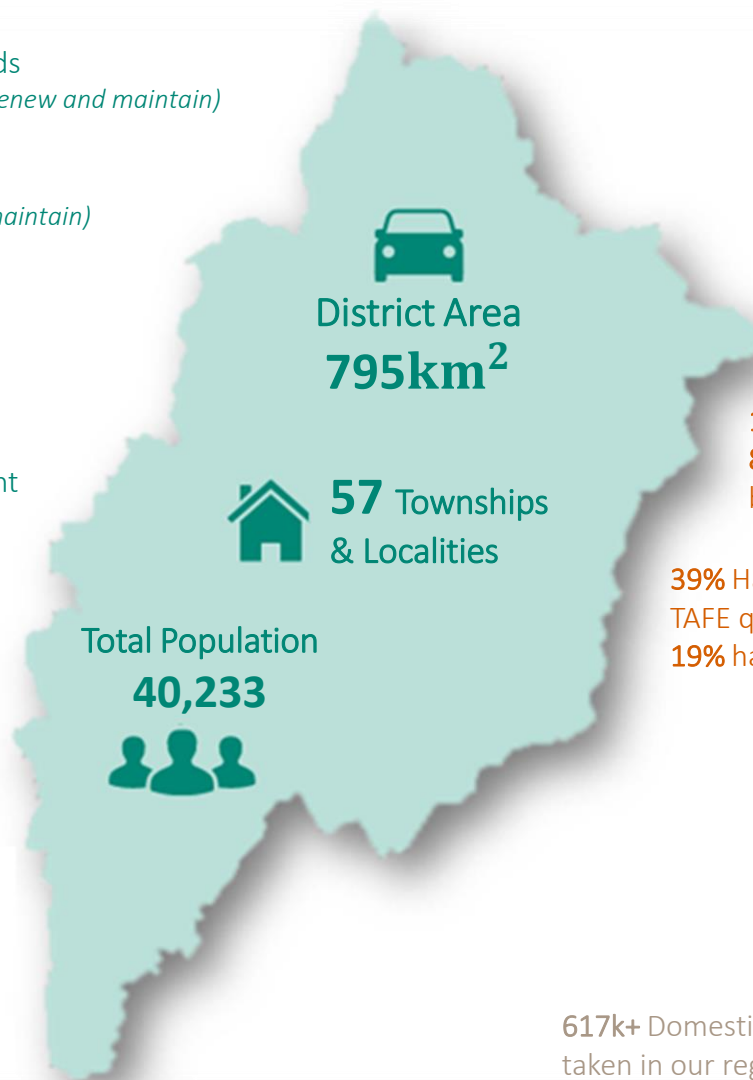
373 Council Owned Buildings



Waste and Recycling
cost approx. **\$5.2m**



8,715 Dog Registrations
1,269 Cat Registrations



Median Age
44



Volunteers
32%



3% Need Help
at Home



15,478 Households
83% Own or are
buying a home



39% Have a university or
TAFE qualification
19% have a trade qualification



4,092 Businesses



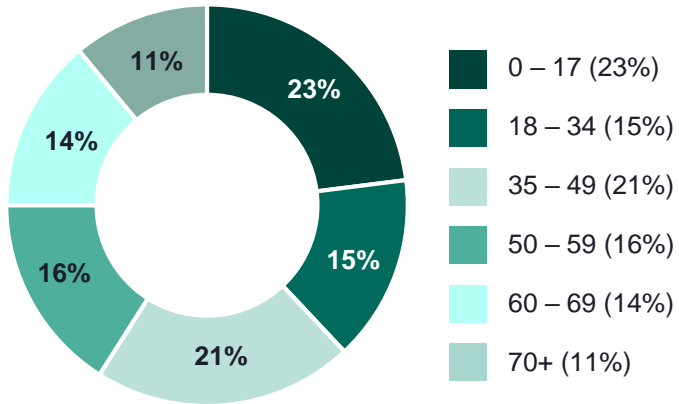
11,720 Local jobs



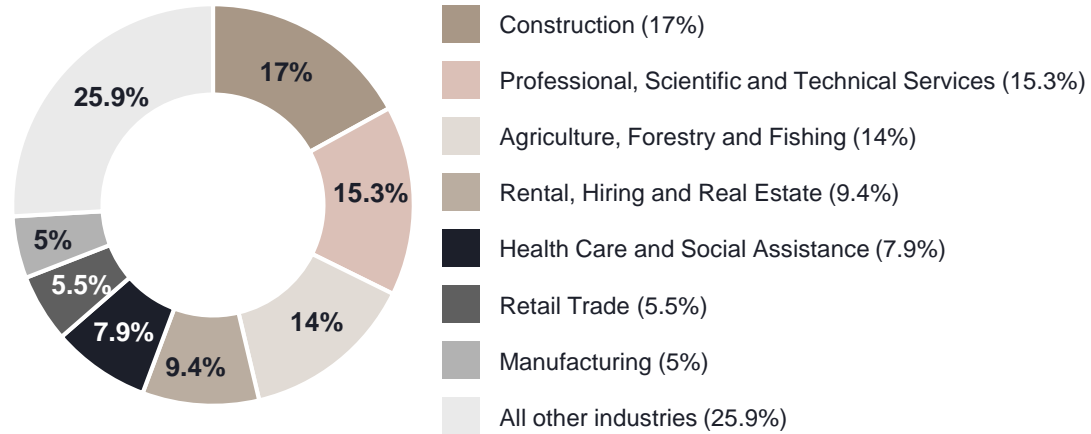
617k+ Domestic Day Trips were
taken in our region in 2020-21



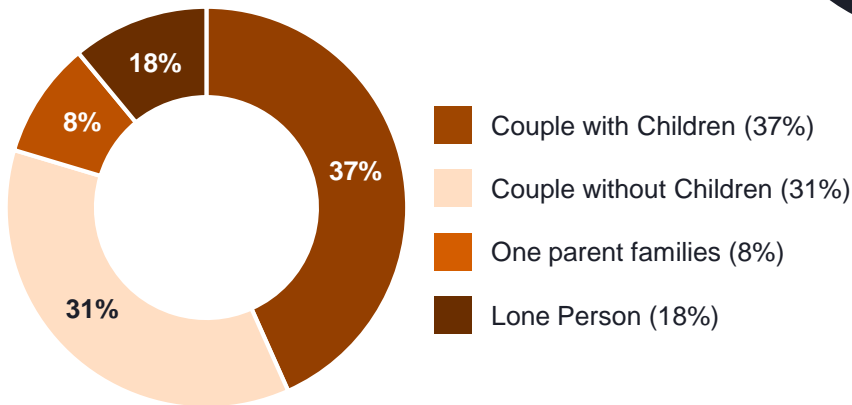
Age Profile of the Adelaide Hills



Number of registered businesses by industry



Household Types



Data Source: ABS Census of Population and Housing 2016, and ABS Count of Australian Business 2021

To be included post adoption

Dr Jan-Claire Wisdom
Mayor

Our Elected Council



Mayor
Jan-Claire Wisdom



Deputy Mayor
Cr Nathan Daniell
(Ranges Ward)



Cr Ian Bailey
(Ranges Ward)



Cr Kirrilee Boyd
(Ranges Ward)



Cr Pauline Gill
(Valleys Ward)



Cr Chris Grant
(Valleys Ward)



Cr Linda Green
(Valleys Ward)



Cr Malcolm Herrmann
(Valleys Ward)



Cr John Kemp
(Ranges Ward)



Cr Leith Mudge
(Ranges Ward)



Cr Mark Osterstock
(Ranges Ward)



Cr Kirsty Parkin
(Ranges Ward)



Cr Andrew Stratford
(Valleys Ward)

About us

Council and Committees

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

A number of committees have been established in accordance with legislation to assist the Council to discharge its responsibilities in specific areas. These are the Audit Committee, the Chief Executive Officer Performance Review Panel (CEOPRP), the Council Assessment Panel (CAP), the Building Fire Safety Committee and the Health & Safety Committee.

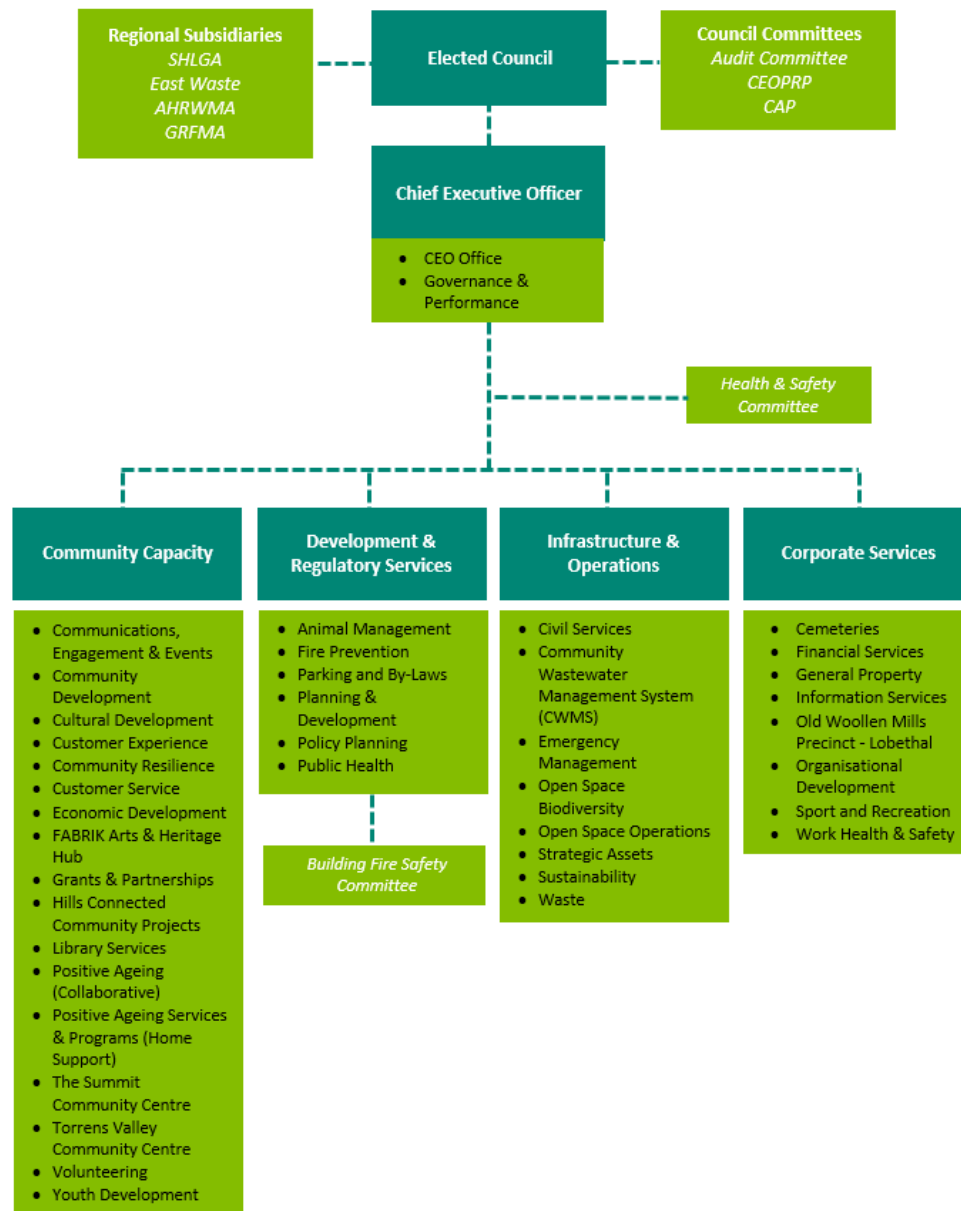
Regional Subsidiaries

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

Administration

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

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



Our Goals

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

A functional Built Environment

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

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

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

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

Community Wellbeing

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

C2 A connected, engaged and supported community

C3 A community that grows together

C4 An active, healthy, thriving and resilient community

C5 Respect for Aboriginal Culture and values

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

A prosperous Economy

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

E2 Provide local infrastructure to drive growth and productivity

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

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

A valued Natural Environment

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

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

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

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

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

A progressive Organisation

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

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

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

O4 We actively represent our community

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

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



A functional Built Environment



Our Aspiration

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

Some of the key highlights we have planned for 2022-23 include:

- Delivery of three key road safety activities under the federally funded black spot program
- Implementation of the Community and Recreation Facilities Framework
- Implementation of the Trails and Cycling Routes Framework

Local Roads and Community Infrastructure Program (LRCIP) 2022-23

Council is applying for Federal funding for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Council have identified preferred priority projects which will deliver benefits to the community and region, such as improved accessibility, visual amenity and safety benefits.

How we will measure our success

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

Our suite of Corporate Performance Indicators (*Appendix 3*) will be used in our reporting to Council each quarter, and in our Annual report for 2022-23.

Our Services

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

Our Objectives and Priorities

Objectives

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

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

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

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

Priorities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Built Environment - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
B1001	Recreation Trails & Cycling Route Upgrades	Corporate Services	B1.1	Capital	75	75	79
B1003	New Bus Shelter Installation Program	Infrastructure & Operations	B1.3	Capital	15	15	15
B1004	New and upgraded footpaths	Infrastructure & Operations	B1.5	Capital	250	250	263
B1007	Recreation Trails & Cycling Routes Framework Implementation	Corporate Services	B1.1	Operating	60	67	73
				Capital	67	69	71
B1008	Amy Gillett Bikeway Contribution	Infrastructure & Operations	B1.1	Operating	100	-	-
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	Infrastructure & Operations	B1.5	Capital	20	21	21
B2001	Federation Park and Oval masterplan implementation	Infrastructure & Operations	B2	Capital	50	50	-
B2008	Local Heritage (Privately Owned) Planning and Design Code Amendment	Development & Regulatory Services	B2	Operating	-	30	-
B3002	Implement irrigation systems (renewal / upgrades) (G)	Infrastructure & Operations	B3.1	Capital	300	100	-
B3003	Investigate and Implement central irrigation control system (region wide) (G)	Infrastructure & Operations	B3	Capital	225	-	-
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	Infrastructure & Operations	B3	Operating	20	20	-
B3005	CMP - Energy Upgrades, Battery & Efficiency Actions	Infrastructure & Operations	B3.2	Capital	50	50	50
B3008	Sustainable building guidelines and policy	Infrastructure & Operations	B3	Operating	10	-	-
B3011	Carbon Offsets Policy	Infrastructure & Operations	B3	Operating	-	8	-
B4006	Asset management - Confirm Web and Connect Licenses and Field Devices	Corporate Services	B4	Capital	59	40	-

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project **G** Grant funding



Built Environment - Strategic Initiatives *continued...*



Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
B4009	Building Upgrades - minor	Corporate Services	B4	Capital	100	133	158
B4010	Cemeteries Upgrades	Corporate Services	B4	Capital	39	40	41
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	Infrastructure & Operations	B4	Capital	100	308	315
B4014	Road Safety Program including co-contribution to Road Blackspot (G)	Infrastructure & Operations	B4	Capital	1,884	200	158
B4015	Installation of further Electric Vehicle charging stations	Infrastructure & Operations	B4.5	Capital	62	TBC	TBC
B4016	Purchase of Electric Vehicles cars for fleet	Infrastructure & Operations	B4	Capital	40	100	140
B4020	Reporting on embodied energy of materials used in Council activities	Infrastructure & Operations	B4	Operating	-	30	-
B4029	Park Furniture Audit	Infrastructure & Operations	B4.1	Operating	-	20	-
B4041	Community and Recreation Facilities Framework Implementation	Corporate Services	B4.1	Operating Capital	-60 70	126 72	131 158
B4042	Operational worksite review including forward planning	Corporate Services	B4.3	Capital	1,030	800	-1,000
B4043	Hamilton Hill, Dunfield Estate & Crest Maintenance	Infrastructure & Operations	B4	Operating	131	131	131
B4044	Feasibility Studies for future projects	Corporate Services	B4	Capital	100	100	100
B4045	Stormwater projects (LRCIP)	Infrastructure & Operations	B4.1	Capital	300	300	420
B4046	Mt Torrens Coach House Reserve Toilet Facilities	Corporate Services	B4	Capital	TBC	-	-
B4047	Woodside School Crossing (LRCIP)	Infrastructure & Operations	B4	Capital	50	-	-
B4048	Heathfield School Courts – Canteen and Storage (LRCIP)	Infrastructure & Operations	B4	Operating	240	-	-
B4049	Adelaide Hills War Memorial Swimming Pool – Splash Park Contribution (LRCIP)	Infrastructure & Operations	B4	Capital	200	-	-

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project

G Grant funding **TBC** To be confirmed



Our Aspiration

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

Some of the key highlights we have planned for 2022-23 include:

- Upgrade the Gumeracha Library to make a more welcoming and functional space for the local community
- Explore the potential for a skate/BMX facility in Stirling
- Implement the Federal Government funded Community Ready Program to help communities develop resilience to natural disasters
- Take the initial steps in identifying opportunities to recognise traditional Aboriginal names for places
- Redevelop the old Lobethal Woollen Mills to establish a contemporary facility for Fabrik, the Council's arts and heritage hub, with the support of State and Federal Government funding
- Look for opportunities to sponsor and/or collaborate on, significant new event/s for the district
- Collaborate with community on the commissioning of public art
- Engage with the Commonwealth on reforms to aged services and review the Council's place in the provision of same
- Implementing our *Libraries Strategy*

How we will measure our success

We demonstrate our success by:

- The achievement of targets for our service standards
- Surveying participants in our community programs to ascertain whether they are better off as a result of participation
- Seeking feedback about our customers' experiences through online and mobile surveys
- Reporting on library visitation, usage and borrowings

Our suite of Corporate Performance Indicators (*Appendix 3*) will be used in our reporting to Council each quarter, and in our Annual report for 2022-23.



Our Services

- **Fabrik Arts and Heritage Hub** – Providing community exhibitions, workshops and events. Supporting community with creative recovery after the Cudlee Creek Bushfire and COVID-19 pandemic.
- **Libraries** - Providing access to information resources for learning or leisure. Providing opportunities for community to engage, learn and connect.
- **Customer Services** – Providing ready access to Council services and responding to customer enquiries through three physical service centres, a phone contact centre and an online request portal.
- **Volunteering** – Encouraging voluntary participation across the Adelaide Hills through provision of opportunities, training and support for volunteer involving groups.
- **Property Services** – Management and maintenance of Council’s community facilities.
- **Public Health** – Inspections of food businesses, waste water and public swimming pools to provide safe public environments.
- **Parking and By-law Enforcement** – Monitoring and regulating parking and particular public activities to ensure safe and accessible environments.
- **Sport & Recreation Planning** – Management and utilisation of Council’s sport, recreation and open space assets; and support of clubs and the community’s recreational activities throughout the region.
- **Youth Development** – Providing a range of programs and activities to support and develop youth in our community.
- **Positive Ageing** – Providing home and social support, particularly under the Commonwealth funded Commonwealth Home Support Program. Developing and implementing targeted strategies and programs in our region.
- **Community Centres** – Providing opportunities to improve health and wellbeing, participate in lifelong learning and sharing skills with others.
- **Communications, Engagement and Events** – Ensuring communication between the Council and community is accurate, relevant, valuable and engaging. Promoting and supporting community events.
- **Community Development** – Overseeing community wellbeing and disability access and inclusion programs, as well as a number of regional support programs, including provision of funding to The Hut Community Centre and the Adelaide Hills Community Passenger Transport Network.
- **Cultural Development** – Focusing on cultural diversity, Aboriginal respect and recognition, and the arts in all its forms.
- **Grants & Partnerships** – Grant giving programs supporting community based initiatives. Partnerships with other stakeholders to deliver local and regional outcomes.

Our Objectives and Priorities

Objectives

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

C2 - A connected, engaged and supported community

C3 - A community that grows together

C4 - An active, healthy, thriving and resilient community

C5 - Respect for Aboriginal Culture & values

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

Priorities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Community Wellbeing - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
C1004	Gumeracha Library upgrades (LRCIP)	Community Capacity	C1.1	Capital	115	-	-
C1005	Stirling Region Skate Park	Corporate Services	C1	Capital	15	-	-
C2002	Develop the next age friendly community plan	Community Capacity	C2	Operating	-	20	-
C4006	Play Space Framework Implementation	Corporate Services	C4	Capital	260	267	273
C4012	Climate Change Adaption Plan Projects-All hazards emergency management	Infrastructure & Operations	C4.5	Capital	20	30	-
B3013	Community Carbon Management Plan	Infrastructure & Operations	C4	Operating	20	-	-
C4021	Sport and Recreation Upgrades	Corporate Services	C4	Capital	-	-	100
C4022	Community Resilience Program (G)	Community Capacity	C4.5	Operating	709	584	205
C4023	Adelaide 100 Walking Route (LRCIP)	Corporate Services	C4	Operating	60	-	-
C5002	Aboriginal Cultural Development	Community Capacity	C5	Operating	10	10	10
C5003	Actions from adoption of Aboriginal Place naming Action Plan	Community Capacity	C5	Capital	8	5	5
C6001	Fabrik Activation Capital (G)	Corporate Services	C6	Capital	3,275	500	-
C6003	Capital Divestment - Capital Cost	Corporate Services	C6	Capital	1,821	-	-
C6004	Activation Arts & Heritage Hub - Operating (Income)	Community Capacity	C6	Operating	-14	-345	-361
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	Community Capacity	C6	Operating	324	635	652
C6006	Tour Down Under	Community Capacity	C6.2	Operating	88	91	93
C6008	Support for high profile regional event	Community Capacity	C6	Operating	20	20	20
C6009	Public Art (including acquisition)	Community Capacity	C6.4	Operating	15	15	15

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project **G** Grant funding



A prosperous Economy



Our Aspiration

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

Some of the key highlights we have planned for 2022-23 include:

- Partner in the return of the Tour Down Under in 2023 following a two year absence due to the COVID-19 pandemic
- Look for opportunities to sponsor and/or collaborate on significant new event/s for the district
- Supporting a international tourism 'restart' in the district with the reintroduction of overseas travel following the COVID-19 pandemic
- Supporting a focus on wellbeing tourism
- Continue to establish a Home Based Business Network and support the group to access support
- Establish free camping in the district in partnership with selected community and/or commercial entities

How we will measure our success

Council plays a limited but crucial role in the success of the local economy. We monitor broader indicators like local employment levels, indices of socio-economic advantage and disadvantage, gross regional product and visitor numbers.

Our particular initiatives seek to address areas where local government can support broader economic outcomes and we measure the effectiveness of these by the local business sector biennially, and surveying participants in our initiatives to find out if they are better off as a result.

Our suite of Corporate Performance Indicators (*Appendix 3*) will be used in our reporting to Council each quarter, and in our Annual report for 2022-23.

Our Services

- **Economic Development** - Undertaking activities in line with the Economic Development Plan including:
 - Promoting tourism and supporting operators, through funding the work of Adelaide Hills Tourism,
 - Identifying and promoting local regional development opportunities through providing core funding to the local Regional Development Australia board,
 - Responding to the needs of established or potential local business operators,
 - Identifying and promoting opportunities for government investment in key local infrastructure developments, and
 - Undertaking niche projects to address particular economic development needs.
- **Property Services** – Facilitating appropriate events, outdoor dining, roadside trading and mobile food vans on Council managed land and roads.
- **Fabrik Arts and Heritage** – Establishing a thriving arts and heritage hub to support creative industries and the broader local economy through increased tourism.
- **Public Health** – Monitoring and addressing food safety and public health to ensure a safe environment and food businesses. Providing clinics to enable the community to access vaccinations easily.
- **Communications, Engagement and Events** – Managing, promoting and supporting events which have social and economic benefits to the district.
- **Development Advice & Approvals** – Assisting businesses and landowners when wishing to develop their properties.

Our Objectives and Priorities

Objectives

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

E2 - Provide local infrastructure to drive growth and productivity

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

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

Priorities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Economy - Strategic Initiatives

Strategic Initiatives are specially funded and prioritised activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
E1003	Free Camping Initiative	Community Capacity	E2.4	Capital	30	-	-
E2001	Review and upgrade Council signage and branding	Community Capacity	E2	Capital	15	15	5
E4001	Additional Tree safety work required to support the Tour Down Under	Infrastructure & Operations	E4	Operating	30	30	30

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project **G** Grant funding





Our Aspiration

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

Some of the key highlights we have planned for 2022-23 include:

- Exploring options for a new dog and cat facility
- Undertaking high level studies of introducing a fee incentive for use of the kerbside bin service and the benefits of providing a weekly green organic bin collection and voluntary fortnightly waste collection. These studies will identify areas for Council to further focus on that provide the best environmental and financial outcomes for Council and the community.
- Investing in resilient community facilities and open spaces

How we will measure our success

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

Our suite of Corporate Performance Indicators (*Appendix 3*) will be used in our reporting to Council each quarter, and in our Annual report for 2022-23.

Our Services

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

Our Objectives and Priorities

Objectives

Priorities

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

Natural Environment - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
N1003	Long Term Strategic Tree Planting Program	Infrastructure & Operations	N1.1	Operating	20	20	20
N2003	Native Vegetation Marker Program to protect and manage roadside vegetation	Infrastructure & Operations	N2	Operating	47	49	50
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	Infrastructure & Operations	N2.1	Operating	64	-	-
N2005	Develop Council Encroachment Policy	Infrastructure & Operations	N2.2	Operating	6	-	-
N2006	Develop and review Council Management Plans for high value reserves	Infrastructure & Operations	N2.1	Operating	3	3	3
N2008	Develop informative and attractive signage in Council reserves/playgrounds	Corporate Services	N2	Capital	10	10	5
N2010	Post prescribed burn weed management	Infrastructure & Operations	N2.3	Operating	60	20	20
N2011	New Dog and Cat facility	Development & Regulatory Services	N2	Capital	-	461	-
N2012	Fire scars proactive tree management (LRCIP)	Infrastructure & Operations	N2	Operating	380	-	-
N3001	Local Climate Adaptations for landscape conservation	Infrastructure & Operations	N3	Operating	10	10	10
N3002	Resilient community facilities and open space including water fountains	Infrastructure & Operations	N3	Capital	30	30	31
N4001	Explore feasibility and benefits of a user pays kerbside bin service	Infrastructure & Operations	N4.1	Operating	25	-	-
N5001	Undertake Kerbside Waste Audits	Infrastructure & Operations	N5	Operating	10	-	-

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project **G** Grant funding



A progressive Organisation



Our Aspiration

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

Some of the key highlights we have planned for 2022-23 include:

- Assisting the Electoral Commission of SA in conducting the 2022 Local Government Election. Council's role will include conducting information sessions for potential candidates; promoting the election in conjunction with the LGA; providing advice and assistance for candidates and voters; and equipping & inducting the new Council Members.
- Further developing the Council's new website to provide more streamlined customer services and access to information commonly sought by the community.
- Undertaking a community perception survey to drive further improvement in the range and delivery of services provided to the community.
- Improving our IT systems in areas of HR, Payroll and Finance

How we will measure our success

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

Our suite of Corporate Performance Indicators (*Appendix 3*) will be used in our reporting to Council each quarter, and in our Annual report for 2022-23.

Our Services

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

Our Objectives and Priorities

Objectives

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

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

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

O4 - We actively represent our community

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

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

Priorities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Organisation - Strategic Initiatives

Strategic Initiatives are specially funded and priority activities, projects and programs of work that are planned over the next 3 years. “Capital” initiatives are generally related to new physical assets and infrastructure investment, while “Operating” initiatives are related to administrative projects, community programs and other activities and tasks.

Project ID	Strategic initiatives (Operating and Capital)	Area	Objective and/or Priority	Type	Budget 2022-23 (\$'000)	Long term financial plan (\$'000)	
						2023-24	2024-25
O1001	Resource to manage ongoing Skytrust (WHS system) implementation	Corporate Services	O1.1	Operating	36	37	38
O1002	Update of Business Continuity Plan and implementation	CEOs Office	O1	Capital	5	5	5
O2001	New council website and e-services	Corporate Services	O2	Capital	110	-	-
O2002	Annual Council website license subscription	Corporate Services	O2	Operating	45	CO	CO
O5002	Equipment to broadcast Council Meetings	CEOs Office	O2	Capital	29	-	-
O4001	Local Government Election Support	CEOs Office	O4.2	Operating	241	-	-
O4002	Council Member Induction Training	CEOs Office	O4.2	Operating	10	-	-
O5004	Maintenance of LG performance benchmarking program (Councils in Focus)	CEOs Office	O5.3	Operating	10	10	10
O5005	Resource to manage building & swimming pool compliance inspections	Development & Regulatory Services	O5	Operating	81	84	88
O6002	Cyber & Systems Security - Program Management	Corporate Services	O6	Operating	26	CO	CO
O6005	Records Management software	Corporate Services	O6.3	Operating	70	CO	CO
O6007	Community perception survey	Community Capacity	O6	Operating	10	-	11
O6008	Information Systems - ERP Systems (Payroll, HR, Finance)	Corporate Services	O6.3	Capital	100	-	-

Legend: **LRCIP** Potential Local Roads & Community Infrastructure Project **G** Grant funding



Financial Overview

Key financial information for 2022-23 is summarised below:



Budget Summary		\$'000
● General Rates Income		40,995
● All Other Operating Income (including initiatives)		12,300
Total Operating Income		53,295
Core Operating Expenses (excluding Initiatives)		49,012
● Operating Initiatives		2,922
● Total Operating Expenditure		51,934
Operating Surplus		1,361
● Gross Capital Renewal Program Expenditure		10,538
● Gross capital expenditure on new /upgraded assets		11,801
Total Gross Capital Expenditure		22,339
Estimated New Borrowings		7,800

Council's projected operating income is sufficient to meet projected operating expenses and means Council is financially sustainable.

The 2022-23 Operating Surplus of \$1.361m includes net one off operating funding of \$882k relating to the Federal Government Local Roads and Community Infrastructure Project (LGCIP) Program to support jobs, businesses and the resilience of local economies.

Long Term Financial Plan

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

Prior to the development of the *Annual Business Plan* a detailed review of the LTFP was undertaken in consultation with the community. The revised LTFP was adopted at Council's 26 April 2022 meeting and can be found at ahc.sa.gov.au.

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

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

The LTFP has been used to set the context and targets for the development of the 2022-23 Budget

Elements of the Budget: Income and Expenses

Income

Rate revenue accounts for approximately 80% of Council's operating income, while grants, fees and charges make up the majority of the other operating income. We continue to pursue grant income and partnerships with external funders where possible to minimise the requirement for revenue via rates.

Fees and Charges

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

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

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

Expenses

40% of the Council's operating expenditure is attributable to the payment of salaries and wages and around 38% is applied to materials, contracts and other expenses.

Key financial targets and financial sustainability

Financial sustainability is considered with reference to Council's agreed target ranges in three key ratios:

Indicator	Adopted Target	2022-23 Budget
Operating Surplus Ratio	1 - 5%	2.6%
Adjusted Operating Surplus Ratio	1 -5%	1.1%
Net Financial Liabilities Ratio	25 - 75%	51%
Asset Renewal Funding Ratio	95- 105%	102%

The table above also shows an adjusted Operating Surplus Ratio which removes the distortion of one-off items including net LRCIP operating funding of \$882k on Council's result. In conclusion, Council aligns with the targets for all ratios which provides a level of certainty to the community that financial sustainability will be maintained.

Council's Operating Surplus is important to financial sustainability as it improves Council's ability to absorb the expenditure impacts from unexpected events such as bushfires, floods, or pandemics. It also provides capacity to reduce our liabilities (borrowings) by funding a proportion of new capital / upgrade expenditure.

Impact on ratepayers

The overall amount existing ratepayers will pay in general rates will increase on average by 4.9%. For a residential property of average value, this equates to an increase of approximately \$106 for the 2022-23 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

To reduce the impact of significant valuation changes for 2022-23 Council proposes:

- Applying a rate rebate to limit the maximum general rate increase to 15% across all land use categories excluding vacant land
- Make the rebate automatic (similar to the 2021-22 financial year) but also retaining an application process
- Retaining the exclusion of the cap for valuation increases due to improvements, changes in land use and rateability
- Adjusting the exclusion of change of ownership properties to those properties sold after 30 June 2021

Significant influences for the 2022-23 budget

Further, a number of factors have influenced the preparation of Council's 2022-23 *Annual Business Plan*. These include:

- Current financial climate resulting in ongoing cost pressures on interest rates, fuel, electricity, and other Council expenditure which traditionally tracks above the Consumer Price Index (CPI). Currently CPI increases are at historic high levels.
- The ongoing impact of recent events including the COVID-19 pandemic and Cudlee Creek and Cherry Gardens fires on our community
- Consideration of waste costs and volumes relating to recyclables, hard and green waste, including an increase in free green organic drop off days and anticipated movements in the solid waste levy imposed by the State Government
- Provision for Enterprise Development Agreements for staff which determines conditions of employment and provide for annual salary and wages increases, largely based on CPI and a separate increase of 0.5% in the Superannuation Guarantee levy
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years
- Ensuring key strategies from Council's *Strategic Plan* and Functional Strategies are costed appropriately
- The cessation of some of the Arts and Heritage Hub activities as a result of a significant upgrade of the site impacting on both revenue and expenditure
- A hardening insurance market resulting in premiums increasing significantly in excess of CPI

In addition, the Campbelltown City Council's Woodforde/Rostrevor boundary reform proposal, if successful, has the potential to materially impact Council's financial sustainability. The proposal is currently being assessed by the Boundaries Commission of SA and therefore no financial or resource implications have been built into the 2022-23 budget at this stage.





Additional costs included in the 2022-23 budget

A number of additional costs have impacted on Council's Operating Surplus including:

- Bridge maintenance as per draft *Asset Management Plan* adopted by Council in February 2022
- Cloud transition / cyber security / licencing changes
- Insurance premium increases & distribution reductions
- Cost recovery by State Government agencies associated with the Local Government Reform Program initiatives and Elections.

These costs have been included in the *2022-23 Annual Business Plan* together with the financial impact of the following strategies that have now been costed and considered appropriate to include at this time:

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

Other Service changes undertaken in recent years impacting on costs

Over the years Council has increased its services and related service levels in many areas including:

- Tree Management / Horticultural program
- Playground/park furniture/cemeteries resourcing
- Sport & Recreation Planning
- Waste including impact of recyclables due to China Sword
- FABRIK development
- Economic Development resources to support the business community
- Disability and Community Well Being support
- Community Centre resourcing
- Digital Literacy
- CWMS oversight and operational support
- Emergency Management – COVID & Fires
- Other support area resourcing including Procurement, Governance and Event Management

These have resulted in offsetting savings implemented over a number of years to ensure that Council has maintained an Operating Surplus in line with the adopted LTFP and financial sustainability indicators.

For the 2022-23 financial year Council has implemented specific saving strategies in the order of \$650k to assist in keeping rate increases to the minimum possible whilst also implementing agreed new strategies.

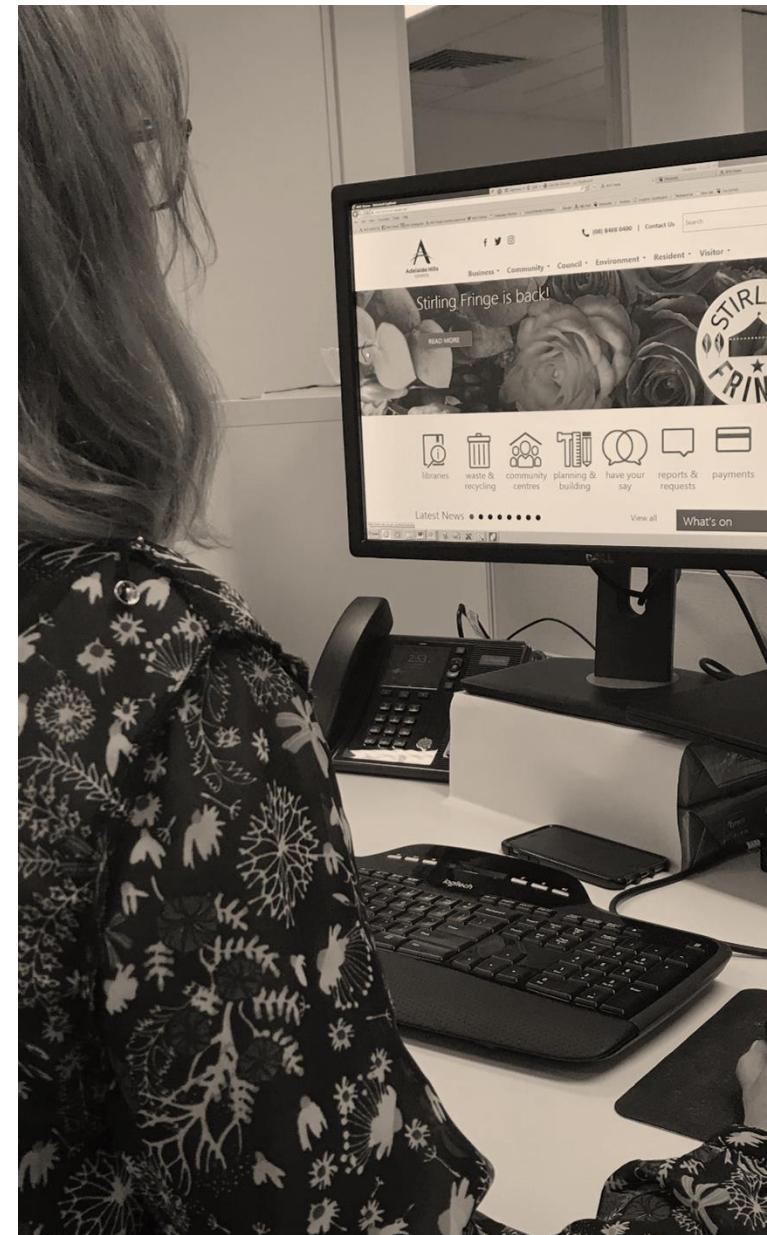
Savings Strategies included in the 2022-23 budget

To help address these emerging cost pressures and new strategies, the Administration has proposed the adoption of a detailed savings & efficiency strategy to improve Council's Operating Surplus over the period of the LTFP.

Items included under the saving & efficiency strategy include:

- 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 the use of electronic rate notices by residents including opt out options
- Changes to the payment options available to residents and the implementation of surcharges for credit card use
- Fleet management opportunities
- Insourcing opportunities including tree management
- Vacancy management budget adjustments
- Leave management budget adjustments
- Other savings opportunities including cleaning and electricity

These estimated savings of approximately \$650k have been factored into the draft *2022-23 Annual Business Plan*.





Borrowings

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

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

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

Estimated New Fixed Term Borrowing as shown in the following table for 2022-23 is \$7.8m and together with a minor decrease in Council's Cash Advance Debenture results in an estimated borrowings at 30 June 2023 of \$23.3m.

Borrowing	\$'000
Forecast Opening Balance of Borrowings July 2022	16,025
Estimated New Borrowing for 2022-23	7,800
Repayment of principal for 2022-23	(515)
Estimated movement in Cash Advance Debenture for 2022-23	(33)
Forecast Closing Balance of Borrowings June 2023	23,277
Split as follows:	
Cash Advance Debenture (Short Term Borrowings)	5,144
Fixed Term Borrowings	17,385
Lease Liabilities	748
Forecast Closing Balance of all Borrowings June 2023	23,277

Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost /	Staff FTE
		2022-23 LTFP Target \$'000	2022-23 Budget \$'000	Variance Fav/(Unfav) \$'000	2022-23 LTFP Target \$'000	2022-23 Budget \$'000	Variance Fav/(Unfav) \$'000	(Revenue) 2022-23 Budget \$'000	
CEO	CEO Office	0	0	0	222	246	(24)	246	1.0
	Governance and Performance	40	34	(6)	2,151	2,239	(88)	2204	4.0
	CEO Total	40	34	(6)	2,373	2,484	(112)	2450	5.0
Community Capacity	Communications, Engagement & Events	0	0	0	706	777	(71)	777	4.2
	Community Development (M&P)	0	10	10	390	409	(19)	399	2.3
	Cultural Development	0	0	0	185	188	(3)	188	1.0
	Customer Experience	0	0	0	159	152	7	152	1.0
	Community Resilience	0	664	664	0	664	(664)	0	3.2
	Customer Service	0	0	0	853	892	(38)	892	8.8
	Director's Office Community Capacity	0	0	0	316	324	(8)	324	1.7
	Economic Development	95	95	0	560	573	(13)	478	2.0
	FABRIK Arts & Heritage Hub	25	59	34	323	369	(46)	310	2.0
	Grants & Partnerships	0	0	0	237	222	15	222	0.0
	Hills Connected Communities Projects	67	67	0	72	71	1	4	0.6
	Library Services	338	338	0	1970	1980	(10)	1,642	15.5
	Positive Ageing (Collaborative)	90	86	(4)	90	88	2	2	0.6
	Positive Ageing (Home Support)	1,085	1,068	(17)	1119	1120	(1)	52	5.8
	The Summit Community Centre	15	15	0	184	192	(8)	177	1.6
	Torrens Valley Community Centre	38	38	0	186	194	(8)	156	1.6
	Volunteering	0	0	0	89	86	3	86	0.7
	Youth Development	2	2	0	166	169	(3)	167	1.0
	Community Capacity Total	1,754	2,441	687	7,604	8,468	(864)	6,026	53.7
Corporate Services	Cemeteries	311	311	0	155	161	(6)	(150)	1.0
	Director's Office Corporate Services	3	3	0	344	347	(3)	343	1.8
	Financial Services	43,066	43,521	455	136	1,459	(1,322)	(42,062)	8.6
	General Property	111	111	0	1,657	1,681	(24)	1,570	6.7
	Information Services	0	0	0	2,625	2,648	(23)	2,648	12.0
	Old Woollen Mills Precinct - Lobethal	349	318	(31)	253	230	23	(88)	1.0
	Organisational Development & WHS	1	1	0	746	785	(39)	785	6.3
	Sport and Recreation	11	11	0	777	994	(217)	984	2.4
	Corporate Services Total	43,851	44,275	424	6,693	8,305	(1,612)	(35,970)	39.8

Operating Budget by Directorate and Function

Directorate	Function	Revenue			Expenditure			Net Cost / (Revenue)	Staff FTE
		2022-23 LTFP Target \$'000	2022-23 Budget \$'000	Variance Fav/(Unfav) \$'000	2022-23 LTFP Target \$'000	2022-23 Budget \$'000	Variance Fav/(Unfav) \$'000	2022-23 Budget \$'000	2022-23 Budget
Development & Regulatory Services	Animal Management	452	486	34	426	440	(14)	(47)	3.1
	Director's Office DRS	0	0	0	345	353	(8)	353	2.0
	Fire Prevention	15	14	(1)	85	87	(2)	72	0.9
	Parking and By-Laws	48	43	(5)	208	213	(5)	170	1.3
	Planning & Development	609	613	4	2,052	2,115	(64)	1,503	15.8
	Policy Planning	0	0	0	131	134	(3)	134	1.0
	Public Health	185	161	(24)	517	537	(20)	376	3.8
Development & Regulatory Services Total		1,309	1,317	8	3,762	3,878	(116)	2,561	27.9
Infrastructure & Operations	Civil Services	1,836	3,399	1,563	5,764	5,132	632	1,733	44.2
	CWMS	1,679	1,704	25	1,063	1,052	11	(652)	1.2
	Director's Office Infrastructure & Operations	0	0	0	346	409	(64)	409	2.0
	Emergency Management	0	0	0	115	84	30	84	0.2
	Open Space - Operations	0	0	0	5,072	5,579	(506)	5,579	26.8
	Open Space - Biodiversity	5	5	0	785	736	49	731	3.6
	Strategic Assets	0	0	0	10,883	10,427	456	10,427	3.8
	Sustainability	0	0	0	260	292	(33)	292	1.4
	Waste	164	120	(44)	5,273	5,088	185	4,968	1.4
Infrastructure & Operations Total		3,684	5,228	1,544	29,560	28,800	760	23,572	84.6
ORGANISATION TOTAL		50,638	53,295	2,657	49,992	51,935	(1,944)	(1,361)	211

Capital Budget Overview

The 2022-23 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$600m (Current Replacement Values) of infrastructure assets that it manages, to ensure that our current and future communities have access to the ongoing services these assets provide.

This year our capital works program will include:



- **\$10.538m** Capital renewal detailed in the Capital Expenditure Renewal Summary Table (to the right)
- **\$11.801m** in capital expenditure on new or upgraded assets, detailed in the strategic initiative pages

The total of \$22.339m for the capital works program is less than the Long Term Financial Plan target of \$22.737m and is considered to be the appropriate level of sustainable investment to meet the Council strategic goal to have a proactive long term view regarding the renewal and maintenance of its infrastructure.

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

To see a detailed listing of our Capital projects, refer to the *Capital Works Program 2022-23* published on our website.

Capital Expenditure Renewal Summary

Asset Category	2022-23 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP \$'000
Bridges	70	90	-20
Buildings	1,100	900	200
CWMS	290	160	130
Footpaths	393	395	-2
Kerb & Water	78	259	-181
Local Roads and Community Infrastructure Program	218	-	218
Other*	219	181	38
Road Pavement	1,913	1,804	109
Road Seal	1,787	1,902	-115
Shoulders	259	259	0
Sport and Recreation (including Playgrounds)	555	555	0
Stormwater	140	100	40
Unsealed Roads	864	1,035	-171
Plant and Fleet	1,719	1,719	0
Information, Communication & Technology	227	525	-298
Minor Plant & Equipment (including Library)	60	60	0
Project Delivery Costs	646	1,403	-757
NET RENEWALS	10,538	11,347	-809

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

Rates Overview

In setting the rates for 2022-23 Council proposes to continue with its current method of rating, which is two differential rates with a fixed charge, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the Adelaide Hills Council.

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

The 2022-23 budget was initially developed from Council's LTFP which had a rate revenue target that incorporated a general rates increase of CPI plus 1% and estimated new development of 0.8%. Based on the latest CPI (March 2022) and review of updated expenditure requirements and increased savings initiatives, a 0.2% increase above the March CPI figure of 4.7% is considered appropriate to maintain an Operating Surplus in line with financial sustainability indicator targets whilst keeping the impact on Council ratepayers to an acceptable level.

New development (primarily related to the Woodforde, Mount Torrens and Inverbrackie developments) is defined as capital improvements to existing properties and changes to value as a result of land divisions. As a result of revisits undertaken by the Valuer-General as part of completing the valuation of the Council area, development is now estimated at 1.2%.

As a result of a significant increase in valuations due to market conditions across the whole state undertaken by the Valuer-General, Council has seen increased variability in valuation increases within the Council area across all land uses. As such, Council is proposing to reduce the impact of significant valuation changes for 2022-23 by:

- Setting the maximum rate increase at 15%
- Applying this rate rebate to all land use categories except vacant land
- Make the rebate automatic (similar to the 2021-22 financial year) but also retaining an application process
- Still excluding any change of rateability, land use, improvements or change in ownership of properties from the previous year

The table below provides a summary of the average rate increases that have been applied in recent years as well as the proposed increase for 2022-23 as discussed above.

Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
To meet inflation (CPI)	1.25%	2.3%	1.8%	2.4%	1.5%	4.7%
To fund increased capital renewal	1.0%	1.0%	1.0%	0.55%	1.0%	0.2%
Solid Waste Levy	-	-	\$10 (0.5%)	-	-	-
TOTAL INCREASE	2.25%	3.3%	3.3%	2.95%	2.5%	4.9%



Summary Basis of Rating (*Rating Policy*)

Key elements of the Policy include:

Rating Structure

- A fixed charge rating structure that includes a fixed charge applying to all properties. This charge is to increase from \$699 to \$733 which represents a 4.9% increase in line with the average increase previously highlighted.
- The same rate in the dollar, based on capital value, being applied to all categories of ratepayer, except commercial and industrial ratepayers who pay a 15% premium.

Stirling Separate Rate

- A separate rate for businesses in Stirling that generates \$95k that is distributed to the Stirling Business Association (SBA) to promote Stirling as a destination, the "Gateway to the Hills" through a three year funding agreement to June 2023. Council also sets a maximum amount ('top') and a minimum amount ('tail') per property each financial year for this separate rate.
- Council also proposes in accord with Council's taxation principles to increase the top and tail of the separate rate in line with CPI to better maintain an even distribution across all separate ratepayers.

Other Rates and Levies

A separate rate to provide for the sealing in 2014-15 of the northern end of Verrall Road, Upper Hermitage. This rate is levied on those properties that actually adjoin this section of road.

Help when you need it

An empathetic and individually tailored approach is provided to ratepayers who are experiencing financial difficulties through the provision of a number of alternative arrangements made available to ratepayers including:

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

The *Rating Policy* also includes a number of options to address financial hardship specifically targeted to those ratepayers that have been significantly and permanently impacted by events such as COVID and bushfires.



Impact of Office of Valuer-General Valuation Changes

Council's valuations used for rating purposes are undertaken by the Office of the Valuer-General.

As highlighted for 2022-23, the Valuer-General has advised that there have been unprecedented changes in valuation due to a significant strengthening of the property market across the majority of Councils within South Australia. Data received recently from the Valuer-General indicates that this has also resulted in increased variability in valuation increases within the Council area across all land uses.

This is likely to result in many rate assessments experiencing a change in rates payable much higher or lower than the average rate increase proposed.

As a response to the impact of these market adjusted valuation changes from the Valuer-General, Council's proposed rating policy position for the 2022-23 Annual Business Plan consultation is to apply a rebate to reduce the impact of significant valuation changes for 2022-23.

It is proposed to effectively cap the maximum rate increase at 15%.

The table below summarises key details of the rebate.

Rebate to limit the maximum general rate increase to 15%
Applied automatically but also retaining an application process
Maximum rate increase 15%
Applied to all land use categories <u>except vacant land</u>
Does not apply to properties sold after 30 June 2021
Does not apply to properties with a change in land use or rateability from 2021-22
Does not apply to properties with new development / improvements since the 2021-22 valuation

Rate Statistics

Council has just over **19,000** assessments split by land use as follows:



13 650 +
Residential



710 +
Commercial
and Industrial
differential rate



3,000 +
Primary
production



640 +
Vacant



840 +
Non-rateable



180
Other

Rates Modelling

The valuation of the Council area by the Valuer-General has been completed and information provided reflects an increase of over 20% in valuation for existing properties.

Analysis indicates that:

- Residential properties, representing over 70% of the overall valuation, has an average valuation **increase** of just over **22%**
- Primary production properties, being 17% of total assessments, have an average valuation **increase** of just under **17%**
- Commercial and Industrial properties have had an average valuation **increase** of just over **14%**
- Vacant land valuations have **increased** on average by **20%**.

The Budget has been formulated on the basis of retaining differential rates for all categories of ratepayer, including commercial and industrial ratepayers at the appropriate rate in the dollar to provide an overall increase in general rate revenue of 4.9% excluding new development.

Allocation of Rates Burden

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

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

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

Differential Rates

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

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

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

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

It is estimated that the Commercial & Industrial Differential General Rates will raise net rate revenue in the order of \$1.5m in 2022-23.

It is estimated that the Residential & Non Commercial and Industrial Differential General Rate will raise net general rate revenue in the order of \$39.5m in 2022-23.

Fixed Charge

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

For the 2022-23 year, it is proposed to increase the fixed charge from \$699 to \$733, representing a 4.9% increase in line with the overall average increase in rates.

Community Wastewater Management System

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

Council undertakes a review of the annual service charge pricing in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA). For the 2022-23 financial year, the CWMS service charges have been retained at the same level as the previous year to achieve the full cost recovery.



Appendix 1: Budgeted Financial Statements

Adelaide Hills Council
BUDGETED UNIFORM PRESENTATION OF FINANCES
2022-23 Proposed Budget

2021-22 Budget \$'000	2022-23 Proposed Budget \$'000
INCOME	
41,495 Rates	44,143
1,305 Statutory charges	1,318
814 User charges	837
7,359 Grants, subsidies and contributions	6,496
5 Investment income	5
210 Reimbursements	184
452 Other income	212
100 Net gain - equity accounted Council businesses	100
<u>51,740</u> Total Income	<u>53,295</u>
EXPENSES	
19,458 Employee costs	20,800
20,228 Materials, contracts & other expenses	20,038
10,122 Depreciation, amortisation & impairment	10,502
325 Finance costs	594
0 Net loss - equity accounted Council businesses	0
<u>50,133</u> Total Expenses	<u>51,934</u>
<u>1,607</u> NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	<u>1,361</u>
Net Outlays on Existing Assets	
(11,480) Capital Expenditure on Renewal and Replacement of Existing Assets	(10,538)
842 Proceeds from Sale of Replaced Assets	636
10,122 Depreciation	10,502
<u>(516)</u> NET OUTLAYS ON EXISTING ASSETS	<u>600</u>
Net Outlays on New and Upgraded Assets	
(7,356) Capital Expenditure on New and Upgraded Assets & Remediation costs	(11,801)
2,576 Capital Grants and Monetary Contributions for New and Upgraded Assets	4,709
74 Proceeds from Sale of Surplus Assets	2,730
<u>(4,706)</u> NET OUTLAYS ON NEW AND UPGRADED ASSETS	<u>(4,363)</u>
<u>(3,615)</u> NET LENDING/ (BORROWING) RESULT FOR FINANCIAL YEAR	<u>(2,401)</u>
(20,311) Net Financial Liabilities at Beginning of Year	(24,426)
(400) Decrease / (increase) in Other	(429)
(100) Non Cash Equity Movement	(100)
<u>(24,426)</u> Net Financial Liabilities at End of Year	<u>(27,356)</u>

In any one year, the financing transactions identified below are associated with either applying surplus funds stemming from a net lending result or accommodating the funding requirement stemming from a net borrowing result.

Financing Transactions

5,100 New Borrowings	7,800
(23) Increase/(Decrease) in Short Term Draw Down	(33)
- (Increase)/Decrease in Cash & Investments	-
(648) (Increase)/Decrease in Working Capital	(2,700)
- Principal Repayments on Borrowings	(515)
(400) Repayment of Lease Liabilities	(429)
(314) Reinstatement/Restoration Provision Payment	(1,032)
- Debenture Payment	(590)
(100) Non Cash Equity Movement	(100)
<u>3,615</u>	<u>2,401</u>

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

Adelaide Hills Council

STATEMENT OF COMPREHENSIVE INCOME 2022-23 Proposed Budget

2021-22 Budget		2022-23 Proposed Budget
\$'000		\$'000
	INCOME	
41,495	Rates	44,143
1,305	Statutory charges	1,318
814	User charges	837
7,359	Grants, subsidies and contributions	6,496
5	Investment income	5
210	Reimbursements	184
452	Other income	212
100	Net gain - equity accounted Council businesses	100
51,740	Total Income	53,295
	EXPENSES	
19,458	Employee costs	20,800
20,228	Materials, contracts & other expenses	20,038
10,122	Depreciation, amortisation & impairment	10,502
325	Finance costs	594
-	Net loss - equity accounted Council businesses	-
50,133	Total Expenses	51,934
1,607	OPERATING SURPLUS / (DEFICIT)	1,361
(35)	Asset disposal & fair value adjustments	769
2,576	Amounts received specifically for new or upgraded assets	4,709
	Physical Resources Received Free of Charge	
4,148	NET SURPLUS / (DEFICIT)	6,838
5,215	Changes in revaluation surplus - infrastructure, property, plant & equipment	5,300
-	- Other Comprehensive Income	-
-	- Share of Other Comprehensive Income JV	-
5,215	Total Other Comprehensive Income	5,300
9,363	TOTAL COMPREHENSIVE INCOME	12,138

Adelaide Hills Council
STATEMENT OF FINANCIAL POSITION
2022-23 Proposed Budget

2021-22 Budget		2022-23 Proposed Budget
\$'000	ASSETS	\$'000
	Current Assets	
637	Cash and cash equivalents	637
3,225	Trade & other receivables	3,225
23	Inventories	23
3,885		3,885
	- Non-current Assets held for Sale	-
3,885	Total Current Assets	3,885
	Non-current Assets	
	- Financial assets	-
2,442	Equity accounted investments in Council businesses	2,542
446,970	Infrastructure, property, plant & equipment	461,939
449,412	Total Non-current Assets	464,481
453,297	Total Assets	468,366
	LIABILITIES	
	Current Liabilities	
7,086	Trade & other payables	3,796
5,177	Borrowings - Short Term Draw Down	5,144
1,423	Borrowings - Other	1,423
3,649	Provisions	2,617
17,335	Total Current Liabilities	12,980
	Non-current Liabilities	
9,425	Borrowings	16,710
1,527	Provisions	1,527
10,952	Total Non-current Liabilities	18,237
28,287	Total Liabilities	31,217
425,010	NET ASSETS	437,149
	EQUITY	
146,330	Accumulated Surplus	153,169
278,232	Asset Revaluation Reserves	283,532
448	Other Reserves	448
425,010	TOTAL EQUITY	437,149
24,426	NET FINANCIAL LIABILITIES	27,356

Adelaide Hills Council

STATEMENT OF CHANGES IN EQUITY 2022-23 Proposed Budget

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Available for sale Financial Assets	Minority Interest Equity	TOTAL EQUITY
2022-23	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	146,330	278,232	448	-		425,010
Net Surplus / (Deficit) for Year	6,838	-	-		-	6,838
Other Comprehensive Income						
Gain on revaluation of infrastructure, property, plant & equipment	-	5,300	-			5,300
Transfers between reserves		-		-	-	-
Balance at end of period	153,169	283,532	448	-	-	437,149
2021-22						
Balance at end of previous reporting period	142,182	273,017	448	-		415,647
Restated opening balance				-	-	
Net Surplus / (Deficit) for Year	4,148	-	-		-	4,148
Other Comprehensive Income						
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	5,215	-			5,215
Share of Other Comprehensive Income JV						-
Transfers between reserves				-	-	-
Balance at end of period	146,330	278,232	448	-	-	425,010

FINANCIAL RATIOS

	2022-23 Proposed Budget
Operating Surplus Ratio	
$\frac{\text{Operating Surplus}}{\text{Total Operating Revenue}}$	2.6%
Net Financial Liabilities Ratio	
$\frac{\text{Net Financial Liabilities}}{\text{Total Operating Revenue}}$	51%
Asset Sustainability Ratio	
$\frac{\text{Asset Renewals}}{\text{Infrastructure \& Asset Management Plan required expenditure}}$	102%

Adelaide Hills Council

CASH FLOW STATEMENT 2022-23 Proposed Budget

2021-22 Budget		2022-23 Proposed Budget
\$'000	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	\$'000
	<u>Receipts</u>	
41,495	Rates - general & other	44,143
1,305	Fees & other charges	1,318
814	User charges	837
7,163	Grants	6,496
5	Investments	5
210	Reimbursements	184
452	Other revenues	212
	<u>Payments</u>	
(19,458)	Employee costs	(20,800)
(20,542)	Materials, contracts & other expenses	(21,070)
(325)	Finance payments	(594)
11,120	NET CASH USED IN OPERATING ACTIVITIES	10,731
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>	
	<u>Receipts</u>	
5,100	Proceeds from Borrowings	7,800
	<u>Payments</u>	
-	Repayment from Borrowings	(515)
(400)	Repayment of Lease Liabilities	(429)
-	Repayments of Aged Care facility deposits	(590)
4,700	NET CASH USED IN FINANCING ACTIVITIES	6,266
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
	<u>Receipts</u>	
2,123	Grants for new or upgraded assets	2,009
842	Sale of replaced assets	636
74	Sale of surplus assets	2,730
	<u>Payments</u>	
(7,356)	Expenditure on new/ upgraded assets	(11,801)
(11,480)	Expenditure on renewal/ replacement of assets	(10,538)
(15,797)	NET CASH USED IN INVESTING ACTIVITIES	(16,964)
23	NET INCREASE / (DECREASE) IN CASH HELD	33
(4,563)	CASH AT BEGINNING OF YEAR	(4,540)
(4,540)	CASH AT END OF YEAR	(4,507)
637	Cash & Investments	637
(5,177)	Short Term Drawdown	(5,144)
(4,540)		(4,507)



Appendix 2: Statement of Expected Rate Revenue

Statement of Expected Rate Revenue

Please note: These figures represent a considered estimate of Expected Rate Revenue based on the most current information available at the time of going out to consultation on the DRAFT Annual Business Plan and Budget (ABP&B). This information is updated regularly and therefore these figures may be subject to confirmation at the time of actual adoption of the ABP&B.

Expected Rates Revenue

	2021/22 (BR3)	2022/23 (estimated)	Change	
General Rates Revenue				
General Rates (existing properties)		\$41,038,396 (a)		The proposed rates increase for 2022/23 is 4.9% on average.
General Rates (new properties)		\$439,604 (b)		
General Rates (GROSS)	\$39,121,445	\$41,478,000 (c)		
Less: Mandatory Rebates	(\$299,579)	(\$314,700) (d)		
General Rates (NET)	\$38,821,866	\$41,163,300 (e)	6.0%	
	(e)=(c)+(d)			
Other Rates (inc. service charges)				
Regional Landscape Levy	\$968,260	\$1,117,410 (f)		The Regional Landscape Levy is a state tax collected on behalf of the Hills & Fleurieu Regional Landscape Board by the Dept of Environment, Water & Natural Resources. It is not retained by council.
CWMS	\$1,819,764	\$1,677,900 (g)		(\$415) for each vacant land property and (\$826) for each occupied property.
Stirling Business Separate Rate	\$95,000	\$95,000 (h)		A separate rate for businesses in Stirling will be applied to carry out the activity of promoting and enhancing business viability, profitability, trade & commerce within the zone.
Verrall Road Separate Rate	\$5,148	\$5,148 (i)		\$858 per property.
	\$41,710,038	\$44,058,758		
Less: Discretionary Rebates	(\$215,892)	(\$168,300) (j)		
Total Council Rate Revenue	\$40,525,886	\$42,773,048 (k)	5.5%	Excluding the Regional Landscape Levy
	(k)=(e)+(g)+(h)+(i)+(j)			

Estimated growth in number of rateable properties

Number of rateable properties	18,061 <i>Actual</i>	18,196 <i>Estimate</i>	(l)	0.7%
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'Growth' is defined in the regulations as where new properties have been created which has added rateable properties to council's ratepayer base. Growth can also increase the need and expenditure related to infrastructure, services and programs which support these properties and residents.

Estimated average General Rates per rateable property

Average per rateable property	\$2,166	\$2,280	(m)	5.2%
	(o)=(c)/(n)			

Councils use property valuations to calculate each rateable property's contribution to the required rate revenue total. Councils do not automatically receive more money because property values increase but this may alter how rates are apportioned (or divided) across each ratepayer (ie. some people may pay more or less rates, this is dependent on the change in value of their property relative to the overall valuation changes across the council area).

The total General Rates paid by all rateable properties will equal the amount adopted in the budget.

These 'averages' are based on the total of all rateable properties and are therefore not necessarily indicative of either the rate or change in rates that all ratepayers will experience.

Notes

(d) Councils are **required** under the Local Government Act to provide a rebate to qualifying properties under a number of categories:

Health Services - 100 per cent	Religious purposes - 100 per cent	Royal Zoological Society of SA - 100 per cent
Community Services - 75 per cent	Public Cemeteries - 100 per cent	Educational purposes - 75 per cent

The rates which are foregone via Mandatory Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties who receive the rebate).

(e) Presented as required by the *Local Government (Financial Management) Regulations 2011* reg 6(1)(ea)

Please Note: The percentage figure in (e) relates to the change in the total amount of General Rates revenue to be collected from all rateable properties, not from individual rateable properties (ie. individual rates will not necessarily change by this figure).

(f) Councils are required under the *Landscape South Australia Act 2019* to collect the levy on all rateable properties on behalf of the State Government. The levy helps to fund the operations of regional landscape boards who have responsibility for the management of the State's natural resources.

(g) Community Wastewater Management Systems are provided by council to some areas within the council district. To fund the provision of this service, Council imposes an annual service charge to recover the cost of establishing, maintaining, improving and replacing infrastructure.

(j) A council **may** grant a rebate of rates or service charges in a number of circumstances. The rates which are foregone via Discretionary Rebates are redistributed across the ratepayer base (ie. all other ratepayers are subsidising the rates contribution for those properties who receive the rebate).

(k) Expected Total Council Rate Revenue excludes other charges such as penalties for late payment and legal and other costs recovered.

(l) 'Growth' as defined in the *Local Government (Financial Management) Regulations 2011* reg 6(2)

Statement on Expected Rate Revenue

Please note: These figures represent a considered estimate of Expected Rate Revenue based on the most current information available at the time of going out to consultation on the DRAFT Annual Business Plan and Budget (ABP&B). This information is updated regularly and therefore these figures may be subject to confirmation at the time of actual adoption of the ABP&B.

Expected Rates Revenue

	Total expected revenue			No. of rateable properties		Average per rateable property		
	2021/22	2022/23	Change	2021/22	2022/23	2021/22	2022/23	Change
Land Use (General Rates - GROSS)								
Residential	\$29,256,840	\$31,332,333	7%	13,530	13,653	\$2,162	\$2,295	(p) \$133
Commercial - Shop	\$535,274	\$568,376	6%	257	272	\$2,083	\$2,090	(p) \$7
Commercial - Office	\$95,766	\$93,091	-3%	61	58	\$1,570	\$1,605	(p) \$35
Commercial - Other	\$659,108	\$689,249	5%	300	303	\$2,197	\$2,275	(p) \$78
Industry - Light	\$49,831	\$49,958	0%	33	33	\$1,510	\$1,514	(p) \$4
Industry - Other	\$143,568	\$145,257	1%	45	46	\$3,190	\$3,158	(p) -\$33
Primary Production	\$7,113,465	\$7,273,563	2%	3,030	3,009	\$2,348	\$2,417	(p) \$70
Vacant Land	\$865,374	\$917,027	6%	627	640	\$1,380	\$1,433	(p) \$53
Other	\$402,219	\$409,146	2%	178	182	\$2,260	\$2,248	(p) -\$12
Total Land Use	\$39,121,445	\$41,478,000	6.0%	18,061	18,196	\$2,166	\$2,280	(p) \$113
GRAND TOTAL (GROSS)	\$39,121,445	\$41,478,000	6.0%	18,061	18,196	\$2,166	\$2,280	(p) \$113
Variance Check (adopted = final rates generated)	\$0	\$0		0	0			

Council uses a differential rating system, using Land Use Codes as the factor to apply such differential rates.

In applying differential general rates, council has considered and is satisfied that the rating system addresses the issue of consistency and comparability across all council areas, particularly as it relates to the various sectors of the business and wider community.

Fixed Charge

	Total expected revenue			Charge		
	2021/22	2022/23	Change	2021/22	2022/23	Change
Fixed Charge	\$12,363,912	\$13,084,046	5.8%	\$699	\$733	(q) \$34

A fixed charge ensures all rateable properties pay a base amount towards the cost of administering council activities and maintaining the services and infrastructure that supports each property.

Rates based on capital values are then applied in addition to the fixed charge.

Council cannot raise more than 50% of its general rate revenue from the fixed charge component.

In 2022/23 council proposes to raise 32% of its general rate revenue by way of the fixed charge.

This revenue amount is **included** in the General Rates GROSS figure at (c).

Adopted valuation method

Capital Value

Council has the option of adopting one of three valuation methodologies to assess the properties in its area for rating purposes:

Capital Value – the value of the land and all improvements on the land;

Site Value – the value of the land and any improvements which predominantly affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements (Note: Site Value will cease to be an option from 1 Sept 2023); or

Annual Value – a valuation of the rental potential of the property.

Council continues to use Capital Value as the basis for valuing land within the council area. Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

- The equity principle of taxation requires that taxpayers of greater wealth pay more tax than those of lesser wealth.


- Property value is a relatively good indicator of wealth and capital value, which closely approximates the market value of a property and provides the best indicator of overall property value.

Notes

(p) Average per rateable property calculated as General Rates for category, including any fixed charge but excluding any separate rates, *divided* by number of rateable properties within that category in the relevant financial year.

(q) A fixed charge can be levied against the whole of an allotment (including land under a separate lease or licence) and only one fixed charge can be levied against two or more pieces of adjoining land (whether intercepted by a road or not) if they are owned by the same owner and occupied by the same occupier.

If two or more pieces of rateable land within the area of the council constitute a single farm enterprise, only one fixed charge may be imposed against the whole of the land.



Appendix 3: Corporate Performance Indicators

ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 1: A functional Built Environment				
CPI-B01	Inspections of footpaths in high priority zones	100%	B1	Annually
CPI-B02	Delivery of capital works program	90%	B1	Quarterly
CPI-B03	Compliance inspections after development completion notification, completed within 10 business days.	100%	B2	Quarterly
CPI-B04	Compliance inspections completed within 5 business days of notification of alleged unlawful development	80%	B2	Biannually
CPI-B05	Comparison of Council's Energy Usage (Kwh) against previous financial year	Less than previous financial year	B3	Annually
CPI-B06	Tonnes of recycled plastic content in products purchased by Council	25	B3	Annually
CPI-B07	Operational tasks completed within the Civil Zone Maintenance Program	80%	B4	Quarterly
Goal 2: Community Wellbeing				
CPI-C01	Positive ageing wellbeing score	7 Average	C2	Quarterly
CPI-C02	Community Centre participants who feel better connected to others or community	85%	C2	Bi-annual
CPI-C03	Community centre participants who would use the knowledge/skills gained in the future	80%	C3	Bi-annual
CPI-C04	Number of volunteer hours contributed to AHC programs each year	4800	C3	Quarterly
CPI-C05	Library visits per capita compared with Australian Library and Information Association (ALIA) Standards	exceed the enhanced ALIA target	C3	Annually
CPI-C06	Library loans per capita compared with Australian Library and Information Association (ALIA) Standards	exceed the enhanced ALIA target	C3	Annually
CPI-C07	Attendance at programs, events and workshops at Fabrik Arts and Heritage Hub	8,000	C6	Annually
CPI-C08	Percent of available studio spaces occupied	50	C6	Annually
CPI-C09	Number of events and programs celebrating cultural diversity	8	C6	Annually


ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 3: A prosperous Economy				
CPI-E01	Net Easy Score of respondents who rated ease of getting assistance from Council as Easy or Very Easy v Difficult or Very Difficult	>0	E1	Every 2 Years
CPI-E02	Visitor numbers (visitor domestic day trips)	1.2mil	E1	Annually
CPI-E03	Average number of days for Building Consents	20 business days	E2	Quarterly
CPI-E04	Percentage of new development application decisions upheld in Council/CAPs favour under appeal	85%	E2	Quarterly
CPI-E05	Percentage of Planning Consents completed within statutory timeframes	85%	E2	Quarterly
CPI-E06	Number of local jobs in AHC area compared to previous financial year	Maintain 2019-20 Financial Year = 11200	E3	Annually
Goal 4: A valued Natural Environment				
CPI-N01	Number of biodiversity sites monitored using the BushRAT methodology (actual versus planned)	60 NVMS sites (14% of total) per annum and 5 reserves	N2	Annually
CPI-N02	Weed Control in biodiversity sites - no. of sites complete (actual versus planned)	31 sites per annum	N2	Annually
CPI-N03	Percent of nuisance and litter queries resolved	90%	N2	Quarterly
CPI-N04	Percent of private properties inspected prior to bushfire season that comply with fuel load management requirements	At least 90%	N2	Annually
CPI-N05	Tonnes of green organics collected on Green organic days	150	N4	Quarterly
CPI-N06	Percentage change in tonnes of waste disposed to landfill compared to previous financial year	Reduction in waste percentage	N5	Annual
CPI-N07	Number of community education actions delivered (Waste Management Strategy 2016-2021) – Actioned vs Planned	6	N5	Quarterly

ID	Corporate Performance Indicator	Target	Strategic Objective	Reporting Frequency
Goal 5: A progressive Organisation				
CPI-001	Number of Lost time injuries	0	O1	Quarterly
CPI-002	Customer Net Ease Score (NES)	50	O2	Bi-annual
CPI-003	Overall customer satisfaction	75%	O2	Bi-annual
CPI-004	Operating Surplus Ratio	1-5%	O3	Annually
CPI-005	Net Financial Liabilities Ratio	25-75%	O3	Annually
CPI-006	Asset Sustainability Ratio	95-105%	O3	Annually
CPI-007	Decisions (Council resolutions) considered in open Ordinary & Special Council meetings during the reporting period	90%	O4	Quarterly
CPI-008	Council member attendance at Ordinary & Special meetings	90%	O4	Quarterly
CPI-009	Freedom of Information (FOI) requests received, in progress and completed within the legislated timeframe	100%	O6	Quarterly
CPI-010	FOI External reviews upholding Council's decisions	100%	O6	Quarterly
CPI-011	Employee Turnover	7-15%	O1	Quarterly



Appendix 4: Rating Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2 style="margin: 0;">RATING</h2>
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Policy Number:	FIN-02
Responsible Department(s):	Financial Services
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Valuation of Land Act 1971</i> <i>Landscape South Australia Act 2019</i> <i>Aged Care Act 1997 (Commonwealth)</i> <i>Community Housing Providers (National Law) (South Australia) Act 2013</i> <i>Community Titles Act 1996</i> <i>Education and Childrens Act 2019</i> <i>Health Care Act 2008</i>
Policies and Procedures Superseded by this policy on its Adoption:	Rating, 28 June 2016, Item 14.9, 1.11, 122 Rating, 27 June 2017, Item 14.3, 1.11, 130/17 Rating, 26 June 2018, Item 12.3, 1.11 , 138/18 Rating, 25 June 2019, Item 12.2, 1.11, 156/19 Rating, 30 June 2020, Item 7.1, 1.11, 124/20 Rating, 22 June 2021, Item 12.6, 1.11, 123/21
Adoption Authority:	Council
Date of Adoption:	
Effective From:	1 July 2022
Minute Reference for Adoption:	
Next Review:	June 2023

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.1	25/2/2020	Amendments to clause 3.10 to provide consistency with changes to Council Petitions Policy	Council - Res 47/20

RATING POLICY

1. INTRODUCTION

Delivering services and facilities relies on the rates collected from ratepayers within a council's boundaries. Council rates are a form of property taxation, and as the main source of funding for councils, rates are essential in enabling council to deliver all the services and facilities that the community relies on.

Rates are administered by each council in line with the *Local Government Act 1999* (the Act) which allows council some flexibility to make decisions that suit its local community.

2. PURPOSE

The purpose of this policy is to outline Council's approach towards rating its community in line with the requirements of the *Local Government Act 1999* (SA) (the Act).

Section 123 of the Act requires Council to have a rating policy that must be prepared and adopted as part of the Annual Business Plan each financial year in conjunction with the declaration of rates.

3. DEFINITIONS

Act refers to the *Local Government Act 1999* (SA).

CADR refers to the cash advance debenture rate for that financial year.

Capital value refers to the value of the land including improvements.

Community need refers to those services and activities that are aligned to the achievement of one or more of Council's strategies resulting in a direct benefit to the residents of Adelaide Hills Council and a significant proportion of users are Adelaide Hills residents.

Council refers to the elected Council body.

CWMS refers to the Community Wastewater Management System within the Council area.

Disadvantaged persons refers to persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability.

Differential rate refers to a rate that may be applied to a category of land that is different to the rate applied to other land categories.

Disadvantaged persons refers to persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability.

Exemption refers to free from an obligation or liability to which others are subject to.

Fixed charge refers to a charge that must apply equally to each separate piece of rateable land in the area under Section 152(1) of the Act.

General rate refers to a rate that applies to rateable land.

Prescribed percentage (P) is calculated as $P = \frac{\text{CADR} + 3\%}{12}$

Rebate refers to an amount paid by way of reduction, return or refund on what has already been paid or contributed.

Separate rate refers to a charge levied on ratepayers in addition to general rates and used to fund specific activities.

4. POLICY STATEMENT

Council's powers to raise rates are found in Chapter 10 of the Act which provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices.

At all times, the rating policy should be fair and equitable, recognising that all ratepayers have access to core goods and services and should contribute towards the costs.

This Council's policy directions are guided by the theme "A brighter future" and is central to achieving our vision for:

- A prosperous economy
- A functional built environment
- A valued natural environment
- Community wellbeing
- A progressive organisation

5. PRINCIPLES OF TAXATION

Rates are not fees for services. They constitute a system of taxation on the community for Local Government purposes.

This Policy represents the Council's commitment to balancing the five main principles of taxation with the need to raise revenue for the purpose of providing the goods and services the community requires.

Benefits received – ratepayers who receive more benefits (services provided, or resources consumed) should pay a higher share of tax.

Capacity to Pay – a ratepayer who has less capacity to pay should pay less, and ratepayers of similar means should pay similar amounts.

Administrative simplicity – minimal costs are involved in applying and collecting the tax and the tax is difficult to avoid.

Economic efficiency – whether or not the tax distorts economic behaviour.

Policy consistency – the tax should be internally consistent, and based on transparent, predictable rules that are easily understood and accepted by ratepayers.

In applying these principles, any decision with respect to rating should consider:

- the financial effects of the decisions made today on the future generations of tomorrow.
- the achievement of Councils policy outcomes as referenced in Council’s adopted policies.

A Council operating deficit implies that today’s ratepayers are paying less than the cost of the services they are consuming, and this is inequitable to the ratepayers of the future.

6. VALUATION OF LAND

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

- **Capital Value** – the value of land, buildings and other improvements.
- **Site Value** – the value of the land excluding structural improvements.
- **Annual Value** – the value of the rental potential of the property.

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

- the 'capacity to pay' principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;
- the 'property value' is a relatively good indicator of wealth (when lifetime incomes, including incomes from capital gains, are taken into account). Capital value approximates the market value of a property and provides the best indicator of overall property value.

Council does not determine property valuations but chooses to exercise the right under Section 167 of the Act to adopt the capital valuations as assessed by the Valuer-General through the State Valuation Office.

7. OBJECTIONS TO VALUATION

Ratepayers who wish to dispute the valuation of their property may lodge an objection in writing to the Valuer-General within 60 days after the date of service of the first rates notice.

The Valuer-General may extend the 60 day objection period where it can be shown there is reasonable cause to do so by the person making the objection.

Council plays no role in the objection process. It is important to note that the lodgement of an objection to the valuation does not change the due date for the payment of rates.

8. EXEMPTIONS

Council's practice is to identify and value all land in the council area. Once identified, each separate piece of land is assessed for rateability. Section 147 of the Act specifies those types of property which will be exempt from council rates.

- Crown Land – public properties used or held by the Crown for a public purpose,
- University Land – properties occupied by a University,
- Recreation Grounds – properties satisfying the criteria set out in the *Recreation Grounds Rates and Taxes Exemption Act 1981*,
- Council Land – public properties occupied or held by the Council,
- Emergency Services – properties satisfying the criteria set out in the *Fire and Emergency Services Act 2005*,
- Another Act – properties specifically exempt from council rates by virtue of another Act (either Commonwealth or State).

Council is mindful that wherever properties become exempt from paying council rates, or where a rebate is applied, those rates foregone must be contributed by the rest of the ratepayer community.

The principles of equity dictate that Council remains diligent in only awarding exemptions where they are warranted.

It is Council's practice to adopt valuations for all exempt properties. Where an exempt property becomes rateable part way through the financial year, rates will be calculated and recovered.

9. COMPONENTS OF RATES

Fixed Charge or Minimum Rate

Council has discretion to apply either (but not both):

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

Adelaide Hills Council will apply a fixed charge this financial year as in previous years.

Council considers a fixed charge to be the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of council's services and the development and maintenance of the community's infrastructure.

In addition, the fixed charge provides a mechanism to adjust the rates contributions across high and low valued properties. This redresses the balance and equity of the rates system.

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

Differential Rating

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

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

The Council has determined that differential rates will be applied to all rateable properties based on their predominant land use.

In formulating the rating structure, Council has considered issues of consistency and comparability across council areas in the imposition of rates on various sectors of the business and wider community.

Definitions of the use of the land are prescribed by regulation and are categorised as:

- Residential
- Commercial – Shop
- Commercial – Office
- Commercial - Other
- Industrial – Light
- Industrial - Other
- Primary Production
- Vacant Land
- Other

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

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

Commercial and Industrial Differential Rate

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

Council has considered the higher amount payable by the commercial and industrial sector with reference to the commercial differential rates of other councils, costs of the economic development function as well as the services and activities that the sector does not regularly use.

Separate Rate

Under Section 154 of the Act, a Council may declare a separate rate on rateable land within a part of the area of the council for the purpose of planning, carrying out, making available, supporting, maintaining or improving an activity that is, or is intended to be, of particular benefit to the land, or the occupiers of the land, within that part of the area, or to visitors to that part of the area.

Council has determined that the use of the separate rate provisions of the Act will be limited to the use of a separate rate for:

- Marketing and promoting the Stirling Business Area
- Sealing of Verrall Road, Upper Hermitage
- Recovery of the funding requirements of the Hills Fleurieu Regional Landscape Board

Stirling Business Separate Rate

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

This rate is levied on all properties within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category (residential) and government owned land.

Council also sets a maximum amount ('top') and a minimum amount ('tail') per property each financial year for this separate rate with the top and tail adjusted each year with reference to the Consumer Price Index.

The amount raised is distributed to the Stirling Business Association to promote Stirling as a destination, the 'Gateway to the Hills'.

Verrall Road Separate Rate

A separate rate for Verrall Road, Upper Hermitage at a value of \$858 will be applied for a period of 10 years to 2023-24.

This rate provides for the sealing of the northern end of the road in 2014-15 and is levied on all properties that use that section of road.

Regional Landscape Levy

On 1 July 2020, the *Landscape South Australia Act 2019* came into effect replacing the former *Natural Resources Management Act 2004*. Natural Resource Management (NRM) levies have been replaced with Regional Landscape (RL) levies.

The levy helps to fund the operations of regional landscape boards that have responsibility for the management of the State's natural resources. These responsibilities include regional landscape planning, water allocation planning, community capacity building, education and compliance activities.

The Regional Landscape (RL) Levy is a state tax paid by all ratepayers and is collected on behalf of the Hills and Fleurieu Regional Landscape Board by the Department of Environment, Water and Natural Resources who will invoice council quarterly for the respective share of the levy.

The levy applies to all rateable land in the council area and is fixed and calculated to raise exactly the same amount as the council's share to be contributed.

Community Wastewater Management System

Council provides Community Wastewater Management Systems (CWMS) to some areas within the council district. Under Section 155 of the Act, the treatment or provision of water, is a prescribed service.

To fund the provision of this service Council imposes a service charge to recover the cost to the council of establishing, operating, maintaining, improving and replacing the infrastructure in its area (including future capital works and depreciation of any assets).

Annually, an independent consultant is engaged to provide a review of:

- Council's compliance with the Essential Services Commission' (ESCOSA) Minor to Intermediate Retailers Price Determination and the National Water Initiative (NWI) Pricing Principles,
- The pricing model for future CWMS price setting.

This review includes the annual service charge for both occupied and vacant properties.

10. MAXIMUM INCREASE IN GENERAL RATES CHARGES

Council's valuations used for rating purposes are undertaken by the Office of the Valuer-General.

In terms of legislation, Section 153(3) of the Act requires a council to decide each year whether to apply a maximum rate increase to a ratepayers principal place of residence.

As Council considers that rate relief is required across a number of land uses and therefore more than a ratepayers principal place of residence, Council will not apply a maximum under Section 153(3) but rather implement a discretionary rate rebate under Section 166 (1) (l) as referenced below.

11. RATE REBATES

The Act provides for ratepayers to apply for a mandatory and/or discretionary rebate on council rates as follows:

Mandatory rebates

A rebate of rates will be granted to ratepayers who satisfy the eligibility criteria for a mandatory rebate under Section 159 to Section 165 of the Act.

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

- Health services

- Religious purposes
- Public cemeteries
- The Royal Zoological Society.

A 75% rebate must be applied to land used by:

- Community services
- Educational purposes.

Where a “community services organisation” is eligible for the mandatory rebate, and Council has declared a distinct residential rate, then the residential rate must be applied to the land to which the rebate applies in accordance with Section 161(2) of the Act.

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

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

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

Council will confirm the continuation of a person or body’s eligibility for a mandatory rebate on a regular basis (at least biennially) to ensure that rebates are only granted where they are warranted.

This will require the relevant person or body to lodge another application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

Where applications do not meet the eligibility criteria for a mandatory rebate, an applicant may apply for a rebate of rates under the discretionary rebate criteria.

Discretionary rebates

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

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

Section 166 covers a large number of different rebate categories, referred to as cases in the Act. Council in determining its rates structure has considered the following cases are relevant in setting its policy position.

Assisting or supporting a business in its area.

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

Council considers this primary production rebate as part of its Annual Business Plan and Budget process.

As this rebate was implemented in 2008-09 to address the removal of a primary production differential rate, it is considered that this rebate should continue to be made to those ratepayers in the business of primary production who do not have a notional capital value assessment of their property and who have applied for and been granted this rebate in the previous year.

Community Service or Need or Disadvantaged Persons

Section 166(1) identifies a number of discretionary rebates of rates made under Section 166(1)(d) to (j) covering activities linked to community services, need or assistance or relief to disadvantaged persons.

Council has determined that applications in relation to those rebates identified under Section 166(1) should be brought to Council for decision and also that Council would receive a listing of these discretionary rate rebates for the next rating period annually.

Council in accordance with Section 166(1) will take the following matters into account in deciding whether to grant a discretionary rebate for land uses covered by Section 166 (1) (d to j):

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

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

- An organisation needs to meet one of the criteria listed under Section 166 d) to j).
- An organisation needs to be not-for-profit.
- A rebate of 100% will only be granted where a community organisation seeking a rebate provides a service that would be required to be provided by Council if not undertaken by the organisation.

- A rebate of 75% will be granted if the organisation provides a community service that supports the disadvantaged or sections of the community that require assistance, as defined,
- Where an organisation does not meet the above criteria, it is still eligible for a 75% rebate where it meets all of the following criteria:
 - limited capacity to raise funds;
 - meets a “community need”, as defined; and
 - undertakes services and activities that are not primarily the responsibility of Federal or State Government.

Special Discretionary Rebate

Council can use a discretionary rate rebate to address properties with substantial valuation increases under Section 166 (1)(l) of the Act where the rebate is considered by the Council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to:

- (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or
- (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations.

Council has determined that a rebate will be applied to cap any increase in the general rates payable at 15% subject to specific criteria:

- The rebate applies to all land use categories except for vacant land.
- The rebate will be automatically applied to eligible assessments in order to minimise the administrative effort required.
- Adjusting the exclusion of change of ownership properties (excluding family transfers) to those properties sold after 30 June 2021.

The rebate will not apply where the increase in rates payable is the result of:

- An increase in valuation that recognises a capital improvement worth more than \$20,000 on the property (regardless of when the development was undertaken), unless the ratepayer is located within the Cudlee Creek bushfire scar as determined by Council or,
- Where there has been a change in land use of the property or,
- A change in ownership or licence to occupy during the previous financial year.

A capital improvement includes any addition, alteration or new development on the property.

As per the Act, a rebate may be granted for a period exceeding one year, but not exceeding three years. After three years, the rebate will be removed and the rates payable will reset to levels that would ordinarily apply in the absence of the rebate.

All Discretionary Rate Rebates

Persons who, or bodies which, seek a discretionary rebate will be required to submit an application form to the Council and provide the necessary supporting documentation.

All persons who or bodies which wish to apply to the council for a discretionary rebate of rates must do so on or before 30 April prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate or rate exemption.

In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

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

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

A summary of all discretionary rebates applied for under Section 166 (1) (d) to (j), including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

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

If a ratepayer wishes to apply for a discretionary rate rebate, they may apply by contacting the Council's Rate Administrator.

All rebates

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

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

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

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

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

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

Single Farming Enterprise

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

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

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

(a) which –

- (i) are farm land; and*
- (ii) are farmed as a single enterprise; and*
- (iii) are occupied by the same person or persons,*

whether or not the pieces of land are contiguous; or

(b) which –

- (i) as to all the pieces except one, are farm land farmed as a single enterprise occupied by the same person or persons; and*
- (ii) as to one piece contiguous with at least one of the other pieces, is the principal place of residence of that person or one of those persons."*

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

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

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

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

12. RATE RELIEF

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

Senior Postponement

In accordance with Section 182A of the Act, eligible Seniors Card holders can apply to postpone any part or all of their annual council rates in excess of \$500 on a long-term basis. The deferred amount is subject to a monthly interest charge, with the accrued debt being payable on the transfer or sale of the property.

Postponement is similar to a reverse mortgage by relying on the equity in the property. A ratepayer who has a Seniors Card may apply for a postponement on the property they own if it is their principal place of residence and if no other person, other than their spouse/partner has an interest as owner of the property and there is sufficient equity available.

Where an application for postponement under Section 182A is granted, a presumption of on-going annual postponement will be assumed.

However, some, or all of the debt outstanding may be paid at any time at owners discretion.

Financial Hardship

Ratepayers who are suffering financial hardship should contact Council's Rates Administrator to discuss the matter. All enquiries are treated confidentially and any application will be considered on its merits. Options to address financial hardship can include:

Flexible payment options

In addition to quarterly instalments, ratepayers can arrange with Council to pay their rates weekly, fortnightly or monthly to provide for a smaller, more regular payment option via BPAY, phone or internet.

Waiving of Fines and Interest

When a ratepayer has committed to a payment plan and adheres to a regular payment, Council may consider the waiving of fines and interest.

Discretionary Postponement of Rates

A ratepayer may apply to council to postpone the payment of rates in whole, or in part for a period of time. Any such application must be made in writing and outline the reasons why postponement is requested.

Postponement enables ratepayers to defer payment of rates until such time as the property is sold or their circumstances change. Discretionary postponements are only intended to provide temporary, flexible support to those experiencing hardship.

If a postponement is granted, council may consider the waiving of fines and interest for the same period.

As postponement may only delay financial hardship for a period of time, options involving a regular payment plan are more likely to be beneficial for ratepayers to assist in reducing rates balances outstanding over time.

Remission of rates

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

Council has a charge over the land under Section 177 of the Act and therefore is likely to be able to recover rates outstanding upon sale. The granting of a remission forgoes this right and therefore is only considered as an option in circumstances where the ratepayer has demonstrated serious and long term hardship and where there is no chance of improvement in the ratepayers' financial circumstances.

Consideration must also be given to the tax burden redistribution effect on other rate payers of any remission.

For these reasons, and given the importance of ensuring fairness to other ratepayers, remission will only be considered as a last resort and only where there is no chance of improvement in the ratepayer's financial circumstances. As such, it is likely that postponement of payment of rates due to hardship has been occurred for some period to confirm the permanency of the ratepayer's situation.

13. PAYMENT OF RATES

Rates are declared annually, and may be paid, at your discretion, either in one lump sum, or in quarterly instalments that fall due in September, December, March and June.

14. LATE PAYMENT OF RATES

Council has determined that penalties for late payments will be imposed in accordance with the provisions of S181(8) of the Act.

Fines and interest for late payment are levied in accordance with the provisions of S181(8) and S181(17) of the Act.

If an instalment of rates is not paid on or before the date on which it falls due:

- the instalment will be regarded as being in arrears
- a fine of 2% of the amount of the instalment is payable
- on the expiration of each full month from that date, interest of the prescribed percentage of the amount in arrears (including the amount of any previous unpaid fine and interest from any previous month) accrues.

Council may take legal action to recover any overdue amounts, fines and interest.

If an amount payable by way of rates in respect of land has been in arrears for three or more years, Council may sell the land in accordance with Section 184 of the Act.

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

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

15. NON- PAYMENT OF RATES

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

It should be noted that under Section 184(1) of the Act, if an amount payable by way of rates has been in arrears for three years or more the council may sell the property.

16. CONTACTING COUNCIL'S RATES ADMINISTRATOR

If you believe that Council has failed to properly apply this policy, you should contact the Council's Rates Administrator to discuss the matter.

If you are still dissatisfied then you should write to the Council's Chief Executive Officer at PO Box 44, Woodside SA 5244.

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

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

17. DELEGATIONS

As highlighted in this policy, Council has determined a policy position in relation to discretionary rates pursuant to Section 166(1) (b) relating to a primary production rebate and a revaluation relief special discretionary rate rebate under Section 166 (1)(l) of the Act to reduce the impact of significant valuation changes for 2022-23.

These policy positions and the application of the relevant rebates will be actioned accordingly by the Administration under delegation as part of the rates generation process where Council considers that the ratepayer meets the eligibility criteria or upon receipt of an application from the ratepayer.

The delegation for discretionary rate rebates as identified in Section 166 (1a) covering a number of discretionary rebates of rates made under Section 166(1)(d) to (j) relating to activities linked to community services or community need or assistance or relief to disadvantaged persons has not been delegated by Council and as such these applications will be brought to Council for decision.

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.

18. AVAILABILITY OF THE POLICY

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

Supplementary Information to Rating Policy

Differential Rates

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

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

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

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

It is estimated that the Commercial & Industrial Differential General Rates will raise net rate revenue in the order of \$1.5m in 2022-23.

It is estimated that the Residential & Non Commercial and Industrial Differential General Rate will raise net general rate revenue in the order of \$39.5m in 2022-23.

Council has applied the following rates in the dollar across recent years to determine the total rate levied against an assessment:

Financial Year	Commercial & Industrial	All Other Land Uses including Residential
2022-23	0.002455	0.002135
2021-22	0.002821	0.002453
2020-21	0.002821	0.002453
2019-20	0.002839	0.002469
2018-19	0.002784	0.002421
2017-18	0.002748	0.002390
2016-17	0.002806	0.002440

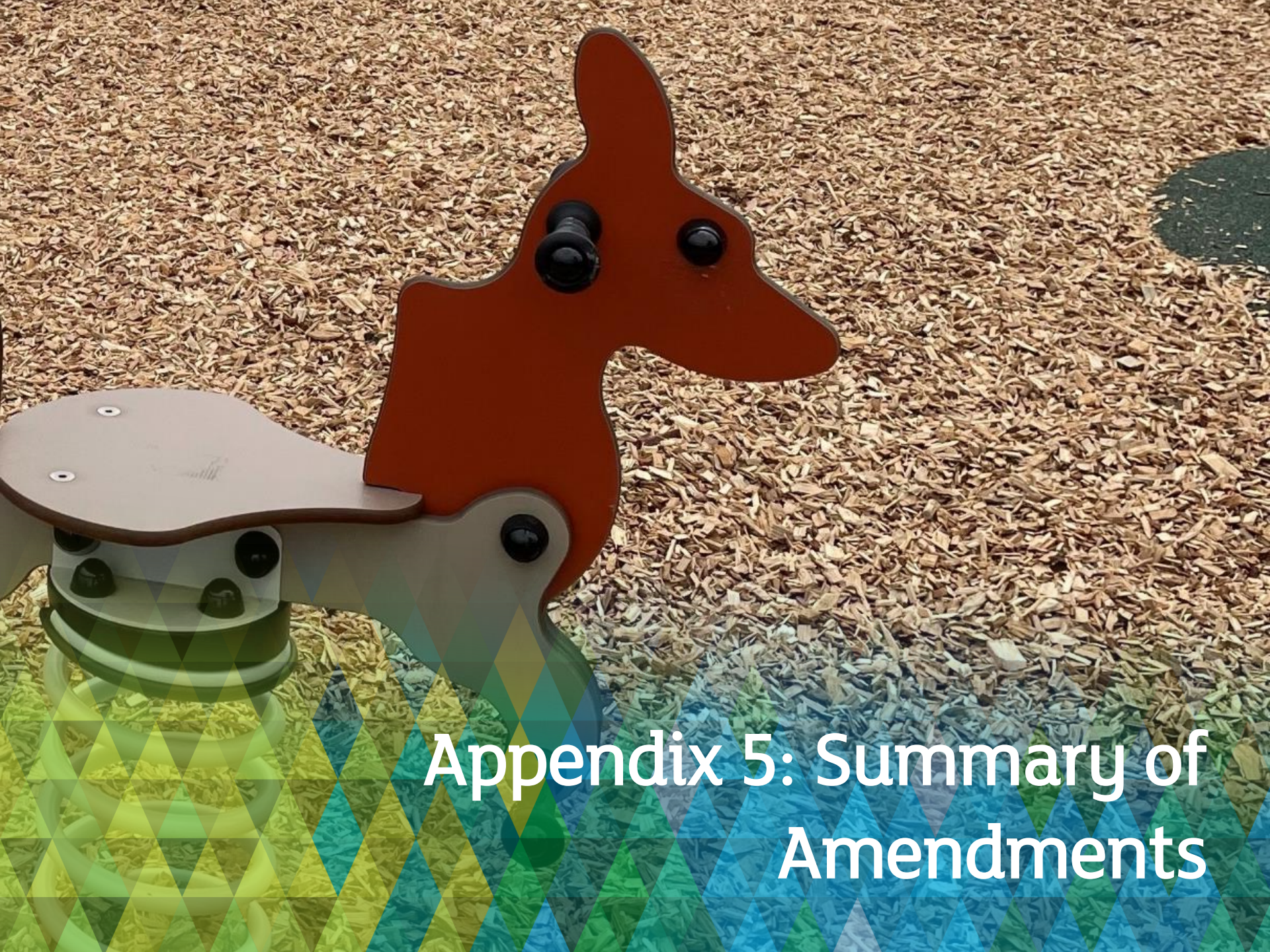
Fixed Charge

Under the *Local Government Act 1999* (the Act), Council has some mechanisms available to enable all ratepayers to contribute more equitably to the administration of Council's services and the development and maintenance of the community's infrastructure. Council considers a fixed charge (applying equally to all rateable properties) to be the most fair and equitable means of achieving this.

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

Council has applied the following fixed charges across recent years as part of the total rate levied against an assessment:

Financial Year	Fixed Charge	Increase from Previous Year	% of Rate Revenue
2022-23	\$733	4.90%	31.5%
2021-22	\$699	2.50%	31.5%
2020-21	\$682	2.95%	31.9%
2019-20	\$662	2.8% + \$10	32.0%
2018-19	\$634	3.3%	31.8%
2017-18	\$613.50	2.25%	31.8%
2016-17	\$600		31.8%



Appendix 5: Summary of Amendments

Summary of Amendments

Significant changes made to the Annual Business Plan following public consultation, which closed on 1 June 2022, include the following:

- Addition of the demographic infographic pages (pg 4 and 5)
- Addition of the Mayor's message and Council Photos on page 6
- Addition of the capital projects approved under the "Local Roads and Community Infrastructure Program" (marked with the code LRCIP)
- Correction and/or adjustment to financials based on updated information provided, adjustment to estimated rate growth (but not the average rate increase), Council approved adjustments resulting for the 3rd Quarter 2021-22 Budget Review process, and/or where grants have been recently approved. The net result of these adjustments is:
 - An increase in the operating surplus from \$424k to \$1.36m
 - Capital renewal increase from \$10.3m to \$10.5m
 - Capital new and upgrades increase from \$11.2m to \$11.8m
 - Net borrowings decrease from \$8.1m to \$7.3m
 - Operating surplus ratio increase from 0.8% to 2.6% (with an adjusted operating surplus of 1.1% to exclude the one off amounts that don't form part of the ongoing budget and therefore more accurately reflects the financial sustainability)

Appendix 2

Capital Works Program 2022-23

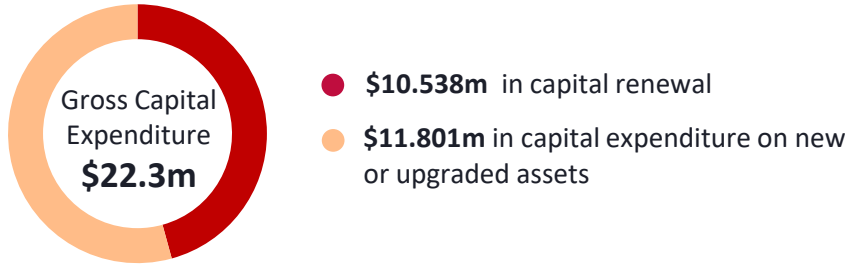


Capital Works Program 2022-23

Overview

The 2022-23 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$600m (Current Replacement Values) of infrastructure assets that it manages, to ensure that our current and future communities have access to the ongoing services these assets provide.

This year our capital works program will include:



Strategic Initiatives (new and upgraded capital)

Within our *Annual Business Plan 2022-23*, we have identified specific Strategic initiatives which are specially funded and prioritised activities, projects and programs of work that are planned over the next three years. These generally relate to investment in upgrading or purchasing new assets and infrastructure.

Capital Renewal

The capital renewal relates to the replacement and/or maintenance works as set out in our *Asset Management Plans*.

Contents

3	Summary of Capital Expenditure		
4	Detailed Capital Expenditure by Asset Category		
4	Bridges	13	Other*
5	Buildings	15	Plant and Fleet
6	CWMS	16	Road Pavement
7	Footpaths	19	Road Seal
9	Information, Communication & Technology	23	Shoulders
10	Kerbing	24	Sport and Recreation (including Playgrounds)
11	Local Roads and Community Infrastructure Program (LRCIP)	25	Stormwater
12	Minor Plant & Equipment (including Library fittings)	26	Unsealed Roads

Renewal Summary

Asset Category	2022-23 Allocation \$'000	LTFP Target Renewal \$'000	Variance to LTFP \$'000
Bridges	70	90	-20
Buildings	1100	900	200
CWMS	290	160	130
Footpaths	393	395	-2
Kerb & Water	78	259	-181
Local Roads & Community Instructure Program	218	-	218
Other*	219	181	38
Road Pavement	1,913	1,804	109
Road Seal	1,787	1,902	-115
Shoulders	259	259	0
Sport and Recreation (including Playgrounds)	555	555	0
Stormwater	140	100	40
Unsealed Roads	864	1,035	-171
Plant and Fleet	1,719	1,719	0
Information, Communication & Technology	227	525	-298
Minor Plant & Equipment (including Library)	60	60	0
Project Delivery Costs	646	1,403	-757
NET RENEWALS	10,538	11,347	-809

Strategic initiatives (New & Upgraded Capital) Summary

Asset Category	2022-23 Allocation \$'000
Bridges	-
Buildings	6,346
CWMS	100
Footpaths	392
Kerb & Water	-
Local Roads & Community Instructure Program	665
Other*	272
Road Pavement	1,904
Road Seal	-
Shoulders	-
Sport and Recreation (including Playgrounds)	939
Stormwater	-
Unsealed Roads	-
Plant and Fleet	40
Information, Communication & Technology	316
Minor Plant & Equipment (including Library)	62
Project Delivery Costs	765
NET NEW & UPGRADED	11,801

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

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Aldgate Valley Road	Sealing, Deck Repairs & Structural Steelwork Painting	MYLOR			
Stradbroke Road	Headwall Renewal	ROSTREVOR			
Euston Road	Deck Drainage	ALDGATE			
Kingsland Road	Waterway Clearance	ALDGATE			
Onkaparinga Road	Structural Concrete & Steel Repairs	BRIDGEWATER			
Tiers Road Culvert	Deck Drainage & Concrete Repairs	WOODSIDE			
Avenue Road Bridge	Restoration Works - Corrosion protection, Repairs to concrete spalling, crack sealing, Steel Beam Restoration & Headwall/Superstructure Works	STIRLING			
	PROGRAM PROPOSED	Totals ('000)	\$70	\$85	\$250

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Steamroller Park Rotunda	Steamroller Park Rotunda Renewal to Meet Heritage Advice (additional funding above 21/22)	STIRLING			
22 Wright Road	Extend rear of property to include replacement of kitchen, bathroom, dining, lounge (additional funding above 21/22)	PICCADILLY			
Stirling Theatre Seat Replacement	Additional funding to replace theatre seating to include DDA access	STIRLING			
Bridgewater Playground BBQ area upgrade	Match design as per new Toilet Block	BRIDGEWATER			
Federation Park Toilet	Refurbishment of Existing Toilets	GUMERACHA			
Main Street Toilets Birdwood	Refurbishment of Existing Toilets	BIRDWOOD			
Stirling Pavilion - Library Lawns	Complete replacement of rotunda with Pavilion (additional funding above 21/22)	STIRLING			
General Building Renewals	Allocations to be made following completion of building asset management plans	REGIONWIDE			
Building Renewals	Allocations to be made following completion of building asset management plans	REGIONWIDE			
Building Renewals	Allocations to be made following completion of building asset management plans	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$1100	\$900	\$685

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B3005	CMP - Energy Upgrades, Battery & Efficiency Actions	50	50	50
B4009	Building Upgrades - minor	100	133	158
C6001	Fabrik Activation Capital	3,275	500	
C6003	Capital Divestment - Capital Cost	1,821		
B4041	Community and Recreation Facilities Framework Implementation	70	72	158
B4042	Operational worksite review including forward planning	1,030	800	-1,000
N2011	New Dog and Cat facility		461	
B4046	Mt Torrens Coach House Reserve Toilet Facilities	TBD		
Totals ('000)		\$6,346	\$2,016	-\$634

TBD To be determined

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Control Cabinet Renewals	Verdun no. 2, Onkaparinga Valley Rd Charleston End of Golf Links Road, Stirling	VERDUN, CHARLESTON, STIRLING			
CWMS Pump Renewals	Replacement Program	REGIONWIDE			
Birdwood Treatment Plant	Boundary Fencing of Pond area	BIRDWOOD			
Kersbrook Treatment Lagoons	Renew section of earth lagoon	KERSBROOK			
Control Cabinet Renewals	Oval Road Mount Torrens	MOUNT TORRENS			
Pump Renewal	Replacement to be reviewed on monitoring and performance investigation	REGIONWIDE			
Woodside Trunk Gravity Main	Jacaranda to Pump Station 1 - Construction of replacement Gravity Main	WOODSIDE			
Pump Renewal	Replacement to be reviewed on monitoring and performance investigation	REGIONWIDE			
Woodside Trunk Gravity Main	Jacaranda to Pump Station 1 - Construction of replacement Gravity Main	WOODSIDE			
	PROGRAM PROPOSED	Totals ('000)	\$290	\$525	\$480

New & Upgraded

ID1	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	100	308	315
	Totals ('000)	\$100	\$308	\$315

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Kingsland Road	Fenchurch Road to Surrey Rd	ALDGATE			
Avenue Road	Avenue Road to Stonehenge Reserve (Rubble)	STIRLING			
Greenhill Road	No 1083 Greenhill Road to No 1083 Greenhill Road (Concrete)	SUMMERTOWN			
Heathfield Road	Cricklewood Road to Longwood Rd (Various Sections)	HEATHFIELD			
Merrion Terrace	Pomona Road to No.38 (Renew with Concrete)	STIRLING			
Onkaparinga Valley Road	Balhannah Oval to Oakbank Hotel (Stage 1)	OAKBANK			
Onkaparinga Valley Road	126 Onkaparinga Valley Rd to Ilinga Ave (near School)	OAKBANK			
Victoria Street	Murray Street to Albert Street (Re-Rubble)	GUMERACHA			
Mount Barker Road	Carey Gully to Anzac Ridge (Concrete)	BRIDGEWATER			
Longwood Road	House No. 33 to Rossiter (Renew with Seal/Kerb)	STIRLING			
Longwood Road	Willow Crt to May St (Renew with Seal/Kerb)	STIRLING			
Cricklewood Road	Longwood Road to Devonshire Road	HEATHFIELD			
Elizabeth St	Onkaparinga Valley to Pike Street	OAKBANK			
Onkaparinga Valley Road	Balhannah Oval to Oakbank Hotel (Stage 2)	OAKBANK			
Pike Street	Onkaparinga Valley to Elizabeth Street	OAKBANK			
Upper Sturt Road	Upper Sturt Road to Whitewood Drive	UPPER STURT			
Hender Road,	No 29 Hender Road to Eves Place	HEATHFIELD			
Greenhill Road	Days Road to Greenhill Road	URAILDA			
Heathfield Road	Cricklewood Road to Longwood Rd (Various Sections)	HEATHFIELD			
Woodside Road	Nairne Road to Ridge Road (Various Sections)	LOBETHAL			
Kurla Court	Junction Road to Corana Court (Renew with Concrete)	BALHANNAH			
Mount Barker Road	Stirling to Aldgate Trail Sealed Section - Rejuvenation	ALDGATE/STIRLING			
Anya Crescent	Lorrieket Way to No 11 Anya Crescent	SUMMERTOWN			
Ayers Hill Road	Ayers Hill Rd to Laurel Ave	STIRLING			
Various	To be reviewed and footpath audit in 2023-24 before setting final program	REGION WIDE			
PROGRAM PROPOSED		TOTALS ('000)	\$393	\$322	\$323

New & Upgraded

ID	Project Name	Project Description	SUBURB	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B1004	New and Upgraded Footpaths			250	250	263
	Atkinson Road	Waverley Ridge Road to Bus Stop 24	CRAFERS			
	Kingsland Road	Fenchurch Road to Surrey Rd	ALDGATE			
	Oakbank Street	Oval to Johnston Street & Oval Sloped Access	STIRLING			
	Onkaparinga Valley Road	Opp. 149 Onkaparinga Valley Road - Bus Stop to School Access (DDA Upgrade) - in conjunction with DIT upgrade of crossing ramps.	OAKBANK			
	Crafers Dog Park	Replace Steps and Rail	CRAFERS			
	Arkaba Road	Mount Barker Road to Reserve Terrace	ALDGATE			
	Victoria Street	Kenton Street to No.11 to complete link.	GUMERACHA			
	William Street	Olivedale St to August Street/ Pool Street(to new pedestrian crossing point)	BIRDWOOD			
	Glen Stuart Road	Rostrevor High School	ROSTREVOR			
	North East Road	Inglewood near RRD 1980 – extension of footpath over creek (Subject to partnership works by Department Infrastructure and Transport)	INGLEWOOD			
	2023-24 Program	Program to be set in 2022-23	REGION WIDE			
	2024-25 Program	Program to be set in 2023-24	REGION WIDE			
B1001	Recreation Trails & Cycling Route Upgrades			75	75	79
B1007	Recreation Trails & Cycling Routes Framework Implementation			67	69	71
			Totals ('000)	\$392	\$394	\$413

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
General ICT Renewals	Mobility Devices, Cloud Migration O365, Library RFID Devices, Digital Hub Program Devices, Corporate Systems Upgrades, Council Member Devices	REGIONWIDE			
General ICT Renewals	Mobility Devices, Cloud Migration O365, Library RFID Devices, Digital Hub Program Devices, Corporate Systems Upgrades, Network Switching Devices	REGIONWIDE			
General ICT Renewals	Mobility Devices, Library ICT Assets, Digital Hub Program Devices, CRM, Microwave Radio Network	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$227	\$339	\$555

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B4006	Asset management - Confirm Web and Connect Licenses and Field Devices	59	40	
O6008	Information Systems - ERP Systems (Payroll, HR, Finance)	100		
O2001	New council website and e-services	110		
O5002	Equipment to broadcast Council Meetings	29		
N/A	CRM Integration (Capital carry forward)	18		
Totals ('000)		\$316	\$40	\$0

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Christie Street	Kerb Renewal (Stormwater)	BRIDGEWATER			
Charlton St Roundabout	Replace island and approach traffic control kerbing	BRIDGEWATER			
Pepper & Braeside Street	Replace Kerbing & Realign Access Ramps, amend one way alignment	STIRLING			
Various	Renewal of Kerb in line with reseal program	REGIONWIDE			
Various	Renewal of Kerb in line with reseal program	REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$78	\$100	\$100

Renewal

Asset type	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Other	Accelerated bin renewal/upgrade program	30	-	-
Other	Accelerated Bus Shelter Renewal	35	-	-
Roads	Accelerated pavement renewal and major patching maintenance	153	-	-
Totals ('000)		\$218		

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
C1004	Gumeracha Library upgrades	115	-	-
B4045	Stormwater projects <ul style="list-style-type: none"> • Junction Road Storm water • Oacbank – western side near Childcare 	300	300	420
B4047	Woodside Scholl Crossing	50	-	-
B4049	Adelaide Hills War Memorial Swimming Pool – Splash Park Contribution	200	-	-
Totals ('000)		\$665	\$300	\$420

Minor Plant and Equipment

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
Minor Plant - Small Plant	Minor Plant - Small Plant items				
Minor Plant - Other					
Furniture & Fittings Council	Fixtures and Furniture				
Furniture & Fittings - Library	Fixtures and Furniture				
PROGRAM PROPOSED		Totals ('000)	\$60	\$60	\$60

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B4015	Installation of further Electric Vehicle charging stations	62	TBC	TBC
Totals ('000)		\$62		

Legend: **TBC** To be Confirmed

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Replace 3 Shelters - Crafers Main Street & Upper Sturt Road or Rostrevor College	REGIONWIDE			
Bus Shelter Replacement	Various outdated Shelters identified for renewals	REGIONWIDE			
Retaining Wall	Stirling Oval - Repoint and replace existing missing sections (Low Side)	STIRLING			
Retaining Wall	Stirling Institute - Repoint and replace existing missing sections	STIRLING			
Fence Renewal Program	Dog Park - Crafers	CRAFERS WEST			
Fence Renewal Program	Upper Sturt Road - Whitewood Road	UPPER STURT			
Cemetery Renewal Program	Renewal cemeteries to meet legislative requirements. Community expectations and safety.	REGIONWIDE			
Safety Barrier Renewal	1231 Montacute Road	MONTECUTE			
Safety Barrier Renewal	Pottery Drive	CRAFERS WEST			
Safety Barrier Renewal	Bridge Barrier Renewals per AMP	REGIONWIDE			
Safety Barrier Renewal	Hynes Bridge (Forreston Road)	REGIONWIDE			
Corporate Signs	Replacement of Council Reserve Signs	REGIONWIDE			
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Greenhill Road Stop No. 19B- Renewal	GREENHILL			
Bus Shelter Replacement	Old Mount Barker Road	CRAFERS			
Bus Shelter Replacement	Various outdated Shelters identified for renewals	REGIONWIDE			
Retaining Wall	Retaining Wall allocations to bb allocation following inspections	STIRLING			
Retaining Wall	Argyle Court - Renew existing pine wall	ROSTREVOR			
Retaining Wall	To be allocated after yearly inspection and investigations undertaken	REGIONWIDE			
Fence Renewal Program	Upper Sturt Road - Whitewood Road	UPPER STURT			
Fence Renewal Program	Fencing allocations to be allocation following inspections	REGIONWIDE			
Cemetery Renewal Program	Renewal cemeteries to meet legislative requirements. Community expectations and safety.	REGIONWIDE			
Safety Barrier Renewal	Bridge Barrier Renewals per AMP	REGIONWIDE			
Safety Barrier Renewal	Replacement of Substandard Barrier Ends	REGIONWIDE			
Corporate Signs	Replacement of Council Reserve Signs	REGIONWIDE			

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Street Litter Bin Replacement	Ongoing cage replacement	REGIONWIDE			
Bus Shelter Replacement	Various outdated Shelters identified for renewals	REGIONWIDE			
Retaining Walls	Retaining Wall allocations to be allocated following inspections	REGIONWIDE			
Fence Renewal Program	Fencing allocations to be allocation following inspections	REGIONWIDE			
Cemetery Renewal Program	Renewal cemeteries to meet legislative requirements. Community expectations and safety.	REGIONWIDE			
Safety Barrier Renewal	Safety Barrier allocations to be allocation following inspections	ROSTREVOR			
Corporate Signs	Replacement of Council Reserve Signs	REGIONWIDE			
Retaining Wall	Heathfield Depot	HEATHFIELD			
	PROGRAM PROPOSED	Totals ('000)	\$219	\$200	\$196

New & Upgraded

ID	Project Name	Project Description	SUBURB	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B1003	Program to install new bus shelters across our public transport network			15	15	15
	Opposite 300 Mount Barker Road	Upgrade capacity	ALDGATE			
	Heathfield High school – Longwood Road	Upgrade capacity	HEATHFIELD			
B4010	Cemeteries Upgrades			39	40	41
C4012	Climate Change Adaption Plan Projects-All hazards emergency management			20	30	
E1003	Free Camping Initiative			30		
E2001	Review and upgrade Council signage and branding			15	15	5
N2008	Develop informative and attractive signage in Council reserves/playgrounds			10	10	5
N3002	Resilient community facilities and open space including water fountains			30	30	31
B4044	Feasibility Studies			100	100	100
C5003	Actions from adoption of Aboriginal Place naming Action Plan			8	5	5
O1002	Update of Business Continuity Plan and implementation			5	5	5
			Totals ('000)	\$272	\$250	\$207

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Heavy Plant					
Maintenance South	Backhoe				
Quick Response Gumeracha	3 tonne Tipper				
Quick Response Heathfield	3 tonne Tipper				
Bitumen Team North	Flocon				
Bitumen Team North	Trailer for Skid steer				
Bitumen Team North	3 tonne Tipper				
Horticulture Team	Trailer to transport mower				
Horticulture Team	Front Deck Mower				
	18 Vehicles - (2 upgraded to Electric Vehicles)				
Light Fleet					
Heavy Plant					
Grader Team North	Motor Grader				
General maintenance	Vacuum Trailer				
Horticulture Team	3 tonne Tipper				
CWMS	Generator				
Bitumen Team North	Skid Steer Loader				
Bitumen Team South	Skid Steer Loader				
CWMS	Trailer for generator				
Arboriculture Team	Hydra ladder				
Light Fleet	18 Vehicles				
Heavy Plant					
Heathfield Depot	Forklift				
Community Aldgate	12 Seat Bus				
Biodiversity Team	Tipping trailer				
Arboriculture Team	Trailer for Hydra Ladder				
Maintenance North	Trailer for Excavator				
General maintenance	Float Trailer				
Drainage Team	Mini Excavator				
Grader Support	9 tonne Tipper				
Horticulture Team	3 tonne Tipper				
Light Fleet	18 Vehicles				
	PROGRAM PROPOSED	Totals ('000)	\$1,719	\$1,662	\$1,222

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B4016	Purchase of Electric Vehicles cars for fleet	40	100	140
	Totals ('000)	\$40	\$100	\$140

Road Pavement

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Major Patching for Future Reseal					
Atkinson Avenue	Piccadilly Road to Carinya Road	PICCADILLY			
Carinya Road	Piccadilly Road to End of Sealed Section	PICCADILLY			
Deviation Road	120m North of Boundary Drive to Boundary Road (Intersection Lobethal Road)	FOREST RANGE			
Ebenezer Place	Cul de sac to Ivan Drive	GUMERACHA			
Ebenezer Place	Albert Street to Ebenezer Place	GUMERACHA			
Hender Road	Eves Place to School Gates	HEATHFIELD			
Honeysuckle Drive	Mount Barker Road to End of Road	BRIDGEWATER			
Hutchens Road	Onkaparinga Valley Road to End of Road	WOODSIDE			
Ivan Drive	Ebenezer Place to End of Road	GUMERACHA			
Jamieson Street	Forreston Road to End of Road	FORRESTON			
Martins Road	Oakwood Road to Linders Road	OAKBANK			
Military Road	Nairne Woodside Road to change of seal	WOODSIDE			
Ostigh Road	Greenhill Road to End of Seal	BALHANNAH			
Oxford Road	Cambridge Road to Hampstead Hill Road	ALDGATE			
Pound Road	Marble Hill Road to Osbourne Road	ASHTON			
Ross Road	Sprigg Road to Piccadilly Crescent	PICCADILLY			
Salem Court	John Fisher Avenue to End of Road	GUMERACHA			
Smiths Road	Lobethal Road to Masons Road	PICCADILLY			
Sprigg Road	26 Sprigg Rd to Gores Road - Seal and Failed Bend	PICCADILLY			
Sprigg Road	Rural Prop 20 to Ross Road (Change of seal)	PICCADILLY			
Sprigg Road	Ross Road to Rural Prop 26 Sprigg Rd	PICCADILLY			
Stentiford Road	Lobethal Road to Rural Property Address 98	FOREST RANGE			
Willow Lane	Mount Barker Road to End of Road	STIRLING			
Yanagin Road	Greenhill Road to End of Seal	GREENHILL			
Yappo Road	Old Mount Barker Road to Kanmantoo	ALDGATE			
Partial Renewal/Heavy Patch Program					
Greaber Road	Woodside Lobethal Road to Rural Property Address 9	LOBETHAL			
Greaber Road	Rural Address 99 to Juers Road	CHARLESTON			
Carey Gully Road	Fowler Road to Waters Road	MOUNT GEORGE			
Collins Hill Road	Lobethal Road to Stentiford Road	LENSWOOD			
Cricklewood Road	Torode Place to Heathfield Road	ALDGATE			
Deviation Road	Boundary Road to Ranns Road (Either side of defect areas)	CAREY GULLY			
Leslie Road	Rural Property Address 90 to Swamp Road	LENSWOOD			
Lower Hermitage Road	Property Address 418 to 336, Millbrook to Previous Reconstruction	LOWER HERMITAGE			
Pirilla Place	Change of Seal to End	STIRLING			
Plummers Road	Mawsons Road to Hewletts Road	FOREST RANGE			
South Ridge Road	Pfeiffer Road to Tolmer Road	WOODSIDE			
Wembley Avenue	Christie Street to Charlton Street	BRIDGEWATER			
Woolcock Road	Scott Creek Road to Woolcock Road	SCOTT CREEK			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Full Pavement Renewal					
Tiers Road	Baldocks to Woodforde Road	WOODSIDE			
Cork Screw Road	Renew Slip on low side of road	MONTACUTE			
Longwood Road	Heathfield Road to High School	HEATHFIELD			
Cricklewood Road	Torode to 96 Cricklewood	ALDGATE			
Pavement Investigations					
Region Wide	Investigate and pavement design for renewal of Beasley Road, Heathfield Road to Sturt Valley Road	REGIONWIDE			
Major Patching for Future Reseal					
Edgeware Road	Edgeware/Alderley Road Intersection	ALDGATE			
Five Lanes	Newman to Goonhilly - Various Sections (mix of new and old)	CHARLESTON			
Harrison Road	Quarry Road to Dump Access	WOODSIDE			
Nicholls Road	Colonial Drive to Valley View Road (Segment 10 - Nicholls Road, Norton Summit)	NORTON SUMMIT			
Paratoo Road	Yam Street to Old Mount Barker Road	ALDGATE			
Paratoo Road	Boomerang Crescent to Yam Street	ALDGATE			
Paratoo Road	Braeside Road to Boomerang Crescent	ALDGATE			
Paratoo Road	Wakefield Court to Braeside Road	ALDGATE			
Walker Street	Howe Street to End of Seal	PICCADILLY			
Walker Street	Old Mount Barker Road to Howe	PICCADILLY			
Wenzel Road	Beasley to 200m West of Wenzel - P & R Int Only (Seal 22/23)	BALHANNAH			
Yacka Road	Arkaba Road to Coromandel Road	ALDGATE			
Partial Renewal/Heavy Patch Program					
Beasley Road	Wenzel Road to 200m North of Beasley Intersection Only	BALHANNAH			
Sturt Valley Road	Sturt Grove to Heather - Change of Seal	LONGWOOD			
Lower Hermitage Road	RAP 336 to RPA 225	LOWER HERMITAGE			
Miller Road	Quarry to Schapel Road	LOBETHAL			
Stradbroke Road	Various Sections - Extensions past Stradbroke Bridge	ROSTREVOR			
Glen Stuart	Kintyre to Moules Road	WOODFORDE			
Partial / Full Pavement Renewal					
Longwood Road	Heathfield Road to Heathfield High section.	HEATHFIELD			
Pavement Investigations/ Design					
Various	To be allocated after yearly inspection and investigations undertaken - partial Renewal and Major Patch	REGIONWIDE			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Major Patching for Future Reseal					
Hill Road	Mewett Road to Norsworthy Road	FORRESTON			
Milford Avenue	Twin Street to Pine Street	STIRLING			
Redden Drive	Prairie Road to Banks Road & Hollands Creek	CUDLEE CREEK			
Rosewarne Crescent	T Junction to Rudd Court	BRIDGEWATER			
The Crescent	The Crescent to Piccadilly Road	CRAFERS			
Partial Renewal/Heavy Patch Program					
Allendale Grove	Jacaranda Drive to Cul de sac (likely to required pavement works)	WOODSIDE			
Grevillea Way	Jacaranda Drive to Banksia Court	WOODSIDE			
Jacaranda Drive	Allendale Grove to Sandalwood Drive (likely to require pavement works)	WOODSIDE			
Jacaranda Drive	Onkaparinga Valley Road to Start Pavers (likely to require pavement works)	WOODSIDE			
Snows Road	Mount Barker Road to Paratoo For Year 2	STIRLING			
Snows Road	Braeside to Ash Grove	STIRLING			
Towers Road	Beadnall Crescent to Mount Barker Road	BRIDEWATER			
Western Branch Road	Rural Property Address 90 to Farnham Road	LOBETHAL			
Lower Hermitage Road	RPA 225 to 185	LOWER HERMITAGE			
Merrion Terrace	Vista Terrace to Alta Crescent	STIRLING			
Full Pavement Renewal					
Sturt Valley Road	Sturt Grove to Heather - Change of Seal	LONGWOOD			
Longwood Road	Heather Road to May Road	LONGWOOD			
Carey Gully Road	Jarret Road to Worden Road	MT GEORGE			
Pavement Investigations/ Design					
Various	To be allocated after yearly inspection and investigations undertaken - partial Renewal and Major Patch	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$1,913	\$1,038	\$960

New & Upgraded

ID	Project Name	Project Description	SUBURB	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B4014	Road Safety Program including co-contribution to Road Blackspot			1,884	200	158
	Safety upgrades	Upgrades along Woods Hill Rd, Ashton	ASHTON			
	Safety upgrades	Upgrades along Montacute Rd, Montacute	MONTECUTE			
B1009	DDA Upgrades Minor access upgrades region wide (compliance)			20	21	21
			Totals ('000)	\$1,904	\$221	\$179

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Atkinson Avenue	Piccadilly Road to Carinya Road	PICCADILLY			
Bridge Street	Charlton Street to End of Seal	BRIDGEWATER			
Carey Gully Road	Fowler Road (middle of Bridge) to Waters Road	MOUNT GEORGE			
Carey Gully Road	Fowler Road to Freeway Entrance	MOUNT GEORGE			
Carinya Road	Piccadilly Road to End of Sealed Section	PICCADILLY			
Collins Hill Road	Lobethal Road to Stentiford Road	LENSWOOD			
Deviation Road	120m North of Boundary Drive to Boundary Road (Intersection Lobethal Road)	FOREST RANGE			
Devonshire Road	Cricklewood Road to Andrewartha Place	ALDGATE			
Devonshire Road	Andrewartha Place to Carroll Road	ALDGATE			
Ebenezer Place	Cul de sac to Ivan Drive	GUMERACHA			
Ebenezer Place	Albert Street to Ebenezer Place	GUMERACHA			
Fenchurch Road	Edgware Road to Kingsland Road	ALDGATE			
Hender Road	Eves Place to School Gates	HEATHFIELD			
Honeysuckle Grove	Mount Barker Road to End of Road	BRIDGEWATER			
Hutchens Road	Onkaparinga Valley Road to End of Road	WOODSIDE			
Ivan Drive	Ebenezer Place to End of Road	GUMERACHA			
Leslie Road	Rural Property Address 90 to Swamp Road	LENSWOOD			
Lower Hermitage Road	Property Address 418 to 336, Millbrook to Steve Smith Bit	LOWER HERMITAGE			
Mappinga Road	Rural Property Address 260 to Woodside Nairne Rd	BALHANNAH			
Martins Road	Oakwood Road to Linders Road	OAKBANK			
Martins Road	Linders Road to End of Seal	OAKBANK			
Oxford Road	Cambridge Road to Hampstead Hill Road	ALDGATE			
Oxford Road	Strathalbyn Road to Cambridge Road	ALDGATE			
Oxford Road	Cambridge Road to Aldgate Valley Road	ALDGATE			
Pirilla Place	Change of Seal to End	STIRLING			
Plummers Road	Mawsons Road to Hewletts Road	FOREST RANGE			
Plummers Road	Hewletts Road to Lobethal Road	FOREST RANGE			
Pottery Road	Longwood Road to Bradbury Road	BRADBURY			
Red Hill Road	Nicholls Road to Allen Hill Road	BRADBURY			
Ross Road	Sprigg Road to Piccadilly Crescent	PICCADILLY			
Salem Court	John Fisher Avenue to End of Road	GUMERACHA			
Smiths Road	Lobethal Road to Masons Road	FOREST RANGE			
South Ridge Road	Pfeiffer Road to Tolmer Road	WOODSIDE			
Sprigg Road	26 Sprigg Rd to Gores Road - Seal and Failed Bend	PICCADILLY			
Sprigg Road	Lampert Road to 20 RSD (Change of Seal)	PICCADILLY			
Sprigg Road	Rural Prop 20 to Ross Road (Change of seal)	PICCADILLY			
Sprigg Road	Ross Road to Rural Prop 26 Sprigg Rd	PICCADILLY			
Stentiford Road	Collins Hill Road to Swamp Road	PICCADILLY			
Stentiford Road	Rural Property Address 98 to Collins Hill Road	PICCADILLY			
Stentiford Road	Lobethal Road to Rural Property Address 98	FOREST RANGE			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Wembley Avenue	Rosenthal Road to Driffield Road	BRIDGEWATER			
Wembley Avenue	Strathalbyn Road to Driffield Road	BRIDGEWATER			
Wembley Avenue	Driffield Road to Wissell Street	BRIDGEWATER			
Wembley Avenue	Wissell Street to Eve Street	BRIDGEWATER			
Wembley Avenue	Eve Street to Christie Street	BRIDGEWATER			
Wembley Avenue	Christie Street to Charlton Street	BRIDGEWATER			
Willow Lane	Mount Barker Road to End of Road	STIRLING			
Woolcock Road	Scott Creek Road to Woolcock Lane	SCOTT CREEK			
Woolcock Road	Woolcock Lane to Longwood Road	SCOTT CREEK			
Wycombe Road	Ashenden Road to Anderson Road	ALDGATE			
Wycombe Road	Ludgatehill Road to Ashenden Road	ALDGATE			
Yanagin Road	Greenhill Road to End of Seal	GREENHILL			
Yappo Road	Old Mount Barker Road to Kanmantoo	ALDGATE			
Bennetts Road	Onkaparinga Valley Road to End of Road	MOUNT TORRENS			
Bird in Hand	Drummond to Warmington Run	WOODSIDE			
Charlick Road	Hillcrest to End of LGA	CRAFERS WEST			
Charlick Road	Wyly Lane to Gulfview Street	CRAFERS WEST			
Deviation Road	Boundary Road to Ranns Road	FOREST RANGE			
Edgeware Road	Edgeware/Alderley Road Intersection	ALDGATE			
Emmett Road	Hillcrest Avenue to Property No 23 Emmett Road	CRAFERS WEST			
Emmett Road	Kerria Place to End of Road	CRAFERS WEST			
Emmett Road	Property No 23 Emmett Road to Sedum Place	CRAFERS WEST			
Emmett Road	Sedum Place to Kerria Place	CHARLESTON			
Five Lanes	Newman to Goonhilly - Various Sectons	CHARLESTON			
Greaber Rd	Woodside Lobethal Road to Rural Property Address 9	LOBETHAL			
Greaber Rd	Rural Property Address 99 to Juers Road	LOBETHAL			
Harrison Road	Quarry Road to Dump Access	WOODSIDE			
Hawk Hill Road	Start 1 Laned Part of Hawk Hill Road to End of Road	CRAFERS WEST			
Hill Road	South Para Road to Hooper	KERSBROOK			
Jamieson Street	Forreston Road to End of Road	FORRESTON			
Kingsland Road	Strathalbyn Road to Edgeware Road	ALDGATE			
Levett Road	Smith Road to End of Seal	KERSBROOK			
Lower Hermitage Road	Rural Property Address 336 to Rural Property Address 278	LOWER HERMITAGE			
Marble Hill Road	Lobethal Road to Tembys Rd	MARBLE HILL			
Milan Terrace	Pine Street to Branch Road	STIRLING			
Milan Terrace	Twin Street to Oakbank Street	STIRLING			
Milford Avenue	Twin Street to Pine Street	STIRLING			
Military Road	Nairne Woodside Road to change of seal	WOODSIDE			
Mount View Road	Onkaparinga Valley Road to End of seal (Segment 10 - Mount View Road, Mount Torrens)	CHARLESTON			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Nicholls Road	Colonial Drive to Valley View Road	NORTON SUMMIT			
Ostigh Road	Greenhill Road to End of Seal	BALHANNAH			
Paratoo Road	Yam Street to Old Mount Barker Road	ALDGATE			
Paratoo Road	Boomerang Crescent to Yam Street	ALDGATE			
Paratoo Road	Braeside Road to Boomerang Crescent	ALDGATE			
Paratoo Road	Wakefield Court to Braeside Road	ALDGATE			
Paratoo Road	Azalea Place to Wakefield Cour	ALDGATE			
Paratoo Road	Snows Road to Azalea Place	ALDGATE			
Pound Road	Marble Hill Road to Raymonds Road	ASHTON			
Quarry Road	Harrison Road to Woodside Road (S Bend Section)	WOODSIDE			
Rugby Road	Kingsland Road to Suffolk Road	ALDGATE			
Sedum Place	Emmett Road to End of Road	CRAFERS WEST			
Teakles Road	Pfeiffer Road to Sandy Waterhole Road	WOODSIDE			
Walker Street	Howe Street to End	PICCADILLY			
Walker Street	Old Mount Barker Road to Howe	PICCADILLY			
Worden Road	Muller Road to Carey Gully Road DO Muller same time	MOUNT GEORGE			
Yacka Road	Arkaba Road to Coromandel Road	ALDGATE			
Allendale Grove	Jacaranda Drive to Cul de sac (likely to required pavement works)	WOODSIDE			
Amberdale Road	Range Road to End of Road	HOUGHTON			
Bradshaw Road	Davidson Avenue to Millar Avenue	CRAFERS			
Bradshaw Road	Piccadilly Road to Davidson Avenue	CRAFERS			
Christie Street	Driffield Road to Wembley Avenue	BRIDGEWATER			
Constance Ave	Campbell Avenue (top, No 7) to Campbell Ave	CRAFERS			
Crescent Drive	Lobethal Road to Rural Property Address 27	NORTON SUMMIT			
Cricklewood Road	Torode Place to Heathfield Road	HEATHFIELD			
Cricklewood Road	Longwood Road to Devonshire Road	HEATHFIELD			
Grevillea Way	Jacaranda Drive to Banksia Court	WOODSIDE			
Hill Road	Mewett Road to Norsworthy Road	KERSBROOK			
Hill View Road	Banksia Drive to End of Sealed Road	BRIDGEWATER			
Jacaranda Drive	Allendale Grove to Sandalwood Drive (likely to require pavement works)	WOODSIDE			
Johns Road	Blackhill Road to End of Road	HOUGHTON			
Redden Drive	Prairie Road to Banks Road & Hollands Creek	CUDLEE CREEK			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Rosewarne Crescent	T Junction to Rudd Court	BRIDGEWATER			
The Crescent	The Crescent to Piccadilly Road	CRAFERS			
Towers Road	Beadnall Crescent to Mount Barker Road	BRIDGEWATER			
Werona Place	Baroota Avenue to End of Road	ROSTREVOR			
Western Branch Road	Rural Property Address 90 to Farnham Road	LOBETHAL			
William Street	Lower North East Road to End of Road	HOUGHTON			
Various	To be allocated once Road Audit Completed 24/25	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$1,787	\$2,065	\$1,936

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Oakwood Road	Oak Drive to Swamp Road	OAKBANK			
Schuberts Road	Schuberts Road Mount Torrens Road to Kenton Valley	LOBETHAL			
Bird in Hand Road	Drummond Road to Warmington Run - Bird in Hand (tied to seal)	WOODSIDE			
Hill Road	Norsworthy Road to South Parra Road	KERSBROOK			
Shoulder Program 24/25	To be determined following review of maintenance grading program and updated condition audit during 2021/22	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$259	\$265	\$272

Sport and Recreation (including Playgrounds)

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Local Playspace Renewal		REGIONWIDE			
Court Resurfacing, Car Parks, Driveway and Oval	To be determined by new Framework position and resolution of redevelopment options	REGIONWIDE			
Local Playspace Renewal	Specific allocations in year 2 to be considered following review of framework strategy	REGIONWIDE			
Court Resurfacing, Car Parks, Driveway and Oval	To be determined by new Framework position and resolution of redevelopment options	REGIONWIDE			
Local Playspace Renewal	Specific allocations in year 3 to be considered following review of framework strategy	REGIONWIDE			
Court Resurfacing, Car Parks, Driveway and Oval	To be determined by new Framework position and resolution of redevelopment options	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$555	\$557	\$309

New & Upgraded

ID	Project Description	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
B2001	Federation Park and Oval masterplan implementation	50	50	
B3002	Implement irrigation systems (renewal / upgrades)	300	100	100
B3003	Investigate and Implement central irrigation control system (region wide)	225		
B4026	Woodside Rec Ground - Driveway & Carpark Upgrade	89		
C1005	Stirling Region Skate Park	15		
C4006	Play Space Framework Implementation	260	267	273
C4021	Sport and Recreation Upgrades			100
Totals ('000)		\$939	\$417	\$473

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Christie Street Stormwater	Renewal side entry pit & drainage	BRIDGEWATER			
West Terrace Stormwater	Renew Network	BALHANNAH			
Minor Stormwater Projects	Unspecified allocation for small Stormwater issue that arise during the year. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
Minor Stormwater Projects	Unspecified allocation for small Stormwater issues that arise during the year or identified via investigations. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
Minor Stormwater Projects	Unspecified allocation for small Stormwater issues that arise during the year or identified via investigations. Typical value of individual project \$ 5k to \$ 20k)	REGIONWIDE			
PROGRAM PROPOSED		Totals ('000)	\$140	\$104	\$100

Renewal

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Arbury Park Road, Aldgate	Rural Property Address 79 (end of seal)	ALDGATE			
Corkscrew Deviation Road, Montacute	Corkscrew Road to 29 Montacute Road	MONTACUTE			
Downers Road, Oakbank	Mappinga Road to Gillman Road	OAKBANK			
Downers Road, Oakbank	Gillman Road to Monkhouse Road	OAKBANK			
Bowling Green Road, Carey Gully	Gully Road to Rangeview Drive	CAREY GULLY			
Crispin Road, Kersbrook	Wattle Road to Rake Road	KERSBROOK			
Hannaford Road, Cudlee Creek	Cudlee Creek Road to Rural Property Address 68	CUDLEE CREEK			
Kyle Road, Mylor	Shanks Road to Rural Property Address 38	MYLOR			
Lee Road, Kenton Valley	Kenton Valley Road to Rural Property Address 86	KENTON VALLEY			
McVitties Road, Birdwood	Rural Property 292 to Rural Property 362	BIRDWOOD			
McVitties Road, Birdwood	Rural Property Address 128 to Blocks Road	BIRDWOOD			
McVitties Road, Birdwood	Blocks Road to Rural Property 292	BIRDWOOD			
McVitties Road, Birdwood	End of Sealed Section to Rural Property Address 12	BIRDWOOD			
Peacock Road, Mount George	Carey Gully Road to End Of Road	MOUNT GEORGE			
Pinkerton Gully Road, Montacute	Corkscrew Deviation Road to RA 17B Pinkerton Gully	MONTACUTE			
Scottsburn Road, Woodside	Rural Property Address 107 to Rural Property Address 214	WOODSIDE			
Scottsburn Road, Woodside	Rural Property Address 214 to Beginning of Sealed	WOODSIDE			
Sires Road East, Kersbrook	South Para Road to Rural Property Address 104	KERSBROOK			
Weatherald Drive, Stirling	Old Carey Gully Road to End of Gravel Road	STIRLING			
Sires Road East, Kersbrook	South Para Road to Rural Property Address 104	KERSBROOK			
Wyes Road, Basket Range	Merchants Road to Rural Property Address 108	BASKET RANGE			
Adelaide Gully Road, Millbrook	Millbrook Road to Mount Gawler Road	MILLBROOK			
Adelaide Gully Road, Millbrook	Bagshaw Road to Bridge (150m before South Para Rd)	MILLBROOK			
Adelaide Gully Road, Millbrook	Mount Gawler Road to Bagshaw Road	MILLBROOK			
Drummond Road, Woodside	Woodside Nairne Road to Bird in Hand Road	WOODSIDE			
Gallasch Road, Balhannah	Beaumont Road to Rural Property Address 16	BALHANNAH			

Renewal *Continued...*

Proposed Project Name	Project Description	Suburb	2022-23 Proposed ('000)	2023-24 Intended ('000)	2024-25 Intended ('000)
Grivell Road, Verdun	End of Sealed Section of Grivell Road to Beaumonts	VERDUN			
Kerr Road, Balhannah	Camac Road to Beaumonts Road	BALHANNAH			
Millbrook Road, Inglewood	Adelaide Gully Road to End of Seal (southern end)	INGLEWOOD			
Pitt Road, Paracombe	End of Sealed Section to Rural Property Address 10	PARACOMBE			
Pitt Road, Paracombe	Greenhill Road to Camac Road	PARACOMBE			
Pye Road, Balhannah	End of Sealed Section to Swamp Road	BALHANNAH			
Various	Subject to yearly inspections	REGIONWIDE			
Fenwick Road, Balhannah	Swamp Road to Rural Property Address 70	BALHANNAH			
Western Branch Road, Woodside	Farnham Road to Burns Road	WOODSIDE			
Wyes Road, Basket Range	Merchants Road to Rural Property Address 108	BASKET RANGE			
Western Branch Road, Woodside	Farnham Road to Burns Road	WOODSIDE			
Various	Subject to yearly inspections	REGIONWIDE			
	PROGRAM PROPOSED	Totals ('000)	\$864	\$1,000	\$1,200

Appendix 3

2021-22 Budget Review 3 Carry Forwards

Appendix 3 – Budget Review 3 Carry Forwards to 2022-23

Renewals Capital Expenditure

Nil

New & Upgraded Capital Expenditure

Proj #	Project Name	Project Description	Carry Forward Amount \$
Other - Retaining Walls, Street Furniture, Guardrail and Bus Stops			
3924 & 4029	EV charging stations	Installation of charging stations at Heathfield Depot including an upgrade of the switchboard	\$62,282
Sport & Recreation			
3938 & 4019	Woodside Rec Ground Masterplan - Driveway & Carpark	Implement items from the Woodside recreation ground masterplan, particularly items related to vehicle movements.	\$88,610
ICT			
3755	CRM Integration	Integrate the Customer Relationship Management System with other enterprise systems including Confirm (asset management) and Lync (call management).	18,000
TOTAL NEW & UPGRADED BUDGET REVIEW 3 CARRY FORWARDS			\$168,892

TOTAL CAPITAL EXPENDITURE CARRY FORWARDS TO 2022-23

\$168,892

Capital Income Carry Forward

Proj #	Project Name	Project Description	Carry Forward Amount \$
Proceeds from Sale of Surplus Assets			
	Bridgewater Retirement Village	Capital sale proceeds deferral for the Bridgewater Retirement Village	\$1,420,500
	Lobethal Old Woollen Mill (formerly AHBTC) Divestment	Sale proceeds from the last stage of the Lobethal Old Woollen Mill (formerly AHBTC) Divestment	\$1,230,000
Capital Grants and Monetary Contributions for New and Upgraded Assets			
C4003	FABRIK: Activation of Arts & Heritage Hub: Grant - Capital	Transfer of Capital Grant Income to 2022-23 to align with Expenditure budget previously carried forward in BR2 in accord with Accounting Standards. Note all 3 instalments already received (\$500k June 2021, \$1.25m August 2021 and \$1.25m February 2022)	\$1,600,000
TOTAL CAPITAL INCOME CARRY FORWARDS			\$4,250,500

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Draft 2022-23 Fees and Charges for Adoption

For: Decision

SUMMARY

Prior to the adoption of the Annual Business Plan each year a review is undertaken of all fees and charges to enable budgeted income to be adjusted if necessary.

As a result of undertaking this process, the recommended schedule of fees and charges to apply for the financial year 2022-23 is attached (***Appendix 1***).

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

It is also noted that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To adopt the 2022-23 Fees and Charges Schedule included at ***Appendix 1*** to apply on and from 1 July 2022.
 3. Council notes that any statutory fees will be included on the Fees and Charges Schedule available for public inspection subsequent to being gazetted.
-

1. BACKGROUND

Council reviews its fees and charges each year in conjunction with the development of the annual budget. As part of this process, a detailed review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services provided
- are comparable with market rates, where appropriate
- take into account the benefit derived by users of community facilities
- are consistent with Council directions articulated through Council's Strategic Plan, existing strategies, policies and plans
- are in accordance with legislative requirements, where relevant
- are consistent with Council's Long Term Financial Plan assumptions

As a result of this review, the recommended fees and charges register to apply for the 2022-23 financial year is attached (**Appendix 1**).

The relevant CPI referenced for fees and charges is 4.7% which is the Adelaide All Groups annual change to March 2022 and has been referenced in the *2022-23 Draft Annual Business Plan*.

Where considered appropriate rounding has been applied for ease of payment and therefore may have resulted in a movement that varies from CPI (4.7%).

Given that this percentage has been referenced in the recent *2022-23 Draft Annual Business Plan* community consultation, it is considered that this should continue to be used for the purpose of setting the 2022-23 fees and charges structure.

Council has delegated the powers to set and waive fees and charges to the CEO and on this basis, the fees and charges may be amended during the financial year in response to new service offerings or changes to the cost base of providing existing services.

2. ANALYSIS

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

An annual review of all fees and charges seeks to contribute to the ongoing financial sustainability through ensuring the organisation operates within its means and assists in keeping rate increases as low as possible.

Fees and charges are generally adjusted in line with market conditions, to make common fees comparable across localities or are in line with the cost to provide the service.

Generally, fees and charges are set at a level to ensure cost recovery, and hence sustainability of those discretionary services provided by Council on a user-pays basis.

This has resulted in proposed fee increases that are in line with the forecast CPI where relevant, insofar as this is practicable.

Each fee is reviewed by staff responsible for that fee or charge to ensure that users are paying an amount that is fair and reasonable and reflects the consumption of the program or service provided.

➤ **Legal Implications**

Section 188 of the *Local Government Act 1999* (the “LG Act”) provides for Council to impose fees and charges:

- (a) for the use of any property or facility owned, controlled, managed or maintained by the council
- (b) for services supplied to a person at his or her request
- (c) for carrying out work at a person's request
- (d) for providing information or materials, or copies of, or extracts from, council records
- (e) in respect of any application to the council
- (f) in respect of any authorisation, licence or permit granted by the council
- (g) in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable
- (h) in relation to any other prescribed matter.

The power to set fees and charges under S188 has been delegated to the Chief Executive Officer and sub-delegated to other members of the Administration with functional responsibilities.

Nevertheless, it is customary that the proposed fees and charges for the 2022-23 financial year are provided to Council for adoption. These may however be altered under delegation as circumstances demand.

In addition, Council applies a number of fees (Statutory Fees) as set by the State Government under the following Acts.

- *Development Act 1993*
- *Expiation of Offences Act 1996*
- *Food Act 2001*
- *Freedom of Information Act 1991*
- *Land and Business (Sale and Conveyancing) Regulations 2010.*
- *Local Government Act 1999 pursuant to Section 169(9)(c) Objections to valuations made by Council and Section 187 (3)(e) Certificate of Liabilities*
- *Planning, Development and Infrastructure Act 2016*
- *Private Parking Areas Act 1986 and Private Parking Areas Regulations 2014*
- *SA Public Health Act 2011 (Wastewater) and (Legionella)*
- *Valuation of Land Act 1971*

These statutory fees and charges are determined by an Act of Parliament or by Local Government Regulations and are normally gazetted in June and July of each year and often after the adoption of the Council set fees and charges.

As they are set by the State Government, Council has no discretion in determining those fees.

Therefore, similarly to last year, it is proposed that statutory fees will be added to the Fees and Charges Register available for public inspection once they have been gazetted. This is anticipated to be in July 2022.

Fees for dog and cat registrations are determined by Council in accordance with the *Dog and Cat Management Act 1995*.

➤ **Risk Management Implications**

Undertaking an annual review of Council's fees and charges, and informing the community of the endorsed changes will assist in mitigating the risk of:

Undercharging and misleading service users as to the cost of Council services, resulting in inaccurate budgets, un-forecasted deficits and inadequate resourcing for current and future activities.

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

Fees and charges are set at a level that reflects current market conditions, or to ensure cost recovery where possible, and hence sustainability of those discretionary services provided by Council.

➤ **Financial and Resource Implications**

Fees and charges (including statutory charges) contribute to Council's income stream with approximately \$2 million received annually (i.e. 4% of total operating income).

Failing to adopt updated fees and charges could increase the burden on Council's rate income to subsidise services which should be self-funding or attract a reasonable contribution charge from the service users.

Specific points of note relevant to consideration of overall fees and charges are as follows.

Animal Management

Cat Registration Fees

Council's Cat Bylaws only commenced on 1 January 2022 with new fees established for the registration of cats. As Council is still in the first year of implementation, fees for 2022-23 will remain unchanged at \$100 for the registration of a non-standard (i.e. not desexed) cat and \$30 for a standard cat (i.e. desexed).

A 50% discount off these fees will continue to apply for concession card holders and pensioners.

Cemetery Fees

Cemetery fees have been indexed by CPI in most instances. An exception made is the fee for the installation of a plaque only which has been revised downwards from \$266 to \$168 to be more reflective of the actual cost of the service provided. A new fee of \$750 has been introduced for the 50 year interment right at Stirling Cemetery for memorial plaques only.

Corporate Services

A new prescribed fee has been added as an application fee for the internal review of council decisions. The amount of \$20 is prescribed pursuant to Section 270 of the *Local Government Act 1999*.

In addition, new credit card surcharge fees are being introduced on all payments made using a credit card and EFTPOS to recover the cost of processing debit or credit card transactions as one of Council's 2022-23 saving strategies.

There are rules set by the Reserve Bank of Australia which govern surcharging and any surcharge is limited to the amount it costs council to accept card payments by the different payment channels via the council website, pay by phone or payment using an EFTPOS terminal. The credit card surcharge fees have been set accordingly based on the lowest cost of acceptance for the previous 12 months.

Surcharge rates will be reviewed annually in line with information provided by Council's banking provider.

Development Application Fees

As per Council's resolution on 23 February 2021 (Item 12.7), a fee is charged for the placement of a sign(s) on land for the purposes of advertising a proposed development in accordance with the new provisions of the *Planning, Development and Infrastructure Act, 2016*.

The Administration tendered for this service to be undertaken by a contractor for a fee of \$396 which makes the service cost neutral.

However, additional signage is required for properties with more than one street frontage. Two new fees have been introduced based on the relevant speed limit of the street. An A1 sign is required to be placed on roads designated 80 km/h or more and an A3 sign is required to be placed on roads designated under 80 km/h.

Other development application fees set by Council have been increased in line with CPI and rounded to an appropriate amount for ease of application.

Halls and Community Centres Hire

Community Centre hiring rates have been reviewed and simplified to better reflect the patterns of hire being experienced.

Previously there was a pricing structure for one, two or three sessions of hire which was based on the different groups of hirers; being funded/unfunded community group, corporate or private.

This has now been simplified to pricing based on each one session only. A session has been nominated as four (4) hours which is more reflective of how the community centres are being used. The categories of hirer have been further amended to Community Groups, Not-For-Profit Groups, Government Agencies/Business and Private.

The bond for private parties has been increased to \$500 to better reflect the actual insurance excess payable for any damage incurred.

Waste and Resource Recovery

For 2022-23, these fees have been increased above CPI to cover the additional fuel costs being incurred for collection.

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

Customers expect to be able to look up Council's fees and charges and for the information to be current.

➤ **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: The community was informed of the proposal to generally increase fees and charges in line with CPI insofar as this is practicable as part of the draft *2022-23 Annual Business Plan* document endorsed by Council in May 2022.

3. OPTIONS

Council has the following options:

- Adopt the recommended 2022-23 Fees and Charges Register to apply on and from 1 July 2022 (Recommended), or
- Defer adopting one or more of the recommended fees and charges to allow further review or consultation to be carried out.

4. APPENDIX

- (1) Draft 2022-23 Fees and Charges Register

Appendix 1

Draft 2022-23 Fees and Charges for Adoption



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
1. STATUTORY RELATED FEES						
1.1 Development Act 1993						
Development Application Fees						
Public Notification Fee for Development Application	YES		\$650.00	\$681.00	4.8%	
Certificate of Title Search Fee	YES		\$43.00	\$45.00	4.7%	
Access to Development Records (<i>Reduction for pensioners and other concession card holders may be applicable</i>)						
Application Fee	YES		\$29.00	\$30.00	3.4%	
Search and processing fee (for each 30 minute block or part thereof)	YES		\$25.00	\$25.00	0.0%	Fee increased every 2 years
Development Records Copying A4 / A3 / A1 / A0	YES	per sheet	\$0.50 / \$1.00 / \$1.50 / \$2.00	\$0.50 / \$1.00 / \$1.50 / \$2.00		
1.1a Planning, Development and Infrastructure Act 2016						
Development Application Fees						
Sign on Land Fee	YES		\$396.00	\$396.00	0.0%	
Additional sign - A1	YES		n/a	\$55.00	n/a	New Fee
Additional sign - A3	YES		n/a	\$33.00	n/a	New Fee
Certificate of Title Search Fee	YES		\$43.00	\$45.00	4.7%	
Building Assessment of Class 7 Farm Buildings with floor area up to 500 square metres charge applicable Class 10 fee	YES		0.25% development cost, minimum \$130	0.25% development cost, minimum \$135	6.1%	
Lodgement by Council of Development Applications on the PlanSA Portal on behalf of Applicants	NO		\$81.50	\$83.00	1.8%	
Amendment of Land Management Agreement (administration charge excludes legal costs)	YES		\$163.00	\$171.00	4.9%	
1.2 Local Government Act 1999						
Rates and Charges Search Fees - Section 188						
Application Fee	YES		\$29.00	\$30.00	3.4%	
Search and processing fee (for each 30 minute block or part thereof)	YES		\$25.00	\$25.00	0.0%	Fee increased every 2 years
Fee for copying the documents	YES		Refer to Library Services Photocopying	Refer to Library Services Photocopying		
1.3 Dog & Cat Management Act 1995						
Fees are set by Council						
Dangerous dog sign	YES		\$38.00	\$40.00	5.3%	
Dog expiation & fine (legislative charge)			As per legislation	As per legislation		
Dog impounding fee (business hours)	N/A		\$80.00	\$84.00	5.0%	
Dog impounding fee (after hours)	N/A		\$106.00	\$110.00	3.8%	
Daily holding fee	YES		\$45.00	\$47.00	4.4%	
Dog Registration (<i>amended D&CMA 1995</i>)						
Standard dog (Desexed AND Microchipped)	Exempt		\$47.50	\$49.00	3.2%	
Non standard dog	Exempt		\$95.00	\$98.00	3.2%	
Concession standard dog (Desexed AND Microchipped)	Exempt		\$23.75	\$24.50	3.2%	
Concession non standard dog	Exempt		\$47.50	\$49.00	3.2%	
Puppy fee (dogs less than 6 months of age that are not yet desexed)	Exempt		\$38.00	\$38.00	0.0%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
Other						
Working Dog	Exempt		\$38.00	\$38.00	0.0%	
Accredited Guide, Hearing or Assistance dog *	Exempt		Nil	Nil		
Replacement disc/tag	Exempt		\$10.00	\$10.00	0.0%	
Businesses Involving Dogs (per dog)	Exempt		\$95.00	\$98.00	3.2%	
Annual Inspection of Kennels	Exempt		Nil	Nil		
SES, search & rescue, Military dogs	Exempt		Nil	Nil		
* Accredited body includes: the Board, Royal Society for the Blind of SA Inc, Guide Dogs Association of SA & NT Inc, Lions Hearing Dogs Inc						
Rebate for Partial Year Registration						
Registrations of new dogs to the area after 1 May attract a 50% rebate (this does not apply where the dog has resided in the area for longer than one month or the dog has been detected as being unregistered.	Exempt	of initial fee	50%	\$0.50	0.0%	
Registrations of new dogs to the area after 1 June	Exempt		Nil	Nil		
Penalty fee for late registrations	Exempt		\$18.00	\$19.00	5.6%	
Impounding livestock	N/A		As per contractor cost	As per contractor cost		
Cat Registration (amended D&CMA 1995)						
Non-standard Cat	Exempt		\$100.00	\$100.00	0.0%	
Standard Cat	Exempt		\$30.00	\$30.00	0.0%	
Concession Non-standard Cat	Exempt		\$50.00	\$50.00	0.0%	
Concession Standard Cat	Exempt		\$15.00	\$15.00	0.0%	
Cat Trap - Deposit (Refundable)	N/A		\$53.00	\$55.00	3.8%	
Cat Trap - Hire Fee (per week or part thereof)	YES		\$25.00	\$26.00	4.0%	
1.4 By-Laws and Local Government Act 1999						
Expiation Fees are set by Council						
By Law No.1 - Permits and Penalties	Exempt		\$58.00	\$60.00	3.4%	
By Law No.2 - Moveable Signs	Exempt		As per legislation	As per legislation		
By-Law No.3 - Local Government Land	Exempt		As per legislation	As per legislation		
By-Law No.4 - Roads	Exempt		As per legislation	As per legislation		
By-Law No.5 - Dogs	Exempt		As per legislation	As per legislation		
By-Law No.6 - Cats	Exempt		As per legislation	As per legislation		
1.5 South Australian Public Health Act 2011						
Sale of Sharps (needle) containers (2.8L container)	YES		\$8.50	\$9.00	5.9%	
Sale of Sharps (needle) containers (1.4L container)	YES		\$5.50	\$6.00	9.1%	
2. COMMUNITY						
2.1 Library Services						
Computer print out / Photocopying B&W A4	YES	per sheet side	\$0.10	\$0.10	0.0%	
Photocopying / Printing B&W A3	YES	per sheet side	\$0.20	\$0.20	0.0%	
Photocopying / Printing Colour A4 /A3	YES	per sheet side	\$0.50 / \$1.00	\$0.50 / \$1.00	0.0%	
3D printing (per item printed)	YES		\$5.00 plus cost of filament used (by weight)	\$5.00 plus cost of filament used (by weight)		
Replacement library card	YES		\$2.00	\$2.00	0.0%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
Miscellaneous minor items (under \$15)	YES		As determined by staff based on fair value and cost recovery.	As determined by staff based on fair value and cost recovery.		
Second hand books	YES		As determined by staff based on fair value.	As determined by staff based on fair value.		
Library Bag	YES		\$3.00	\$3.00	0.0%	
Other fees						
Inter Library fees	YES		as per fee charged	as per fee charged		
Lost / damaged library material (once debt collection notices have been issued Council will not accept return of lost / damaged material)	YES		assessed at replacement cost	assessed at replacement cost		
Processing Fee for lost/damaged library material	YES		\$5.00	\$5.00	0.0%	
Exam supervision	YES	per hour	\$16.00	\$17.00	6.3%	
Faxes - First Page	YES		\$1.00	\$1.00	0.0%	
Faxes - Subsequent Page	YES		\$1.00	\$1.00	0.0%	
A4 Laminating	YES		\$5.00	\$5.00	0.0%	
A3 laminating	YES		\$6.00	\$6.00	0.0%	
Coventry Library Community Room (up to 8 hours during normal business hours)						
Commercial hire per day	YES		\$130.00	\$135.00	3.8%	
Commercial hire per hour	YES		\$45.00	\$45.00	0.0%	
Government agency hire per day	YES		\$190.00	\$195.00	2.6%	
Government agency hire per hour	YES		\$60.00	\$60.00	0.0%	
Coventry Library Community Room and/or foyer space (after hours hire up to 5 hours)						
Community groups	YES		\$155.00	\$162.00	4.5%	
Commercial hire	YES		\$270.00	\$280.00	3.7%	
Private hire (functions, etc)	YES		\$270.00	\$280.00	3.7%	
Government agency hire	YES		\$385.00	\$400.00	3.9%	
Additional hours (after 5 hours included time)	YES		at cost of staff attendance	at cost of staff attendance		
Coventry Library Art Wall	N/A		Nil	Nil		
Coventry Library Display Cabinet	N/A		Nil	Nil		
2.2 Halls and Community Centres Hire						
Torrens Valley Community Centre (Rates listed are per session. 1 x session = 4 hours)						
Community Room						
Community Groups	YES			\$22.00	0.0%	
Not For Profit Groups	YES			\$40.00	0.0%	
Government Agency / Business	YES			\$87.00	0.0%	
Private hire (functions, etc)	YES			\$200.00	0.0%	
Small Meeting Room						
Community Groups	YES			\$15.00	0.0%	
Not For Profit Groups	YES			\$29.00	0.0%	
Government Agency / Business	YES			\$55.00	0.0%	
Kitchen usage (flat fee)	YES			\$22.00	0.0%	
Equipment usage (flat fee) - sound system, retractable screen and	YES			\$63.00	0.0%	
Key Deposit (if applicable & refundable as per T&C's)	N/A			\$60.00	0.0%	
Bond (if applicable & refundable as per T&C's)	Exempt			\$500.00	0.0%	

ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
The Summit Community Centre (Rates listed are per session. 1 x session = 4 hours)						
Community Room						
Community Groups	YES			\$22.00	0.0%	
Not For Profit Groups	YES			\$40.00	0.0%	
Government Agency / Business	YES			\$87.00	0.0%	
Private hire (functions, etc)	YES			\$200.00	0.0%	
Small Meeting Room						
Community Groups	YES			\$15.00	0.0%	
Not For Profit Groups	YES			\$29.00	0.0%	
Government Agency / Business	YES			\$55.00	0.0%	
Kitchen usage (flat fee)	YES			\$22.00	0.0%	
Equipment usage (flat fee) - smart board with overhead projector	YES			\$63.00	0.0%	
Key Deposit (if applicable & refundable as per T&C's)	N/A			\$60.00	0.0%	
Bond (if applicable & refundable as per T&C's)	Exempt			\$500.00	0.0%	
Council owned Community Halls that are managed by Community Associations - fees are determined by the Association Management Committee						
2.3 Retirement Villages						
Bridgewater						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$92.00	\$96.00	4.3%	
2.4 Cemeteries Fees						
Interment Right - Burial Plots (Excluding Lawn Plots)						
Interment Rights will not be charged for new or renewal burial plots in Council owned and managed cemeteries for those people who have received distinguished services medals: the Victoria Cross, Conspicuous Gallantry Cross and the Royal Red Cross						
Stirling Cemetery						
Interment Right - 50 year	YES		\$3,711.00	\$3,885.00	4.7%	
Interment Right - 100 year	YES		\$7,421.00	\$7,770.00	4.7%	
Interment Right - in perpetuity	YES		\$18,553.00	\$19,425.00	4.7%	
All other cemeteries						
Interment Right non-resident - 50 year	YES		\$3,380.00	\$3,539.00	4.7%	
Interment Right non-resident - 100 year	YES		\$6,745.00	\$7,062.00	4.7%	
Interment Right non-resident - in perpetuity	YES		\$16,863.00	\$17,655.00	4.7%	
Interment Right resident - 50 year	YES		\$3,000.00	\$3,141.00	4.7%	
Interment Right resident - 100 year	YES		\$5,990.00	\$6,272.00	4.7%	
Interment Right resident - in perpetuity	YES		\$14,975.00	\$15,680.00	4.7%	
Interment Right crypt (Summertown)	YES		\$4,856.00	\$5,084.00	4.7%	
Interment Right - Lawn Burial Plots						
Interment Rights will not be charged for new or renewal burial plots in Council owned and managed cemeteries for those people who have received distinguished services medals: the Victoria Cross, Conspicuous Gallantry Cross and the Royal Red Cross						
Interment Right non-resident - 50 year	YES		\$4,427.00	\$4,635.00	4.7%	
Interment Right non-resident - 100 year	YES		\$8,843.00	\$9,259.00	4.7%	
Interment Right non-resident - in perpetuity	YES		\$22,108.00	\$23,148.00	4.7%	
Interment Right resident - 50 year	YES		\$4,040.00	\$4,230.00	4.7%	
Interment Right resident - 100 year	YES		\$8,068.00	\$8,447.00	4.7%	
Interment Right resident - in perpetuity	YES		\$20,170.00	\$21,118.00	4.7%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
Interment Right - Ashes (not including plaque and pedestals which will be charged at cost)						
Rose Garden - double - 50 year	YES		\$2,597.00	\$2,719.00	4.7%	
Rose Garden - double - 1000 year	YES		\$5,195.00	\$5,439.00	4.7%	
Rose Garden - double - in perpetuity	YES		\$10,781.00	\$11,288.00	4.7%	
Niche Wall/Beam - single - 50 year	YES		\$1,622.00	\$1,698.00	4.7%	
Niche Wall/Beam - single -100 year	YES		\$3,234.00	\$3,386.00	4.7%	
Interment Right - Memorial Only (not including plaque & installation)						
Stirling Garden Beam - 50 year	YES		n/a	\$750.00	0.0%	New Fee
Memorial Fees						
Memorial Fees will not be charged for memorial work undertaken by The Office of Australian War Graves						
Memorial Permit/Licence	YES		\$150.00	\$157.00	4.7%	
Curator Fees						
Curator Fees are waived for interment rights or interments for children 16yrs and under						
Attendance at burial						
Monday to Friday	YES		\$270.00	\$283.00	4.8%	
Saturday	YES		\$377.00	\$395.00	4.8%	
Sunday & Public Holidays	YES		\$540.00	\$565.00	4.6%	
Interment of Ashes (includes Installation of plaque & pedestal)						
Monday to Friday	YES		\$408.00	\$427.00	4.7%	
Saturday	YES		\$540.00	\$565.00	4.6%	
Sunday & Public Holidays	YES		\$647.00	\$677.00	4.6%	
Other Fees						
Cutting and reinstatement of concrete floor	YES		\$160.00	\$168.00	5.0%	
Installation of plaque only (no ashes interment)	YES		\$266.00	\$168.00	-36.8%	Previous fee considered to be too high
Pegging of plot for burial or memorial	YES		\$270.00	\$283.00	4.8%	
Bud Vase (for niche wall)	YES		\$80.00	\$80.00	0.0%	
Administration Fees						
Administration Fees are waived for interment rights or interments for children 16yrs and under						
Application for Interment Right (new or renewal)	YES		\$162.00	\$170.00	4.9%	
Application for Transfer or Surrender of Interment Right	YES		\$162.00	\$170.00	4.9%	
Application for Burial	YES		\$162.00	\$170.00	4.9%	
Application for Interment of Ashes	YES		\$162.00	\$170.00	4.9%	
Application for Memorial Permit	YES		\$162.00	\$170.00	4.9%	
Application for Amendment of Memorial Permit (including permit)	YES		\$100.00	\$105.00	5.0%	
Historical Search per hour	YES		\$47.00	\$49.00	4.3%	
2.5 Reserves and Sporting Facilities						
Hiring of Bushland Park						
Day & a half (9am to 1pm the following day)	YES		\$403.00	\$422.00	4.7%	
Full Day (9am to Midnight)	YES		\$270.00	\$283.00	4.8%	
Half Day (8am to 1pm or 1pm to 6pm)	YES		\$135.00	\$141.00	4.4%	
Bond (refundable)	Exempt		\$500.00	\$500.00	0.0%	
Not for Profit Community Group use (per session)	YES		\$20.00	\$25.00	25.0%	
Hiring of Gillman Reserve						
Key Deposit (refundable)	N/A		\$55.00	\$60.00	9.1%	
General Hiring (per 3 hour session)	YES		\$30.00	\$33.00	10.0%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
Hiring of Stirling Oval						
Key Deposit (casual hirer) (refundable)	N/A		\$55.00	\$60.00	9.1%	
Key Deposit (seasonal hirer - per key) (refundable)	N/A		\$55.00	\$60.00	9.1%	
General Oval Hire (per 3 hour session)	YES		\$30.00	\$31.00	3.3%	
Deposit (refundable) for General Oval Hire where vehicles have been approved on Oval (if turf remediation is required after event)	Exempt		\$500.00	\$500.00	0.0%	
Hiring of Woorabinda						
Note that the Woorabinda Building is managed by The Hut and all booking enquiries should be directed to them						
Toilets Only Per Day	YES		\$16.00	\$17.00	6.3%	
Key Deposit (refundable)	N/A		\$55.00	\$60.00	9.1%	
Toilet Use Bond (refundable)	Exempt		\$150.00	\$157.00	4.7%	
2.6 Outdoor Dining						
Outdoor Café Licence Application Fee	Exempt		\$140.00	\$147.00	5.0%	
Fee per snack bars/pizza shops etc outdoor seat	Exempt		\$37.00	\$39.00	5.4%	
Fee per restaurant/café outdoor seat	Exempt		\$48.00	\$50.00	4.2%	
Fee per hotel outdoor seat	Exempt		\$58.00	\$61.00	5.2%	
2.7 Use of Public Road for Business Purpose - Townships and Urban Area						
Display and sale of horse manure adjacent to a residential property						
Small temporary/seasonal from adjacent property			Nil	Nil		
Small temporary/imported			Nil	Nil		
Large temporary/seasonal from adjacent property or imported - Small permanent	YES		\$192.00	\$201.00	4.7%	
Large permanent - annual fee	YES		\$192.00	\$201.00	4.7%	
Display & sale of seasonal goods & produce adjacent to a residential property (flowers, fruit & vegetables, hay, firewood, jams, other)						
Small temporary/seasonal from adjacent property			Nil	Nil		
Small temporary/imported - annual fee	YES		\$103.00	\$108.00	4.9%	
Large temporary/seasonal from adjacent property or imported - Small permanent - annual fee	YES		\$198.00	\$207.00	4.5%	
Large permanent - annual fee	YES		\$198.00	\$207.00	4.5%	
Display and sale of manufactured or imported goods, or use of road for promotional purposes and other similar purposes adjacent to commercial premises (includes itinerant traders)						
Day (one day only, maximum five days per annum)			Nil	Nil		
Week (up to one week at a time) – weekly fee	YES		\$102.00	\$107.00	4.9%	
Month (up to one month at a time) – monthly fee	YES		\$198.00	\$207.00	4.5%	
Year (up to daily) – annual fee	YES		\$395.00	\$414.00	4.8%	
Fundraising stalls	N/A		Nil	Nil		
Mobile food vending Business permits						
Monthly Permit Fee	Exempt		\$108.00	\$113.00	4.6%	
Annual Permit Fee	Exempt		\$1,078.00	\$1,129.00	4.7%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
2.8 Temporary Road Closures						
Application Fee (commercial applicants only) including 1 day closure						
Local Streets	Exempt		\$876.00	\$917.00	4.7%	
Major Roads	Exempt		\$1,441.00	\$1,509.00	4.7%	
Daily event fee (commercial applicants only) for additional days						
Local Streets	Exempt		\$377.00	\$395.00	4.8%	
Major Roads	Exempt		\$721.00	\$755.00	4.7%	
Set-up, management and removal of traffic control	YES		at cost	at cost		
3. CORPORATE SERVICES						
Annual Report (digital copy of)	Exempt		\$0.00	\$0.00	0.0%	
Annual Report (printed copy of)	Exempt		\$16.00	\$17.00	6.3%	
Credit Card Surcharge (Credit/Debit/Prepaid/EFTPOS)	Yes		Nil	0.31% - 0.45%	0.0%	New Fee
Current Financial Year Rate Notice reprint	N/A		Nil	Nil	0.0%	
Extract from assessment book	YES		\$8.00	\$8.00	0.0%	
Internal Review of Council Decision Application Fee	YES		N/A	\$20.00	0.0%	New Fee
Previous Year/s Rate Notice reprint	YES		\$8.00	\$8.00	0.0%	
Salaries Register	N/A		\$0.00	\$0.00	0.0%	
Voters Roll	N/A		\$28.50	\$30.00	5.3%	
Photocopying						
Photocopying B&W A4/A3	YES	per sheet side	Refer to Library Services Photocopying	Refer to Library Services Photocopying		
Photocopying Colour A4/A3	YES	per sheet side	Refer to Library Services Photocopying	Refer to Library Services Photocopying		
Hiring of Council Meeting Rooms						
Hire per day	YES		\$135.00	\$141.00	4.4%	
4. OTHER CHARGES						
4.1 Fire Prevention						
Administration Fee - Block Slashing Properties not complied with Section 105 Notice	YES		\$146.00	\$153.00	4.8%	
Block Slashing Costs - Properties not complied with Section 105 Notice	YES		Cost of works	Cost of works		
4.2 General Inspectors						
Abandoned Vehicles						
Impounding Fee	N/A		\$262.00	\$274.00	4.6%	
Holding Fee (per day)	N/A		\$16.00	\$17.00	6.3%	
Administration and Release Fee	N/A		\$78.00	\$82.00	5.1%	
Rubbish						
Clearing of Dumped Rubbish - Administration Charge	YES		\$59.00	\$62.00	5.1%	
Clearing of Dumped Rubbish	YES		At Cost	At Cost		
Signs						
Impound moveable signs	YES		\$66.00	\$69.00	4.5%	



ADELAIDE HILLS COUNCIL

FEES AND CHARGES REGISTER

2022-23

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2021/22 (incl. GST)	Proposed Fees & Charges 2022/23 (incl. GST)	% Increase	Comments
Mini Skips/Containers on Council Land						
Application Fee (includes permit fee for first week)	YES		\$63.00	\$66.00	4.8%	
Permit Fee for Occupation of Land per week thereafter	YES		\$32.00	\$34.00	6.3%	
European Wasps						
Full Fee Eradication Service	YES		\$50.00	\$52.00	4.0%	
Concession Fee Eradication Service	YES		\$25.00	\$26.00	4.0%	
4.3 Traffic Control						
Local Streets	YES		at cost	at cost		
Major Roads	YES		at cost	at cost		
4.4 Road Rent & Encroachment Permits						
Application Fee for Road Rent or Encroachment Permits (S221/222)	YES		\$92.00	\$96.00	4.3%	
Road Rents (\$ per hectare or part thereof)	YES		\$70.00	\$73.00	4.3%	
Petaluma - Smokes Hill Road (per annum)	N/A		\$175.00	\$183.00	4.6%	
Purchasing Application Fee - Road Reserve	YES		\$1,108.00	\$1,160.00	4.7%	
Purchasing Application Fee - Unmade Public Road	YES		\$1,108.00	\$1,160.00	4.7%	
Encroachment Permit Residential (annual fee)	Exempt		\$70.00	\$73.00	4.3%	
Encroachment Permit Business or Commercial (annual fee)	Exempt		\$500.00	\$524.00	4.8%	
5. WORKS AND INFRASTRUCTURE						
5.1 Private Works						
Alterations to Road Reserves - Section 221 Applications (include the fees below)	YES		\$49.00	\$49.00	0.0%	
Access applications	YES		see above	see above		
Underground electrical/water pipes	YES		see above	see above		
Application to lay water pipes in roads	YES		see above	see above		
Construction of bitumen crossovers	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Construction of concrete crossovers including kerb and water table	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Other works	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
5.2 Waste and Resource Recovery						
Hard Waste Collection Service Contribution	YES		\$44.00	\$47.00	6.8%	
Mattress Collection Service Contribution	YES		\$23.00	\$25.00	8.7%	
Additional 140 Litre Blue bin collection (per year)	N/A		\$104.00	\$110.00	5.8%	
Additional 240 Litre Yellow bin	N/A		\$64.00	\$68.00	6.3%	
Additional 240 Litre Green bin	N/A		\$52.00	\$55.00	5.8%	
Bin replacement any size/colour	N/A		\$53.00	\$55.00	3.5%	
Compostable bags - 75 bags/roll	YES		\$5.00	\$5.00	3.5%	
Tow Ball Hitches for waste bins	YES		\$50.00	\$52.00	4.0%	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Natalie Westover
Manager, Property Services
Corporate Services

Subject: Revocation of Community Land Classification – Closed Roads
R2142AA & R1573AB

For: Decision

SUMMARY

Following the resolution of Council on 27 July 2021 and subsequent community consultation, the purpose of this report is to seek a resolution of Council to prepare and submit a report to the Minister for Planning to request approval to revoke the Community Land classification of the land identified as (collectively defined as “Closed Roads”):

- Closed Road AA in Road Plan No. 2142, contained in Certificate of Title Volume 6261 Folio 496 (refer to **Appendix 1**)
- Closed Road AB in Road Plan No. 1573, contained in Certificate of Title Volume 6261 Folio 497 (refer to **Appendix 1**)

A further report will be presented to Council following receipt of the approval from the Minister for Planning seeking a resolution to revoke the community land classification and to sell to the adjoining land owners.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. A report be prepared and submitted to the Minister for Planning seeking approval for the revocation of the community land classification of the land identified as:
 - a. Closed Road AA in Road Plan No. 2142 contained in Certificate of Title Volume 6261 Folio 496 located at Mount Torrens (**Appendix 1**)
 - b. Closed Road AB in Road Plan No. 1573 contained in Certificate of Title Volume 6261 Folio 497 located at Norton Summit (**Appendix 1**)
-

1. BACKGROUND

CLOSED ROAD R2142A

Council has been approached by the land owner of 114 Lenger Road, Mount Torrens to purchase the land defined as “AA” in Road Plan No. 2142 (“Closed Road AA”) being a closed road adjacent to his property refer **Appendix 1**. This closed road land parcel has been maintained and grazed as a part of this land owner’s property for many years.

Closed Road AA was formerly a public road which was closed on 8 September 1859 as a part of a large road closure, with instructions that the land be discontinued as roads and sold. The exchange or sale did not occur.

Closed Road AA was declared surplus to requirements in 1859 and thus included in the road process order to be closed. Whilst the other closed roads in the road process order were disposed of, Closed Road AA remains as an untitled closed road in Council ownership.

Council staff believe that Closed Road AA is maintained and grazed by the adjoining owners as part of their property and is therefore deemed appropriate for disposal in accordance with the 1859 road process.

CLOSED ROAD 1573AB

Council has been approached by the land owner of 105 Nicholls Road, Norton Summit to purchase the land defined as “A” and “B” in Road Plan No. 1573 (“Closed Road AB”) being a closed road adjacent to this property refer **Appendix 1**.

Closed Road AB was formerly a public road which was closed on 10 May 1928 as a part of a large road closure, with instructions that the land be discontinued as roads and reserved. Closed Road AB has since been improved upon, with the construction of a shed on the area marked “B”, and the area marked “A” provides the entrance access to the property. Closed Road AB was declared closed with a view to be reserved in 1928. A shed was approved for construction adjacent to the Closed Road Land “B” in 1978, however it appears that the construction occurred over Closed Road AB in error. Council staff believe that Closed Road AB is maintained by the adjoining owners and has been utilised as part of their property and is therefore deemed appropriate for disposal.

The results from Council’s internal assessment determined that these parcels of Closed Road were suitable for disposal. Their disposal would remove risk to Council with regards to ongoing repairs, maintenance and insurance. They provide no linkage to recreational trails, together with no biodiversity value, as these Closed Road land parcels appear to be already incorporated and utilised within the adjoining land.

At the Council meeting on 27 July 2021:

12.6 Revocation of Community Land Classification – Closed Roads R2142AA (Off Lenger Road Mt Torrens) & R1573AB (off Nicholls Road Norton Summit)

Cr Linda Green declared a Perceived Conflict of Interest as she knows Mr Roger Kowald who is identified in the report. Cr Green intends to remain in the meeting and vote.

**Moved Cr Malcolm Herrmann
S/- Cr Kirsty Parkin**

158/21

Council resolves:

- 1. That the report be received and noted**
- 2. 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 *Local Government Act 1999* with the intention of selling the Closed Road to the adjoining owners.**
- 3. 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 *Local Government Act 1999* with the intention of selling the Closed Road to the adjoining owners.**
- 4. That a further report be presented to Council at the completion of the consultation.**

Carried Unanimously

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal A Prosperous Economy

Objective 2 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 A Progressive Organisation

Objective 3 Our organisation is financially sustainable for both current and future generations

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

➤ **Legal Implications**

Section 194 of the *Local Government Act 1999* governs the requirements for the revocation of Community Land.

➤ **Risk Management Implications**

The sale of the Closed Roads will assist in mitigating the risk of:

Closed Roads remaining in Council ownership leading to obligations to maintain the land and assume liability for the land.

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

The revocation of Community Land process is one of the current controls that result in the Residual Risk rating.

➤ **Financial and Resource Implications**

The process to obtain title to the Closed Road and negotiations with adjoining land owners for disposal of the Closed Road will be undertaken by Council staff within existing resources.

A valuation report and survey plans will be prepared once the revocation of Community Land status has occurred. These costs will be borne by the purchasers of the land, together with an expectation that the land will be sold for market value.

The cost to obtain title for the Closed Road will be paid by Council. The cost of the titles and Conveyancing costs of approximately \$600.

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

Not Applicable.

➤ **Sustainability Implications**

Not Applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

Public consultation in accordance with Section 194 of the Local Government Act 1999 was commenced on 2 March 2022 for a period of 21 days.

Public notices were placed in the Courier and The Weekend Herald on 3 March 2022. Letters were sent to adjoining land owners, together with corflute signs being placed adjacent to the closed road land.

The Public Consultation report for Revocation was placed on the Council's website on 2 March 2022.

While the Council did not receive any formal submissions in response to the consultation, a number of general enquiries were taken by Council staff. A report detailing the website consultation activity is attached as **Appendix 2**. The report indicated that one response was received, however it was determined that this was a testing error with the Engagement portal.

3. OPTIONS

Council has the following options:

- I. Resolve to prepare and submit a report to the Minister for Planning to approve the revocation of the community land classification of the Closed Roads to enable disposal (Recommended)
- II. Resolve not to apply to the Minister for Planning for approval to revoke the community land classification of the Closed Roads and retain the Closed Roads as community land (Not Recommended)

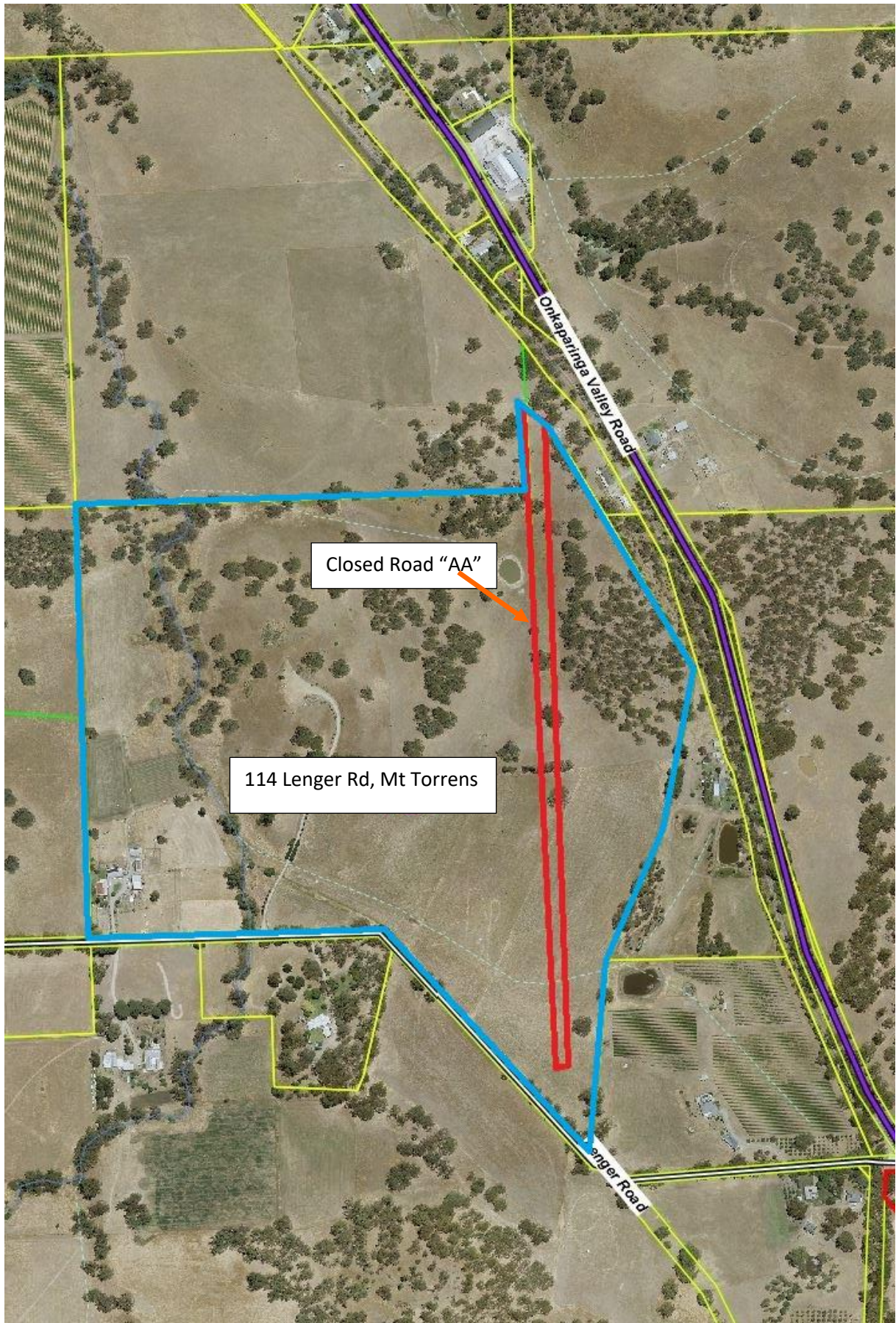
4. APPENDICES

- (1) Identification of Closed Road 2142AA & 1573AB
- (2) Public Consultation Reports

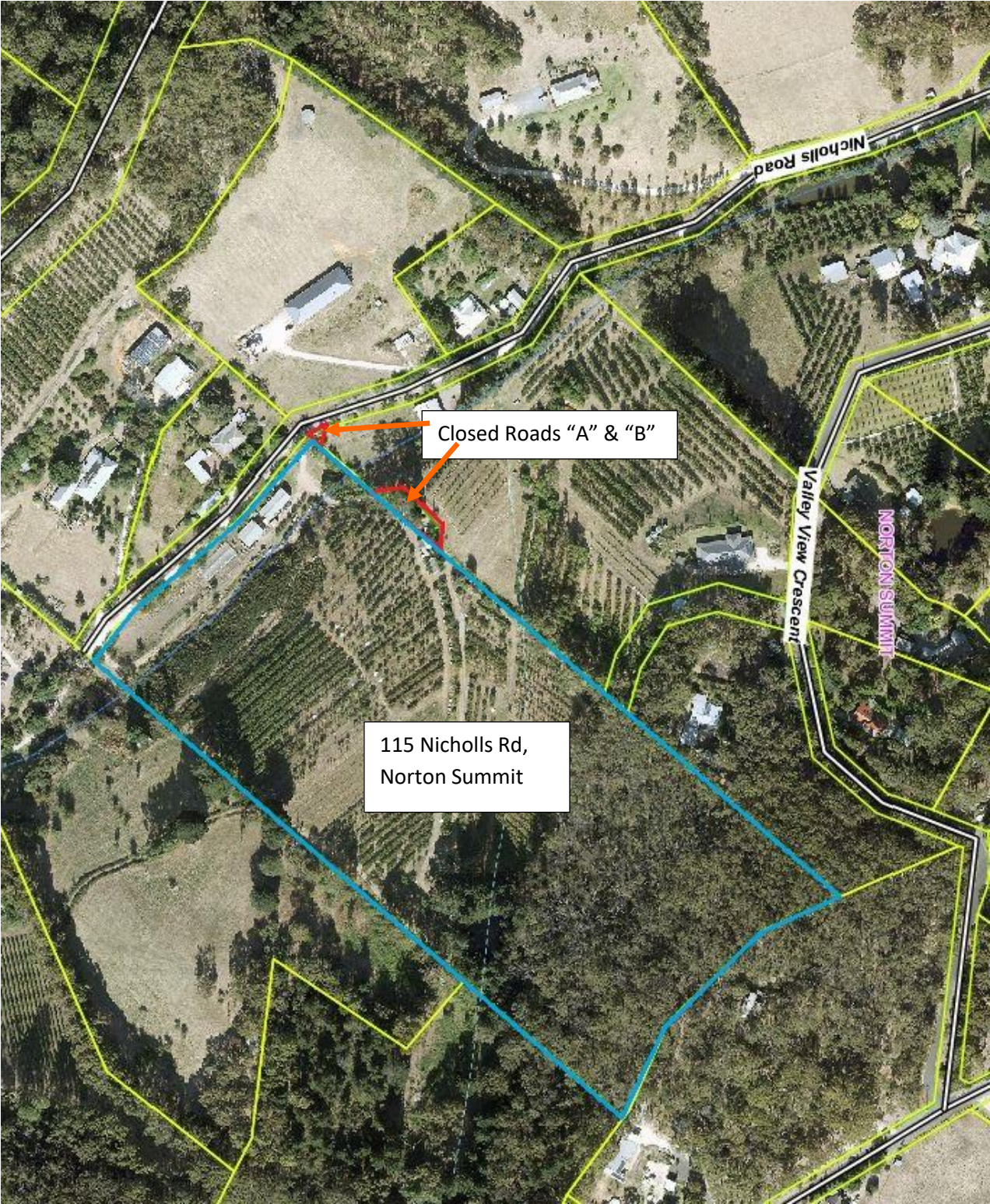
Appendix 1

Identification of Closed Road 2142AA & 1573AB

CLOSED ROAD RP 2142 – OFF LENGER ROAD, MOUNT TORRENS



CLOSED ROAD RP 1573 – OFF NICHOLLS ROAD, NORTON SUMMIT



Appendix 2

Consultation Outcomes Report

Summary Report

02 March 2022 - 22 March 2022

Have your say

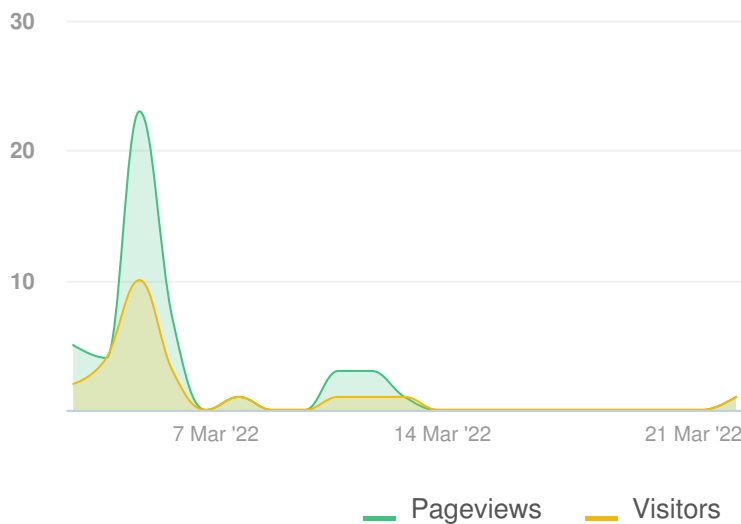
PROJECTS SELECTED: 1

Revocation of Community Land Classification - Closed Road off Lenger Road, Mt Torrens

FULL LIST AT THE END OF THE REPORT



Visitors Summary



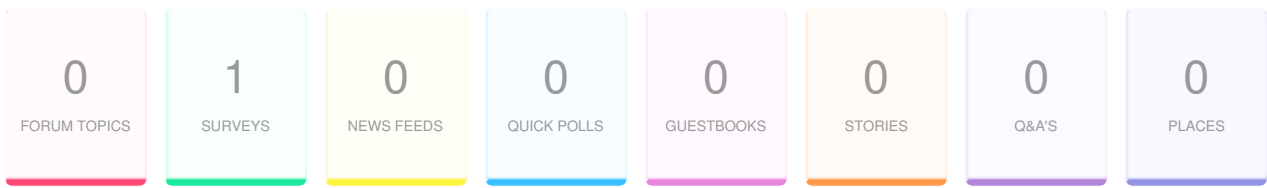
Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
26	10	
NEW REGISTRATIONS		
0		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
1	8	23

PARTICIPANT SUMMARY

ENGAGED	1 ENGAGED PARTICIPANTS			(%)
INFORMED	Registered	Unverified	Anonymous	
	Contributed on Forums	0	0	0
	Participated in Surveys	1	0	0
	Contributed to Newsfeeds	0	0	0
	Participated in Quick Polls	0	0	0
AWARE	Posted on Guestbooks	0	0	0
	Contributed to Stories	0	0	0
	Asked Questions	0	0	0
	Placed Pins on Places	0	0	0
	Contributed to Ideas	0	0	0
	<i>* A single engaged participant can perform multiple actions</i>			<i>* Calculated as a percentage of total visits to the Project</i>
				Revocation of Community L... 1 (4.3%)
ENGAGED	8 INFORMED PARTICIPANTS			(%)
INFORMED	Participants			
	Viewed a video	0		
	Viewed a photo	0		
	Downloaded a document	7		
	Visited the Key Dates page	0		
AWARE	Visited an FAQ list Page	0		
	Visited Instagram Page	0		
	Visited Multiple Project Pages	6		
	Contributed to a tool (engaged)	1		
	<i>* A single informed participant can perform multiple actions</i>			<i>* Calculated as a percentage of total visits to the Project</i>
				Revocation of Community L... 8 (34.8%)
ENGAGED	23 AWARE PARTICIPANTS			
INFORMED	Participants			
	Visited at least one Page	23		
AWARE				23
	<i>* Aware user could have also performed an Informed or Engaged Action</i>			<i>* Total list of unique visitors to the project</i>

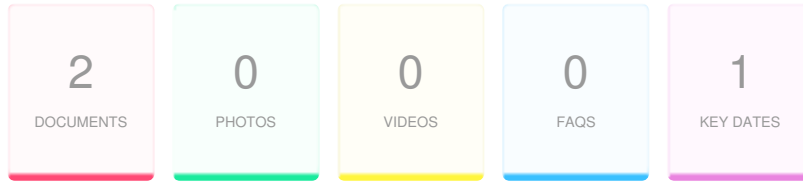
ENGAGEMENT TOOLS SUMMARY



SURVEYS SUMMARY	
1	Surveys
1	Contributors
1	Submissions

TOP 3 SURVEYS BASED ON CONTRIBUTORS
<p>1</p> <p>Contributors to</p> <p>Revocation of Community Land - Lenger Road Mt Torrens</p>

INFORMATION WIDGET SUMMARY



DOCUMENTS	
2	Documents
7	Visitors
9	Downloads

TOP 3 DOCUMENTS BASED ON DOWNLOADS	
8 Downloads	1 Downloads
Community Land Revocation Public Cons Report - Lenger Road Mt Torrens	Hardcopy Information Sheet and Submission Form

KEY DATES	
1	Key Dates
0	Visitors
0	Views

TOP 3 KEY DATES BASED ON VIEWS	
0 Views	
Revocation of Community Land Classification - Closed Road off Lenger Road, Mt	

TRAFFIC SOURCES OVERVIEW

REFERRER URL	Visits
www.ahc.sa.gov.au	3
www.google.com	3
www.bing.com	1
ahc.sa.gov.au	1

SELECTED PROJECTS - FULL LIST

PROJECT TITLE	AWARE	INFORMED	ENGAGED
Revocation of Community Land Classification - Closed Road off Lenger ...	23	8	1

Summary Report

06 April 2016 - 21 March 2022

Have your say

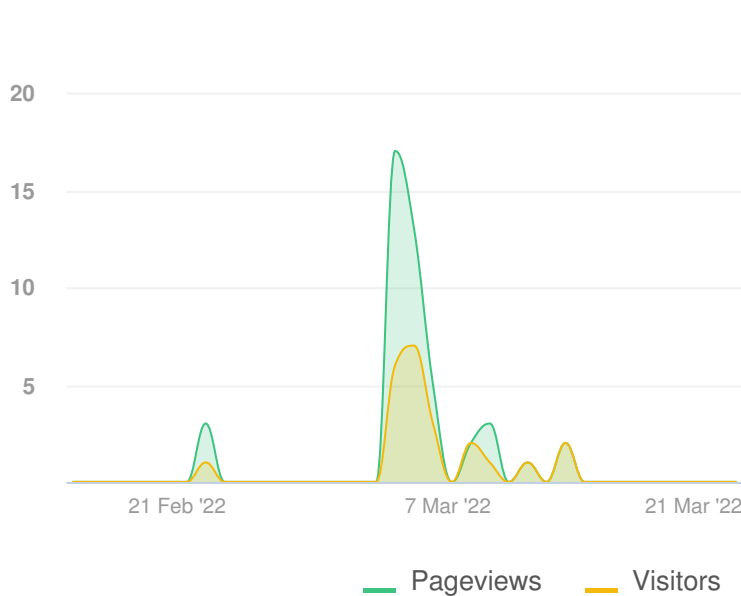
PROJECTS SELECTED: 1

Revocation of Community Land Classification - Closed Road adjacent to 105 Nicholls Road, Norton Summit

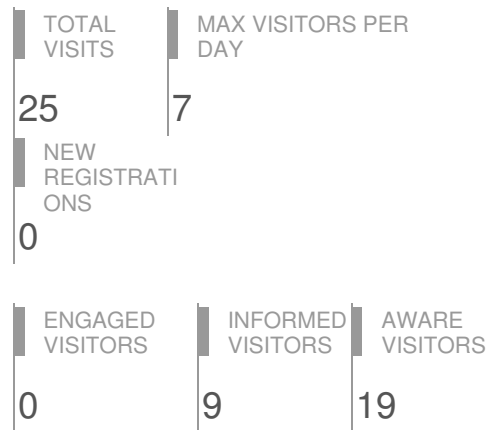
FULL LIST AT THE END OF THE REPORT



Visitors Summary



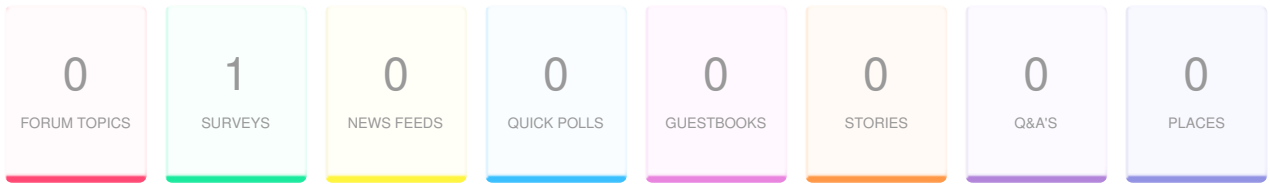
Highlights



PARTICIPANT SUMMARY

ENGAGED	0 ENGAGED PARTICIPANTS			
	Registered	Unverified	Anonymous	
INFORMED	Contributed on Forums	0	0	0
	Participated in Surveys	0	0	0
	Contributed to Newsfeeds	0	0	0
	Participated in Quick Polls	0	0	0
AWARE	Posted on Guestbooks	0	0	0
	Contributed to Stories	0	0	0
	Asked Questions	0	0	0
	Placed Pins on Places	0	0	0
	Contributed to Ideas	0	0	0
	* A single engaged participant can perform multiple actions			* Calculated as a percentage of total visits to the Project
ENGAGED	9 INFORMED PARTICIPANTS			(%)
		Participants		
INFORMED	Viewed a video	0		
	Viewed a photo	0		
	Downloaded a document	9		
	Visited the Key Dates page	0		
AWARE	Visited an FAQ list Page	0		
	Visited Instagram Page	0		
	Visited Multiple Project Pages	9		
	Contributed to a tool (engaged)	0		
		* A single informed participant can perform multiple actions		Revocation of Community L...
			* Calculated as a percentage of total visits to the Project	
ENGAGED	19 AWARE PARTICIPANTS			
		Participants		
INFORMED	Visited at least one Page	19		
			Revocation of Community L...	19
AWARE				
		* Aware user could have also performed an Informed or Engaged Action		* Total list of unique visitors to the project

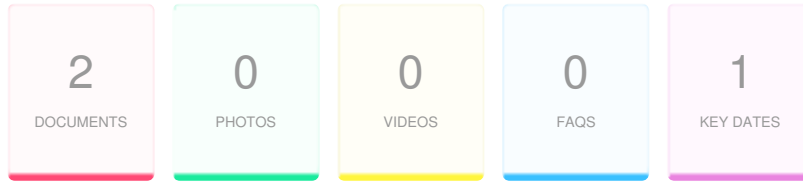
ENGAGEMENT TOOLS SUMMARY



SURVEYS SUMMARY	
1	Surveys
0	Contributors
0	Submissions

TOP 3 SURVEYS BASED ON CONTRIBUTORS
<p>0</p> <p>Contributors to</p> <p>Revocation of Community Land - Nicholls Road, Norton Summit</p>

INFORMATION WIDGET SUMMARY



DOCUMENTS	
2	Documents
9	Visitors
11	Downloads

TOP 3 DOCUMENTS BASED ON DOWNLOADS	
11 Downloads	0 Downloads
Community Land Revocation Public Cons Report - Nicholls Road Norton Summit	Hardcopy Information Sheet and Submission Form

KEY DATES	
1	Key Dates
0	Visitors
0	Views

TOP 3 KEY DATES BASED ON VIEWS	
0 Views	
Revocation of Community Land Classification - Closed Road adjacent to 105 Nicholls	

TRAFFIC SOURCES OVERVIEW

REFERRER URL	Visits
www.google.com	5
www.ahc.sa.gov.au	3
www.google.com.au	1

SELECTED PROJECTS - FULL LIST

PROJECT TITLE	AWARE	INFORMED	ENGAGED
Revocation of Community Land Classification - Closed Road adjacent to...	19	9	0

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Natalie Westover
Manager Property Services
Corporate Services

Subject: Natural Burials

For: Decision

SUMMARY

In response to a Motion on Notice of 24 August 2021, Council staff have undertaken investigations in relation to the establishment of a natural burial ground in the Council area.

The purpose of this report is to provide a summary of those investigations and seek Council support to progress the establishment of a natural burial ground.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted**
 - 2. To endorse the proposal to establish a natural burial ground within the Kersbrook Cemetery site**
 - 3. That, prior to the opening of the Kersbrook natural burial ground for burials, the Cemetery Operating Policy be updated to include provisions for natural burials and presented to Council for adoption**
-

1. BACKGROUND

On 24 August 2021, a Motion on Notice was resolved by Council as follows:

11.1 Natural Burials

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

169/21

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.

Carried Unanimously

2. ANALYSIS

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

➤ Legal Implications

Natural Burials are legislated under the *Burial and Cremation Act 2013* (“Act”) with natural burials and burial grounds being defined as below:

natural burial of human remains means burial in the ground—

- (a) without preparation of the remains using chemical preservatives; and
- (b) by containment of the remains only in a shroud or biodegradable coffin;

natural burial ground means a place at which human remains are interred by natural burial but does not include a place of a prescribed kind;

As the Cemetery Authority under the Act, the Council can set aside an area and establish a natural burial ground in accordance with the Act and the *Burial and Cremation Regulations 2014*.

The Australasian Cemeteries & Crematoria Association released Guidelines for Natural Burial in 2010 (**Appendix 2**) and these will form the basis of an update to the Council’s *Cemetery Operating Policy* prior to the opening of the natural burial ground.

➤ **Risk Management Implications**

The establishment of a natural burial ground in the Council district will assist in mitigating the risk of:

Failure to meet community needs and expectations leading to possible loss of confidence in the Council.

Inherent Risk	Residual Risk	Target Risk
Low (1C)	Low (1C)	Low

➤ **Financial and Resource Implications**

Initial investigations have concentrated on the Kersbrook Cemetery due to the available space, existing infrastructure and the surrounding natural environment. The area proposed for the natural burial ground is identified in **Appendix 1**.

The approximate costs to install an additional driveway and path infrastructure at the Kersbrook Cemetery to enable access by grave diggers and funeral directors to undertake natural burials in the nominated area is \$25,000.

The costs for the equipment required to manage natural burials, including handheld scanners, ground insertion device and microchip pegs, is approximately \$3,000 with individual microchips costing \$20 - \$30.

It is proposed that the initial costs required to establish the natural burial ground will be managed within existing cemetery capital allocations for the 22/23 financial year.

Introduction of a new burial fee for natural burials for 100 year interment \$7,090 (non resident) and \$6,335 (resident) which includes pegging, microchip(s) and a plant/shrub. Lesser terms of interment rights are not offered for natural burials.

The selection of plants/shrubs offered to customers will ensure that maintenance required will be kept to a minimum.

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

As people look for more environmentally conscious options for many services, natural burials are gaining popularity.

Whilst any burial in a cemetery can be a natural burial, people are seeking natural environments for consideration for burials where there is limited or no infrastructure and the burials occur in natural spaces.

There are a few designated natural burial grounds in South Australia, however there are none within the AHC district. Whilst there is still small demand for natural burials at this time, it is expected to increase in popularity as the offering becomes more widely known in the community. The Council district is likely to be an attractive option for those community members looking to do a natural burial given the natural bushland areas.

The designation of a specified natural burial ground at Kersbrook will enable the provision of this service. Other sites can be further investigated if there is community demand to support it.

➤ **Sustainability Implications**

Natural burials are considered a much kinder option for the environment.

The prevention of chemical preservatives and the requirement for bio-degradable shrouds/coffins ensures that there is limited impact to the environment due to the burial. There is still a requirement for a non-biodegradable nameplate to be buried with the deceased.

Generally, memorials in natural burial grounds are prohibited or limited to naturally occurring items such as rocks. In other natural burial grounds in South Australia, all forms of memorials are prohibited however names of the deceased are included on a common memorial at the entrance to the burial ground. It is proposed that natural memorials (such as a rock) with a simple plaque will be permitted in the Kersbrook Natural burial ground on application and approval. No other memorial items such as flowers and plastics are permitted.

As the area identified for the natural burial ground is reasonably bare, it is proposed that families of the deceased will be offered the opportunity to select a local native bush or shrub which can be planted on top of the grave after the burial and once the soil has settled.

➤ **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: Cemetery Advisory Group

External Agencies: Adelaide Cemeteries Authority

Community: Not Applicable

Community Consultation will be undertaken in relation to the updates required to the Council's *Cemetery Operating Policy* in due course.

3. OPTIONS

Council has the following options:

- I. Resolve to endorse the proposed natural burial ground at the Kersbrook Cemetery (Recommended)
- II. Resolve not to endorse the natural burial ground at the Kersbrook Cemetery in favour of another site or not at all (Not Recommended)

4. APPENDICES

- (1) Identification of proposed Natural Burial Ground
- (2) Guidelines for Natural Burials

Appendix 1

Identification of proposed Natural Burial Grounds





Appendix 2

Guidelines for Natural Burials



AUSTRALASIAN
CEMETERIES & CREMATORIA
ASSOCIATION

GUIDELINES FOR NATURAL BURIAL

February 2010

GLOSSARY

Conventional (Standard) Burial is defined as any regular burial of a body or interment or scattering of ash that does not necessarily conform or take account of the usual or ordinary course of nature.

Natural burial is defined as the interment of a body that conforms to the usual or ordinary course of nature and adds to the biodiversity of the area. This definition includes the terms Green Burials, Woodland Burials and Bushland Burials.

Ecological burial is defined as the disposal of the deceased, either as the burial of a body or as cremation and dispersal of ashes, that mitigates any negative impact of the process of burial and cremation (or any other disposal process) on the environment.

Natural Burial Ground is an area in a cemetery or other location, fulfilling an environmental and public amenity purpose, set aside solely for natural burial.

Environmental Impact

In a study undertaken for Centennial Park Cemetery Authority (1) by GHD Consultants Pty Ltd 2007 (2) the assessment of the environmental impact of disposal of the dead can be defined as being measured in two ways. These are:

1. Environmental Impact Risk Assessment

Based on four key environmental factors:

1. Resource consumption (casket and land)
2. Air emissions
3. Soil and ground water contamination
4. Waste disposal

2. Greenhouse Gas Assessment – a calculation of the levels of greenhouse gas emissions generated for each **process**. A carbon footprint calculation can then be established based on fuel usage figures for each process. The assumption in these calculations is only equipment **directly** involved in each process is included. No calculation for memorial production is made.

Evaluation of emissions relating to burials can be calculated on the inclusion of:

- a. Grave excavation
- b. Soil removal
- c. Back filling of grave
- d. Construction of cemetery beam

Evaluation of emissions relating to cremation is based on the inclusion of:

- a. Gas Consumption
- b. Cremulation process
- c. Interment of ashes:
 - i. Grave excavation
 - ii. Soil removal
 - iii. Back filling
 - iv. Construction of concrete beam / berm

To calculate an accurate reflection of the environmental impact risk and green house gas emissions of an organisation, it is necessary for each cemetery to have its processes assessed separately due to the individual nature of the burial and cremation processes and equipment used by each organisation.

cont.....

Sustainability is the resolution of the conflict between the competing goals that drive the pursuit of economic prosperity, environmental quality and preservation, social and political equity and the additional strategy of cultural diversity and responsiveness.

Geographical Information System (GIS) is an electronic information system capable of integrating, storing, editing, analysing, sharing, and displaying geographically referenced information.

Global Positioning System (GPS) uses a constellation of between 24 and 32 Medium Earth Orbit satellites that transmit precise microwave signals that enable GPS receivers to determine their current location, the time, and their velocity (including direction). GPS is a standard tool used for land survey.

Durable lasting for a long time, especially without sustaining damage or wear

GUIDELINES FOR NATURAL BURIAL STRATEGY

Level 1	Develop a formal Environmental Management Strategy.
	Identify and understand the (complex) environmental issues.
	PEST & SWOT analysis
	Identify organisational environmental strategy plan and link to this
	Develop and Complete an Environmental Management Strategy Plan for cemetery
	Adopt, Review
	Greening of Conventional burials
	Assessment of operation for practises that can be “greener” (with minimal resource requirement)
	Stakeholder consultation where applicable
	Establish policy and protocols for operational practices that “green” the business.
	Communicate, train, educate and market
	Measure, monitor and review
	Natural Burial Cemetery Development
	Stakeholder consultation
	Develop policy and protocols for natural burial grounds. <ul style="list-style-type: none"> • Principles and objectives • Goals • Conditions for natural burials • Legal requirements • Adoption of policy & procedure • Implementation of policy & procedure • Review of policy
	Identifying land for natural burials. Consider alliance organisations such as conservation and levels of commitment to sustainability i.e. stand alone conservation objectives.
	Procurement of site
	Formal planning and preparation of site <ul style="list-style-type: none"> • Landscape plan • Site preparation • Plot location • Site maintenance • Memorialisation options
	Set fees and charges
	Communicate, train, educate and market
	Measure, monitor and review
Level 2	Implementation of Environmental Management Plan to improve sustainable environmental performance of business (include natural burial strategy).
	Develop Policy and Protocols for operational implementation to include: <ul style="list-style-type: none"> • Waste management / maximize recycling and green waste use • Optimal energy use • Optimise water use, collection and conservation • Environmental building practices • Decrease fossil fuel use • Education and Marketing
	Communicate, train, educate and market
	Measure, monitor and review
Level 3	Calculation of environmental impact risk, greenhouse gas emissions and operations.
	Measure the environmental impact risk and greenhouse gas emissions of operations using the GHD model. Assess <ul style="list-style-type: none"> • Burials • Cremations • Cremation + Ash Interment Assessment
	Develop a policy and protocol to mitigate risk impact and offset carbon emissions.
	Communicate, train, educate and market
	Measure, monitor and review

GUIDELINES FOR NATURAL BURIAL

1. Principles and Objectives

The objective of natural burial is to facilitate the burial of a body in a manner that conforms to the usual or ordinary course of nature and adds to the biodiversity of the area and environment.

At all times the materials and processes used to contain, transport and inter a body for natural burial must maintain the principles of dignity and respect; for the deceased in their desire for a natural burial for all persons in attendance.

2. Goals

2.1 To provide people with a choice of an alternative burial type.

The cemetery shall provide an area of land set aside for the purpose of natural burial. The cemetery may undertake to precede this provision by educating the public and commencing with “greening” its conventional burial practices. The Conditions for Natural Burials in Part 3 of these guidelines may be used as a reference for this undertaking.

2.2 To reduce the impact of conventional burial and cremations on the environment.

To support this objective no embalming of the body will be permitted and only biodegradable receptacles and contents of receptacles will be permitted. Burial sites may be planted with indigenous flora. Burial shall be at a minimum depth, based on governing legislation and in a layer of soil high in organic matter to facilitate more rapid natural decomposition.

2.3 To maintain or enhance the quality of the natural environment.

Plots may be laid out in a similar way as a conventional cemetery. Flora may be grown around the plot to create a green or natural setting that will provide a haven for fauna in the future.

2.4 To achieve rapid and real return of the body to the earth.

Natural burial is defined as burial that conforms to the ordinary course of nature. The aim is to return the body to the soil as quickly as would naturally occur. The absence of embalming and the addition of organically rich soil to fill the plot may assist this process.

2.5 To provide a sustainable alternative to conventional burial.

Natural burial aims to lower the environmental impact risk and carbon footprint of burial, in the reduction of use of fossil fuels. Marginal land may be used, as grave sites do not need to be on flat or gentle gradients and can be placed in a more informal layout to use up available space should the contour of the land dictate.

2.6 To ensure low ongoing sustainable maintenance requirements

Less maintenance will be carried out in a natural burial area due to the reduced need for landscaping, plot manicuring, headstone upkeep and memorabilia management. Natural cemeteries do not require regular mowing and only require minimal upkeep such as initial watering and control of fauna.

3. Conditions for Natural Burials

3.1 Natural burials must comply with all legislative and regulatory requirements.

3.2 The cemetery must be contacted and normal booking procedure followed prior to any burial taking place. This is a normal requirement for all burials and takes into account other funerals happening in the cemetery.

3.3 A cemetery plan for natural burial grave/plot locations will be available from the cemetery management.

3.4 Burial Documentation

This will be provided by the funeral director, or person responsible for the funeral, prior to the interment.

3.5 Cemetery fees and payment

Fees will be invoiced and paid for according to the incumbent policies of the organisation.

3.6 Conditions of burial plot sales

3.6.1 Material that **can** be used.

- o Caskets made of sustainably grown timber, or
- o Wicker or willow caskets or shrouds made of natural fibres (legislation permitting)
- o Casket fittings and contents shall be made of sustainable natural biodegradable materials only. Name plate should be of a durable material.

3.6.2 Material that **cannot** be used.

Non-biodegradable material inside or outside the casket, including:

- o Any types of plastic or metal fittings (exclusive of nails and screws),
- o PVC, glass, ceramic, metal, treated varnished timber, toxic glues or plastic sheeting inside the casket.

3.7 Acceptable shrouds – Local legislation permitting

- o Shrouds made of natural materials such as silk, cotton or wool, with a solid base are acceptable. The solid base assists with the lowering into the ground and can be made of sustainable natural timber and contained within the shroud.
- o Contents of shrouds must be fastened to a solid base to prevent movement to one side.
- o Shrouds without a solid base are acceptable if used in conjunction with a suitable industry recognised transport and lowering system.
- o Shroud preparation and burial procedures involving shrouds must comply with all local rules and regulations of the day.

3.8 Unacceptable casket or shroud with

- o Cardboard, PVC or synthetic coverings.
- o varnish and plastic or metal fittings.
- o leaking fluids.
- o Caskets having obnoxious smells.

3.9 Acceptable clothing and casket items

- o The deceased should be dressed in natural fibre clothing or wrapped in a shroud, with no undue additional synthetic substances.

3.10 Chemicals

- o No embalming fluids are permitted. The body may be sanitised.

3.11 Natural Burial location

- o Natural burials pertaining to this policy may be in areas of the cemetery set aside specifically for the purpose of natural burials.
- o The conditions of burial laid out in this policy may provide a guideline for the “greening” of conventional burials.
- o All plots will be allocated by the cemetery administration.
- o Plot location may be recorded using GPS / GIS technology or other accurate recording system.
- o Plots may be reserved either allocated on a next available or beside next-of kin according to the practice of the individual cemetery.
- o Second interments may be permitted.
- o Due to Health and Safety Regulations, the digging of graves will only be undertaken by cemetery staff.
- o Bodies will be buried according to local minimum cover regulations.

3.12 Family can assist with the back filling of a grave according to cemetery regulations and policy.

3.13 Families will be made aware of memorial restrictions

Supporting a sustainable landscape planting plan is the principle goal.

- o Indigenous flora may be planted in lieu of a headstone or any other memorial thereby attracting indigenous fauna.
- o The cost and maintenance of the area is included in the plot purchase price.
- o The cemetery shall be responsible for managing the natural burial site.
- o Indigenous flora will be planted only in seasons and at times that maximise establishment and long term survival.
- o No memorials, ornamentation or additional planting will be allowed on burial plots other than that prescribed for the site.
- o The cemetery staff will manage maintenance and re-grassing of burial plots to avoid soil erosion and ensure consistency of management.
- o The planting of the site will be in accordance with the site landscape plan

4. Legal Requirements

The Natural Burial Policy will comply with all state, local and cemetery regulations

cont.....

5. Adoption of Policy

The Natural Burials Policy was adopted by on of 20., and at the appropriate time the will set the fees and charges for natural burials.

6. Implementation of Policy

The Natural Burial Policy will be implemented on the location, establishment and operating of a Natural Burial cemetery.

7. Review of Policy

This policy will be reviewed with any changes to central government and local government legislation but no less than every two years.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.6

Responsible Officer: James Szabo
Senior Strategic and Policy Planner
Development and Regulatory Services

Subject: Genetically Modified Crops Policy Review

For: Decision

SUMMARY

The purpose of this report is to advise the Council of the outcome of a review of the *Genetically Modified (GM) Crops Policy* (the "Policy") in accordance with its 2019 resolution and in consideration of recent changes to legislation.

Agriculture is a key economic driver for the Council area and it has a unique profile in the context of the wider sector. In addition, there are environmental sensitivities within the Council area that are subject to increasing pressures which require careful management. Since 2012 the Policy has provided Council with a mechanism to advocate for outcomes that opposes the use of GM Crops in the Council area as a precautionary approach in dealing with risks to the above areas.

Limitations of the Policy have been recently exposed by the State-led review of the GM Crop Moratorium, where despite Council's advocacy resulted in the ban on the cultivation of GM crops being lifted. Notwithstanding this fundamental shift, it is considered that the Policy still provides a useful platform for Council to demonstrate leadership and promote future advocacy on this matter.

With the above in mind, Administration has refined the Policy (refer **Appendix 1**) and is recommending that it be retained subject to changes for another three years as a 'wait and see' measure. The changes have been made within a limited scope to ensure the policy intent is not materially altered.

A summary of the key changes include the following:

- Improvements to formatting, grammar and punctuation
- Removal of one introductory paragraph
- Deletion of background paragraphs including 'What are Genetically Modified Crops?', 'Plant Development Terms' and 'History'
- Introduction of new section 'Adelaide Hills Context', and
- Revision of the second Policy Statement to remove notification preference and seek opportunity for collaboration with neighbouring Councils to promote a region of premium food and beverage production.

The current Policy (January 2019 version) has been provided for comparison (**Appendix 2**).

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 12 July 2022, to revoke the 7 January 2019 *Genetically Modified Crops Policy* and to adopt the revised 28 June 2022 *Genetically Modified Crops Policy (draft)* as per *Appendix 1*.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Genetically Modified Crops Policy (draft)* prior to the effective date.
-

1. BACKGROUND

In 2009 a ratepayer indicated that Council should not permit the growing of genetically modified crops within its district. The matter was referred to Council's Rural Land Management Advisory Group (RLMAG) as the issue would primarily affect the district's primary producers/farmers.

The RLMAG prepared a draft *Genetically Modified Crops Policy*, which was considered by Council on 12 June 2012 (Item 10.7). Public consultation was then undertaken for a period of 6 weeks. In response 30 submissions were received and relevant comments were incorporated into a revised Draft which was considered and adopted by Council at its meeting on 25 September 2012 (Item 10.3) where it resolved:

10.3 Genetically Modified Crops Policy for Adoption Mike Flehr

Moved Cr Simon Jones
S/- Cr Jan Loveday

Carried Unanimously
242

That:

1. Council Adopts the Genetically Modified Crops Policy as detailed in this report.
2. The CEO informs the wider community of its adoption of this policy by notifying:
 - the State Government that it does not support the use of GM organisms, crops or products within its District;
 - the State Minister responsible for the *Gene Technology Act 2001*;
 - the Commonwealth Minister responsible for the *Gene Technology Act 2000* and the *Gene Technology (Licence Changes) Act 2000*;
 - the Gene Technology Regulator;
 - the Premier of South Australia;
 - the Leader of the Opposition;
 - the Shadow Minister for Agriculture;
 - other members of the House of Representatives and the Legislative Council;
 - all adjoining Councils;
 - the Local Government Association of SA.

As part of the periodic review Council has considered the Policy again on two occasions. First, on 9 December 2014 (Item 14.5) where it resolved:

14.5. Review of Genetically Modified Crops Policy

Moved Cr John Kemp
S/- Cr Nathan Daniell

271

That Council resolves that:

1. the report be received and noted
2. the Genetically Modified Crops Policy dated 25 September 2012 be readopted for 4 years or earlier if there are changes in State or Federal Government policies or legislation in this regard, or there is a compelling scientific justification for a further review.

Carried Unanimously

More recently the policy was considered by Council on 18 December 2018 (Item 12.8) where it resolved:

12.8 Review of Genetically Modified Crops Policy

10.44pm Cr Bailey left the Chamber
10.47pm Cr Bailey returned to the Chamber

Moved Cr Pauline Gill
S/- Cr Leith Mudge

333/18

Council resolves:

1. That the report be received and noted
2. With an effective date of 7 January 2019, to revoke the 9 December 2014 *Genetically Modified Crops Policy* and to adopt the revised 18 December 2018 *Genetically Modified Crops Policy*
3. That the Policy be reviewed no later than December 2022 or earlier if there are changes in State or Federal Government policies or legislation in this regard, or if there is a compelling scientific justification for a further review.

Carried Unanimously

Notably, since the most recent Council Policy review Primary Industries and Regions SA (PIRSA) initiated and concluded a major two year review of the Moratorium on GM Crops in South Australia.

Through this process and in a bid to achieve bi-partisan support, Councils were given a once-off opportunity to apply to the Minister for Primary Industries and Regional Development to be recognised as an area where no GM food crops can be grown. Following an extensive community engagement process Council considered the issue on 22 September 2020 (Item 12.1) where it resolved the following:

12.1 Genetically Modified Crops – Consideration of whether or not to apply to the Minister to become a no GM Food Crop Area

Cr Chris Grant and Cr Linda Green declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.1 and left the Chamber.

7.15pm Cr Chris Grant and Cr Linda Green left the Chamber

Cr Kirsty Parkin declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.1 and remained in the Chamber and voted

Moved Cr John Kemp
S/- Cr Kirrilee Boyd

204/20

Council resolves:

- 1. That the report be received and noted.**
- 2. That Council apply to the Minister for Primary Industries and Regional Development under Section 5A(1) of the Genetically Modified Crops Management Act 2004 for the Adelaide Hills Council area to be designated as an area in which no genetically modified food crops may be cultivated based on risks to trade and marketing.**
- 3. That Council approve the application package as contained in Appendix 3 to apply to the Minister for Primary Industries and Regional Development requesting that the Adelaide Hills Council be designated as an area in which no genetically modified food crops may be cultivated.**
- 4. That the Chief Executive Officer, be authorised to make any formatting, nomenclature or other minor changes to the application package contained in Appendix 3 prior to submitting it to the Minister by the 30 September 2020 deadline.**
- 5. That the Consultation Report as contained in Appendix 1 be made available to engagement participants, in addition to notifying them of Council's decision in this regard.**

Carried Unanimously

In response to Council's application the Minister for Primary Industries and Regional Development on the 2 November 2020, despite commending the work undertaken to engage with the community and prepare the application, advised that the application had not presented sufficient evidence to recommend designating the council as an area where no GM food crops can be cultivated. It is noted that this process relied on evidence being supplied that demonstrated risks relating to marketing and trade only.

Subsequently, changes were passed by the South Australian Parliament that now allows GM food crops to be cultivated in South Australia, except on Kangaroo Island.

2. ANALYSIS

➤ Strategic Management Plan

Strategic Plan 2020-24 – A brighter future

Goal 3 A Prosperous Economy

Objective E1 Support and grow our region’s existing and emerging industries

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

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

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

Goal 5 A Progressive Organisation

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

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

Agriculture is one of the Adelaide Hills’ key economic development drivers. Encouraging food and drink producing agricultural industries in a manner which is economically competitive and consistent with Council’s Strategic Plan is an important aspect of the Policy.

This Policy provides Council with a basis for lobbying other levels of government, the private sector and landowners within its jurisdiction in relation to GM crops.

➤ Legal Implications

Genetically Modified Crops Management Act 2004 (the “Act”)

The laws governing how Genetically Modified Organisms (GMOs) are produced, transported, processed, marketed and consumed are administered by several different levels of government.

Federal

At a federal level, the public health and safety of GMOs is overseen by the Office of the Gene Technology Regulator. Food Standards Australia and New Zealand also federally regulate GM food products.

State

Agricultural trade and marketing matters are overseen by Primary Industries and Regions South Australia (PIRSA). In the case of GM crops regulations, these are set via the state’s *Genetically Modified Crops Management Act 2004*.

Local

Local Government has had no formal jurisdiction in this matter to date, but individual councils were afforded an opportunity to apply to be designated as an area where no GM food crops can be cultivated.

➤ **Risk Management Implications**

The Policy provides Council with a policy position as a basis for lobbying other levels of government, the private sector, and landowners within its jurisdiction in relation to GM crops.

The maintenance of a GM Crops Policy will assist in mitigating the risk of:

Not having a position on GM Crops and therefore unable to lobby other levels of government or the private sector in relation to protecting the environment, the primary production sector and its associated economy from the potential negative impacts of GM Crops

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

It is noted that there may be risks to farmers, the environment and consumers from the use of Genetically Modified crops, however relevant science in this regard is still not conclusive. This Policy therefore represents a precautionary position.

➤ **Financial and Resource Implications**

There are no financial or resource implications to Council by adopting this Policy.

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

Noting the high levels of opposition within the community to the introduction of GM crops in the Council area, having a policy position in relation to GM Crops provides a basis for Council to lobby other levels of government, the private sector, and landowners within its jurisdiction.

➤ **Sustainability Implications**

Feedback gathered during community engagement on this matter has made claims about the potential environmental impacts arising from the cultivation of GM crops. However this element of the wider debate on GM crops has been excluded from consideration, as evidenced by the recent Moratorium review.

It is considered that allowing GM crops to be cultivated in the Council area introduces a potential risk to the ongoing financial sustainability of existing industries, particularly grape growing and wine production, which could impact viability of some producers.

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

Extensive public consultation was conducted when the Policy was first drafted in 2012 and as part of the 'opt in' application process in 2020.

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	12 April 2022
<i>Advisory Groups:</i>	Rural Land Management Advisory Group – 6 April 2022
<i>External Agencies:</i>	PIRSA
<i>Community:</i>	Industry Groups

As no substantive changes are being recommended to the policy intent as a result of this review, it is considered that no further public consultation is required.

Council's Policy seeks to respond in a precautionary manner to the perception that there is a lack of independent and credible scientific evidence that Genetically Modified crops are safe for human consumption and/or surrounding ecologies over the long term. This position has been supported by feedback received on numerous occasions from the community on this matter. In contrast, the PIRSA led review was industry focused with a particular interest in the immediate potential economic disadvantages or benefits of the Moratorium continuing.

This is an important consideration in determining what purpose the Policy should serve going forward and what Council's role is or should be in a revised legislative framework, whereby the position of Council is now at odds to the legal rights of producers.

In a recent discussion with PIRSA it is not yet clear if the GM Crop Moratorium issue is one that the newly elected State Government will revisit in the short to medium term. The bi-partisan bid to have Councils involved in the opt-in process demonstrates that there is appetite for Council involvement in this issue. In addition, the Kangaroo Island designation provides a precedence for achieving a regional approach to the issue.

In follow up discussion with local industry groups that supported the Moratorium continuing, particularly the wine industry, they have indicated that Council has demonstrated leadership on this issue in the past and their expectation is that that will continue, particularly where there is ongoing concern to export markets as articulated in Council's application to the Minister.

In applying to the Minister, Council touted the idea of a 'no lose' proposition. This idea centred on the premise that local producers who already gain market access based on GM free status and those that are establishing these markets would not be burdened by the lifting of the Moratorium. Whilst remaining GM free would come at no disadvantage to other local producers who were against a no GM food crop designation, as there were no GM crop varieties approved for commercial cultivation that would favour key producers. As it stands the rationale for this approach is still relevant.

It is also noted that neighbouring and surrounding Councils, including the Mount Barker District Council, The Barossa Council and The City of Onkaparinga, also resolved to apply to the Minister for non-GM designation. Whilst unsuccessful it demonstrated shared interests and potential for a regional designation that would strengthen the marketing advantage of the Adelaide Hills, Barossa and Fleurieu regions as premium food and beverage destinations.

In this context Council provided feedback at the April Workshop indicating that there was a preference for the Policy to be retained, with the view to adopt a ‘wait and see’ approach. Maintaining the Policy is considered reasonable given changes to the Act were relatively recent, and in the context of the community and some industry sector expectations regarding Council’s role in this area in terms of leadership and scope for advocacy.

Therefore, the Policy review has been undertaken within a limited scope, with changes to the Policy (see **Appendix 1**) largely focused on formatting, grammar and punctuation. This has been done to improve the readability of the policy. Where content has been removed or refined it has generally been done so to make it more succinct, include relevant contextual matters and amend any outdated references. A summary of the key changes are provided below:

- Removal of one introductory paragraph
- Deletion of background paragraphs including ‘What are Genetically Modified Crops?’, ‘Plant Development Terms’ and ‘History’
- Introduction of one additional section ‘Adelaide Hills Context’
- Revision of the second Policy Statement to articulate a preference for collaboration with neighbouring Councils to promote a region of premium food and beverage production.

The current Policy (January 2019 version) has been provided for comparison (**Appendix 2**).

3. OPTIONS

Council has the following options:

- I. To adopt the Genetically Modified Crops Policy – June 2022 accepting the formatting, editorial and content changes as contained in **Appendix 1** (Recommended).
- II. To amend the revised Genetically Modified Crops Policy – June 2022 more substantially (Not Recommended).
- III. To rescind the Genetically Modified Crops Policy (Not Recommended).

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

4. APPENDICES

- (1) *Genetically Modified Crops Policy – June 2022*
- (2) *Genetically Modified Crops Policy – January 2019*

Appendix 1

Genetically Modified Crops Policy – June 2022

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2 style="margin: 0;">GENETICALLY MODIFIED CROPS</h2>
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Policy Number:	ENV-01
Responsible Department(s):	Development & Regulatory Services
Relevant Delegations:	None
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Genetically Modified Crops Management Act 2004</i>
Policies and Procedures Superseded by this policy on its Adoption:	25 September 2012, Item 10.3, 242 9 December 2014, Item 14.5, 271 18 December 2018, Item 12.8, 333
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively following Council Meeting</i>
Effective From:	<i>14 Days after Council Meeting</i>
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than December 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	09/10/2012	New Policy	Council - Res 242/12
1.1	10/02/2015	Minor editorial changes	Council - Res 333/18
1.2	07/01/2019	Minor editorial changes	Council - Res 333/18
2.0	12/07/2022	Updated Policy template, formatting, editorial and content changes	Council - Res xx/22

DRAFT

GENETICALLY MODIFIED CROPS

1. INTRODUCTION

- 1.1 This policy has been prepared to state Council's position regarding the growing of genetically modified (GM) crops within the Adelaide Hills Council area, and to the protection of existing agricultural activities and enterprises from the potential negative impacts and lost opportunities because of GM agriculture.
- 1.2 The Policy outlines the general principles that will be applied in an instance where a change to the Council's adopted policy position in this instance is being contemplated.
- 1.3 Council considers that genetically modified crops have the potential (until proven otherwise) for irreversible and unforeseen serious environmental and economic impacts. Given the possibility of the introduction of genetically modified crops into the Council Region, there is a need to state Council's precautionary position on this issue.

2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To increase the level of sustainable agriculture within the Adelaide Hills Council area for current and future generations.
 - To state Council's position regarding the growing of genetically modified crops within the Adelaide Hills Council area.
 - To protect existing agricultural activities and enterprises from potential negative impacts and lost opportunities because of GM agriculture.
 - To link agricultural activity more closely with the protection of biological diversity and the maintenance of essential ecological processes and life-support systems upon which agriculture and all other activities depend.

3. DEFINITIONS

- 3.1 **Crop** means 1. the cultivated produce of the ground, such as grain or fruit, while growing or gathered. 2. The yield of such produce for a particular season. 3. The yield of some other product in a season: the lamb crop). 4. A supply produced. (Source: Macquarie Dictionary 2009)
- 3.2 **environment** includes:
- (a) ecosystems and their constituent parts; and
 - (b) natural and physical resources; and
 - (c) the qualities and characteristics of locations, places, and areas. (Source: *Gene Technology Act 2000* (amended 2011).
- 3.3 **gene technology** means any technique for the modification of genes or other genetic material,

- (a) sexual reproduction; or
 - (b) homologous recombination; or
 - (c) any other technique specified in the regulations for the purposes of this paragraph. (Source: *Gene Technology Act 2000* (amended 2011).
- 3.4 **genetically modified crop** (also referred to as *genetically engineered [GE] crops* or *genetically modified organisms [GMO]*): a crop cultivar or variety that has been modified by a process of artificially inserting specific genes from a source organism into the gene sequence of another, with the purpose of producing specific traits in the resulting crop.
- 3.5 **genetically modified organism** means:
- (a) an organism that has been modified by gene technology; or
 - (b) an organism that has inherited traits from an organism (the initial organism), being traits that occurred in the initial organism because of gene technology; or
 - (c) anything declared by the regulations to be a genetically modified organism, or that belongs to a class of things declared by the regulations to be genetically modified organisms.
but does not include:
 - (d) a human being, if the human being is covered by paragraph (a) only because the human being has undergone somatic cell gene therapy; or
 - (e) an organism declared by the regulations not to be a genetically modified organism, or that belongs to a class of organisms declared by the regulations not to be genetically modified organisms. (Source: *Gene Technology Act 2000* (amended 2011).
- 3.6 **GMO** means a genetically modified organism. (Source: *Gene Technology Act 2000* (amended 2011).
- 3.7 **GM product** means a thing (other than a GMO) derived or produced from a GMO. (Source: *Gene Technology Act 2000* (amended 2011).
- 3.8 **Sustainable agriculture** means farming systems which meet the needs of society now and into the future by maintaining or improving profitable food and fibre production while conserving natural resources. (Source: *Macquarie Dictionary 2009*).

4. BACKGROUND

4.1 General

- 4.1.1 In Australia the Office of the Gene Technical Regulator approves GM crop varieties for commercial cultivation. The most common GM crops in commercial cultivation in Australia include Cotton, Canola and carnations.
- 4.1.2 Genetic modification is promoted to enhance food supply, by providing crops or animals with improved resistance to diseases, pests, herbicides, or climate variation, longer shelf life, better nutrition, flavour, colour, or texture, and higher yields.
- 4.1.3 Critics objections are based on a scepticism surrounding the scientific data available and concern about a lack of understanding of likely long-term physiological and health impacts on humans, and on surrounding crops, ecologies and related human and other food chains.

4.1.4 The spread of GM crop genes into adjoining non-GM farms is also a major concern.

4.1.5 There are also concerns about economic and social impacts due to these products being subject to intellectual property law. This may be a major problem in poor countries where genetic modification has the potential to ensure seeds for future crops are sterile unless “unlocked” with expensive chemical keys.

4.2 Genetically Modified Crops in South Australia

4.2.1 The *Genetically Modified Crops Management Act 2004* (the Act) is in place to control the cultivation of genetically modified crops in South Australia.

4.2.2 In 2020 Part 2 Section 5 of the Act that facilitated the moratorium on GM Crop cultivation within South Australia was amended. This Section now stipulates that only Kangaroo Island is designated as an area in which no genetically modified food crops may be cultivated.

4.3 Adelaide Hills Context

4.3.1 While some GM Crop varieties (i.e. canola) are available and being grown commercially in South Australia, none are currently grown in the Adelaide Hills Council area. This is a result of the agricultural profile where there is very little commercial cropping undertaken in the Hills.

4.3.2 Opposing genetically modified food crops being cultivated in the Adelaide Hills is a ‘no lose’ proposition. It is considered that such a position demonstrates support for local producers who already gain market access based on GM free status. In addition, opposing GM crop cultivation would come at no material detriment to other local producers who are indifferent, as there are currently no GM crop varieties available for commercial cultivation that would favour producers in the Council area.

5. **POLICY STATEMENT**

5.1 The Adelaide Hills Council does not support the growing of genetically modified crops within its District.

5.2 Council will work cooperatively with neighbouring councils where similar objectives have been sought in relation to the cultivation of Genetically Modified crops. Particularly where the potential for a regional designation would strengthen the marketing advantage of the Adelaide Hills, Barossa and Fleurieu regions as a premium food and beverage destination.

6. **REVIEW OF POLICY**

6.1 The following general principles will be applied in an instance where a change to the above stated Policy of the Adelaide Hills Council is being contemplated:

- The area of Genetically Modified Crops is fluid and can change rapidly. It is noted that flexibility to review and change policy is required to enable individuals, the agricultural industry, the community and/or government to adapt to and adopt change where appropriate.
- Public Consultation is paramount in this instance. Any changes to the intent of this Policy shall provide an opportunity for public input and debate/discussions before any changes are made.
- Council is aware of the need for agricultural industry to remain internationally competitive and as a result Council considers that there should be flexibility to review this policy position in order to demonstrate support for the industry where required in order to respond to specific market forces and requirements.
- If any legislative changes are proposed, then Council considers that the widest possible public consultation be undertaken by the State Government. Council would seek to have the opportunity to consider all issues and then comment on those that are appropriate. Where a legislative change by the State Government relating to GM crops impacts on the Council's policy position, then the Policy shall be reviewed as expeditiously as possible.

7. DELEGATION

7.1 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.


8. AVAILABILITY OF THE POLICY

8.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

Appendix 2

Genetically Modified Crops Policy – January 2019

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	GENETICALLY MODIFIED CROPS
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Policy Number:	ENV-01
Responsible Department(s):	Development & Regulatory Services
Relevant Delegations:	None
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation	<i>Genetically Modified Crops Management Act 2004</i>
Policies and Procedures Superseded by this policy on its Adoption:	25 September 2012, Item 10.3, 242 9 December 2014, Item 14.5, 271 18 December 2018, Item 12.8,
Adoption Authority:	Council
Date of Adoption:	
Minute Reference for Adoption:	
Next Review:	No later than December 2025 or earlier if there are changes in State or Federal Government policies or legislation in this regard, or if there is a compelling scientific justification for a further review

GENETICALLY MODIFIED CROPS

1. INTRODUCTION

This policy has been prepared to state Council's position with regard to the growing of genetically modified (GM) crops within the Adelaide Hills Council area, and to the protection of existing agricultural activities and enterprises from the potential negative impacts and lost opportunities as a result of GM agriculture. The Policy also outlines the general principles that will be applied in an instance where a change to the Council's adopted policy position in this instance is being contemplated.

Council is seeking changes to its Development Plan as part of the transition to the State's Planning & Design Code. The intent of these changes is to increase the level of sustainable agriculture in the Adelaide Hills. These changes are linked to the Council wide planning policy initiatives to protect primary production land for this purpose, and other associated strategies as outlined in its Strategic Management Plan.

Council considers that genetically modified crops have the potential (until proven otherwise) for irreversible and unforeseen serious environmental and economic impacts. Given the possibility of the introduction of genetically modified crops into the Council Region, there is a need to state Council's precautionary position on this issue.

At this point in time, Council does not consider that the agricultural industry would be adversely affected by any restrictions on the cultivation of GM crops within the Adelaide Hills Region.

2. BACKGROUND

2.1 What are Genetically Modified Crops¹:

Genetically modified foods (crops & animals) derive from genetically modified organisms which have had specific changes introduced into their DNA through genetic engineering techniques. Genetically engineered plants are generated in a laboratory by altering their genetic makeup, usually by adding one or more genes of a plant's genome using genetic engineering techniques.

While it is theoretically possible to genetically modify all types of plants, in practice there are technical problems with inserting DNA into some plants, and some plants do not regenerate well under laboratory conditions. There are currently GM varieties of 13 different plants available worldwide which are commercially grown and used in the production of food and animal feeds. These include Canola, Corn, Papaya, Soybean, Tomato, Chicory, Flax/Linseed, Potato, Squash, Cotton, Melon (Cantaloupe), Rice, and Sugarbeet.

Currently only 6 of the above 13 plants have GM varieties approved for use in food for human consumption in Australia by Food Standards Australia New Zealand (refer to www.foodstandards.gov.au). Cotton, Canola and carnations are grown commercially in Australia.

¹ Sourced from various Wikipedia articles and **Introduction: GM Organisms**, John Pickrell, *New Scientist* 11:05 4/9/2006.

2.2 The Controversy

Genetic modification is promoted as a means to enhance food supply, by providing crops or animals with improved resistance to diseases, pests, herbicides, or drought, longer shelf life, better nutrition, flavour, colour, or texture, and higher yields.

Critics objections are based on “Frankenfood fears” due to *inadequate scientific understanding* of likely long-term physiological and health impacts on humans, and on surrounding crops, ecologies and related human and other food chains. The spread of GM crop genes into adjoining non-GM farms is also a major concern. A recent study² has indicated that claims of increased yields were not supported during a 13 year study showing that “increased yields” are “*reductions in crop losses*”. There are also concerns about economic impacts due to these products being subject to *intellectual property law*. This may be a major problem in poor countries where genetic modification has the potential to ensure seeds for future crops are sterile unless “unlocked” with expensive chemical keys. This technology has not been commercially deployed to date, however it is not actually required by the vendors as their clients are legally obliged to buy new seed at the beginning of every season by their purchase contracts from most (GM and non-GM) seed suppliers.

2.3 Plant Development Terms

Cisgenic – an organism where genetic material from the same species or a species that can naturally breed with the host is used.^[5]

Cloning and stem cell research, although not considered genetic engineering,^[2] are closely related and genetic engineering can be used within them.^[3]

Genetic engineering alters the genetic makeup of an organism using techniques that introduce heritable material prepared outside the organism either directly into the host or into a cell that is then fused or hybridized with the host.^[1] This involves using recombinant nucleic acid (DNA or RNA) techniques to form new combinations of heritable genetic material followed by the incorporation of that material either indirectly through a vector system or directly through micro-injection, macro-injection and micro-encapsulation techniques.

Genetic engineering does not include traditional animal and plant breeding, in vitro fertilisation, induction of polyploidy, mutagenesis and cell fusion techniques that do not use recombinant nucleic acids or a genetically modified organism in the process.^[1]

Mutagenesis is a process by which the genetic information of an organism is changed in a stable manner, resulting in a mutation. It may occur spontaneously in nature, or as a result of exposure to mutagens. It can also be achieved experimentally using laboratory procedures. In nature mutagenesis can lead to cancer and various heritable diseases, but it is also the driving force of evolution

Synthetic biology is an emerging discipline that takes genetic engineering a step further by introducing artificially synthesized genetic material from raw materials into an organism.^[4]

Transgenic – an organism where genetic material from another species is added to the host.

² **Failure to Yield: Evaluating the performance of genetically engineered crops**, Doug Gurian-Sherman, *Union of Concerned Scientists*, 2009 *A response to this and similar research from Monsanto is at <http://www.monsanto.com/newsviews/pages/do-gm-crops-increase-yield.aspx> - and response to Monsanto by Dvinder Sharma is at <http://www.countercurrents.org/sharma210309.htm>.*

Genetic engineering can also be used to remove genetic material from the target organism, creating a **gene knockout organism**.^[6]

In Europe genetic modification is synonymous with genetic engineering while within the United States of America it can also refer to conventional breeding methods.^[7]

Within the scientific community, the term *genetic engineering* is not commonly used; more specific terms such as *transgenic* are preferred.

Genetic modification techniques are much more precise than *mutagenesis* (mutation breeding), where an organism is exposed to radiation or chemicals to create a non-specific but stable change.

Other techniques by which humans modify food organisms include selective breeding; plant breeding, and animal breeding, and somaclonal variation (under sterile conditions on a nutrient culture medium of known composition).

Notes for section 2.3

1. The European Parliament and the council of the European Union (12 March 2001). [*Directive on the release of genetically modified organisms \(GMOs\) Directive 2001/18/EC ANNEX I A*](#). Official Journal of the European Communities. p. page 17. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:106:0001:0038:EN:PDF>
 2. Van Eenennaam, Alison. [*"Is Livestock Cloning Another Form of Genetic Engineering?"*](#). agbiotech. <http://agribiotech.info/details/Alison%20-%20cloning%20March%208%20-%2003.pdf>.
 3. David M. Suter, Michel Dubois-Dauphin, Karl-Heinz Krause (2006). [*"Genetic engineering of embryonic stem cells"*](#). *Swiss Med Wkly* **136** (27–28): 413–415. [PMID 16897894](#). <http://www.smw.ch/docs/pdf200x/2006/27/smw-11406.PDF>.
 4. Ernesto Andrianantoandro, Subhayu Basu, David K Kariga & Ron Weiss (16 May 2006). [*"Synthetic biology: new engineering rules for an emerging discipline"*](#). *Molecular Systems Biology* **2** (2006.0028): 2006.0028. [doi:10.1038/msb4100073](#). [PMC 1681505](#). [PMID 16738572](#). <http://www.nature.com/msb/journal/v2/n1/full/msb4100073.html>.
 5. Jacobsen, E.; Schouten, H. J. (2008). "Cisgenesis, a New Tool for Traditional Plant Breeding, Should be Exempted from the Regulation on Genetically Modified Organisms in a Step by Step Approach". *Potato Research* **51**: 75–88. [doi:10.1007/s11540-008-9097-y](#). [edit](#)
 6. Capecchi, M. R. (2001). "Generating mice with targeted mutations". *Nature Medicine* **7** (10): 1086–1090. [doi:10.1038/nm1001-1086](#). [PMID 11590420](#). [edit](#)
 7. James H. Maryanski (19 October 1999). [*"Genetically Engineered Foods"*](#). Center for Food Safety and Applied Nutrition at the [Food and Drug Administration](#). <http://www.fda.gov/NewsEvents/Testimony/ucm115032.htm>.
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2.4 History

A hybrid cereal was first created in 1875, by crossing wheat and rye. The first field trials of genetically engineered plants occurred in France and the USA in 1986, when tobacco plants were engineered to be resistant to herbicides. The People's Republic of China was the first country to allow commercialized transgenic plants, introducing a virus-resistant tobacco in 1992. Developing countries grew 48% of genetically engineered crops in 2010.

GM foods were first put on the market in 1996. Typically, genetically modified foods are transgenic plant products, i.e. soybean, corn, canola, rice, and cotton seed oil. Animal products have also been developed, although as of July 2010 none are currently on the market. In 2006 a pig was controversially engineered to produce omega-3 fatty acids through the expression of a roundworm gene. Researchers have also developed a genetically-modified breed of pigs that are able to absorb plant phosphorus more efficiently, and as a consequence the phosphorus content of their manure is reduced by as much as 60%.

GM tomatoes, as puree, first appeared on British supermarket shelves in 1996. However, a consumer reaction to GM technology did not occur until February 1999, after a controversial study suggested that a few strains of GM potatoes might be toxic to laboratory rats. A European anti-GM food campaign of near religious fervour followed. Spearheaded in the UK by environmental groups and some newspapers, the campaign had far-reaching consequences, culminating in an unofficial moratorium on the growth and import of GM crops in Europe and a trade dispute with the US.

GM crops are today very rare in Europe. Strict labelling laws and regulations are in place for food (DNA bar codes), and public opinion towards the technology remains largely negative. Several UK government reports have offered qualified support for GM crops and produce, though they argue that the economic benefits of the technology are currently small. Some African nations have also opposed engineered crops, even to the point of rejecting international food aid containing them.

GM produce has been taken up with much less concern in the US (where it doesn't have to be label[ed]), India, China, Canada, Argentina, Australia and elsewhere. In the USA, controversy over a type of GM corn - only approved for animal feed - which turned up in taco shells and other products, has stirred opinion.

2.5 Genetically Modified Crops In South Australia (SA)

The *Genetically Modified Crops Management Act 2004* (hereafter referred to as the Act) is in place to control the cultivation of genetically modified crops in South Australia.

Section 5 of the Act enables, by regulation:

- the designation of areas in which genetically modified food crops of a specified class must not be cultivated
- the designation of areas in which no genetically modified food crops may be cultivated
- the designation of an area as an area in which a genetically modified food crop must not be cultivated unless it is a genetically modified food crop of a specified class
- the designation an area as the only part of the State in which genetically modified food crops of a specified class may be cultivated.

The *Genetically Modified Crops Management (Designation of Areas) Regulations 2008*, made under the Act, designate the whole of the state of South Australia as an area in which no genetically modified food crops may be cultivated. However, the Act enables the Minister to issue Exemption Notices for the limited scale cultivation of GM food crops, including experimental crops in areas where the cultivation of GM crops is otherwise prohibited under section 4 or 5 of the Act. Exemption Notices will have conditions attached for the thorough containment of the cultivated GM crop to ensure that local production and supply chains are unaffected.

2.6 GM Crop Trial Sites in SA³

There are currently no GM crops grown commercially in SA. However, there are field trials of GM canola being undertaken where licences are generally issued on an annual basis. There are currently 8 trial sites where GM crops are being grown in South Australia under exemption notices issued under section 6[2][a][ii] of the Act for canola (*Brassica napus*). Trials for GM canola varieties, cotton seed, Indian mustard, oilseed, wheat and barley were recently licensed by the Regulator to proceed over a 3 year period. The University of Adelaide are doing trials at their Waite Campus at Urrbrae and also at Glenthorne (O'Halloran Hill). However, there are no trials or other GM sites within the Adelaide Hills Council area. Field trials occur under strict licence conditions, set and monitored by the Gene Technology Regulator.

3. DEFINITIONS

crop *n* **1.** The cultivated produce of the ground, such as grain or fruit, while growing or gathered. **2.** The yield of such produce for a particular season. **3.** The yield of some other product in a season: *the lamb crop*). **4.** A supply produced. ... *v.i.* **23.** To bear or yield a crop or crops. (Source: *Macquarie Dictionary 2009*)

environment includes:

- (a) ecosystems and their constituent parts; and
- (b) natural and physical resources; and
- (c) the qualities and characteristics of locations, places and areas. (Source: *Gene Technology Act 2000* (amended 2011)).

gene technology means any technique for the modification of genes or other genetic material, but does not include:

- (a) sexual reproduction; or
- (b) homologous recombination; or
- (c) any other technique specified in the regulations for the purposes of this paragraph. (Source: *Gene Technology Act 2000* (amended 2011)).

genetically modified crop (also referred to as genetically engineered [GE] crops or genetically modified organisms [GMO]) is a crop cultivar or variety that has been modified by a process of artificially inserting specific genes from a source organism into the gene sequence of another, with the purpose of producing specific traits in the resulting crop.

³ Source: Primary Industries & Regions South Australia (PIRSA) Website

genetically modified organism means:

- (a) an organism that has been modified by gene technology; or
- (b) an organism that has inherited particular traits from an organism (the initial organism), being traits that occurred in the initial organism because of gene technology; or
- (c) anything declared by the regulations to be a genetically modified organism, or that belongs to a class of things declared by the regulations to be genetically modified organisms;

but does not include:

- (d) a human being, if the human being is covered by paragraph (a) only because the human being has undergone somatic cell gene therapy; or
- (e) an organism declared by the regulations not to be a genetically modified organism, or that belongs to a class of organisms declared by the regulations not to be genetically modified organisms. (Source: *Gene Technology Act 2000* (amended 2011).

GMO means a genetically modified organism. (Source: *Gene Technology Act 2000* (amended 2011).

GM product means a thing (other than a GMO) derived or produced from a GMO. (Source: *Gene Technology Act 2000* (amended 2011).

Sustainable agriculture (1) is agriculture that contributes positively to the lives of rural people and their communities, to the region's productivity and economy, and which also protects the biological and physical resource base on which it depends. Sustainable agriculture is focused on ensuring the long-term viability of agricultural land for the purpose of agriculture and therefore integrates consideration of economic, social and environmental aspects to achieve balance, rather than emphasising the importance of one over the others.

Sustainable agriculture (2) n. farming systems which meet the needs of society now and into the future by maintaining or improving profitable food and fibre production while conserving natural resources. (Source: *Macquarie Dictionary 2009*)

Sustainable agriculture (3) is an integrated system of plant and animal production practices having a site-specific application that will last over the long term:

- satisfy human food and fiber needs
- enhance environmental quality and the natural resource base upon which the agricultural economy depends
- make the most efficient use of [non-renewable resources](#) and on-farm resources and integrate, where appropriate, natural biological cycles and controls
- sustain the economic viability of farm operations
- enhance the quality of life for farmers and society as a whole."

(Source: Gold, M. (July 2009). [What is Sustainable Agriculture?](#). United States Department of Agriculture, Alternative Farming Systems Information Center.

4. OBJECTIVES

- 4.1 To increase the level of sustainable agriculture within the Adelaide Hills Council area for current and future generations.
- 4.2 To state Council's position with regard to the growing of genetically modified crops within the Adelaide Hills Council area.
- 4.3 To protect existing agricultural activities and enterprises from potential negative impacts and lost opportunities as a result of GM agriculture.
- 4.4 To link agricultural activity more closely with the protection of biological diversity and the maintenance of essential ecological processes and life-support systems upon which agriculture and all other activities depend.

5. POLICY STATEMENT

- 5.1 Adelaide Hills Council **does not** support the growing of genetically modified crops within its District.
- 5.2 Council will work cooperatively with neighbouring councils to ensure that proposals or applications for approval to trial or to produce genetically modified crops within those areas are also referred to the Adelaide Hills Council for consultation before approval is obtained.

6. REVIEW OF THE POLICY

The following general principles will be applied in an instance where a change to the above stated Policy of the Adelaide Hills Council is being contemplated:

- 6.1 The area of Genetically Modified Crops/Organisms is very 'fluid' and can change very rapidly. It is noted that flexibility to review and change policy is required to enable individuals, the agricultural industry, the community and/or government to adapt to and adopt change where appropriate.
- 6.2 Public Consultation is paramount in this instance. Any changes to this Policy shall provide an opportunity for public input and debate/discussions before any changes are made.
- 6.3 Council is aware of the need for agricultural industry to remain internationally competitive and as a result Council considers that there should be flexibility to review this policy position in order for the industry to react to specific market forces and requirements. For example, if the South Australian Apple and Pear industry were to suffer the effects of the Fire Blight disease, the industry would be seeking immediate access to any products including rootstocks and varieties that were resistant to the disease and that would assist the industry in returning to a viable situation in the shortest possible time. It is noted that the industry wishes to ensure a flexible approach to deal with this type of scenario.
- 6.4 If any legislative changes are proposed, then Council considers that the widest possible public consultation be undertaken by the State Government. Council would seek to have the opportunity to consider all issues and then comment on those that are appropriate. Where a legislative change by the State Government relating to GM crops impacts on the Council's policy position, then the Policy shall be reviewed as expeditiously as possible.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.7

Responsible Officer: Jennifer Blake
Manager Communications, Engagement and Events

Subject: Flags Policy Review

For: Decision

SUMMARY

The purpose of this report is to advise the outcome of a periodic review of the Flags Policy and to recommend its continuance essentially as-is.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That with an effective date of 12 July 2022 to revoke the 24 July 2018 *Flags Policy* and adopt the June 2022 *Flags Policy* contained in *Appendix 1*.
 3. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the *Flags Policy* prior to the effective date of adoption.
-

1. BACKGROUND

The *Flags Policy* (the "Policy") details the manner and occasions in which Council will fly different flags at its service centres. The Policy has served to clarify expectations around requests for flag flying 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/Functional Strategy/Council Policy Alignment

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 flags being flown to represent diversity, connection and inclusiveness in the community.

➤ 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 recognition of diverse groups in the community, or matching national recognition of events or occasions leading to reputational damage.

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

The existence of a clear Policy regarding what events or occasions warrant a change in flags flown at service centres, and observance of the content of that Policy, has mitigated the inherent risk to a considerable degree. It is not considered necessary to amend this Policy for any risk mitigation reasons.

➤ Financial and Resource Implications

Management of the change of flags is reasonably contained within regular duties for library and customer service staff.

The purchase of new and replacement flags as needed is covered by the existing communications budget.

➤ Customer Service and Community/Cultural Implications

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

The extension of this action to incorporate recognition of different cultures and diverse communities is in line with Council's Strategic Plan.

➤ **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: Community engagement is not proposed in this instance as no effective changes to the Policy are proposed.

3. OPTIONS

Council has the following options:

- I. Adopt the proposed new 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)

4. APPENDIX

- (1) Flags Policy – June 2022

Appendix 1

Flags Policy – June 2022

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	FLAGS POLICY
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Policy Number:	COM-16
Responsible Department(s):	Community Capacity
Relevant Delegations:	CEO
Other Relevant Policies:	Nil
Relevant Procedure(s):	Flag Flying Procedure
Relevant Legislation:	Flags Act 1953 (Cwth)
Policies and Procedures Superseded by this policy on its Adoption:	Flags Policy, 24 July 2018, Item 12.6, 169/18
Adoption Authority:	Council
Date of Adoption:	28 June 2022
Effective From:	12 July 2022
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than May 2025 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	14/7/2015	New Policy	Council - Res 12.6,32
1.1	07/08/2018	Policy reviewed	Council - Res 12.6, 169/18
2.0	28/6/2022	Policy reviewed	

DRAFT

FLAGS POLICY

1. INTRODUCTION

- 1.1 The policy provides Council and its administration with principles and guidelines for the flying of flags at Council offices. The policy will assist Council to address requests to fly particular flags at particular times while ensuring the Council continues to foster a sense of local and national pride within the community.
- 1.2 The development of this policy has taken into account requirements of the Flag Protocols issued by the Department of the Prime Minister and Cabinet.

2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To provide guidelines for the flying of flags at Council offices;
 - To demonstrate and foster a sense of local and national pride; and
 - To utilise opportunities to promote worthy causes and bring attention to social issues.

3. DEFINITIONS

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

4. SCOPE

- 4.1 The policy applies only to flags flown at Council buildings and managed by Council staff.

5. POLICY STATEMENT

5.1 Principles

The following principles underpin the policy position:

- 5.1.1 The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community;
- 5.1.2 The flying of specific flags for associated events and occasions can bring attention to a cause or related event;
- 5.1.3 Flag flying should be executed with respect and sensitivity to community expectations.

5.2 Policy Position

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

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

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

5.2.4 For the purpose of point 5.2.3, days, weeks or events of significance include those falling into categories such as:

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

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

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

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 legislative, 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 the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 12.8

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
7/05/2019	Special Council	94/19	Stonehenge Reserve Masterplan Update and Findings from Consultation	Nil
27/07/2021	Ordinary Council	167/21	46 Mt Barker Road Stirling - Old Stirling Police Station	Material - Cr Mark Osterstock
28/09/2021	Ordinary Council	205/21	Roadside Trading Policy for Community Consultation	Actual - Cr Kirrilee Boyd
x14/12/2021	Ordinary Council	276/21	Trails & Cycling Routes Framework - Draft Service Levels and Guidelines for consultation	Nil
25/01/2022	Ordinary Council	16/22	MWN Fire Hydrants and Fire Plugs	Nil
15/2/22	Special Council	22/22	MON Longwood Road Heathfield rep submission	Perceived – Cr John Kemp Actual – Cr Leith Mudge
22/03/2022	Ordinary Council	50/22	S221 Permit 63 Waverley Ridge Road Crafers West	Nil
22/03/2022	Ordinary Council	77/22	MWN Letter of Congratulations to new Premier Peter Malinauskas	Nil
22/04/2022	Ordinary Council	54/22	Libraries Strategy	Nil
26/4/22	Council	94/22	Lobethal Bushland Park	Nil
26/4/22	Council	96/22	CAP Terms of Reference	Nil
26/04/2022	Ordinary Council	100/22	Policy Review - Tributes for Commemorative Services	Nil
26/4/22	Council	106/22	Appointment of CAP Independent Members	Nil
26/04/2022	Ordinary Council	109/22	Appointment of AHRWMA Chair	Nil
26/04/2022	Ordinary Council	110/22	Appointment of AHRWMA Chair - duration of confidentiality	Nil

Adelaide Hills Council Meeting 28 June 2022
Council Resolution Update

26/04/2022	Ordinary Council	88/22	MON Gumeracha Soldiers Memorial Hospital Emergency Department	Nil
26/04/2022	Ordinary Council	90/22	Trails and Cycling Routes Framework	Nil
26/04/2022	Ordinary Council	84/22	GRFMA Annual Business Plan 2022-2023	Nil
3/05/2022	Special Council	111/22	Draft 2022-23 Annual Business Plan for Consultation	Nil
17/05/2022	Special Council	112/22	SHLGA Draft 22-23 Budget and Member Contributions	Nil
17/05/2022	Special Council	116/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil
17/05/2022	Special Council	117/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil
24/05/2022	Ordinary Council	121/22	Fenced Dog park for Woodside	Nil
24/5/22	Council	123/22	Budget Review Committee	Nil
24/05/2022	Ordinary Council	125/22	Libraries Strategy	Nil
24/05/2022	Ordinary Council	126/22	Policy Review - Roadside Trading	Nil
24/05/2022	Ordinary Council	129/22	Policy Review - Community Group use of Photocopiers	Nil
24/05/2022	Ordinary Council	130/22	Policy Review - Community Information Display	Nil
24/05/2022	Ordinary Council	130/22	Policy Review - Community Information Display	Nil
24/05/2022	Ordinary Council	131/22	Policy Review - Buffers	Nil
24/05/2022	Ordinary Council	132/22	Mayor's Attendance at NGA Canberra	Perceived - Mayor Jan-Claire Wisdom
24/05/2022	Ordinary Council	134/22	Policy Review - Internal Audit	Nil
24/05/2022	Ordinary Council	135/22	Policy Review - Prudential Management	Nil

24/05/2022	Ordinary Council	136/22	Policy Review - Risk Management	Nil
24/05/2022	Ordinary Council	138/22	Confidential Items Review	Nil
24/05/2022	Ordinary Council	141/22	Congratulations to new PM	Nil
25/05/2022	Ordinary Council	128/22	Budget Review 3	Nil
14/06/2022	Special Council	143/22	Annual Business Plan Consultation Results	Nil
14/06/2022	Special Council	144/22	Annual Business Plan Consultation Results - Additional	Material - Cr John Kemp
14/06/2022	Special Council	146/22	AHRWMA Board Member Appointments	Perceived - Cr Ian Bailey

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	Status (for Council reporting)	Confidential
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	None declared	a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assessment of the native vegetation on the land, this is likely to take some months. DEW advised on 4/12/18 that there are some impediments to the progression of the proposed boundary realignment due to the mining operations on the adjacent land, which are being negotiated with the Dept for Mining. Advice is that these negotiations could take considerable time (2yrs). In the interim, consideration will be given to the granting of a right of way to ensure that the cemetery has legal access. DEW staff member dealing with this matter has left DEW so there may be an extended delay whilst it is reallocated and assessed. DEW awaiting finalisation of negotiations with Dept for Mining March 21 - Council staff have requested an update from DEW as to the status of this matter October 21 - Council staff continue to engage with DEW to seek a progression of the matter November 21 - no further update from DEW Jan 22 - contact has been made with DEW who are investigating the situation again prior to further communication with Council March 22 - a new contact has been established with DEW who is working proactively with Council to plan a path forward to meet both DEW and Council objectives	FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	<ol style="list-style-type: none"> That the report be received and noted. 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/Lealie Creek Reserve, Leslie Creek Road, Mylor/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 That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. 	Peter Bice	In Progress	The Heritage Applications were phased over the years in order to be accommodated within available resourcing. Heritage Agreements have been registered over: Kiley Reserve Shanks Reserve Kyle Road Nature Reserve, Leslie Creek Reserve Aldgate Valley 2 Reserve Doris Coulls Reserve Mylor Parklands Heathfield Waste Facility Reserve 26 - "Stock Rd 1" Heathfield Stone Reserve successfully rededicated for conservation purposes with Lands Title Office, and will now be referred to as Heathfield Conservation Reserve. Heritage Applications have been lodged with the Native Vegetation Council for: •Carey Gully Water Reserve •Heathfield Conservation Reserve •Mi Reserve There is a longstanding encroachment at Mi Mi, but the encroachment area has been excised from the HA proposal and Crown Lands are yet to decide how they wish to manage this.	FALSE
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process The closed road is excluded as Community Land pursuant to the Local Government Act 1999. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m ² to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation. Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the Local Government Act 1999. 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	Road exchange documentation has been executed and provided to Boral for lodgement with the Surveyor-General. Submission has been prepared and lodged with the Boundaries Commission jointly on behalf of the City of Burnside and Adelaide Hills Council. The Boundaries Commission has agreed to investigate the proposal and that process is underway. Further feedback has been provided to the Boundaries Commission to progress. Boral are negotiating a Land Management Agreement with the State Government which has delayed the completion of the land division and road exchange Awaiting advice that land division has been completed so that the boundary realignment can occur November 21 - Boral have received final DA and lodgement of land division plan with Land Services SA is expected shortly, once the land division is finalised, the boundary realignment April 22 - awaiting lodgement of land division plans by Boral	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	None declared	To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by:Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available.Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999. To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels. To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable trust. That a further report be presented to Council for consideration after community consultation and further investigations have been completed	Terry Crackett	In Progress	Initial consultation to identify possible locations for the establishment of a garden and memorial concluded on 28 January 2019 with only one submission received being a suggestion from the Retirement Village residents to investigate Carripook Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carripook Park as the location to vary the trust to. The Attorney-General has provided in-principle support to the proposal so a design for the landscaped garden and bushfire memorial at Carripook Park will be prepared for submission to the Supreme Court. November 21 - consultation has been undertaken and draft affidavit has been prepared for lodgement with the Supreme Court Jan 22 - awaiting approval from the Attorney General prior to lodgement with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General	FALSE
7/05/2019	Special Council	94/19	Stonehenge Reserve Masterplan Update and Findings from Consultation	None declared	That the report be received and noted.To not proceed with any of the masterplanning options at Stonehenge Reserve at this point in time.To proceed with resurfacing works at both the Stonehenge Reserve and Heathfield sites.To delegate to the CEO to seek variations and finalise arrangements to the grant funding agreements with the Office for Recreation, Sport & Racing, and Tennis SA that allow new court construction at alternative sites. The CEO to report back to Council on those finalised arrangements.To notify those who have registered through the Stonehenge Reserve Project's engagement site of the outcome of the consultation and this report.	Terry Crackett	Completed	Court reconstruction and resurfacing works at Heathfield High School, Heathfield Courts & Stonehenge Reserve are all complete. All associated funding acquittals have also been finalised.	FALSE
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	LED change over at Aldgate and Sumertown Main Street complete. Uraidla main street quote accepted. 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. Council officers continue to be updated on sub-group progress and have nominated to join main street lighting working group.	FALSE
17/09/2019	Special Council	239/19	Circular Procurement Pilot Project	None declared	Council resolves:That the report be received and noted.To approve participation in the Circular Procurement Pilot Project.That the Chief Executive Officer be authorised to execute the Memorandum of Understanding as contained in Appendix 1 of this report.That the Council endorses, in principle, the following targets:subject to the procurement needs and requirements of Council in 2020/21 purchasing recycled plastic products or materials equivalent to 10% of the weight of plastic collected within the Council area, which is equivalent to approximately 25 tonnes based on 2017/18 data.subject to the procurement needs and requirements of Council, commencing in 2021/22 Council will incrementally increase its purchasing of recycled plastic products or materials thereafter until it is equivalent to 50% of the weight of plastic collected within the Council area, which is equivalent to 124 tonnes based on 2017/18 data.That a report be provided to Council in early 2021/22 providing an update on the Council's participation in the Circular Procurement Pilot Project for the period 2020/21.	Peter Bice	In Progress	Staff training and reminders of the need and importance of the Circular Procurement Trial have been undertaken.	FALSE
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and notedSubject 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	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. November 21 - consultation has been undertaken, draft affidavit has been prepared for lodgement with the Supreme Court Jan 22 - awaiting approval from the Attorney General to lodge with the Supreme Court April 22 - documents nearing finalisation for lodgement with Supreme Court June 22 - all Supreme Court documents have been executed and progressed with the Attorney-General	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
28/07/2020	Ordinary Council	149/20	Road Widening Netherhill Road Kenton Valley	None declared	<ol style="list-style-type: none"> That the report be received and noted To purchase the areas of land totalling 335 sqm identified in red on the Land Acquisition Plan attached as Appendix 2 ("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. To purchase the area of land being 188 sqm identified in red on the Land Acquisition Plan attached as Appendix 2 ("land") from Paul Andrew Arrup 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. The road land being acquired to be excluded as Community Land pursuant to the Local Government Act 1999; and That the Mayor and CEO be authorised to sign all necessary documentation, including affixing the common seal, to give effect to this resolution. 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	<p>Progress has commenced in accordance with the resolution</p> <p>Awaiting document examination and completion of the process by the Surveyor and Land Services Group</p>	FALSE
22/09/2020	Ordinary Council	205/20	100 Old Mt Barker Road Stirling	Material - Cr Kirrilee Boyd	<ol style="list-style-type: none"> That the report be received and noted 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. 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. 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). 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	<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> <p>May 22 - works completed</p> <p>June 22 - discussions with the OSCG group are progressing in relation to the proposed Lease</p>	FALSE
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	<ol style="list-style-type: none"> 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 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	<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>	FALSE
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		FALSE
23/03/2021	Ordinary Council	49/21	Local Heritage Grant Fund Project 2020 - 2021	Material - Cr Linda Green Perceived - Cr Leith Mudge	<ol style="list-style-type: none"> That the report be received and noted 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 Appendix 1 of this report and listed below: Our Lady of the Rosary Church, Aldgate - \$2,500 Old Post Office, Crafers - \$1,417 Craetaegus 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 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	<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. One application is 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.</p>	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
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 Fullgrabe Road, Crafrers 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 Kerbrook Road Kerbrook (for rededication to Forestry SA) 4. That a further report be presented to Council once a response from the Minister for Planning is received. 	Terry Crackett	In Progress	Being progressed in accordance with resolution. November 21 - awaiting feedback from the Minister for Planning on final application for revocation Jan 22 - final application has been lodged with the Minister for Planning June 22 - awaiting response from new Minister	FALSE
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	None declared	<p>That the report be received and noted.</p> <p>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.</p> <p>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.</p>	David Waters	In Progress	The new van has been delivered and procurement of the fit out and customisation is in progress.	FALSE
22/06/2021	Ordinary Council	119/21	Community & Recreation Facilities Framework & Play Space Framework - Drafts for Consultation	None declared	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To receive and endorse the draft Community and Recreation Facilities Framework and the draft Play Space Framework and implement Stage 3 of Engagement (consultation). 3. That the results of Stage 3 Engagement and the final draft Frameworks be presented to Council for their consideration by December 2021. 4. 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	Final stakeholder consultation processes are now complete. A final draft of the Framework document will be presented to the CRFFIWG and Council at a workshop in the coming months, and then to the August Council Meeting for adoption.	FALSE
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	The confidentiality will need to be extended as the details of the matter to which it applies will not be endorsed for public release by 30 June 2022. The announcement is expected to be made by SATC in July 2022 after which time details of the report would be in the public domain.	TRUE
27/07/2021	Ordinary Council	158/21	Revocation of Community Land Classification - Closed Roads R2142AA & R1573AB	Perceived - Cr Linda Green	<ol style="list-style-type: none"> 1. That the report be received and noted 2. 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. 3. 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. 4. That a further report be presented to Council at the completion of the consultation. 	Terry Crackett	In Progress	Commenced in accordance with the resolution Public Consultation has completed. NO formal responses received - follow up report is prepared and to be presented at June 2022 Council meeting	FALSE
27/07/2021	Ordinary Council	167/21	46 Mt Barker Road Stirling - Old Stirling Police Station	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	Completed	Minutes have been released from confidentiality.	FALSE
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	Preliminary planning underway for return to Council with report by 30 June 2022.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Development Pomona Road Stirling	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	Commenced in accordance with resolution Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals Office	FALSE
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	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	Commenced in accordance with resolution Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be is nearing completion and will be presented back to Council for review.	FALSE
28/09/2021	Ordinary Council	205/21	Roadside Trading Policy for Community Consultation	Actual - Cr Kirrilee Boyd	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	Completed	Policy review completed. New policy is now operational	FALSE
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	1. That the report be received and noted. 2. To revoke the resolution of Council of 22 May 2001, B129. 3. 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	Commenced in accordance with the resolution. November 21 - letter seeking consent to undertake the compulsory acquisition has been sent to the Minister Jan 22 - Minister has advised they are considering their position and will advise further in due course March 22 - Minister advised that has been deferred until after the election April 22 - new Minister has confirmed receipt and will review in due course	FALSE
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	A presentation was undertaken at the Strategic Leadership Team meeting held on the 19 May 2022. Followup information was provided to all Directors and Managers on Monday 23rd June to enable distribution to all teams.	FALSE
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.	FALSE
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Peter Bice	In Progress		TRUE
23/11/2021	Ordinary Council	250/21	Road Acquisition - Portion of Teringie Drive Teringie	None declared	1. That the report be received and noted. 2. To purchase Allotment 592 in Deposited Plan No. 127876 (<i>Appendix 3</i>) being an area of land totalling 75qm 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. 3. The Land being purchased to be excluded as Community Land pursuant to the <i>Local Government Act 1999</i> ; and 4. That the CEO be authorised to sign all necessary documentation to give effect to this resolution	Terry Crackett	In Progress	Commenced in accordance with Council resolution. Documents prepared by Conveyancer to complete the boundary realignment, have been executed by Council. Awaiting lodgement with Land Services Group	FALSE
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	1. The report be received and noted. 2. 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	Tender documents have been released for a quotation to be prepared.	FALSE
14/12/2021	Ordinary Council	276/21	Trails & Cycling Routes Framework - Draft Service Levels and Guidelines for consultation	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	Completed	Commenced in accordance with resolution.	FALSE
25/01/2022	Ordinary Council	16/22	MWN Fire Hydrants and Fire Plugs	Nil	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/?%2Dmap). 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. A report be presented to Council on the reply from SA Water.	Peter Bice	Completed	As required by the resolution a report containing fire hydrant information received from SA Water was tabled at the May 2022 Ordinary Council meeting.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
15/02/2022	Special Council	22/22	MON - Preparation of representation submission re proposed Development at 160 Longwood Road Heathfield – Cr Mark Osterstock	Perceived - Cr John Kemp Actual - Cr Leith Mudge	<ol style="list-style-type: none"> To engage an experienced and well credentialed planning lawyer/consultant to prepare a representation submission in relation to the proposed development of a 24 hour retail fuel outlet at 160 Longwood Road Heathfield (PlanSA Ref:21031284). The scope and nature of the matters to be addressed are to include, yet are not limited to, Character and Amenity Bulk and Scale Hours of Operation [Noise] Traffic Management To allocate a budget of up to \$10,000 in relation to the preparation of the representation submission. To conduct a workshop (information or briefing session) on 22 February 2022 to enable the Council Members to receive a briefing from the planning lawyer/ consultant in relation to the proposed development. To authorise the Chief Executive Officer to finalise and lodge the submission prior to the conclusion of the public notification period. 	Melissa Bright	Completed	<p>Kelley Jones Lawyers were engaged to prepare a representation submission in relation to the proposed development at 160 Longwood Road Heathfield. A workshop was conducted at the start of the Council meeting on 22 February 2022 and a MWN was carried unanimously to hold a Special Council meeting on 1 March 2022.</p> <p>As a result a representation was prepared and submitted to CAP.</p>	FALSE
22/03/2022	Ordinary Council	49/22	MON Parking Time Limit adjacent Stirling Hospital	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	Council staff have been working to support the hospital to best understand demand, and a report will be tabled at the July Ordinary Council meeting.	FALSE
22/03/2022	Ordinary Council	50/22	S221 Permit 63 Waverley Ridge Road Crafrers West	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, Crafrers 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	Completed	Permit has been executed by all parties, now in operation	FALSE
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Nil	<ol style="list-style-type: none"> That the report be received and noted 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 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 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 To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water The CEO further reports to Council on an annual basis of progress being made on points 2-5. 	Terry Crackett	In Progress	Commenced in accordance with resolution	FALSE
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Nil	<ol style="list-style-type: none"> That the report be received and noted. That the sculpture known as <i>The Remoteness</i>, be removed from the area in front of the Coventry Library, Stirling. 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. 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	In mid-June, the former artistic director for Adelaide Hills International Sculpture Symposium Inc approached Council staff advising of a product he believes may provide a potential 'fix' for the sculpture. Staff are now exploring the viability of this option. As there is a Council resolution to remove the sculpture, the matter may need to come back to Council for consideration if the 'fix' is deemed viable.	FALSE
22/03/2022	Ordinary Council	56/22	CEO Performance Review Process and Schedule	Nil	<ol style="list-style-type: none"> That the report be received and noted. To undertake the 2022 CEO Performance Review and Remuneration Review using an external consultant. 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. 	Terry Crackett	In Progress	The consultant met with Council on Tuesday 14/6/2022 to outline the CEO performance review process. The review survey was sent the following day and the survey closes on Thursday 30/6/2022.	FALSE
22/03/2022	Ordinary Council	77/22	MWN Letter of Congratulations to new Premier Peter Malinauskas	Nil	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.	Andrew Aitken	Completed		FALSE
22/04/2022	Ordinary Council	54/22	Libraries Strategy	Nil	<ol style="list-style-type: none"> That the report be received and noted. To approve the <i>Draft Libraries Strategy</i>, as contained in <i>Appendix 1</i> as a draft for public consultation purposes. 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. That the CEO be authorised to determine the dates and method of the public consultation. That the outcomes of the consultation be reported back to the Council as part of considering the adoption of a final Libraries Strategy. 	David Waters	Completed	Community consultation has been undertaken and the outcomes of the consultation were reported back to Council at the 24 May Council. The draft Libraries Strategy was adopted by Council on 24 May 2022.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
26/04/2022	Ordinary Council	94/22	Lobethal Bushland Park	Nil	<ol style="list-style-type: none"> That the report be received and noted. To note that Council received a report at its meeting held 22 February 2022 (Item 12.2) where it resolved to defer consideration until the 26 April 2022 Ordinary meeting. 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. That if the new Minister, Hon Susan Close, is interested in considering the matter, that the Chief Executive Officer, or delegate, have 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. 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. 	Peter Bice	Completed	<p>Response received from Hon Susan Close MP, at this point in time exploring the transfer of Lobethal Bushland Park to the government will not be pursued.</p> <p>Infrastructure and Operations will inform key stakeholders of the outcome.</p>	FALSE
26/04/2022	Ordinary Council	96/22	Council Assessment Panel - Terms of Reference	Nil	<ol style="list-style-type: none"> To adopt the updated Council Assessment Panel Terms of Reference as contained in <i>Appendix 2</i>. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Council Assessment Panel Terms of Reference prior to the effective date of adoption and during the period of its currency. 	Melissa Bright	Completed		FALSE
26/04/2022	Ordinary Council	100/22	Policy Review - Tributes for Commemorative Services	Nil	<p>That the report be received and noted</p> <p>That with an effective date of 10 May 2022 to revoke the 24 July 2018 <i>Tributes for Commemorative Services Policy</i> and adopt the April 2022 <i>Tributes for Commemorative Services Policy</i> contained in <i>Appendix 1</i>.</p>	David Waters	Completed	the updated Policy was adapted on 22 April 2022.	FALSE
26/04/2022	Ordinary Council	106/22	Appointment of CAP Independent Members	nil	Confidential item	Melissa Bright	Completed		TRUE
26/04/2022	Ordinary Council	109/22	Appointment of AHRWMA Chair	Nil	Confidential Minute	Andrew Aitken	Completed	Letter sent AHRWMA	TRUE
26/04/2022	Ordinary Council	110/22	Appointment of AHRWMA Chair - duration of confidentiality	Nil	<p>Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not releasedReportUpon confirmation of appointment of the AHRWMA Chair but no longer than 3 months.Related AttachmentsNILMinutesUpon confirmation of appointment of the AHRWMA Chair but no longer than 3 months.Other (presentation, documents, or similar)NIL</p>	Andrew Aitken	Completed	Confidential item released	FALSE
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	Nil	<ol style="list-style-type: none"> Council notes the long history of compliance action taken by the Council under both the <i>Development Act 1993</i>, and the <i>Local Nuisance and Litter Control Act 2016</i>, in relation to: continuing unauthorised use of the land as a junkyard/scrap storage facility/builders storage facility;the continuing unsightly condition of the land when viewed from the public realm; andongoing nuisance caused by wandering livestock and animals which issues continue to bring about adverse impacts within the locality. The Council instructs the Chief Executive Officer to take such further action/s as he may be advised to take under (including but not limited to) the <i>Local Nuisance and Litter Control Act 2016</i>, and/or the <i>Planning, Development and Infrastructure Act 2016</i>, (which action/s may involve the commencement legal proceedings and/or the exercise of step-in rights) to address the above issues on an ongoing basis. Wherever possible, such action should seek to recover the Council's costs associated with the relevant action/s. 	Melissa Bright	In Progress	Minute not confidential	FALSE
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Nil	<p>Item</p> <p>Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not releasedReportTwo year termRelated AttachmentsTwo year term MinutesNILOther (presentation, documents, or similar)NIL</p>	Melissa Bright	Not Started		FALSE
26/04/2022	Ordinary Council	88/22	MON Gumeracha Soldiers Memorial Hospital Emergency Department	Nil	<p>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. That copies of the representation be provided to the Member for Mayo and the Member for Schubert.</p>	David Waters	Completed	<p>Letter has now been finalised and approved by the Mayor.</p> <p>Final letter emailed to the Premier and cc'd to Member for Mayor and Member for Schubert on Friday 27 May 2022.</p>	FALSE
26/04/2022	Ordinary Council	90/22	Trails and Cycling Routes Framework	Nil	<ol style="list-style-type: none"> That the report be received and noted To receive and note the <i>Recreation Trails and Cycling Routes Management Framework Community Engagement Outcomes Report</i> contained in <i>Appendix 1</i>. To adopt the draft <i>Trails and Cycling Routes Framework in its entirety, including the draft Trails and Cycling Routes Service Levels (Rev. C)</i> contained in <i>Appendix 2</i> and the draft <i>Trails and Cycling Routes Guidelines for Maintenance and Upgrades (Rev. B)</i> contained in <i>Appendix 3</i>. 	Terry Crackett	Completed	The document has now been adopted, & implementation of the relevant actions will commence in 2022/2023, subject to ABP adoption.	FALSE
26/04/2022	Ordinary Council	92/22	Heathfield Resource Recovery Centre Management Agreement	Nil	<ol style="list-style-type: none"> That the report be received and noted. 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. 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. 	Peter Bice	In Progress	Written notice of intention has been provided to the AHRWMA to extend the Heathfield Resource Recovery Centre Management Agreement for 5 year period. Administrative review of agreement has commenced.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
26/04/2022	Ordinary Council	93/22	Options for Randell's Workmen's Cottages Gumeracha	Nil	<ol style="list-style-type: none"> That the report be received and noted. 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. That the Chief Executive Officer undertakes further scoping and costing for option 4, as outlined in the 26 April 2022 report, for undertaking minor works on the cottages to prevent further deterioration. That the results of the scoping and costing exercise be considered as part of the 2023/24 budget preparation process. 	Terry Crackett	In Progress	Commenced in accordance with resolution	FALSE
26/04/2022	Ordinary Council	84/22	GRFMA Annual Business Plan 2022-2023	Nil	That the report be received and noted 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.	Andrew Aitken	Completed	GRFMA Executive Officer advised of resolution	FALSE
3/05/2022	Special Council	111/22	Draft 2022-23 Annual Business Plan for Consultation	Nil	<ol style="list-style-type: none"> That the report be received and noted. To endorse the draft 2022-23 Annual Business Plan (ABP), as contained in Appendix 1 for community consultation in accordance with Section 123 of the Local Government Act 1999, adjusted to include an average rate increase of 4.9%. That, notwithstanding the terms of Council's Public Consultation Policy, Council determines that it will hold a public meeting as part of its consultation activities with respect to the draft 2022-23 Annual Business Plan. That the CEO be authorised to: arrange for the holding of such a meeting; provide notice to the public of the meeting in such manner and form as they see fit; and cancel entirely or defer the holding of the meeting in the event it cannot be accommodated in line with relevant State Government public health/ emergency directions, regulations or legislation related to COVID-19. That the CEO be authorised to: <ol style="list-style-type: none"> Make any formatting, nomenclature or other minor changes to the ABP 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 Public Consultation Policy. 	Terry Crackett	Completed	The consultation was completed on 1 June 2022 with the outcomes report presented at the special council meeting on 14 June 2022.	FALSE
12/05/2022	Ordinary Council	PRP9/22	Confidential Item - Advice on Consultant	Nil	Refer to Minutes	Andrew Aitken	In Progress	In progress	FALSE
17/05/2022	Special Council	112/22	SHLGA Draft 22-23 Budget and Member Contributions	Nil	<ol style="list-style-type: none"> That the report be received and noted That the Southern & Hills Local Government Association's draft 2022-23 Budget (including Member Contributions) be received and noted. That the Adelaide Hills Council Member contribution to the Association for 2022-23 is \$23,439 (excluding GST). 	Andrew Aitken	Completed	Letter sent to SHLGA	FALSE
17/05/2022	Special Council	116/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil	Refer to confidential minute	Terry Crackett	Completed	Confirmed appointment with Consultant to undertake the CEO performance and remuneration reviews for 2022 on Wednesday 18/5/2022. Met with Consultant and provided purchase order on 24/5/2022.	FALSE
17/05/2022	Special Council	117/22	Appointment of Consultant to undertake CEO Performance & Remuneration Reviews	Nil	<p>Item Duration of Confidentiality</p> <p>NB: Item to be reviewed every 12 months if not released</p> <p>Report Until the consultant is appointed by Council and the consultancy contract entered into</p> <p>Related Attachments Until the consultant is appointed by Council and the consultancy contract entered into</p> <p>Minutes Until the consultant is appointed by Council and the consultancy contract entered into</p> <p>Other Nil</p>	Terry Crackett	Completed	Confirmed appointment with Consultant to undertake the CEO performance and remuneration reviews for 2022 on Wednesday 18/5/2022. Met with Consultant and provided purchase order on 24/5/2022.	FALSE
24/05/2022	Ordinary Council	121/22	Fenced Dog park for Woodside	Nil	That the petition signed by 107 signatories requesting a fenced Dog Park in Woodside be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	Andrew Aitken	Completed	Letter forwarded to Head Petitioner	FALSE
24/05/2022	Ordinary Council	122/22	Purchase of Land 8 St John Road Norton Summit	Perceived - Cr Leith Mudge	I move that the matter of the purchase of land at 8 St John Road Norton Summit be brought to a workshop to ensure all members are fully aware of the situation which includes issues that have to be resolved, e.g. Council's encroachment onto Church land of the septic system and part of the CFS shed.	Terry Crackett	In Progress	Workshop scheduled for 9 August 2022	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/05/2022	Ordinary Council	123/22	Budget Review Committee	Nil	<ol style="list-style-type: none"> A workshop of Council be held during June 2022 to consider the establishment of a Budget Review Committee (or similar) pursuant to the provisions of Section 41 of the <i>Local Government Act 1999</i> that would include of all members of Council and potentially an Independent Member. The primary objective of the Budget Review Committee would be to assist Council in the achievement of its strategic objectives while maintaining financial sustainability through ongoing monitoring and providing advice on service and infrastructure provision, budget and expenditure management processes and results. The workshop examine appropriate Terms of Reference for the Budget Review Committee which could include the following matters: An examination of the appropriateness of all fees and charges; A review of all other sources of income (excluding rates); An examination of the full costs and revenue associated with Federal and State Government programs which are delivered by the Council; Options available for service delivery, including shared services, contract services or in-house delivery of services; A review of appropriate levels of service provision provided within each function of council giving consideration to whether those functions are mandatory or discretionary; Consideration of Budget Review reports prior to reporting to Council; Monitoring of agreed savings strategies against established budget targets; The profiling and containment (or mitigation) strategies for key cost categories including, but not limited to salaries, contractors, energy, water and waste. Any other subject which the committee may consider to have budgetary implications. The workshop consider the timing of the potential commencement of a Budget Review Committee with a view to ensuring any initial opportunities could be captured within the development of the 2023 Annual Business Plan. 	Terry Crackett	Completed	Workshop held on 21 June 2022. Outcomes from the workshop to be summarised and considered at a subsequent workshop of Council during July 2022.	FALSE
24/05/2022	Ordinary Council	124/22	Local Heritage Grant Fund 2021-22 Project Approvals	Nil	That the report be received and noted To approve the two shortlisted projects to receive grant funding to contribute to the works as detailed in Appendix 1 of this report and listed below: Shop (4-6 Mount Barker Road, Stirling): – Silvano Rotellini, replacing/restoring rotten barge boards to front gable and sides of heritage building (Grant amount: \$2500). Longwood Institute (706 Longwood Road, Bradbury): Longwood Bradbury Progress Association, replacing wooden front door (Grant amount: \$2500).	Melissa Bright	Not Started		FALSE
24/05/2022	Ordinary Council	125/22	Libraries Strategy	Nil	That the report be received and noted. To receive and note the <i>Draft Libraries Strategy – Community Engagement Outcomes Report</i> contained in <i>Appendix 1</i> . With an effective date of 7 June 2022, to adopt the <i>Libraries Strategy</i> , as contained in <i>Appendix 2</i> . That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Libraries Strategy</i> prior to publication.	David Waters	Completed	Final Strategy is now available on the website	FALSE
24/05/2022	Ordinary Council	126/22	Policy Review - Roadside Trading	Nil	That the report be received and noted. 2. With an effective date of 7 June 2022, to revoke the 24 April 2018 <i>Roadside Trading Policy</i> and adopt the 24 May 2022 draft <i>Roadside Trading Policy</i> as contained in <i>Appendix 1</i> with the revision of section 7. Item 6, "Where an applicant seeks a Mobile Food Vendor permit in a township, and within 200m of bricks and mortar businesses, community consultation may be required." 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 24 May 2022 draft <i>Roadside Trading Policy</i> prior to the effective date.	Terry Crackett	Completed	Updated policy now operational	FALSE
24/05/2022	Ordinary Council	127/22	Public Art Strategy	Nil	<ol style="list-style-type: none"> That the report be received and noted With an effective date of 14 June 2022, adopt the Adelaide Hills Council <i>Public Art Strategy July 2022 to June 2027</i> as per <i>Appendix 1</i> That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Public Art Strategy July 2022 to June 2027</i> prior to the effective date of adoption. 	David Waters	Not Started		FALSE
24/05/2022	Ordinary Council	129/22	Policy Review - Community Group use of Photocopiers	Nil	<ol style="list-style-type: none"> That the report be received and noted. That with an effective date of 7 June 2022 to revoke the 17 July 2017 <i>Community Group Use of Photocopiers Policy</i> and adopt the May 2022 <i>Community Group Use of Photocopiers Policy</i> contained in <i>Appendix 1</i> with the amendment that clause 4.6 "Subsidised cost access will only apply to black and white copy, due to the high cost of colour copying" be deleted. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the <i>Community Group Use of Photocopiers Policy</i> prior to the effective date of adoption. 	David Waters	Completed	New policy is available on the website	FALSE
24/05/2022	Ordinary Council	130/22	Policy Review - Community Information Display	Nil	<ol style="list-style-type: none"> That the report be received and noted That with an effective date of 7 June 2022 to revoke the 26 May 2019 <i>Community Information Display Policy</i> and adopt the May 2022 <i>Community Information Display Policy</i> contained in <i>Appendix 1</i>. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the <i>Community Information Display Policy</i> prior to the effective date of adoption. 	David Waters	Completed	Updated policy is available on the website	FALSE
24/05/2022	Ordinary Council	131/22	Policy Review - Buffers	Nil	<ol style="list-style-type: none"> That the report be received and noted That with an effective date of 7 June 2022, to revoke the 28 November 2017 <i>Buffers Policy</i> and adopt the <i>Buffers Policy (draft) - May 2022</i> as per <i>Appendix 1</i>. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Buffers Policy (draft) - May 2022</i> as per <i>Appendix 1</i> prior to the effective date. 	Melissa Bright	Completed	The adopted <i>Buffers Policy</i> including the supporting <i>Guidelines</i> is now in effect and published on the Council website for reference.	FALSE

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24/05/2022	Ordinary Council	132/22	Mayor's Attendance at NGA Canberra	Perceived - Mayor Jan-Claire Wisdom	That the report be received and noted. To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2022 and coverage of related costs estimated at \$3,700, in accordance with the <i>Council Member Training and Development Policy</i> . That the report be received and noted. To approve Mayor Jan-Claire Wisdom's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in June 2022 and coverage of related costs estimated at \$3,700, in accordance with the <i>Council Member Training and Development Policy</i> .	Andrew Aitken	Completed		FALSE
24/05/2022	Ordinary Council	134/22	Policy Review - Internal Audit	Nil	That the report be received and noted. With an effective date of 07 June 2022, to revoke the 27 June 2017 Internal Audit Policy and to adopt the <i>Internal Audit Policy (draft) – April 2022</i> as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Internal Audit Policy (draft) – April 2022</i> as per Appendix 1 prior to the effective date.	Andrew Aitken	Completed	Revised policy published on website.	FALSE
24/05/2022	Ordinary Council	135/22	Policy Review - Prudential Management	Nil	That the report be received and noted. With an effective date of 07 June 2022, to revoke the 27 June 2017 Prudential Management Policy and to adopt the <i>Prudential Management Policy (draft) – April 2022</i> as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Prudential Management Policy (draft) – April 2022</i> as per Appendix 1 prior to the effective date.	Andrew Aitken	Completed	Revised policy published on website	FALSE
24/05/2022	Ordinary Council	136/22	Policy Review - Risk Management	Nil	That the report be received and noted. With an effective date of 07 June 2022, to revoke the 28 May 2019 Risk Management Policy and to adopt the <i>Risk Management Policy (draft) – April 2022</i> as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Risk Management Policy (draft) – April 2022</i> as per Appendix 1 prior to the effective date.	Andrew Aitken	Completed	Revised policy published on website.	FALSE
24/05/2022	Ordinary Council	138/22	Confidential Items Review	Nil	DECISION 2 – Resolution 105/21 – <i>Multi Year Road Rally Proposal</i> 1. Pursuant to Section 91(7) of the <i>Local Government Act 1999</i> , Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act: The Report of 22 June 2021, Item No. 18.1 Multi Year Road Rally Proposal remain confidential until 31 December 2023 and that this order be reviewed every twelve (12) months. 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. 2. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Andrew Aitken	Completed	Confidential Items Register updated to reflect Council's decision.	FALSE
24/05/2022	Ordinary Council	141/22	Congratulations to new PM	Nil	1. Council congratulates the new Albanese Labor Government on its recent victory in the 2022 Federal Election. Council looks forward to working with the new government to make the Adelaide Hills an even greater place to live, work and play. 2. A copy of this motion to be forwarded by the Mayor to the new Prime Minister, The Honourable Anthony Albanese MP. 3. Council congratulates Rebekha Sharkie MP as the re-elected Federal Member for Mayo in the 2022 Federal Election. Council looks forward to working with Rebekha Sharkie MP to make the Adelaide Hills an even greater place to live, work and play. 4. A copy of this motion to be forwarded by the Mayor to the Rebekha Sharkie MP.	Andrew Aitken	Completed	Letters sent to Prime Minister and Member for Mayo	FALSE
24/05/2022	Ordinary Council	142/22	Fenced Dog Park for Woodside	Nil	Council resolves that, in line with the Council's Dog and Cat Management Plan 2018-2022, the CEO provides a report to Council by 27 October 2022 on the feasibility of establishing a fenced dog park at Jacaranda Drive Woodside or another suitable location near Woodside.	Peter Bice	In Progress	An internal working party has been formed and key staff members will meet with the head petitioner in the coming weeks.	FALSE
25/05/2022	Ordinary Council	128/22	Budget Review 3	Nil	That the report be received and noted. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2021-22 financial year which result in: An increase in the Operating Surplus from \$1.546m to \$1.607m for the 2021-22 financial year. Changes to Capital Works, reducing capital income by \$4.250m and reducing capital expenditure by \$146k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$21.836m. An increase in Council's current Net Borrowing Result from \$2.572m to \$6.615m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.	Terry Crackett	Completed	2021-22 Budget has been revised in accordance with Council Resolution on 24 May 2022	FALSE
14/06/2022	Special Council	143/22	Annual Business Plan Consultation Results	Nil	1. That the report be received and noted 2. To receive and note the outcomes of the <i>draft Annual Business Plan 2022-23</i> public consultation undertaken from 5 May - 1 June 2022 as contained in the <i>Annual Business Plan 2022-23 Community Engagement Outcomes Report</i> in Appendix 1. 3. To endorse the following recommended changes to the <i>draft Annual Business Plan 2022-23</i> : Adjustments to budget/financial figures to account for: Additional Local Government Election costs: \$58k Rates Oversight Scheme costs: \$13k East Waste Budget adjustment: \$126k reduction External funding increases for recently approved grants such as 1. Community Resilience Program \$484k 2. The Local Roads and Community Infrastructure Program \$1,362k Inclusion of the recently approved 2022-23 LRCIP projects Adopted Capital changes from BR3	Andrew Aitken	Completed	Endorsed financial changes incorporated into final ABP	FALSE
14/06/2022	Special Council	144/22	Annual Business Plan Consultation Results - Additional	Material - Cr John Kemp	Council resolves: To endorse the following recommended change to the <i>draft Annual Business Plan 2022-23</i> : Adjustment to budget/financial figures to account for: The Hut 2022-23 Budget agreement: \$15k reduction	Andrew Aitken	Completed	Endorsed financial changes incorporated into final ABP for adoption.	FALSE

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
14/06/2022	Special Council	146/22	AHRWMA Board Member Appointments	Perceived - Cr Ian Bailey	<ol style="list-style-type: none"> 1. That the report be received and noted 2. To rescind the Adelaide Hills Region Waste Management Authority Board Member appointments as resolved in Resolution 193/20 of 8 September 2020. 3. To appoint: <ol style="list-style-type: none"> a. John McArthur as an Adelaide Hills Region Waste Management Authority Board Member to commence from 15 June 2022 and conclude on 14 June 2024 (inclusive); and b. Councillor Ian Bailey as an Adelaide Hills Region Waste Management Authority Deputy Board Member to commence from 15 June 2022 and conclude at the end of the current Council term. 4. To authorise the Chief Executive Officer to advise the Authority's Executive Officer of Council's appointments. 	Andrew Aitken	Completed	AHRWMA Executive Officer advised of resolution	FALSE

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: Discretionary Rate Rebate Report

For: Information

SUMMARY

In accordance with Council's *Rating Policy*, a summary of all discretionary rate rebates identified in Section 166(1) of the *Local Government Act 1999* (the Act) is required to be reported to Council on an annual basis.

No new discretionary rate rebate applications were received for the 2022-23 financial year.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

The *Local Government Act 1999* (the Act) has provision for the application of discretionary rate rebates under Section 166.

In recent years, Council has updated its discretionary rate rebate position within its *Rating Policy* to provide greater clarity in relation to determining eligibility for discretionary rate rebates in accordance with the:

- Requirements of the *Local Government Act 1999* (the Act),
- Rating principles in relation to fairness, equity and consistency,
- Approval of discretionary rebates only being granted for a maximum period of the Council term.

When rate rebates are applied to properties those rates foregone must then be redistributed to the rest of the community.

The principle of equity requires Council to be cognisant of this distribution when considering the use of rebates.

Section 166 covers a large number of different rebate categories. This includes rebates made under Section 166(1)(d) to (j) covering activities linked to community services or need and assistance or relief provided to disadvantaged persons.

Council has determined that applications in relation to those rebates identified above should be brought to Council for decision and that Council would receive a listing of discretionary rate rebates for the next rating period annually.

Due to the complexities involved in the application of discretionary rate rebates under Section 166(1)(l) to (o), any application relating to these elements is subject to a separate report to Council to consider the appropriateness of such a rebate or dealt with as part of the Annual Business Plan and Budget process. Council also considers its primary production rebate (provided under Section 166(1)(b) of the Act being for the purpose of assisting or supporting a business in its area) as part of its Annual Business Plan and Budget process.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive Organisation.
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community.
Priority O5.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations.
Priority O5.2	Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action

➤ Legal Implications

The primary legislative provisions in the *Local Government Act 1999* relating to discretionary rate rebates is:

Section 166 – Discretionary rebates of rates detailed in **Appendix 1**

Council has adopted a *Rating Policy* that provides direction and guidance to the Administration on discretionary rate rebates.

In considering discretionary rate rebates Council's *Rating Policy* position has a key principle that all ratepayers should contribute an amount towards basic service provision.

As such the Policy specifies a maximum discretionary rebate of 75% will be applied, except in very specific circumstances such as Community Halls.

In accordance with legislation, Council cannot make a 'blanket' decision on groups of applicants but must consider each application on its merits.

➤ **Risk Management Implications**

Managing discretionary rate rebates in accordance with its *Rating Policy* will assist in mitigating the risks of:

Failure to manage, improve and develop financial resources available to Council and failure to provide for the welfare, well-being and interests of the community.

Inherent Risk	Residual Risk	Target Risk
Extreme	Medium	Medium

➤ **Financial and Resource Implications**

Applications for discretionary rate rebates relating to Section 166 are required to be received on or before 30 April prior to the rating year so that the financial impact of any rebate granted can be taken into account when setting rates for the next financial year.

During 2021-22 Council did not receive any discretionary rate rebate applications to consider for the 2022-23 financial year.

Council has previously granted a discretionary rate rebate to eighteen (18) organisations relating to Section 166 for the period until the end of the current Council term, namely November 2022, as detailed in **Appendix 2**.

Of these:

- Sixteen (16) receive a 100% rebate, being services that would otherwise be provided by Council.
These are categorised as follows:
 - Community Halls (15)
 - Hills Community Toy Library which is leased from Council
- Two (2) receive a 75% rebate and both relate to the Scouts Association.

Mandatory Rate Rebates

It is also noted that this report deals only with discretionary rate rebates applications. Mandatory rebates are applied in accordance with meeting legislative requirements and by their very nature are not discretionary.

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

Not applicable.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable.

3. OPTIONS

Council has the following options:

- I. Receive the report (Recommended)
- II. Determine alternative options or recommendations for Administration to consider

4. APPENDICES

- (1) Legislation – Section 166 of the *Local Government Act 1999*
- (2) Summary of Discretionary Rate Rebates Granted

Appendix 1

Legislation – Section 166 of the Local Government Act 1999

166—Discretionary rebates of rates

- (1) A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):
 - (a) where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);
 - (b) where the rebate is desirable for the purpose of assisting or supporting a business in its area;
 - (c) where the rebate will conduce to the preservation of buildings or places of historic significance;
 - (d) where the land is being used for educational purposes;
 - (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;
 - (f) where the land is being used for a hospital or health centre;
 - (g) where the land is being used to provide facilities or services for children or young persons;
 - (h) where the land is being used to provide accommodation for the aged or disabled;
 - (i) where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the *Aged Care Act 1997* (Cwlth) or a day therapy centre;
 - (j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;
 - (k) where the rebate relates to common property or land vested in a community corporation under the *Community Titles Act 1996* over which the public has a free and unrestricted right of access and enjoyment;
 - (l) where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—
 - (i) a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or
 - (ii) a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;
 - (m) where the rebate is considered by the council to be appropriate to provide relief in order to avoid what would otherwise constitute—
 - (i) a liability to pay a rate or charge that is inconsistent with the liabilities that were anticipated by the council in its annual business plan; or

- (ii) a liability that is unfair or unreasonable;
 - (n) where the rebate is to give effect to a review of a decision of the council under Chapter 13 Part 2;
 - (o) where the rebate is contemplated under another provision of this Act.
- (1a) A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—
- (a) the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and
 - (b) the community need that is being met by activities carried out on the land for which the rebate is sought; and
 - (c) the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and may take into account other matters considered relevant by the council.
- (2) A rebate of rates or charges under subsection (1) may be granted on such conditions as the council thinks fit.
- (3) A rebate of rates or charges under subsection (1)(a), (b) or (k) may be granted for a period exceeding one year, but not exceeding 10 years.
- (3a) A rebate of rates or charges under subsection (1)(l) may be granted for a period exceeding one year, but not exceeding three years.
- (3b) A council should give reasonable consideration to the granting of rebates under this section and should not adopt a policy that excludes the consideration of applications for rebates on their merits.
- (4) A council may grant a rebate under this section that is up to (and including) 100 per cent of the relevant rates or service charge.

Appendix 2

Summary of Discretionary Rate Rebates

Assessment Number	LG Act Section	Owners Name & Address	Property Address	Land Use	2021-22 Rebate Amount (excluding Landscape Levy)	Rebate Type	Discretionary Rebate for 2021-22	Proposed Discretionary Rebate for 2022-23
6589	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & AHC	9 Pye Road, Balhannah	Rates - Other	1,000	Discretionary	75%	75%
12628	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch	99 Milan Terrace, Stirling	Rates - Other	1,573	Discretionary	75%	75%
1904	166 (1) (j) Local Community - Hall	Piccadilly Community Hall	171 Piccadilly Road, Piccadilly	Rates - Other	1,137	Discretionary	100%	100%
2649	166 (1) (j) Local Community - Hall	Basket Range War Memorial Hall Inc	5 Burdetts Road, Basket Range	Rates - Other	1,815	Discretionary	100%	100%
5729	166 (1) (j) Local Community - Hall	Verdun Fighting Forces Memorial Hall Inc	17 Onkaparinga Valley Road, Verdun	Rates - Other	1,447	Discretionary	100%	100%
6948	166 (1) (j) Local Community - Hall	Lobethal RSL	8 Wattle Street, Lobethal	Rates - Commercial	1,235	Discretionary	100%	100%
8037	166 (1) (j) Local Community - Hall	Upper Sturt Soldiers Memorial Hall	171-173 Upper Sturt Road, Upper Sturt	Rates - Other	1,975	Discretionary	100%	100%
10075	166 (1) (j) Local Community - Hall	Scott Creek Prog Assoc	517 Scott Creek Road, Scott Creek	Rates - Other	1,275	Discretionary	100%	100%
10546	166 (1) (j) Local Community - Hall	The Hut Community Centre Inc SA	Nation Ridge Road, Aldgate	Rates - Other	1,239	Discretionary	100%	100%
12087	166 (1) (j) Local Community - Hall	Aldgate Memorial Hall Inc	2/24 Fenchurch Road, Aldgate	Rates - Other	1,913	Discretionary	100%	100%
12824	166 (1) (j) Local Community - Hall	Aldgate RSL	2 Kemp Road, Aldgate	Rates - Other	1,447	Discretionary	100%	100%
15037	166 (1) (j) Local Community - Hall	Mount Torrens Memorial Hall	34 Townsend Street, Mount Torrens	Rates - Other	1,190	Discretionary	100%	100%
15812	166 (1) (j) Local Community - Hall	Forreston Community Centre Inc	231 Forreston Road, Forreston	Rates - Other	1,069	Discretionary	100%	100%
16424	166 (1) (j) Local Community - Hall	Cudlee Creek Soldiers Memorial Ground Inc	4 Redden Drive, Cudlee Creek	Rates - Other	1,521	Discretionary	100%	100%
17920	166 (1) (j) Local Community - Hall	Charleston Community Centre Inc	1 Newman Road, Charleston	Rates - Other	2,024	Discretionary	100%	100%
18741	166 (1) (j) Local Community - Hall	Kersbrook Public Hall Inc	13 Scott Street, Kersbrook	Rates - Other	1,398	Discretionary	100%	100%
18934	166 (1) (j) Local Community - Hall	Oakbank Soldier's Memorial Hall	210 Onkaparinga Valley Road, Oakbank	Rates - Other	1,619	Discretionary	100%	100%
18395	166 (1) (j) Local Community - Toy Library	AHC - leased to Hills Community Toy Library	1/24 Fenchurch Road, Aldgate	Rates - Other	1,055	Discretionary	100%	100%
					25,931			

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 8 JUNE 2022
63 MOUNT BARKER ROAD, STIRLING
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[Please Note: These minutes are unconfirmed until 13 July 2022]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Paul Mickan

Myles Somers

John Kemp

In Attendance

Melissa Bright

Deryn Atkinson

James Booker

Melanie Scott

Karen Savage

Acting Director Development & Regulatory Services

Assessment Manager

Team Leader Statutory Planning

Senior Statutory Planner

Minute Secretary

- 1. Commencement**
The meeting commenced at 6.32pm

- 2. Opening Statement**
"Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come".

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3. Apologies/Leave of Absence

3.1 Apologies
Nil

3.2 Leave of Absence
Nil

4. Previous Minutes

4.1 Meeting held 11 May 2022

The minutes were adopted by consensus of all members

(22)

That the minutes of the meeting held on 11 May 2022 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

John Kemp advised that in relation to Item 9.3, as this is an Adelaide Hills Council development application, there could be a perceived conflict of interest. However, as he has had no discussions on this matter, it has not been brought to a Council meeting and there is no pecuniary benefit for him, he does not believe he has a conflict and will remain in the room and vote.

Paul Mickan advised that he has recently been engaged by The Barossa Council to undertake a planning project, to review policies which affect a small portion of the Adelaide Hills Council area, which includes the area south of Kersbrook which is within the Barossa Valley Character preservation district. As the applications before the CAP are not within this area he does not believe he has any conflict of interest in these matters and will remain in the room and vote.

The Presiding Member and Myles Somers advised that, in relation to Item 9.1, the organisations they work for have a contract with URPS to provide planning assessment services. This is a professional relationship only and will not influence their views one way or the other in respect of the development and they will remain in the room and vote.

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7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table
Nil

7.2 Matters Deferred

7.2.1 Development Application 21015778 by ProHealthCare Stirling for alterations and additions to existing consulting rooms, car parking and landscaping at 104 Mount Barker Road, Stirling

Deferred from meeting 9 February 2022

“That a decision on the matter be deferred to enable the applicant to provide the following information:

- 1) *A site plan to scale that demonstrates all trees to be retained and removed, earthworks and a Tree Protection zone for Tree 18 based on arboricultural advice.*
- 2) *Clarification on the intensity of the use in relation to all the treatment and consulting rooms, and calculation of car parking provisions.*
- 3) *Traffic engineering report assessing the safety of the proposed two-way access and impact on traffic flow, including information regarding the collection of waste, on Mount Barker Road”.*

Refer to Item 9.1 of the Minutes

7.2.2 Development Application 21031474 by 14 Johnston Pty Ltd for construction of a three-level childcare centre (pre-school) with ancillary car parking, outdoor play areas and landscaping at 14 Johnston Street, Stirling

Deferred from meeting 9 March 2022

“That a decision on the matter be deferred to enable the applicant to provide the following:

- 1) *An acoustic report prepared by a suitably qualified professional.*
- 2) *A review of the car parking design and its relationship with the intensity of the land use, in consideration of staff, parents and children, and visitors to the site.*

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- 3) *Preparation and provision of a Waste Management Plan which considers storage capacity, location and collection times.*
- 4) *Consideration of built form in terms of overshadowing”.*

8. Development Assessment Applications – Development Act
Nil

9. Development Assessment Applications – Planning, Development and Infrastructure Act

9.1 Development Application 21015778 by ProHealthCare Stirling (Janari Pty Ltd) for alterations and additions to existing consulting rooms, car parking and landscaping at 104 Mount Barker Road, Stirling

9.1.1 Representations

Representations heard previously at CAP meeting held on 9 February 2022.

The applicant’s representative, David Bills (URPS), was invited to answer questions from the Panel electronically via Zoom Webinar.

9.1.2 Decision of Panel

The following was adopted by consensus of all members (23)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**
- 2) Development Application Number 21015778 by ProHealthCare Stirling (Janari Pty Ltd) for alterations and additions to existing consulting rooms, car parking and landscaping at 104 Mount Barker Road, Stirling is granted Planning Consent subject to the following conditions:**

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CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) All car parking spaces, driveways and manoeuvring areas shall be designed, constructed, drained and line-marked in accordance with Australian Standard AS 2890.1:2004. Line marking and directional arrows shall be clearly visible and maintained in good condition at all times. Driveways, vehicle manoeuvring and parking areas shall be constructed of bitumen prior to occupation/commencement of the use and maintained in good condition at all times to the reasonable satisfaction of the Council.
- 3) The proposed development shall maintain a minimum of 30 vehicle parking spaces in accordance with the approved plans and details.
- 4) Landscaping including plantings shall be completed in the planting season following occupation and maintained in good health and condition at all times. Any such vegetation shall be replaced in the next planting season if and when it dies or becomes seriously diseased.
- 5) The development herein approved shall be connected to the existing sewer services with all relevant approvals including underfloor plumbing approved prior to the issue of Building Rules Consent and Development Approval.
- 6) Prior to Building Consent being granted the applicant shall prepare and submit to Council a final Siteworks Plan, Soil Erosion and Drainage Management Plan (SEDMP) and Construction Management Plan (CMP) for the site for Council's approval.

The Siteworks Plan shall accurately address the required levels across the site and the final stormwater plan.

The SEDMP shall comprise a site plan and design sketches that detail erosion control methods and installation of sediment collection devices that will prevent:

- a) soil moving off the site during periods of rainfall;

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- b) Erosion and deposition of soil moving into the remaining native vegetation; and
- c) Soil transfer onto roadways by vehicles and machinery.

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

The CMP shall address amongst other things access and safety issues for employees, vehicle and general public during construction.

- 7) Prior to Building Rules Consent Being Granted – the applicant is required to lodge and have approved a Section 221 application for works on Council land with regards to final footpath design and stormwater outlet (per the approved Civil Plan notes from MQZ Consulting Engineers).
- 8) A tree protection zone (TPZ) around ‘regulated’ tree 18 to be retained is required. The protection zone is to encompass the structural root zone of the tree and shall be determined by the project arborist. During construction each TPZ shall be fenced with 2.0 metre high chain mesh material with posts at 3 metre intervals and incorporate on the east and south sides a clearly legible sign displaying the words “Tree Protection Zone”.

The following restrictions apply to the tree protection zone:

- a) No machine excavation is permitted.
- b) If any major roots (roots with a diameter greater than 25mm) are found outside the TPZ during construction the project arborist shall be contacted immediately to assess the situation.
- c) A layer of organic mulch to a depth of 100mm shall be placed over all root systems so as to assist with moisture retention and to reduce the impact of compaction.
- d) No material, equipment or temporary buildings shall be placed within any TPZ.
- e) No items shall be attached the tree including temporary service wires, nails, screws or any other fixing device.
- f) Supplementary watering shall be provided to the tree through any dry periods during and after the construction process. The tree is to be provided with a circular dripper system comprising 19mm polypipe, 4 litre per hour drippers spaced every 2 metres.

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- g) Only landscaping, permeable paving or rubble paths shall occur in the TPZ, and only when all construction of the proposed alterations, additions and carparking has been completed. The area within the TPZ shall be retained at natural ground level and no additional soil or fill shall be placed within the zone.
- h) No other works shall occur within the TPZ without the consent of Council's Arborist during the life of the retained tree.
- i) Any services such as stormwater, sewer and electrical that enter the TPZ are to be excavated using non-destructive methods such as Hydro vac® or directional boring systems. This work is to be supervised by the project arborist. If any tree roots are discovered at this time, the project arborist is to assess and address accordingly.

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate:
 - a. until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b. if an appeal is commenced:
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

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Planning Consent

This Planning Consent is valid for a period of twenty-four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the DPC.

- 9.2 **Development Application 22011041 by Construction Services Australia for single storey detached dwelling and combined fence and retaining walls (maximum height 3.2m) at 16 Balmoral Road, Woodside**

- 9.2.1 **Representations**
Nil

- 9.2.2 **Decision of Panel**

The following was adopted by consensus of all members (24)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and
- 2) Development Application Number 22011041 by Construction Services Australia for single storey detached dwelling and combined fence and retaining walls (maximum height 3.2m) at 16 Balmoral Road, Woodside is granted Planning Consent subject to the following conditions:

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.

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- 2) The external finishes to the dwelling herein approved shall be as follows:
WALLS: Austral 'Alloy' brickwork with rendered grey facade or similar
ROOF: Colorbond 'Wallaby' or similar
- 3) The driveway cross-over shall be a maximum of 6m wide, and shall be constructed in accordance with Council Standards SD11 & 13. Joins between new concrete works and bitumen are to be crack sealed to avoid seepage. Council Standards SD 11 & 13 can be found at:
<https://www.ahc.sa.gov.au/Resident/roads-streetscapes-and-works/civil-design-standards>
- 4) All exposed excavations and fill as shown on the approved site plan shall be:
- a) rounded off and battered to match and blend with the natural contours of the land;
 - b) covered with approximately 100mm of topsoil; and
 - c) planted with grass, shrubs or ground covers to avoid erosion and visual concerns prior to occupation of the approved dwelling to the reasonable satisfaction of Council.
- 5) Prior to construction of the approved development straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during periods of rainfall.
- 6) All roof run-off generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street to the satisfaction of Council within one month of the roof cladding being installed. All roof and hard paved water run-off shall be managed to prevent trespass onto adjoining properties.
- Overflow from rainwater tanks is to be directed to the street (via a pump if necessary) or managed on-site to the satisfaction of Council using design techniques to the satisfaction of Council.
- 7) A supply of water independent of reticulated mains supply shall be available at all times for fire-fighting purposes:
- a minimum supply of 2,000 (two thousand) litres of water shall be available for fighting purposes at all times; and

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

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) This consent or approval will lapse at the expiration of 2 years from its operative date, subject to the below or subject to an extension having been granted by the relevant authority.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).
- 5) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate:

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- a. until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
- b. if an appeal is commenced:
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

Planning Consent

This Planning Consent is valid for a period of twenty four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the DPC.

Moved	Myles Somers	Carried unanimously
S/-	Ross Bateup	(25)

That the Council Assessment Panel notes and receives the amended Plans provided separately to the agenda for consideration for Item 9.3.

9.3 Development Application 22005832 by Adelaide Hills Council (Property Section) for dwelling alterations and additions, carport, deck and 22,000L water storage tank at 22 Wright Road, Stirling

9.3.1 **Representations**
Nil

9.3.2 **Decision of Panel**

The following was adopted by consensus of all members (26)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and

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- 2) Development Application Number 22005832 by Adelaide Hills Council (Property Section) for dwelling alterations and additions, carport, deck and 22,000L water storage tank at 22 Wright Road, Stirling is granted Planning Consent subject to the following conditions:

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) External materials and colours shall match or complement those of the existing dwelling.
- 3) All roof runoff generated by the development hereby approved shall be managed on-site using design techniques such as:
 - Rainwater tanks
 - Grassed swales
 - Stone filled trenches
 - Small infiltration basins

Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater shall be managed on site with no stormwater to trespass onto adjoining properties.

Conditions imposed by South Australian Country Fire Service under Section 122 of the Act

ACCESS TO HABITABLE BUILDING

- 4) 'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 6.2) details the mandatory requirements for 'Private' roads and driveways to facilitate safe and effective use, operation and evacuation for firefighting and emergency personnel and evacuation of residents, occupants and visitors where required. These requirements apply when the furthest point of the building is more than 60m from the nearest public road.

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SA CFS has no objection to utilising the existing access driveway as detailed on drawing named PROPOSED SITE PLAN dated at last revision 18/02/2022 and upgraded, where necessary, to comply with the following conditions:

- The driveway shall be connected to a formed, all-weather public road with the transition area between the road and driveway having a gradient of not more than 7 degrees (1-in-8).
- Access to the building site shall be of all-weather construction, with a minimum formed road surface width of 3 metres and must allow forward entry and exit for large fire-fighting vehicles, to within 60m of the furthest point of the building.
- The all-weather road shall allow fire-fighting vehicles to safely enter and exit the allotment in a forward direction by incorporating either:
 1. A loop road around the building, OR
 2. A turning area with a minimum radius of 12.5 metres, OR
 3. A 'T' or 'Y' shaped turning area with a minimum formed length of 11 metres (for each 'leg') and minimum internal radii of 9.5 metres OR
 4. A 'U' shaped 'drive-through' option.
- Private access shall have minimum internal radii of 9.5 metres on all bends.
- Private access shall provide overhead clearances of not less than 4.0m horizontally and vertically between the driveway surface and overhanging branches or other obstructions, including buildings and/or structures.

WATER SUPPLY & ACCESS (to dedicated water supply)

- 5) Ministerial Building Standard MBS008 "Designated bushfire prone areas - additional requirements" 2020, as published under the Planning, Development and Infrastructure Act 2016, provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe-work and fire-fighting hose(s) in accordance with MBS008.

'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 4.3) details the mandatory requirements for the site to provide a dedicated hardstand area in a location that allows fire fighting vehicles to safely access the dedicated water supply.

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SA CFS has no objection to the proposed location for the dedicated water supply as detailed on drawing named PROPOSED SITE PLAN dated at last revision 18/02/2022, providing the outlet is positioned to comply with the following conditions:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and is no greater than 60m path of travel to the furthest point of the building, to enable fire services to reach all parts of the building with no more than two lengths of hose from the hardstand area.
- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering "FIRE WATER").
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent the water supply for a nominally level hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
- SA CFS appliance's inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.
- A gravity fed water supply outlet may be remotely located from the above ground tank to provide adequate access.
- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.

Please note that where the water supply is an above-ground water tank, the tank (including any support structure) must be constructed of non-combustible material, such as concrete or metal.

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MAINTAIN AN ASSET PROTECTION ZONE (APZ) - VEGETATION MANAGEMENT

- 6) 'The Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Objective 4.2) details the mandatory requirements to establish and maintain an asset protection zone. As such, landscaping shall include bushfire protection features that will prevent or inhibit the spread of bushfires and minimise the risk to life and/or damage to buildings and property and maintain a fuel reduced zone for safe movement of occupants and fire fighters.

SA CFS has no objection to the location and extent of the asset protection zone as detailed on submission named 22 Wright Rd, Stirling Vegetation Clearance (CFS RFI and Adelaide Hills Council Response) dated 08/04/2022, providing it complies with the following conditions:

- Vegetation management shall be established and maintained within a minimum of 27 metres of the habitable building, except to the north where the minimum distance shall be 35 meters, as follows:
 1. The number of trees and understorey plants existing and to be established within the VMZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the 'clumping' of shrubs where desirable, for diversity, and privacy and yet achieve the 'overall maximum coverage of 30%'.
 2. Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.
 3. Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
 4. Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.
 5. Shrubs must not be planted under trees and must be separated by at least 1.5 times their mature height from the trees' lowest branches.
 6. Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
 7. No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).

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8. Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves
 9. The VMZ shall be maintained to be free of accumulated dead vegetation.
- A single row of trees or shrubs are permitted closer to the building than their mature height for screening purposes, providing they are not connected to other hazardous vegetation, are not within close proximity of timber building elements, windows and doors and do not touch or overhang any part of the building. Screening plants should have low flammability characteristics, be kept in optimum health, pruned regularly and any dead vegetation removed.

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) This consent or approval will lapse at the expiration of 2 years from its operative date, subject to the below or subject to an extension having been granted by the relevant authority.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

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- 5) A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate:
- a. until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b. if an appeal is commenced:
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

Planning Consent

- 1) This Planning Consent is valid for a period of twenty four (24) months commencing from the date of the decision.

Building Consent must be applied for prior to the expiry of the DPC.

Advisory Notes imposed by South Australian Country Fire Service under Section 122 of the Act

BUILDING CONSIDERATIONS

- 2) Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016 applies to this site.

Please refer to the National Construction Code (NCC), relevant standards and state provisions for construction requirements and performance provisions.

A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”.

Category of Bushfire Attack Level: BAL 29 - This BAL rating is conditional upon the establishment and maintenance of an Asset Protection Zone, in accordance with the Asset Protection Zone – Vegetation Management condition of consent placed on the planning consent with the same application reference and in accordance with “22 Wright Rd, Stirling Vegetation Clearance (CFS RFI and Adelaide Hills Council Response)” dated 08/04/2022.

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This report is considered relevant at the date of assessment with respect to the proposed Site Plan, dated 18/02/2022 and shall not be considered as SA CFS endorsement of any subsequent development.

- 10. Development Assessment Applications – Review of Decisions of Assessment Manager**
Nil
- 11. ERD Court Appeals**
The Assessment Manager provided the Panel with a verbal update on current ERD Court Appeals.
- 12. Policy Issues for Advice to Council**
Nil
- 13. Other Business**
- 13.1 There was discussion in relation to the history of the Zoning for the Crest Land Division.
- 13.2 The Presiding Member formally welcomed Myles Somers as the new Independent Member for the next term of the Panel, noting his experience as a Planner and Manager.
- 14. Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
- 15. Confidential Item**
Nil
- 16. Next Meeting**
The next ordinary Council Assessment Panel meeting will be held on Wednesday 13 July 2022.
- 17. Close meeting**
The meeting closed at 7.24pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 23 MAY 2022
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In Attendance**Members:**

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
Natalie Johnston	Independent Member
Cr Leith Mudge	Council Member

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
James Sinden	Manager Information Services
Mike Carey	Manager Financial Services
Phil Mattingly	Team Leader ICT
Steven Watson	Governance and Risk Coordinator Minute Taker

Guests in Attendance:

Tim Muhlhausler - Apology	Galpins
Juliano Fretias	Galpins

1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

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2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

David Moffatt

2.2. Leave of Absence

Nil

2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 20 April 2022

Moved Peter Brass
S/- Natalie Johnston

AC26/22

That the minutes of the Audit Committee meeting held on 20 April 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried

4. Delegation of Authority

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in **Item(s) 7.4, 7.5, 7.7** are to be submitted to Council for consideration.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Nil

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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6. PRESENTATIONS, ACTION REPORT & WORKPLAN

6.1. External Audit Interim Letter – Galpins

Moved Peter Brass
S/- Cr Leith Mudge

AC27/22

The Audit Committee thanked Galpins for their presentation.

Carried

Leave of the meeting was sought and granted to bring Item 7.1 forward.

7.1 Internal Financial Controls & IT Entity Controls Review – Interim Management Letter

Moved Cr Leith Mudge
S/- Natalie Johnston

AC28/22

The Audit Committee resolves:

1. That the report be received and noted
2. Notes the communication received from Galpins from their Interim visit relating to the 2021-22 Financial Controls Review and the Management Responses to their findings from the Interim Audit, as contained in Appendix 1.
3. Notes the communication received from Galpins from their Interim visit relating to the 2021-22 IT Entity Level Controls Review and the Management Responses to their findings from the Interim Audit. As contained in Appendix 2.

Carried Unanimously

6.2. Corporate Services Directorate Risk Presentation

This item was withdrawn and will be rescheduled to another Audit Committee meeting.

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6.3. Phil Mattingly, Team Leader ICT, Cyber Security Presentation – Exclusion of the Public

Moved Natalie Johnston

S/- Peter Brass

AC29/22

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

- CEO, Andrew Aitken
- Executive Manager Governance & Risk, Lachlan Miller
- Manager Financial Services, Mike Carey
- Manager Information Systems, James Sinden
- Team Leader ICT, Phil Mattingly
- Governance & Risk Coordinator, Steven Watson

be excluded from attendance at the meeting for Agenda Item 6.3: (Phil Mattingly, Team Leader ICT, Cyber Security Presentation) in confidence.

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

Section 90(3)(e) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person, the disclosure of which could reasonably be expected to create an awareness of Council's cyber security vulnerabilities and potentially lead to exploitation of those vulnerabilities resulting in loss/damage to information, breach of confidentiality and service continuity disruption.

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

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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6.3.1. Phil Mattingly, Team Leader ICT, Cyber Security Presentation

Moved Natalie Johnston

S/- Peter Brass

AC30/22

The Audit Committee thanked the Team Leader ICT for the presentation.

Carried

6.4. Action Report and Work Plan Update

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

AC31/22

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.

Carried Unanimously

7. OFFICER REPORTS – DECISION ITEMS

7.1. Internal Financial Controls & IT Entity Controls Review – Interim Management Letter

This item was considered earlier in the meeting.

7.2. Internal Financial Controls Update

Moved Peter Brass

S/- Natalie Johnston

AC32/22

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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7.3. End of Year Reporting Timetable 2021-22

Moved Natalie Johnston

S/- Peter Brass

AC33/22

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

Carried Unanimously

7.4. 2021-22 Budget Review 3

Moved Peter Brass

S/- Cr Leith Mudge

AC34/22

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council the proposed budget adjustments presented in Budget Review 3 which result in:
 - a. An increase in the Operating Surplus from \$1.546m to \$1.607m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$4.250m and reducing capital expenditure by \$146k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$21.836m.
 - c. An increase in Council's current Net Borrowing Result from \$2.572m to \$6.615m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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7.5. Revised Draft Annual Business Plan 2022-2023

Moved Cr Leith Mudge
S/- Peter Brass

AC35/22

The Audit Committee resolves:

1. That the report be received and noted
2. To advise Council that the Committee has reviewed the revised draft *Annual Business Plan 2022-23 – May 2022 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability and does not raise any significant concerns.

Carried Unanimously

7.6. Risk Management Plan Update

Moved Natalie Johnston
S/- Peter Brass

AC36/22

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

Carried Unanimously

7.7. Internal Audit Quarterly Report

Moved Peter Brass
S/- Cr Leith Mudge

AC37/22

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.10a as contained in Appendix 1.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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8. CONFIDENTIAL ITEMS

8.1. Cyber Security Audit – Implementation Status

This item was withdrawn.

9. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 15 August 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

10. CLOSE MEETING

The meeting closed at 8.43pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: Ashley Curtis
Manager Civil Services
Infrastructure & Operations

Subject: Warren Road Birdwood Blackspot

For: Decision

1. Warren Road Birdwood Blackspot– 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:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Civil Services, Ashley Curtis
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Warren Road Blackspot Land Acquisition) 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)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is 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;

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. Warren Road Birdwood Blackspot – 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 18.1 in confidence under sections 90(2) and 90(3)(d) 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 all resolutions are executed, but not longer than 28 June 2023
Related Attachments	Until all resolutions are executed, but not longer than 28 June 2023
Minutes	Until all resolutions are executed, but not longer than 28 June 2023

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.2

Responsible Officer: Jennifer Blake
Manager Communications, Engagement & Events
Community Capacity

Subject: Event Opportunity – Santos Tour Down Under 2023

For: Decision

1. Event Opportunity – 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:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, 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
- Governance & Risk Coordinator, Steven Watson
- Manager Communications, Engagement & Events, Jennifer Blake
- Events Officer, Stephanie Murgatroyd
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Event Opportunity – Santos Tour Down Under 2023) 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)(j) 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 –

- (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.

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. Event Opportunity Santos Tour Down Under 2023 – 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) (j) 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 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.
Related Attachments	Not Applicable
Minutes	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.
Other (discussion and considerations of the subject matter)	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.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.3

Responsible Officer: John McArthur
Manager Sustainability, Waste and Emergency Management
Infrastructure and Operations

Subject: CONFIDENTIAL – Ashton Landfill

For: Decision

1. Ashton Landfill Contribution– 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:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services - Acting, Melissa Bright
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Sustainability, Waste and Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.3: (Ashton Landfill Contribution) 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)(i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item 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 the disclosure of which could reasonably be expected to involve the unreasonable disclosure of information concerning future legal action taken in relation to the matter.

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. CONFIDENTIAL – Ashton Landfill Contribution – 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 18.3 in confidence under sections 90(2) and 90(3)(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	28 June 2024
Related Attachments	28 June 2024
Minutes	28 June 2024
Other	NIL

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.4

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

Subject: East Waste Charter Amendment

For: Decision

1. East Waste Charter Amendment – 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:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, 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
- Governance & Risk Coordinator, Steven Watson
- Manager Sustainability, Waste & Emergency Management, John McArthur
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.4: (East Waste Charter Amendment) 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)(k) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to tenders for the supply of goods, the provision of services or the carrying out of works the disclosure of which could reasonably be expected to prejudice the commercial position of the person/agency/business who supplied the information by disclosing specific quotes and modelling by the tenderer

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. East Waste Charter Amendment – 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 18.4 in confidence under sections 90(2) and 90(3)(k) 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	30 June 2024
Related Attachments	30 June 2024
Minutes	30 June 2024
Other (presentation, documents, or similar)	30 June 2024

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 June 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.5

Responsible Officers: David Waters
Director
Community Capacity

Paul Day
Coordinator Property Projects and Maintenance
Corporate Services

Subject: FABRIK Redevelopment Project – Construction Contract

For: Decision

1. FABRIK Redevelopment Project – Construction Contract– 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:

- Chief Executive Officer, Andrew Aitken
- Director Community Capacity, 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
- Governance & Risk Coordinator, Steven Watson
- Manager Property Services, Natalie Westover
- Coordinator Property Projects and Maintenance, Paul Day
- Director Fabrik Arts and Heritage, Melinda Rankin
- Project Coordinator, Nick Taarnby
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.5: (FABRIK Redevelopment Project – Construction Contract) 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)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is 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 by disclosing specific pricing by the tenderer; and**
- (ii) would, on balance, be contrary to the public interest; and**

Section 90(3)(k) of the Local Government Act 1999, tenders for the supply of goods, the provision of services or the carrying out of works.

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. **FABRIK Redevelopment Project – Construction Contract– 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 18.5 in confidence under sections 90(2) and 90(3)(d) 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 execution of contract but no longer than 30 September 2022
Related Attachments	NIL
Minutes	until execution of contract but no longer than 30 September 2022
Other	NIL