



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Lucy Huxter
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Louise Pascale
Councillor Melanie Selwood

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 20 December 2022

6.00pm - Note change of time

63 Mt Barker Road Stirling

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

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

David Waters
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 20 December 2022
6.00pm
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
Cr Pauline Gill 16 January to 20 January 2023

- Cr Malcolm Herrmann 16 December – 22 December, approved at Council 29 November 2022
- Cr Louise Pascale 19 December – 6 January 2023, approved at Council 29 November 2022

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 29 November 2022

That the minutes of the ordinary meeting held on 29 November 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
 - 7.1.1. Options to reduce traffic congestion Bridgewater Primary School Traffic Study
To be considered in January 2023
- 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)

Nil



10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Mt Barker Adelaide Hills Transport Study
 - 1. *That the report be received and noted.*
 - 2. *That Council acknowledges and provides its support for conduct of a transport study for the Adelaide Hills community.*
 - 3. *That the letter contained in Appendix 4 be endorsed as the Council's submission into the current stage of the Mount Barker/ Adelaide Hills Transport Study.*
 - 4. *That the Mayor and Chief Executive Officer be authorised to make any minor or non-substantive changes in finalising the letter, including the inclusion of any matters arising from the debate on this item.*
 - 5. *That the Mayor and Chief Executive Officer be authorised to represent the Council's position in direct engagement with relevant government representatives.*

12.2. 2022-23 Budget Review 1

1. *That the report be received and noted.*
2. *To adopt the proposed budget adjustments presented in Budget Review 1 which result in:*
 - a. *An increase in the Operating Surplus from \$676k to \$830k for the 2022-23 financial year.*
 - b. *Changes to Capital Works, reducing capital income by \$926k and increasing capital expenditure by \$580k for the 2022-23 financial year resulting in a revised capital expenditure budget for 2022-23 of \$27.369m.*
 - c. *An increase in Council's current Net Borrowing Result from \$6.934m to \$8.342m for the 2022-23 financial year as a result of the proposed operating and capital adjustments.*

12.3. Substantive CEO Recruitment

Refer to Agenda Item

12.4. Cemetery Operating Policy

1. *That the report be received and noted.*
2. *With an effective date of 3 January 2023, to revoke the 24 August 2021 Cemetery Operating Policy and to adopt the 20 December 2022 Cemetery Operating Policy as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 20 December 2022 Cemetery Operating Policy as per Appendix 1 prior to the date of effect.*

12.5. Nomination for GAROC Members

Decision 1

1. *That the report be received and noted.*
2. *To determine that the method of selecting a Council Member to be nominated for the Greater Adelaide Regional Organisation of Councils be by an indicative vote utilising the process set out in this Agenda report.*
3. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for nomination for the Greater Adelaide Regional Organisation of Councils and for the meeting to resume once the results of the indicative vote have been declared.*

Decision 2

1. *To endorse the nomination of _____ for the Greater Adelaide Regional Organisation of Councils and authorise the Chief Executive Officer to lodge the completed nomination form to the Local Government Association.*

12.6. Status Report – Council Resolutions Update

Refer to Agenda Item

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Adelaide Hills War Memorial Swimming Centre Feasibility Study
- 13.2. Regional Public Health Plan Biennial 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
Nil
- 17.2. Audit Committee - 12 December 2022
That the minutes of the Audit Committee meeting held on 12 December 2022 as supplied, be received and noted
- 17.3. CEO Performance Review Panel
Nil
- 17.4. Boundary Change Committee
Nil

18. CONFIDENTIAL ITEMS

- 18.1. Surplus Government Land Notification
- 18.2. Citizen of the Year Awards 2023
- 18.3. Appointment of External Auditor

19. NEXT MEETING

Tuesday 24 January 2023, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING



Merry
Christmas



Council Meeting & Workshops 2023

DATE	TYPE	LOCATION	MINUTE TAKER
JANUARY 2023			
12 January	CAP	Stirling	Karen Savage
17 January	Professional Development	Stirling	N/A
24 January	Council	Stirling	Pam Williams
FEBRUARY 2023			
6 February	Workshop	Woodside	N/A
8 February	CAP	Stirling	Karen Savage
14 February	Council	Stirling	Pam Williams
21 February	Professional Development	Stirling	N/A
28 February	Council	Stirling	Pam Williams
MARCH 2023			
6 March	Workshop	Woodside	N/A
8 March	CAP	Stirling	Karen Savage
14 March	Council	Stirling	Pam Williams
21 March	Professional Development	Stirling	N/A
28 March	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 2023

6.00 for 6.30pm

(dates and venues to be confirmed)

DATE	LOCATION

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Date: _____

Meeting Name (please tick one)

- | | | | |
|------------------------------|--------------------------|---------------------------|--------------------------|
| Ordinary Council | <input type="checkbox"/> | Audit Committee | <input type="checkbox"/> |
| Special Council | <input type="checkbox"/> | Boundary Change Committee | <input type="checkbox"/> |
| CEO Performance Review Panel | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> |

Item No **Item Name:**

(Only one conflict of interest entry per form)

I, Mayor / Cr _____ have identified a conflict of interest as:

GENERAL

MATERIAL

GENERAL

In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member’s private interests might result in the Member acting in a manner that is contrary to their public duty.

MATERIAL

In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting.

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)

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

- I intend to **stay** in the meeting (please complete details below)
- I intend to **stay** in the meeting as exempt under s75A (please complete details below)
- I intend to **leave** the meeting (*mandatory if you intend to declare a Material conflict of interest*)

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

(This section must be completed and ensure sufficient detail is recorded of the specific circumstances of your interest.)

Office use only: Council Member voted FOR / AGAINST the motion.

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 deputees 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 29 NOVEMBER 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Nathan Daniell
Councillor Pauline Gill
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Lucy Huxter
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Louise Pascale
Councillor Melanie Selwood

In Attendance:

David Waters	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Natalie Armstrong	Director Development & Regulatory Services
Lachlan Miller	Executive Manager Governance & Performance
Karen Cummings	Manager Property Services
Steven Watson	Governance & Risk Coordinator
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.30pm.

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.

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3. Apology

Cr Adrian Cheater
Cr Kirrilee Boyd

3.1 Leave of Absence – Cr Malcolm Herrmann

Moved Cr Mark Osterstock
S/- Cr Nathan Daniell

289/22

- 1 That a Leave of Absence from all duties of office be granted to:
 - Cr Malcolm Herrmann from 16 December to 22 December 2022
- 2 That any committee, panel or advisory group membership currently held by Cr Malcolm Herrmann be undertaken by the Deputy during the leave of absence.

Carried unanimously

3.1.1 Leave of Absence – Cr Louise Pascale

Moved Cr Pauline Gill
S/- Cr Leith Mudge

290/22

1. That a Leave of Absence from all duties of office be granted to:
 - Cr Louise Pascale from 19 December to 6 January 2023
2. That any committee, panel or advisory group membership currently held by Cr Louise Pascale be undertaken by the Deputy during the leave of absence.

Carried unanimously

3.2 Absent

Nil

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4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 25 October 2022

Moved Cr Malcolm Herrmann

S/- Cr Kirsty Parkin

291/22

That the minutes of the Ordinary Council meeting held on 25 October 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 General Conflict of Interest, Mayor Jan-Claire Wisdom Item 12.10 S43 Subsidiary Membership Southern & Hills Local Government Association

Under Section 75B of the *Local Government Act 1999*, Mayor Jan-Claire Wisdom declared a General Conflict of Interest in Item 12.10 the nature of which is as follows:

- I may gain a benefit or disbenefit depending on the decision

Mayor Jan-Claire Wisdom intends to Leave the Chamber when this item is discussed.

5.2 Material Conflict of Interest, Cr Mark Osterstock, Item 12.6 Boundary Change Committee Council Member and Presiding Member Appointment

Under Section 75C of the *Local Government Act 1999* Cr Mark Osterstock disclosed a Material Conflict of Interest in Item 12.6 the nature of which is as follows:

- I may directly gain a benefit or suffer a loss of a pecuniary nature

Cr Mark Osterstock intends to Leave the Chamber when this item is discussed.

5.3 Material Conflict of Interest, Cr Melanie Selwood Item 12.4, Audit Committee Membership Council Member and Presiding Member Appointment

Under Section 75C of the *Local Government Act 1999* Cr Melanie Selwood disclosed a Material Conflict of Interest in Item 12.4 the nature of which is as follows:

- Material Conflict to nominate for a prescribed committee

Cr Melanie Selwood intends to Leave the Chamber when this item is discussed.

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5.4 Material Conflict of Interest, Cr Nathan Daniell Item 12.2, Deputy Mayor Position Creation and Appointment and Item 12.11 Appointment of Council Member and Deputy Council Member to the Council Assessment Panel

Under Section 75 of the *Local Government Act 1999* Cr Nathan Daniell disclosed a Material Conflict of Interest in Item 12.2 and Item 12.11 the nature of which is as follows:

- For 12.2, I may directly gain a benefit or suffer a loss of a pecuniary nature
- For 12.11, due to a sitting fee I may gain a pecuniary benefit or loss depending on the outcome

Cr Nathan Daniell intends to Leave the Chamber when these items are discussed.

5.5 Material Conflict of Interest, Cr Leith Mudge, Item 12.11 Appointment of Council Member & Deputy Council Member to the Council Assessment Panel

Under Section 75 of the *Local Government Act 1999* Cr Leith Mudge disclosed a Material Conflict of Interest in Item 12.11 the nature of which is as follows:

- I will be running to be appointed to this panel and would experience a material gain if elected as the appointee receives a sitting fee

Cr Leith Mudge intends to Leave the Chamber when this item is discussed.

5.6 General Conflict of Interest, Cr Lucy Huxter, Item 12.7, S43 Subsidiary Membership East Waste and 12.8 S43 Subsidiary Membership Adelaide Hills Region Waste Management Authority

Under Section 75B of the *Local Government Act 1999* Cr Lucy Huxter disclosed a General Conflict of Interest in Item 12.7 and Item 12.8 the nature of which is as follows:

- Nomination for East Waste Board – no pecuniary or material benefit
- Nomination for AHRWMA Board – no pecuniary or material benefit

Cr Lucy Huxter intends to Leave the Chamber when these items are discussed.

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5.7 General Conflict of Interest, Cr Kirsty Parkin Item 12.5, CEO Performance Review Panel Membership Council Member and Presiding Member Appointment, Item 12.6 Boundary Change Committee Council Member and Presiding Member Appointment and item 12.10 S43 Subsidiary Membership Southern & Hills Local Government Association

Under Section 75B of the *Local Government Act 1999* Cr Kirsty Parkin disclosed a General Conflict of Interest in Item 12.5, Item 12.6 and Item 12.10 the nature of which is as follows:

- I intend to nominate for CEO PRP membership
- I have nominated to join this Committee
- I have nominated as Deputy Board member for the SHLGA

Cr Kirsty Parkin intends to Leave the Chamber when these items are discussed.

5.8 Material Conflict of Interest, Cr Chris Grant Item 12.5, Material, CEO Performance Review Panel Membership Council Member and Presiding Member Appointment

Under Section 75C of the *Local Government Act 1999* Cr Chris Grant disclosed a Material Conflict of Interest in Item 12.5 the nature of which is as follows:

- I am nominating for the position of Presiding member of the CEO PRP which, if successful, would provide a material benefit to me

Cr Chris Grant intends to Leave the Chamber when this item is discussed.

5.9 General Conflict of Interest, Cr Pauline Gill Item 12.7 S43 Subsidiary Membership East Waste, Item 12.8, S43 Subsidiary Membership Adelaide Hills Region Waste Management Authority, Item 12.10 S43 Subsidiary Membership Southern & Hills Local Government Association

Under Section 75B of the *Local Government Act 1999* Cr Pauline Gill disclosed a General Conflict of Interest in Items 12.7, 12.8 and 12.10 the nature of which is as follows:

- I may gain a benefit or suffer a loss

Cr Pauline Gill intends to Leave the Chamber when these items are discussed.

5.10 Material Conflict of Interest, Cr Pauline Gill 12.11 Appointment of Council Member & Deputy Council Member to the Council Assessment Panel

Under Section 75C of the *Local Government Act 1999* Cr Pauline Gill disclosed a Material Conflict of Interest in Item 12.11 the nature of which is as follows:

- I may gain a benefit or suffer a loss

Cr Pauline Gill intends to Leave the Chamber when this item is discussed.

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5.11 Material Conflict of Interest, Cr Malcolm Herrmann Item 12.4, Audit Committee Membership Council Member and Presiding Member Appointment

Under Section 75C of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a Material Conflict of Interest in Item 12.4 the nature of which is as follows:

- Should I be appointed as Presiding Member, this is a remunerated position

Cr Malcolm Herrmann intends to Leave the Chamber when this item is discussed.

5.12 General Conflict of Interest, Cr Malcolm Herrmann Item 12.9, S43 Subsidiary Membership Gawler River Floodplain Management Authority

Under Section 75B of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a General Conflict of Interest in Item 12.9 the nature of which is as follows:

- Indirect – no pecuniary benefit

Cr Malcolm Herrmann intends to Leave the Chamber when this item is discussed.

5.13 Material Conflict of Interest, Mayor Jan-Claire Wisdom Item 12.12, Policy Review – Council Member Allowances and Support Policy

Under Section 75C of the *Local Government Act 1999* Mayor Jan-Claire Wisdom disclosed a Material Conflict of Interest in Item 12.12 the nature of which is as follows:

- Direct pecuniary benefit as differential payments to Mayor

Mayor Jan-Claire Wisdom intends to Leave the Chamber when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

Mayor Jan-Claire Wisdom welcomed the 2022 – 2026 Council Members and the attendees in the gallery.

Mayor Wisdom advised that the new President for LGASA is Mayor Dean Johnson of the District Council of Kimba.

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6.1 Thank you to former Council Member John Kemp

Moved Mayor Jan-Claire Wisdom
S/- Cr Pauline Gill

292/22

That Council thanks former Council Member John Kemp for his dedication as an Elected Member, and for having a positive and meaningful impact on the Adelaide Hills Council and our communities.

Carried Unanimously

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

7.1.1 Options to reduce traffic congestion Bridgewater Primary School – Traffic Study

To be considered by Council in January 2023

7.2 Questions Lying on the Table

Nil

Leave of the meeting was granted to move the Public Forum forward on the agenda

7.3 Public Forum

Jan Verrall & Denise Elland re fire water tank, Upper Hermitage

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8. PETITIONS/DEPUTATIONS/PUBLIC FORUM**8.1 Petitions****8.1.1 Water Storage Tank Upper Hermitage**

Moved Cr Malcolm Herrmann

S/- Cr Kirsty Parkin

293/22

Council resolves:

1. That the petition signed by 204 signatories requesting permission to place a tank on Council land be received and noted.
2. To note that the Administration will continue to liaise with the head petitioners and the CFS and will provide a status report to Council no later than the March 2023 Ordinary Council meeting.
3. 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

8.2 Deputations

Nil

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE**10.1 Property Losses from Bushfires (Cr Pauline Gill)**

1. Could the breakdown of property losses from Sampson Flat, Cudlee Creek and Cherry Gardens bush fires be provided, with numbers of loses broken down into the following;
 - Number of township properties lost
 - Number of primary production (including orchards, livestock, berry, viticulture etc) properties lost
 - Number of commercial/industrial properties lost

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- Number of life style/hobby farms (properties that are not township or are not commercial use, e.g. owner does not make a living off the land) lost
- 2. Could the same be provided for properties damaged, e.g. outbuildings lost or other infrastructure that is not the main residence.
- 3. Can a ratio be provided for each category of those property categories in the fire scars, against numbers damaged and numbers destroyed, e.g. 1:5 would be one house destroyed in every five houses.

OFFICER'S RESPONSE – Natalie Armstrong, Director Development & Regulatory Services

As has been identified in the background, portion of the sought data is difficult to obtain. In relation to the information sought and the objectives, the following is provided:

Identify the number of properties

Collation of the numbers of destroyed and damaged buildings, whether they be residences or outbuildings, was undertaken by the CFS and subsequently the Department of Premier & Cabinet in their disaster recovery role.

Information published by the State Government in the months following the 2019 Cudlee Creek indicate that 98 homes were destroyed, 56 additional homes suffered damage, 542 non-residential buildings (sheds, outbuildings, etc) were damaged or destroyed and 325 vehicles were damaged or destroyed.

The Administration has not been able to identify any data sets that contain data of property losses that is broken down into township, primary production, commercial and hobby farms.

The Council does not maintain data of the total number of houses and improvements in the Council area however this information can possibly be obtained from the Valuer-General's Department and Council can filter to seek to get close to the information sought however it will not be able to provide accurate data of the ratio of total dwellings and outbuildings in the fire scar area versus the dwellings and outbuildings that were lost or damaged.

Any collated information provided will reflect the current use of the property so there may be some discrepancies in the data if land use has changed.

This work can be undertaken by Council staff however it will be resource intensive, therefore allocation of resources will need to occur around existing business as usual responsibilities or other priorities will need to be deferred.

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Understand the ownership turnover rate

There is no data available to identify the turnover rate in ownership in the respective areas. Whilst it is feasible to collate this data, it will be required to be sourced individually for each property within the requested areas and as such would require a significant resource allocation to undertake which is unbudgeted. Again, although Council is advised of change of ownership of properties in the district for rating purposes, it is not the agency responsible for holding property ownership and turnover data.

Create an education package that is interactive and inclusive

The CFS has developed a number of education packages for businesses and residents in fire prone areas. As the agency which leads fire response, it is appropriate that they are the agency delivering education programs in relation to bushfire preparedness and bushfire survival, particularly as education for lifestyle/hobby farms properties is not exclusive to the Adelaide Hills Council area.

In summary, given the significant resource requirement to provide the requested information, it is recommended that further discussions occur with Council staff, and subsequently the CFS, to identify where (if any) there are gaps in the CFS's education programs for lifestyle/hobby farm properties. Council may choose to take an advocacy role in this space to encourage the CFS to address any actual or perceived gaps in their education program.

11. MOTIONS ON NOTICE

11.1 Speed Limit on North-East Road, Inglewood

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

294/22

That the Acting CEO requests the Chief Executive, Department of Infrastructure and Transport, to investigate the reduction of the 80kph speed limit on the Adelaide side of North East Road, Inglewood to past the intersection of Range Road South and North East Road Houghton to the existing 60kph limit sign.

Carried

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DIVISION

Cr Mark Osterstock called for a division.

The Mayor set aside the ruling.

In the affirmative (9)

Councillors Daniell, Grant, Herrmann, Huxter, Mudge, Osterstock, Parkin, Pascale, Selwood

In the negative (1)

Councillor Gill

On the basis of the results of the division, the Mayor declared the motion **Carried**

12. OFFICER REPORTS – DECISION ITEMS**12.1 Time and Place of Meetings**

Moved Cr Mark Osterstock

S/- Cr Lucy Huxter

295/22

Council resolves that:

1. The report be received and noted.
2. Commencing 2022 until 28 February 2024, Ordinary Council Meetings will be held at 63 Mt Barker Road, Stirling and are scheduled to commence at 6.30pm on the second and fourth Tuesday of the month, except for:
 - December 2022 (Tuesday 20 December 2022)
 - January 2023 (Tuesday 24 January 2023)
 - December 2023 (Tuesday 19 December 2023)
 - January 2024 (Tuesday 23 January 2024)
3. The Chief Executive Officer be authorised to adjust the Ordinary Council Meeting schedule, including time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason.
4. Commencing 2022 until 28 February 2024, times and venues for Special Council Meetings, requested in accordance with the legislative provisions, are to be determined by the Chief Executive Officer.

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5. Commencing 2022 until 28 February 2024, Information or Briefing Sessions are scheduled as follows:
 - a. Workshops scheduled ordinarily at 6.30pm on the first Monday of each month, held at 36 Nairne Road, Woodside, except for January.
 - b. Professional Development Sessions scheduled ordinarily at 6.30pm on the third Tuesday of each month, held at 63 Mt Barker Road, Stirling, except for December and January.
6. The Chief Executive Officer be authorised to schedule additional Information or Briefing sessions where workload dictates, or adjust the Information or Briefing Sessions schedule, including time and place of the sessions, where matters necessitate a change such as an Information of Briefing session date occurring on a public holiday, catastrophic fire danger day or other valid reason.
7. The Chief Executive Officer is authorised to adjust any Policy which is impacted by the setting of the Time and Place of Meetings.
8. The Chief Executive Officer will evaluate, in consultation with Council, and present a report on the success, or otherwise, on the aforementioned (Time and Place of Meetings), to be presented to Council for consideration by no later than the first meeting in February 2024.

Carried

12.2 Deputy Mayor Position Creation

Moved Cr Malcolm Herrmann
S/- Cr Mark Osterstock

296/22

Council resolves:

1. That the report be received and noted.
2. To create the position of Deputy Mayor.
3. To determine that the method of selecting the Deputy Mayor be by an indicative vote to determine the preferred person utilising the process set out in this Agenda report.

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4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for the Deputy Mayor's role and for the meeting to resume once the results of the indicative vote have been declared.

Carried

7.35pm The Council meeting adjourned

7.36pm The Council meeting resumed

7.36pm Cr Nathan Daniell declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.2.1 and left the Chamber.

12.2.1 Deputy Mayor Position Appointment

Moved Cr Pauline Gill

S/- Cr Chris Grant

297/22

Council resolves to appoint Cr Nathan Daniell to the position of Deputy Mayor for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023.

Carried Unanimously

7.39pm Cr Nathan Daniell returned to the Chamber

12.3 Annual Report Adoption

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

298/22

Council resolves:

1. That the report be received and noted.
2. The 2021-22 Annual Report, as contained in Appendix 1, be adopted.
3. That the Acting Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.

Carried Unanimously

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**12.4 Audit Committee Membership – Council Member and Presiding Member Appointment
Method of Voting**

Moved Cr Mark Osterstock

S/- Cr Chris Grant

299/22

Council resolves:

1. That the report be received and noted
2. To retain the Audit Committee Terms of Reference, as contained in Appendix 1.
3. To determine that the method of selecting the Audit Committee Members to be by an indicative vote to determine the preferred persons for the two Council Member positions utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Audit Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Carried Unanimously

7.44pm The Council meeting adjourned

7.46pm The Council meeting resumed

7.46pm Cr Malcolm Herrmann declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.4.1 and left the Chamber

7.46pm Cr Melanie Selwood declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.4.1 and left the Chamber

12.4.1 Audit Committee Membership – Council Member and Presiding Member Appointment

Moved Mark Osterstock

S/- Cr Nathan Daniell

300/22

1. To appoint Cr Malcolm Herrmann and Cr Melanie Selwood as members of the Audit Committee for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).
2. To appoint Cr Malcolm Herrmann to the position of Audit Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).

Carried Unanimously

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7.48pm Cr Malcolm Herrmann & Cr Melanie Selwood returned to the Chamber

12.5 CEO PRP Membership - Council Member and Presiding Member Appointment Method of Voting

**Moved Cr Nathan Daniell
S/- Cr Kirsty Parkin**

301/22

That Council resolves:

- 1. That the report be received and noted**
- 2. To retain the Chief Executive Officer Performance Review Panel for the term of the Council with the Terms of Reference, as contained in Appendix 1.**
- 3. To determine that the method of selecting the Chief Executive Officer Performance Review Panel Members to be by an indicative vote to determine the preferred persons for the two Council Member positions utilising the process set out in this Agenda report.**
- 4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Chief Executive Officer Performance Review Panel Member roles and for the meeting to resume once the results of the indicative vote have been declared.**

Carried Unanimously

7.50pm The Council Meeting adjourned

7.53pm The Council meeting resumed.

7.51pm Cr Chris Grant declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.5.1 and left the Chamber

7.52pm Cr Parkin declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.5.1 and left the Chamber

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12.6 CEO PRP Membership - Council Member and Presiding Member Appointment

Moved Cr Mark Osterstock

S/- Cr Leith Mudge

302/22

1. To appoint two Council Members, Cr Chris Grant and Cr Kirsty Parkin, as members of the Chief Executive Officer Performance Review Panel for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).
2. To appoint Cr Chris Grant to the position of Chief Executive Officer Performance Review Panel Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).

Carried Unanimously

7.55pm Cr Chris Grant & Cr Kirsty Parkin returned to the Chamber

**12.7 Boundary Change Committee - Council Member and Presiding Member Appointment
Method of Voting and Terms of Reference**

Moved Cr Mark Osterstock

S/- Cr Leith Mudge

303/22

That Council resolves:

1. That the report be received and noted
2. To retain the Boundary Change Committee for the term of the Council with the Terms of Reference, as contained in Appendix 1, with the following amendment:
 - 2.1 (3.1) insert:
 - 3.1.2.3 Risk and Risk management associated with any potential boundary change.
 - 3.1.2.4 Financial and other budgetary considerations associated with any potential boundary change.
 - 3.1.2.5 Other matters as the Committee may determine.
3. To determine that the method of selecting the Boundary Change Committee Members to be by an indicative vote to determine the preferred persons for the (four) Council Member positions utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Boundary Change Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Carried

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7.59pm The Council Meeting adjourned

8.01pm The Council Meeting resumed

8.02pm Cr Mark Osterstock declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.7.1 and left the Chamber

8.02pm Cr Leith Mudge declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.7.1 and left the Chamber

8.02pm Cr Kirsty Parkin declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.7.1 and left the Chamber

12.7.1 Boundary Change Committee - Council Member and Presiding Member Appointment

Moved Cr Malcolm Herrmann

S/- Cr Nathan Daniell

304/22

1. To appoint Council Members Cr Leith Mudge, Cr Mark Osterstock and Cr Kirsty Parkin as members of the Boundary Change Committee for a 36 month term to commence 30 November 2022 and conclude on 30 November 2025 (inclusive).
2. To appoint Cr Mark Osterstock to the position of Boundary Change Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).

carried

8.05pm Cr Mark Osterstock, Cr Leith Mudge & Cr Kirsty Parkin returned to the Chamber

12.8 S43 Subsidiary Membership – East Waste, Method of Voting

Moved Cr Kirsty Parkin

S/- Cr Chris Grant

305/22

Council resolves:

1. That the report be received and noted.
2. To determine that the method of selecting the Eastern Waste Management Authority Board Members to be by an indicative vote to determine the preferred persons for the relevant positions utilising the process set out in this Agenda report.

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- 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Eastern Waste Management Authority Board Member roles and for the meeting to resume once the results of the indicative voting for the Board Member roles have been declared.**

Carried Unanimously

8.09pm The Council Meeting adjourned

8.20pm The Council Meeting resumed

8.21pm Cr Lucy Huxter declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.8.1 and left the Chamber

12.8.1 S43 Subsidiary Membership – East Waste

Moved Cr Nathan Daniell

S/- Cr Pauline Gill

306/22

- 1. That in relation to the Eastern Waste Management Authority Board:**
 - a. To appoint Cr Lucy Huxter to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2025 (inclusive)**
 - b. To appoint Peter Bice, Director Infrastructure & Operations, to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2025 (inclusive)**
- 2. To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Eastern Waste Management Authority Board Membership.**

Carried Unanimously

8.22pm Cr Lucy Huxter returned to Chamber

8.27pm Cr Lucy Huxter declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.9 and left the Chamber

8.29pm Cr Lucy Huxter returned to the Chamber

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12.9 S43 Subsidiary Membership – Adelaide Hills Region Waste Management Authority

Moved Cr Pauline Gill
S/- Cr Leith Mudge

Council resolves:

1. That the report be received and noted.
2. To note that John McArthur's term of appointment (Res: 146/22) as the Adelaide Hills Region Waste Management Authority Board Member continues until 14 June 2024 (inclusive).
3. To determine that the method of selecting the Adelaide Hills Region Waste Management Authority Deputy Board Member to be by an indicative vote to determine the preferred persons for the relevant positions utilising the process set out in this Agenda report.
4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Adelaide Hills Region Waste Management Authority Deputy Board Member role and for the meeting to resume once the results of the indicative voting for the Deputy Board Member role has been declared.

Lost

12.9.1 S43 Subsidiary Membership – Adelaide Hills Region Waste Management Authority Method of Voting

Moved Cr Chris Grant
S/- Cr Mark Osterstock

307/22

1. That the report be received and noted.
2. To determine that the method of selecting the Adelaide Hills Region Waste Management Authority Board Member and Deputy Board Member to be by an indicative vote to determine the preferred persons for the relevant positions utilising the process set out in this Agenda report.
3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Adelaide Hills Region Waste Management Authority Board Member and Deputy Board Member roles and for the meeting to resume once the results of the indicative voting for the Board Member roles have been declared

Carried Unanimously

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8.38pm The Council Meeting adjourned

8.48pm The Council Meeting resumed

8.48pm Cr Lucy Huxter declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.9 and left the Chamber

12.9.2 S43 Subsidiary Membership – Adelaide Hills Region Waste Management Authority

Moved Cr Chris Grant

S/- Cr Mark Osterstock

308/22

1. **That in relation to the Adelaide Hills Region Waste Management Authority Board:**
 - a. **To appoint Cr Lucy Huxter to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive)**
 - b. **To appoint John McArthur to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive)**
2. **To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Adelaide Hills Region Waste Management Authority Board Membership.**

Carried Unanimously

8.48pm Cr Lucy Huxter returned to the Chamber

12.9.3 Short Adjournment

Moved Cr Malcolm Herrmann

S/- Cr Mark Osterstock

309/22

Council resolves to take a short break at 8.48pm.

Carried Unanimously

9.01pm The Council meeting resumed

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12.10 S43 Subsidiary Membership – Gawler River Floodplain Management Authority Method of Voting

**Moved Cr Leith Mudge
S/- Cr Chris Grant**

310/22

Council resolves:

- 1. That the report be received and noted.**
- 2. To note that the Chief Executive Officer has nominated Ashley Curtis, Manager Civil Services, to the Board Member (Chief Executive Officer) position.**
- 3. To determine that the method of selecting the Gawler River Floodplain Management Authority Board Member and Deputy Board Members to be by an indicative vote to determine the preferred persons for the relevant positions utilising the process set out in this Agenda report.**
- 4. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Gawler River Floodplain Management Authority Board Member roles and for the meeting to resume once the results of the indicative voting for the Board Member roles have been declared.**

Carried Unanimously

9.03pm the Council Meeting adjourned
9.04pm The Council Meeting resumed

9.04pm Cr Malcolm Herrmann declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.10.1 and left the Chamber

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12.10.1 S43 Subsidiary Membership – Gawler River Floodplain Management Authority

Moved Cr Mark Osterstock
S/- Cr Lucy Huxter

311/22

1. That in relation to the Gawler River Floodplain Management Authority Board:
 - a. To appoint Cr Malcolm Herrmann to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive)
 - b. To appoint Natalie Armstrong to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive)
2. To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Gawler River Floodplain Management Authority Board Membership.

Carried Unanimously

9.05pm Cr Malcolm Herrmann returned to the Chamber

12.11 S43 Subsidiary Membership – Southern & Hills Local Government Association Method of Voting

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

312/22

Council resolves:

1. That the report be received and noted.
2. To determine that the method of selecting the Southern & Hills Local Government Association Board Members to be by an indicative vote to determine the preferred persons for the relevant positions utilising the process set out in this Agenda report.
3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Southern & Hills Local Government Association Board Member roles and for the meeting to resume once the results of the indicative voting for the Board Member roles have been declared.

Carried Unanimously

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9.07pm The Council Meeting adjourned

9.10pm The Council Meeting resumed

9.10pm Mayor Jan-Claire Wisdom declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.11.1 and left the Chamber. Deputy Mayor Nathan Daniell took the Chair.

9.11pm Cr Kirsty Parkin declared a General Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.11.1 and left the Chamber.

12.11.1 S43 Subsidiary Membership – Southern & Hills Local Government Association

Moved Cr Chris Grant

S/- Cr Malcolm Herrmann

313/22

- 1. That in relation to the Southern & Hills Local Government Association Board:**
 - a. To appoint Mayor Jan-Claire Wisdom to the (Elected Member) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term**
 - b. To appoint David Waters, Acting CEO, to the (Elected Member or Employee) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term**
 - c. To appoint Cr Kirsty Parkin to the (Elected Member) Deputy Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term**
 - d. To appoint Natalie Armstrong to the (Elected Member or Employee) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term**
- 2. To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Southern & Hills Local Government Association.**

Carried Unanimously

9.12pm Mayor Jan-Claire Wisdom returned to the Chamber and resumed the Chair

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12.12 Appointment of Council Member & Deputy Council Member to the Council Assessment Panel Method of Voting

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

314/22

Council resolves:

- 1. That the report be received and noted.**
- 2. That the method of selecting the Council Member and Deputy Council Member to be appointed to the Council Assessment Panel be by an indicative vote utilising the process set out in this Agenda report.**
- 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Council Assessment Panel Council Member and Deputy Council Member roles and for the meeting to resume once the results of the indicative vote have been declared.**

Carried unanimously

9.14pm The Council Meeting adjourned

9.22pm The Council Meeting resumed

9.23pm Cr Leith Mudge declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.12.1 and left the Chamber

9.23pm Cr Nathan Daniell declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.12.1 and left the Chamber

12.12.1 Appointment of Council Member & Deputy Council Member to the Council Assessment Panel

Moved Cr Chris Grant

S/- Cr Lucy Huxter

315/22

Council resolves to appoint Cr Leith Mudge as the Council Member and Cr Nathan Daniell as Deputy Council Member of the Council Assessment Panel for a term of two years to commence 30 November 2022 and conclude on 29 November 2024.

Carried Unanimously

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9.24pm Cr Leith Mudge & Cr Nathan Daniell returned to the Chamber

9.26pm Mayor Jan-Claire Wisdom declared a Material Conflict of interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.13 and left the Chamber. Deputy Mayor Nathan Daniell took the Chair.

12.13 Policy Review – Council Member Allowances and Support Policy

Moved Cr Chris Grant
S/- Cr Malcolm Herrmann

316/22

Council resolves:

- 1. That the report be received and noted**
- 2. That the allowances payable under s76 of the *Local Government Act 1999* will be paid monthly in arrears.**
- 3. With an effective date of 30 November 2022, to revoke the 22 September 2020 *Council Member Allowances and Support Policy* and to adopt the draft 29 November 2022 *Council Member Allowances and Support Policy*, as contained in Appendix 3.**
- 4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft 29 November 2022 *Council Member Allowances and Support Policy* as per Appendix 3 prior to the date of effect.**

Carried Unanimously

9.27pm Mayor Jan-Claire Wisdom returned to the Chamber and resumed the Chair.

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12.14 Legislative Change – Member Integrity & Behaviour

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

317/22

Council resolves:

1. That the report be received and noted.
2. To note the Member Integrity and Behaviour provisions of the *Local Government Act 1999* that came into effect on 17 November 2022.
3. To note the Behavioural Management Policy, as contained in Appendix 6, which has been set by the Minister for Local Government and will have effect until Council adopts a replacement policy.

Carried Unanimously

12.15 Status Report – Council Resolutions Update

Moved Cr Nathan Daniell
S/- Cr Leith Mudge

318/22

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
22/06/2021	Ordinary Council	117/21	Mobile Library Replacement	Nil
28/06/2022	Ordinary Council	168/22	Santos Tour Down Under Event Opportunity - Confidential	Nil
28/06/2022	Ordinary Council	176/22	Fabrik Tender & Contract - Duration of Confidentiality	Nil
26/07/2022	Ordinary Council	181/22	Support for Road closures 2022 Adelaide Hills Rally	Nil

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26/07/2022	Ordinary Council	184/22	S221 Permit CFS Last Refuge Signage within Council	Nil
27/09/2022	Ordinary Council	256/22	Regional Public Health & Wellbeing Plan	Nil
25/10/2022	Ordinary Council	272/22	Petition - Speed Limit & Drainage, Charleston	Nil
25/10/2022	Ordinary Council	274/22	2021-22 General Purpose Financial Statements	Nil
25/10/2022	Ordinary Council	275/22	2021-22 End of Year Financial Report	Nil

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. QUESTIONS WITHOUT NOTICE

Cr Malcolm Herrmann – Amy Gillett Bikeway, Black Spot Warren & Martin Hill Roads

15. MOTIONS WITHOUT NOTICE

Nil

16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Mayor Jan-Claire Wisdom

- 27-28 October, LGA SA Conference and AGM, Adelaide
- 31 October, Small Business Breakfast, Hahndorf
- November, SA Tourism Awards, Adelaide
- November, Relay for Life launch, Balhannah
- November, Uraidla Agricultural Show, Uraidla
- 8 November, meeting with CEO Stirling Hospital
- 11 November, Remembrance Day, Heathfield High School
- 11 November, Remembrance Day, Stirling RSL
- 22 November, Elected Member Undertaking of Office, Stirling
- 26 November, Council Induction Day, Stirling
- 27 November, Lobethal Museum launch, Lobethal

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Cr Malcolm Herrmann

- 5 November, Cancer Council – Relay for Life, Balhannah
- 7 November, Neighbourhood Watch, Gumeracha
- 11 November, Remembrance Day – Memorial Service, Birdwood
- 13 November, Remembrance Day Memorial service (Norton), Lobethal
- 19 November, Opening SA Ambulance Centre, Birdwood
- 24 November, opening of Cricket Nets, Woodside
- 25 November, Graduation and Presentation night- High School, Oakbank
- 27 November, Book Launch, Archives and Historical Museum, Lobethal

Cr Pauline Gill

- 11 November, Remembrance Day, Birdwood

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

Cr Malcolm Herrmann

- 28 November, GRFMA Audit Committee via Teams

16.3 CEO Report

David Waters, CEO, provided Council with a verbal update.

- Assistance to Renmark Paringa Council with flood issues
- DIT public engagement re passenger transport to Mt Barker & Hills region and Productivity & Road Safety package

17. REPORTS OF COMMITTEES

17.1 Council Assessment Panel – 9 November 2022

Moved Cr Leith Mudge

S/- Cr Nathan Daniell

319/22

That the minutes of the Council Assessment Panel meeting held on 9 November 2022 as distributed, be received and noted.

Carried Unanimously

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17.2 Audit Committee

Nil

17.3 CEO Performance Review Panel

Nil

17.4 Boundary Change Committee

Nil

18. CONFIDENTIAL ITEMS

Nil

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 20 December 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 9.44pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: David Collins
Acting Director Infrastructure and Operations
Infrastructure and Operations Directorate

Subject: Mount Barker/ Adelaide Hills Transport Study

For: Decision

SUMMARY

The purpose of this report is to form a consolidated Council response to the initial engagement phase of the Mount Barker/Adelaide Hills Transport Study announced in November by the State Government.

A letter with the consolidated position of Council will be sent the Chief Executive of the Department of Transport and Infrastructure. Should the opportunity arise the issues resolved by Council will be delivered directly by the Mayor to senior staff at the Department of Infrastructure and Transport on behalf of the Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That Council acknowledges and provides its support for conduct of a transport study for the Adelaide Hills community.
 3. That the letter contained in Appendix 4 be endorsed as the Council's submission into the current stage of the Mount Barker/ Adelaide Hills Transport Study.
 4. That the Mayor and Chief Executive Officer be authorised to make any minor or non-substantive changes in finalising the letter, including the inclusion of any matters arising from the debate on this item.
 5. That the Mayor and Chief Executive Officer be authorised to represent the Council's position in direct engagement with relevant government representatives.
-

1. BACKGROUND

The Department of Infrastructure and Transport (DIT) has commenced its first phase of public engagement for the Mount Barker/Adelaide Hills Transport Study as well as a separate Adelaide Hills Productivity and Road Safety Package. Please refer to **Appendix 1** and **Appendix 2** for project overview on these engagements.

In regard to the transport study, the public engagement is focussed on finding out existing transport patterns, where people are traveling from and to and what are the problems existing or emerging. It is not about solutions at this stage and therefore there is no mention of rail, or other solutions, in the survey.

The Adelaide Hills Council will be provided with the opportunity to provide direct feedback to senior staff in DIT and possibly the Minister for Transport.

This report summarises the key issues that will form the feedback from Adelaide Hills Council to the government.

There has been much interest in the area regarding the increase in traffic across the region and along the South Eastern Freeway given the growth in the region from population (especially in Mount Barker) and economic development.

Council most recently supported the investigation into improved public transport and in particular the option of passenger rail. At its 25 May 2021 meeting the Council resolved the following:

11.2 Passenger Rail for Adelaide Hills

Moved Cr Leith Mudge
S/- Cr Nathan Daniell

90/21

The Mayor write to the State Minister for Infrastructure and Transport to ask him to:

1. Undertake a comprehensive study into a passenger rail service (or other suitable rapid transit service) from the Adelaide CBD to the Adelaide Hills. It should, as a minimum, service Stirling and Mt Barker with potential connections to Murray Bridge and Strathalbyn. The study should address and balance economic, environmental and community wellbeing considerations.
2. Ensure that if such a service were implemented, the public transport network in the Adelaide Hills is modified such that it is viable and offers an attractive alternative to private vehicle travel along the increasingly congested South Eastern Freeway.

Copies of the letter should be forwarded to the State members for Heysen and Kavel, Federal Member for Mayo, State Leader of the Opposition, Southern & Hills Local Government Association and Regional Development Australia Adelaide Hills, Fleurieu & Kangaroo Island.

Carried Unanimously

In addition, Council has previously written to the Minister regarding noise impacts on the South Eastern Freeway as traffic volumes have continued to increase. This position was adopted at its Council meeting of 27 October 2020:

11.2 South Eastern Freeway Noise

**Moved Cr Leith Mudge
S/- Cr Kirrilee Boyd**

225/20

That the Mayor writes to the Minister for Infrastructure and Transport, Minister for Environment and Minister for Planning asking the State Government to:

- 1. Undertake a comprehensive noise study that includes a noise survey and modelling of the impacts of development and traffic volumes along the South Eastern Freeway (the Freeway), both now and into the future.**
- 2. Consider implementing noise mitigation measures along the Freeway corridor to reduce noise to acceptable levels for nearby residents and businesses.**

That copies of the letter be forwarded to the Member for Heysen, Member for Kavel, the State Opposition Leader and the Federal Member for Mayo.

Carried Unanimously

The previous Minister responded to Council and at the time indicated that the department had no plans to undertake noise survey and modelling on the South Eastern Freeway. Moreover, the department's position was not to retrospectively install noise attenuation unless there were significant changes in noise levels.

Many previous studies have been undertaken on transport impacts that relate to the Adelaide Hills and Mount Barker area. The following lists some of these transport and related studies:

- Mount Barker Mass Transit Study, 2022, Infrastructure SA
- Regional Strengths and Infrastructure Gaps, Regional Analysis: South Australia, Infrastructure Australia 2022
- Regional Road Assessment – Adelaide Hills, 2020 RAA
- Regional Road Assessment – South Eastern Freeway, 2020, RAA
- Hahndorf Township Traffic Planning and Interchange Study, Jacob 2020
- GlobeLink, 2019, KPMG/AECOM
- Regional Public Transport Study, 2019, RDA Adelaide Hills, Fleurieu and Kangaroo Island (AHFKI)
- Northern Rail Bypass Scoping Study, 2018, RDA AHFKI
- Southern and Hills Local Government Association, 2020 Transport Plan
- Adelaide Rail Freight Movements Study, 2010, GHD

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	A functional Built Environment
Objective B4	Sustainable management of our built asset ensures a safe, functional, and well serviced community.
Priority 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
Goal 1	A functional Built Environment
Objective B1	Our District is easily accessible for community, our businesses and visitors
Priority 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
Goal 2	Community Wellbeing
Objective 1	A community for everyone that is inclusive, welcoming and accessible
Priority C1.4	Seek opportunities to improve transport options for those who need it most

This feedback is also an opportunity to advocate for transport services for disadvantaged people within the District.

Goal 5	A progressive Organisation
Objective 4	We actively represent our community
Priorities O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Public Transport Policy (COM-23)

Adopted on 26 July 2022, the Policy promotes the objectives and priorities under this goal through encouraging development to integrate with public transport services and infrastructure.

The policy objective includes the following statement ‘Advocate to significantly improve public transport services and infrastructure and support investment in passenger transport outcomes that deliver regional equity, smart investment and economic growth.’

➤ Legal Implications

Not applicable

➤ **Risk Management Implications**

There are many risks associated with the subject of transport in the Adelaide Hills. However, in respect to the making of a submission into the current phase of the review, the consolidated direct response endorsed by Council will assist in mitigating the risk of:

Administration only response leading to less consideration by state government.

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

➤ **Financial and Resource Implications**

Council staff have been able to compile the proposed submission utilising existing resources. As future stages of the transport study progress, it may be necessary to consider the level of resources that Council wishes to put into the process.

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

Not applicable

➤ **Sustainability Implications**

While there are significant sustainability implications relating to transport in the Adelaide Hills, there are no implications relating to the making of this submission.

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

Not Applicable

➤ **Additional Analysis**

Current Government Initiatives

The following are current initiatives that are underway or proposed by the government.

- Crafers Park and Ride upgrade (this is in line with Council endorsed Crafers Village Design Guidelines – Access and Parking) - **Appendix 3**
- Investigation into a Bridgewater Park and Ride facility.
- Interchange upgrade at Verdun and including the upgrade of the Pioneers Women’s trail.
- Investigation into the Junction Road railway crossing and Onkaparinga Valley Road/ Junction Road intersection in Balhannah – specific project investigation included in the Adelaide Hills Productivity and Road Safety Package.
- A business case for a Greater Adelaide Freight Bypass
- Onkaparinga Valley Way/ Tiers Road/ Nairne Road upgrade.
- Design for Stage 4 of the Amy Gillett bikeway.

Public Transport

Council has previously supported the investigation into passenger rail from the Adelaide Hills and this is an opportunity to reinforce that position.

It is noted that the state government is planning for a new dedicated bus fleet to service the Adelaide Hills. The opportunity exists with this planning to commence the transition towards the zero-emission bus fleet. It is noted that DIT has recently announced the release of a tender for *Feasibility Studies and Business Case for the Transition to Zero-Emission Public Transport* to seek to accelerate the South Australia's transition to a zero-emission public transport network.

Previous studies have been undertaken by RDA and the Southern and Hills Local Government Associated regarding public transport. These studies highlight the deficiencies in the public transport network outside of the main transport corridor adjacent the South Eastern Freeway.

RDA Australia recently completed a high-level study on infrastructure deficiencies for the various RDA regions across the state. For our region, an Infrastructure Gap identified was public transport.

Also, the recent report by Infrastructure SA reinforced the need to invest and improve the reach of public transport.

ISA recommendations

Make public transport more convenient

The low level of bus patronage is potentially due to buses not adequately servicing the catchment area and destinations outside of the CBD, travel time relative to that by passenger car, suitability of current timetables and amenities of the current service. ISA recommends government:

- redesigns and reschedules current bus services to broaden catchment and destination options, increase frequency and integrate with Keoride and other services
- invests in Park n Ride facilities at strategic locations along the corridor
- prioritises renewal of Adelaide Hills bus fleet
- implements a regional bus stop improvement program to provide adequate shelter from Hills weather for all commuters.

Improve local road network to make public transport more accessible

A better functioning local road network would provide quicker access to Park n Ride facilities to reduce overall travel time via public transport. ISA recommends government:

- completes an Adelaide Hills roads study to improve connections to public transport
- addresses the infrastructure deed shortcomings to bring forward completion of Heysen Boulevard in Mount Barker.

The frequency and ad-hoc nature of the public transport to many areas of the Council area creates work participation, education and social barriers for residents and those that do not have car licences.

To provide a sense for the unmet public transport needs in one particular cohort, the Adelaide Hills Council Home Support Program directly assist eligible residents of Adelaide Hills Council with community bus transport as follows:

- In the 21/22 financial year 2546 person trips were provided
- Program currently has 125 registered individuals
- Ages range from 67 years to 100 years

Specific Issues identified include:

- Frequency and reliability of public transport services particularly if not in close proximity to the South Eastern Freeway corridor.
- Funding of bus shelter and associated infrastructure that supports improved accessibility outcomes and encouragement of the use of public transport, particularly in the Hills winter environment.
- Congestion on the South Eastern Freeway and arterial roads leading into the Adelaide CBD, thus impacting travel times.

Strategic considerations include:

There are limited public transport options available off the main South Eastern Freeway corridor and the expansion of Ride Share Services or the on-demand service like that currently operating in Mt Barker, Nairne and Littlehampton should be considered.

Walking/ Cycling/ Trails

Given the over-representation of cyclists in the region's crash statistics, significant investment in providing improved cycling infrastructure both on road and off road should be a priority.

In general, where possible wider pavement should be provided for cyclists, particularly on the steep up-hill sections of the numerous routes that cyclists use across the hills. This could be in the form of dedicated bike lanes where appropriate or consideration of 'slow bike lane' areas where sufficient road corridor exists.

In addition to the State Government managed trails, Council has approximately 100km of managed Recreation Trails and Cycling routes throughout the region, which commonly share made and unmade public roads. These trails and routes act as a tourism product drawing visitors into the region to experience the topography of the land and the beauty of the natural environment. Investment in safe trail networks along the road and at key crossing points are critical to the user experience and the support of growth in tourism in the area.

Specific issues identified include:

- Amy Gillett Stage 4 completion – Council acknowledges that the state government has committed to own and maintain Stage 4 of the Amy Gillett Bikeway. The state government has also commenced investigation and design of this stage to better inform the final project scope and costs. The Council is pleased that the project overview acknowledges the value of this infrastructure to the community. The

Council should continue to work in partnership with the state government to facilitate the delivery of Stage 4.

- Mount Barker Road between Aldgate to Stirling has been raised by the community as a concern regarding the conflict between cyclists and vehicles.
- Inglewood – drainage and safety barrier infrastructure means that pedestrians have to walk on the road.
- Adelaide100 Walking Route trail development will have multiple locations where pedestrian interaction will occur with the road network. 80% of this route will be on local or state government roads networks in the Adelaide Hills council area.

Strategic considerations include:

- Connection between Oakbank/ Balhannah and Hahndorf and link up Amy Gillett Bikeway with Pioneer Women’s Trail (investment as part of Hahndorf Traffic Study outcomes).
- Further enhance connectivity for cycling from Hahndorf through to Bridgewater and connect to the recently completed Crafers – Stirling Bikeway.

Road Infrastructure/Road Safety

The Adelaide Hills has seen the level of Gross Regional Product continue to rise and as of 30 June 2021 the region contributed \$1,756m to the state economy. Reliable transport networks are an essential input in the production of goods and services through reducing the cost of delivered goods, facilitating the physical mobility of people and products, removing productivity constraints, and increasing competitiveness. Poor road infrastructure and transport routes will directly impact on the growth potential of the region.

Well maintained roads are also critical for the safety of the ever-increasing traffic volumes on the road network and for the tourist experience. Prior to the pandemic the Adelaide Hills Council area had more than 700,000 domestic day visitor trips.

Specific issues identified include:

- Progress the consultation for Onkaparinga Valley Road/Tiers Road/Nairne Road Intersection. This project was announced several years ago and then the process was delayed following the Cudlee Creek bushfires and recovery period. The progress of this project has been raised on a regular basis by the community.
- Bridgewater - Mount Barker Road/Carey Gully Road junction improvements for improved traffic flow and safety.
- Upgrade of Croft Road (unsealed to sealed) to support tourism and specifically the Fox Creek Mountain Bike Park and wineries.
- Narrow width of specific bridges across the road network. As part of Council consultation on its Road Bridge Asset Management, community feedback was received regarding the width of bridges on the state government network as a

concern. The bridge on Onkaparinga Valley Road approaching the junction of Mount Torren Road was raised a number of times by the community as being too narrow and dangerous when passing other traffic.

- Speed limit on North East Road between Inglewood and Range Road South. Current request by Council to the department for a review.

Strategic considerations include:

Council has previously resolved to request that the Department undertake noise monitoring and modelling along the South Eastern Freeway due to the increase traffic volumes. Council also resolved that noise mitigation measures be considered to mitigate the impact to residents along the corridor from current and future traffic volume increases.

Undertake a Speed limit review across entire region including all DIT Arterial Roads and Council collector and Distributor Network to ensure consistently safe and appropriate speed limits. Council has discussed a more strategic approach to a review of speed limits in the past. This appears to be an opportunity for this to be raised with the state government. Given the unique nature of the Adelaide Hills Road network a region wise assessment an application of speed limits would ensure a high level of consistency for the regional road network.

As a peri-urban environment across 800km² the Adelaide Hills Council has unique topography and mix of land use with an extensive road network. There are significant challenges in managing a road network in this environment. The current funding model that allocates grant funding does not make allowance for this unique situation and further consideration should be given the funding made available the Adelaide Hills Council.

Road funding and regulatory arrangements involve all levels of government and the need for road funding reform has long been recognised. Cost-reflective road pricing, subject to independent oversight and with revenues used for road construction, maintenance and safety is one option that could be considered.

Adelaide Hills Character Considerations

Given the unique nature of the Adelaide Hills environment and the level of tourism appeal the department should consider:

- Coordinating road and associated infrastructure upgrades with potential entry statement improvements to affected townships. Consideration to landscaping treatments, tree planting, placemaking opportunities and general amenity improvements should be integrated into the planning, design and delivery phases.
- Balancing transport links vs place – considering how freight and high traffic volumes are impacting the setting of township main streets. Consideration should be given to traffic speeds, provision of pedestrian safety including safe crossings and cycling infrastructure that connects with the surrounding network (i.e. Amy Gillet bikeway).

- Infrastructure upgrades along designated scenic routes throughout the hills should be sympathetic to the landscape setting. Excessive excavations should be avoided where possible and following any groundworks or land clearing appropriate revegetation and landscaping treatments should be a priority, focused on initial plantings through to long term establishment and maintenance.

3. OPTIONS

Council has the following options:

- I. That Council provide direct feedback as suggested in this report. The department has offered to receive direct feedback from the Council in relation to the first consultation phase of the Mount Barker/ Adelaide Hills Transport Study. This is considered an opportunity to provide a consolidated Council perspective on the transport issues and priorities for the Council early in the process. (Recommended)
- II. That Council does not provide direct feedback to the Department of infrastructure and Transport (Not Recommended)

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

4. APPENDICES

- (1) Project Overview – Mount Barker/ Adelaide Hills Transport Study
- (2) Adelaide Hills Productivity and Road Safety Package
- (3) Crafers Village Design Guidelines – Vehicle and Parking Actions Section 6.3
- (4) Draft letter (submission)

Appendix 1

Mount Barker / Adelaide Hills Transport Study

Mount Barker/Adelaide Hills Transport Study

What is the Mount Barker/Adelaide Hills Transport Study?

The South Australian Government is delivering on its commitment to undertake a study into the transport issues impacting Mount Barker.

Our aim is to gather local insights from those who know the Hills best – those that live, work, and travel within the region – and to review available information, undertake further analysis and prepare a transport plan for the Adelaide Hills.

How are we engaging?

This initial stage of Community and Stakeholder engagement on the Mount Barker/Adelaide Hills Transport Study will focus on listening, learning and gathering local insights.

Together, we will consider transport issues and investment priorities to support population and economic growth and liveability in the region, building on the \$580 million already being invested here over the next few years.

Our focus is to understand the needs of those travelling to, from, within, and through the Adelaide Hills region – defined by the local government areas of the Adelaide Hills Council and Mount Barker District Council.

The Adelaide Hills region covers a total land area of around 1,400km², roughly the same size as metropolitan Adelaide. However, it differs markedly from the metropolitan Adelaide area in terms of:

- Its hilly topography;
- The mix of land uses, with residential and commercial areas surrounded by large areas of open land and primary production;

- The density, distribution, and demographics of the population, with one large centre (Mount Barker), several smaller to medium-sized towns, and then a very spread out population;
- The important role of primary production in the region; and
- The growth expected in Mount Barker and the stable population forecasts elsewhere.

Because of these factors, this region has unique transport needs and issues.

Where people live and work

Across most of the Adelaide Hills, the resident population is set to remain stable or decrease. However, there is an expectation of strong growth in Mount Barker and Nairne populations.

The population of Mount Barker is likely to increase from 20,000 to around 28,500 in the period up to 2036. It could potentially grow further, up to 50,000, more than doubling its current size.

As with population, the number of jobs is set to remain relatively stable (or decrease) for most areas of the Adelaide Hills region except for Mount Barker, where some growth is anticipated.

With population growing at a greater rate than employment in the Hills, there will likely be an increased need for Hills residents to travel outside of the region for work.

As the population and travel demand increases, pressure on the region's roads will rise. Our analysis indicates that the following roads are likely to experience notable increases in travel demand in the next 20 years:

- South Eastern Freeway;
- Roads within Mount Barker; and
- Onkaparinga Valley Road to the north of Woodside.

Additional population growth in Strathalbyn is also relevant, given that Strathalbyn's main access to the metropolitan area is via Mount Barker and the South Eastern Freeway.

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Follow us on:    



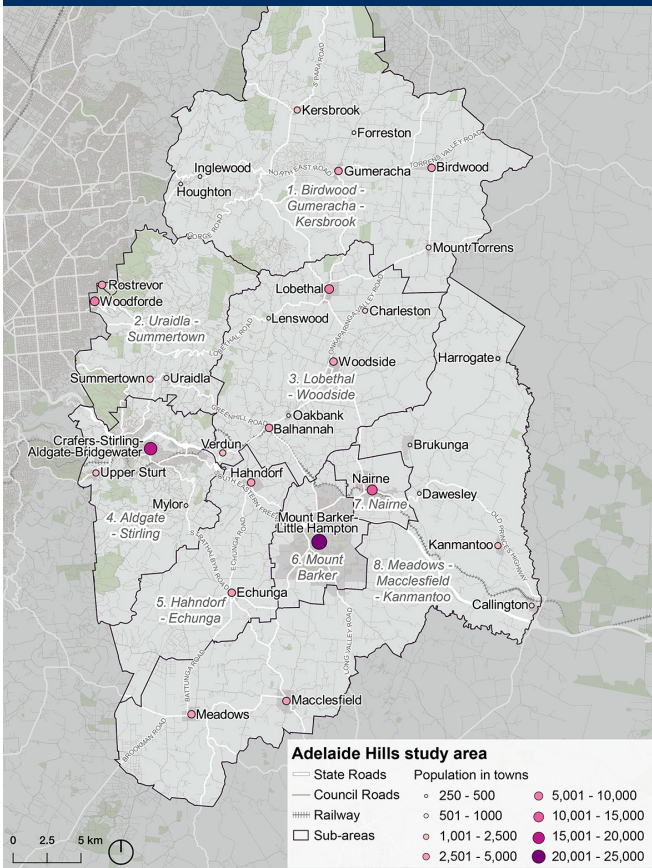
Australian Government



Government of South Australia

Department for Infrastructure and Transport

Population



Key local places and destinations

Three quarters of the Adelaide Hills population live in one of the 32 townships and urban areas in the Hills. The towns along the South Eastern Freeway corridor are the most populated: almost half of Hills residents live within 3 kilometres of the Freeway.



The larger Adelaide Hills towns (Mount Barker-Littlehampton and Crafers-Stirling-Aldgate-Bridgewater) provide a large range of services and facilities across community, education, health and recreation, becoming important destinations.

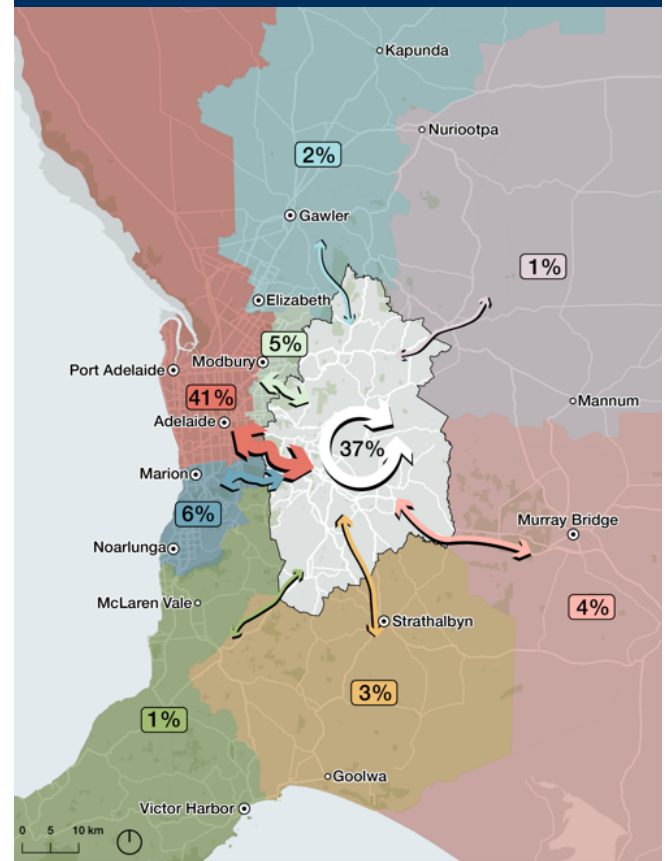
Service availability across other towns is uneven and residents in those locations travel further to access many services. Regular weekend markets in Mount Barker and Stirling attract both local visitors and those from further afield. Mount Barker has the largest concentration of shops and services in the Adelaide Hills.

Where Adelaide Hills residents work

Some 40% of the Adelaide Hills residents work in the region. Overall, 37% of all journeys to work by those living or working in the Hills are made entirely within the region.

It is estimated that close to one half of all work trips to/from the Adelaide Hills are made via the South Eastern Freeway. One third of these work trips is to the Adelaide CBD.

Where people travel



SOURCE: derived from ABS 2016 data

How people travel

More people in the Adelaide Hills travel to work and school by car than in Greater Adelaide (over 91% compared to 87%), and public transport use is lower (6% compared to the Greater Adelaide average of 10.5%).



Rates of public transport usage are highest in townships along the South Eastern Freeway where the most direct public transport services to Adelaide are located.

Rates of walking and cycling to work or school are slightly higher than in Greater Adelaide (2.8% vs 2%).



Cycling network

The region attracts recreational cyclists drawn to its challenging hills and scenic terrain, but there is limited formal cycling infrastructure in the Hills. The Amy Gillett Bikeway and routes in Mount Barker are highly valued. Most cyclists share the roadways with other road users.



Car ownership

The Adelaide Hills has a higher-than-average number of cars per household (2.05 for the region, compared to 1.68 for Greater Adelaide).

This likely reflects both the need to use a car to meet daily needs and the generally high levels of socioeconomic advantage across the region overall.

Road network

The roads in the Hills are vital for both people and businesses. While there are localised issues at particular points, and steep gradients and slow-moving heavy vehicles can cause delays, from an overarching perspective, most roads in the Hills are able to handle morning peak traffic.

The main areas where the road network comes under more pressure are along sections of the South Eastern Freeway between Stirling and Verdun, Upper Sturt Road, and Greenhill Road, and there are also localised issues within the townships of Mount Barker and Stirling.

In addition to delays at busy times on the Freeway, crashes or incidents can lead to substantial delays. This is because, with few alternatives available, there are limited opportunities to redirect traffic while the incident is cleared.

Public transport

The public transport system in the Adelaide Hills region comprises scheduled bus services, Park and Ride facilities, and On Demand buses, reaching most of the main population centres.

Direct connections between Adelaide CBD and Mount Barker are focused on peak travel times. Outside of peak hours one bus per hour operates on the South Eastern Freeway. As a result, the public transport network is most useful for the typical 9-5 working day.

The On Demand service operates within Mount Barker, Nairne, and Littlehampton, and is popular with users.

Public transport for work

As increasing numbers of people are commuting out of the region for work, public transport can help to reduce reliance on the car.

Public transport for other trips

Public transport can support an ageing population and increasing number of young families, by facilitating other trip purposes (shopping, schooling etc). It is important that the service reflects and responds to these needs.

Safety

Safety is critical for all users of the transport networks in the Hills. Data suggests that overall, the biggest concentration of crashes which result in injuries and fatalities occur around Mount Barker and Stirling where there is most activity.

However, the most severe crashes align more closely to locations with frequent narrow and tight bends, such as North East Road, Gorge Road, and Norton Summit Roads.

The Crafers – Stirling – Aldgate – Bridgewater area combines high levels of activity with a tightly winding road network, and more of the most severe crashes occur here than in the more densely populated Mount Barker.

Cyclists, pedestrians, and motorcyclists are overrepresented in the region's crash statistics.

Crashes

Targeted improvements to the road network will help to reduce the risk of crashes.

Emergency

It is important that emergency services have adequate access, and that the transport network facilitates safe passage in emergencies such as bushfires.

Supporting economy

A third of the region's employment is in three key sectors (retail, health, and education) which are connected with serving the region's residential population.

Outside townships, employment is spread thinly across the Hills, and overall, only 13% of the region's jobs are found outside one of the townships or urban areas. Illustrating this, while land used for livestock and production of timber, dairy, fruit and vegetables, and wine accounts for nearly 50% of the region's total land area, agriculture, forestry and fishing account for just 6.7% of the region's jobs.

Industry within the region is clustered around Lobethal, along the South Eastern Freeway corridor at Littlehampton and Hahndorf, and along the Onkaparinga Valley Road at Balhannah and Woodside.

The region's produce includes perishable goods requiring rapid supply chains to market. Premium wine growing and production is also a significant industry.

Tourism is a major component of the Hills economy with Hahndorf the most popular destination. Tourism offerings aim to make the most of the Hill's natural landscape and allow visitors to escape busy, urban lives, with close proximity to Adelaide, nature and wildlife experiences, and popular wineries acting as major attractions.

Recreational walking and cycling also play a big part in drawing visitors to the region.

Growth in tourist spend across the Adelaide Hills area has been significant in recent years, and is forecast to grow to up to \$310 million per year by 2030.

Tourism

Tourism is and will continue to be a large part of the Adelaide Hills economy. The transport network needs to support access to tourism destinations in townships, such as Hahndorf, as well as wineries, reserves, and walking trails.

Productivity

Transport is vital in ensuring that the productivity of the region can continue to flourish. Due to the dispersed nature of production in the region, a connected freight network is important. Reliance on the South Eastern Freeway for local trips, inter-regional trips, and through trips means that the capacity and reliability of this corridor should be maintained.

What's being done now?

The South Australian Government is already working on a range of improvements to the Mount Barker/Adelaide Hills transport network drawing on the \$580 million in Federal and State government funding, including:

- The *Hahndorf Township Improvements and Access Upgrade Project* to address congestion, connectivity, freight efficiency and safety in and around Hahndorf;
- The *Adelaide Hills Productivity and Road Safety Package* to improve the regions state-managed road network;
- Planning for a new dedicated express bus service, fleet and depot, expanding the Crafers Park 'n' Ride, and planning for a Bridgewater Park 'n' Ride;
- Upgrades to the South Eastern Freeway (*Smart (Managed) Motorway (Stage 2)*) to reduce the impact of traffic incidents on traffic flow;
- Making the Heysen Tunnel safer, with new lighting, ventilation, fire suppression, traffic management systems, and emergency communication systems;
- A review into the Mount Barker Infrastructure Deed and planning for future upgrades to Adelaide Road, Flaxley Road, Wellington Road and the Heysen Boulevard;
- A business case for a *Greater Adelaide Freight Bypass* to consider how we could re-route trucks and heavy vehicles not destined for Adelaide around the metropolitan area (avoiding the South Eastern Freeway).

You can access information about a range of current transport projects in the Adelaide Hills on our website.

dit.sa.gov.au/adelaidehills

Your say



Tell us about your transport needs and experience in the Adelaide Hills.

Follow the QR code to access our **survey**. This has been designed to get your views on what is important to you in moving to, from and around the Adelaide Hills.



To register your attendance for one of our **Community Drop-in sessions** please scan the QR code or visit the project website.

Laratinga Pavilion (100 Springs Road, Mount Barker)

10am-1pm Saturday 3 December

Birdwood Institute Hall (44 Shannon St, Birdwood)

10am-1pm Sunday 4 December

Laratinga Pavilion (100 Springs Road, Mount Barker)

4pm-7pm Tuesday 6 December

Crafers Institute Hall (Sharrad Court, Crafers)

10am-1pm Sunday 11 December

Keep in touch



dit.sa.gov.au/adelaidehills



1300 794 880



DIT.Engagement@sa.gov.au



Appendix 2

Adelaide Hills Productivity and Road Safety Package

Adelaide Hills Productivity and Road Safety Package

About the project

The Adelaide Hills Productivity and Road Safety Package aims to upgrade some of the region's key strategic arterial roads. The \$150 million initiative, jointly funded by the Australian and South Australian governments (80:20), includes a range of road improvements to support economic growth, improve road safety and increase fire resilience in the Adelaide Hills area.

The Department for Infrastructure and Transport (the Department) has identified a number of key strategic arterial routes within the Adelaide Hills Road network that are in need of upgrades. Current safety and traffic modelling data was used to determine these corridors as priorities.

These roads are:

- Main Road – Edgumbe Parade, Blackwood to Black Road, Coromandel Valley
- Main Road, Cherry Gardens – Black Road to Chandlers Hill Road (Election Commitment)
- Kangarilla Road / Dashwood Gully Road – Clarendon to Meadows
- North East Road / Torrens Valley Road – Houghton to Mount Pleasant
- Norton Summit Road / Lobethal Road / Mount Torrens Road – Teringie to Mount Torrens
- Mount Barker Road / Strathalbyn Road – Stirling to Strathalbyn
- Onkaparinga Valley Road – Birdwood to Verdun
- Long Valley Road – Wistow to Strathalbyn (additional to existing upgrade works)

The package will include investigations on the junction of Junction Road, Jones Road and the railway crossing and the intersection of Onkaparinga Valley Road, Nairne Road and Junction Road, both located in Balhannah.

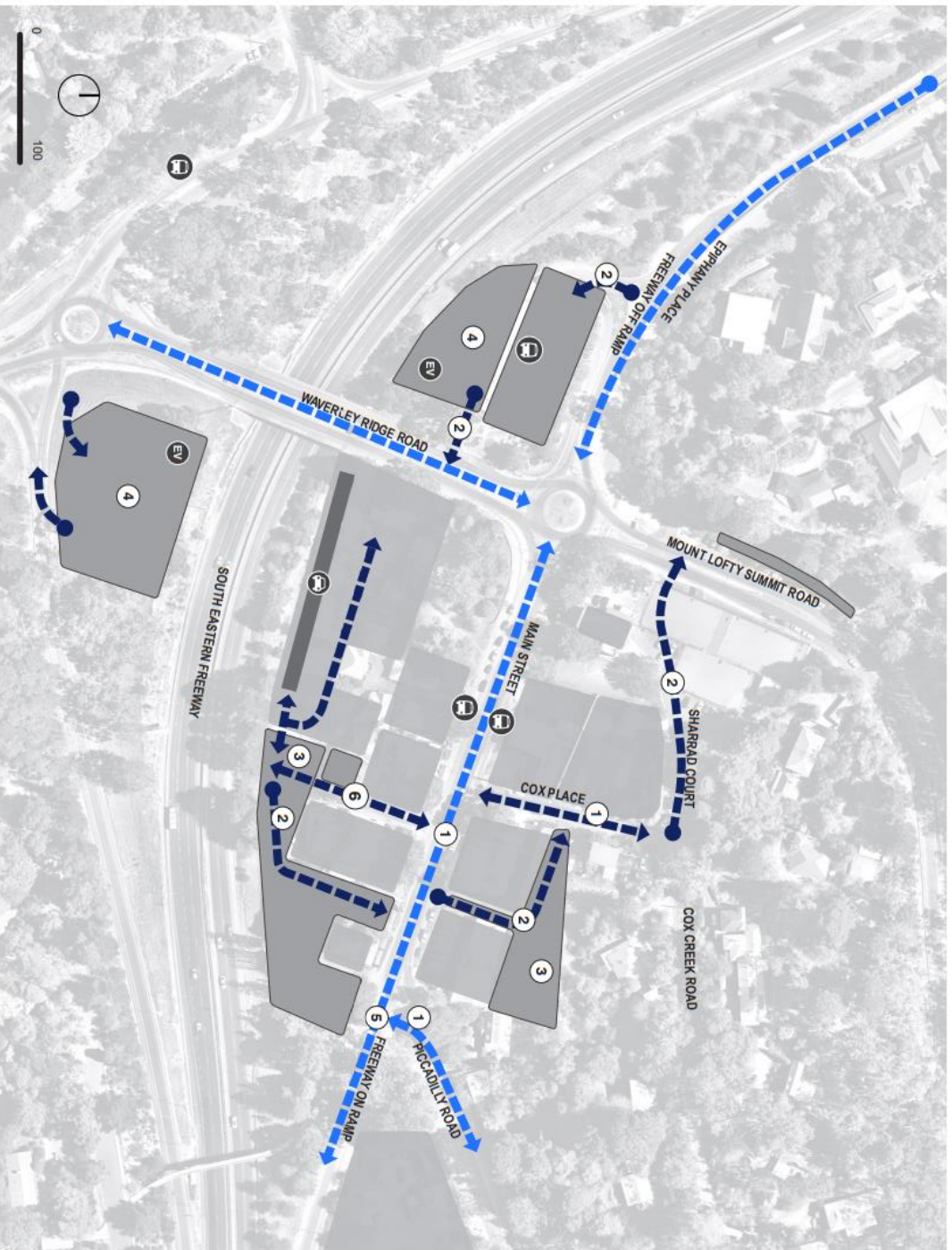


The package of upgrades will take place between now and 2027. They will include targeted safety treatments, such as safety barrier installations, better road signage, pavement works, road widening, vegetation management to improve driver sightlines and speed limits, shoulder sealing, audio tactile line marking, and junction/intersection upgrades.

Appendix 3

*Crafers Village Design Guidelines – Vehicle and Parking
Actions Section 6.3*

Vehicle Movement and Parking



6.3 Movement and Parking Actions

- 1 Maintain two-way vehicle access and reduce vehicle speeds (40KPH)
- 2 Explore opportunities for one-way vehicle access
- 3 Explore potential for car parking consolidated to the rear of main street buildings
- 4 Assess demand for expansion of Cadgers Park 'N' Ride car parking with tree canopy and landscape nodes (refer to section 7.3). Allow provision for electric vehicle charging stations.
- 5 Explore feasibility for junction upgrade or roundabout to end of the Main Street and Piccadilly Road (refer to section 9.3)
- 6 Explore opportunities for one-way vehicle access on Station Road (dependent on one-way loop access being provided through the hotel car park)

- Car parking
- Key Vehicle access routes
- Key Vehicle connections
- Undercroft car parking
- Bus stop
- Electric vehicle charging facility
- Built form

Appendix 4

Draft Letter to Chief Executive DIT Transport Study

21 December 2022

Mr Jon Whelan
Chief Executive
Department for Infrastructure and Transport
GPO Box 1533
ADELAIDE SA 5001

Email: dit.officeofthechiefexecutive@sa.gov.au

Dear Mr Whelan

Mount Barker Adelaide Hills Transport Study Feedback

Thank you for the opportunity to provide input into the first stage of the Mount Barker/Adelaide Hills Transport Study.

The Council welcomes the commencement of this long-awaited study and we look forward to supporting the process through promoting opportunities for community input and directly feeding in information held by the Council.

You would be aware of the significant level of public interest in this study. Previous reviews and reports have not addressed all of the community's concerns, nor have they comprehensively examined ideas put forward such as passenger rail. We look forward to this study progressing carefully and methodically to address these past gaps.

There is also significant community interest in progressing a number of important transport infrastructure projects already underway. The Council supports these initiatives and will continue to offer assistance to the Department to progress them. They include:

- Crafers Park and Ride upgrade
- Investigation into a Bridgewater Park and Ride facility
- Interchange upgrade at Verdun and including the upgrade of the Pioneers Women's trail
- Investigation into the Junction Road railway crossing and Onkaparinga Valley Road/Junction Road intersection in Balhannah
- A business case for a Greater Adelaide Freight Bypass
- Onkaparinga Valley Road/Tiers Road/Nairne Road intersections upgrade
- Design for Stage 4 of the Amy Gillett bikeway.

The Onkaparinga Valley Road/Tiers Road/Nairne Road intersection upgrade has been proposed for some time and we would like to see this progressed with a higher priority.

Council has completed a Crafers Village Design Guideline that identifies access and parking

consideration along with an indicative location, which we hope to be considered in the Department's planning for expanded Park and Ride facilities at Crafers.

With regard to the current community engagement stage of the transport study, we have identified a range of specific issues and strategic considerations, informed by community advocacy and previous studies in which the Council has been involved. I present them in the following pages for your consideration.

We look forward to continuing to work with the Department on the Mount Barker/Adelaide Hills Transport Study as it progresses through its various phases to determine safe, reliable, efficient and sustainable transport solutions for our community.

Yours sincerely

Dr Jan-Claire Wisdom
Mayor

DRAFT

Mount Barker/Adelaide Hills Transport Study

Adelaide Hills Council submission into stage 1 community engagement

Public Transport and Commuting

Strategic Consideration

- Council reaffirms its position that passenger rail connection for the Adelaide Hills should be a key consideration for the future of public transport. It has the potential to reduce Freeway congestion and provide efficient and sustainable mass commuter transport.
- There is limited public transport options available off the main South Eastern Freeway corridor and the expansion of Ride Share Services or the on-demand service like that currently operating in Mt Barker, Nairne and Littlehampton should be considered.
- Ensure the planning of the bus fleet for Adelaide Hills moves as quickly as is feasible to zero-emission public transport.

Specific Issues

- Frequency and reliability of public transport services particularly in areas not in close proximity to the South Eastern Freeway Corridor.
- Support for public transport users and the funding of bus shelter and associated infrastructure, including Park and Rides facilities, that supports improved accessibility outcomes, especially in encouraging the use of public transport in the colder and wetter Adelaide Hills climate.
- Inefficient access to real-time bus arrival information.
- Congestion on the South Eastern Freeway and arterial roads leading into the Adelaide CBD.
- The rate of vehicles incidents, especially heavy vehicles, on the South Eastern Freeway reducing user confidence in this corridor.

Walking/Cycling/ Trails

Strategic Consideration

- Given the overrepresentation of cyclists in crash statistics, there should be significant investment in infrastructure that supports cycling in the Hills and the safety of these users on steep and winding roads. This could be both on-road and off-road investment.
- Similarity with pedestrians (many tourists) utilising our trails networks, safe access and crossings with vehicle users should be a priority.
- Connection between Oakbank/Balhannah and Hahndorf and link up Amy Gillett Bikeway with Pioneer Women's Trail (investment as part of Hahndorf Traffic Study outcomes).
- Further enhance connectivity for cycling from Hahndorf through to Bridgewater and connect to the recently completed Crafers – Stirling Bikeway.

Specific Issues

- Amy Gillett Stage 4 completion – Council acknowledges that the state government has committed to own and maintain stage 4 of the Amy Gillett bikeway. The state government has also commenced investigation and design of this stage to better inform the final project scope and costs. The Council is pleased that the project overview acknowledges the value of this infrastructure to the community. The Council should continue to work in partnership with the state government to facilitate the delivery of Stage 4.
- Mount Barker Road between Aldgate to Stirling has been raised by the community as a concern regarding the conflict between cyclist and vehicles.
- Inglewood – drainage and safety barrier infrastructure means that pedestrians must walk on the road. Council is seeking to work with DIT to improve pedestrian safety in Inglewood.
- Adelaide100 Walking Route trail development will have multiple locations where pedestrian interaction will occur with the road network. 80% of this route will be on local or state government roads networks in the Adelaide Hills council area.

Road Infrastructure/ Road Safety

Strategic Consideration

That noise assessments and modelling undertaken along the South Eastern Freeway corridor and appropriate noise mitigation be installed to reduce the current and future traffic noise to acceptable levels for nearby residents and businesses. Noise considerations should also be considered when examining other potential modes of commuter transport.

Specific Issues

- Progress the consultation for Onkaparinga Valley Road/Tiers Road/Nairne Road intersection. This project was announced several years ago and then the process was delayed following the Cudlee Creek bushfires and recovery period. The progress of this project has been raised on a regular basis by the community.
- Bridgewater - Mount Barker Road/Carey Gully Road junction improvements for improved traffic flow and safety.
- Funding to upgrade Croft Road (unsealed to sealed) to support tourism and specifically the Fox Creek Mountain Bike Park and wineries.
- Narrow width of specific Bridges across the road network. As part of Council consultation on its Road Bridge Asset Management, community feedback was received regarding the width of bridges on the state government network as a concern. The bridge on Onkaparinga Valley Road approaching the junction Mount Torren Road was raised a number of times by the community as being too narrow and dangerous when passing other traffic.
- Speed limit on North East Road between Inglewood and Range Road South. Current request by Council to the department for a review

Unique Adelaide Hills Character

Given the unique nature of the Adelaide Hills environment and the level of tourism appeal the department should consider in its transport planning:

- Coordinating road and associated infrastructure upgrades with potential entry statement improvements to affected townships. Consideration to landscaping treatments, tree planting, placemaking opportunities and general amenity improvements should be integrated into the planning, design and delivery phases.
- Balancing transport links vs place – considering how freight and high traffic volumes are impacting the setting of township main streets. Consideration should be given to traffic speeds, provision of pedestrian safety including safe crossings and cycling infrastructure that connects with the surrounding network (i.e. Amy Gillet bikeway).
- Infrastructure upgrades along designated scenic routes throughout the hills should be sympathetic to the landscape setting. Excessive excavations should be avoided where possible and following any groundworks or land clearing appropriate revegetation and landscaping treatments should be a priority, focused on initial plantings through to long term establishment and maintenance.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Mike Carey
Manager Financial Services
Corporate Services

Subject: 2022-23 Budget Review 1

For: Decision

SUMMARY

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

This report presents the first Budget Review (BR1) of the 2022-23 financial year and was considered by the Audit Committee on 12 December 2022.

The proposed budget variations increase Council's Operating Surplus by \$154k from \$676k to \$830k. BR1 also proposes reductions of \$926k to Capital Income and increases of \$580k to Capital Expenditure.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased from \$6.934m to \$8.342m.

It is also noted that Council's underlying Operating Surplus has been calculated at \$698k.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To adopt the proposed budget adjustments presented in Budget Review 1 which result in:**
 - a. An increase in the Operating Surplus from \$676k to \$830k for the 2022-23 financial year.**
 - b. Changes to Capital Works, reducing capital income by \$926k and increasing capital expenditure by \$580k for the 2022-23 financial year resulting in a revised capital expenditure budget for 2022-23 of \$27.369m.**
 - c. An increase in Council's current Net Borrowing Result from \$6.934m to \$8.342m for the 2022-23 financial year as a result of the proposed operating and capital adjustments.**
-

1. BACKGROUND

At the Council meeting held on the 28 June 2022, Council adopted the original *2022-23 Annual Business Plan and Budget*, reflecting a Budgeted Operating Surplus before Capital Revenue of \$1.361m and an estimated Net Borrowing Result for the financial year of \$2.401m.

Subsequent to that meeting, Council, in consideration of the 2021-22 Preliminary End of Year Financial Report and Carry Forwards Report adopted on 23 August 2022 has approved a number of the 2022-23 Budget changes as detailed in the budget reconciliation included as part of this report as **Appendix 3**.

As a result of these changes endorsed by Council prior to this first formal budget review, Council's budgeted Operating Result was adjusted to an Operating Surplus of \$676k and the Net Borrowing Result has increased to \$6.934m.

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to, the budget during the year. This report presents the first Budget Review (BR1) of the 2022-23 financial year.

Where possible Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings prior to consideration of Council. This Budget Review was considered by the Audit Committee on 12 December 2022 where it was resolved as follows:

7.9. Budget Review 1

Moved Peter Brass
S/- Cr Leith Mudge

63/AC21

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 1 which result in:
 - a. An increase in the Operating Surplus from \$957k to \$1.115m for the 2021-22 financial year.
 - b. Changes to Capital Works, reducing capital income by \$259k and increasing capital expenditure by \$757k for the 2021-22 financial year resulting in a revised capital expenditure budget for 2021-22 of \$27.236m.
 - c. An increase in Council's current Net Borrowing Result from \$6.460m to \$7.348m for the 2021-22 financial year as a result of the proposed operating and capital adjustments.

Carried Unanimously

Budget Review Presentation

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

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

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

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

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

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

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

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

➤ Legal Implications

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

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

The proposed BR1 budget changes increase Council’s Operating Surplus by \$154k from \$676k to \$830k.

In terms of capital, it is proposed to reduce Capital Income by \$926k and increase Capital Expenditure by \$580k.

As a result of the proposed operating and capital adjustments, Council’s Net Borrowing Result for the year is increased from \$6.934m to \$8.342m.

After this report was initially drafted it was highlighted that Council staff have undertaken a request for quote process for the provision of the Service Review for Development Services. At the time of issuing this report, the period for responses has just closed and only one response was received. This proposal is deemed acceptable in terms of scope and required deliverables however the quote is for an additional \$9k over the allocated budget of \$26k. Current development application revenue is trending above budget so it is intended to cover the additional cost of the service review from development application revenue and this will be included in Budget Review 2. To ensure that the required timeframes are met for the delivery, the service review will be progressed on this basis.

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

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

There is a high expectation that Council has appropriate financial governance processes in place including the review of the budget periodically.

➤ **Sustainability Implications**

Not applicable.

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

Council Committees: Budget Review 1 was considered by the Audit Committee at its meeting on 12 December 2022

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

➤ **Additional Analysis**

Given the timing of BR1, the focus of this first budget review for the year was largely on ensuring that Council's operating budget base factored in appropriate adjustments to assist in the development of the 2023-24 Long Term Financial Plan (LTFP) as well as obtaining expenditure approval for any significant items or when a budget adjustment was required to enable timeliness of delivery and projects related to grant funded opportunities.

Budget Review 1 Proposed Adjustments

\$000s	2022-23 Current Budget	Proposed BR1 Adjustments	Transfer between Capital & Operating	Revised Budget after BR1
Operating Income	52,963	327		53,290
Operating Expenditure	52,287	173	20	52,460
Operating Surplus	676	154		830
Depreciation	10,502	(56)	-	10,446
Capital income	8,676	(926)	-	7,750
Capital Expenditure	(26,788)	(600)	20	(27,369)
Net Borrowing Position	(6,934)	(1,408)	-	(8,342)

Operating:

Operating Income - \$327k increase

- rates revenue has exceeded forecasts by \$180k largely as a result of the finalisation of growth from new developments across the council area in the last week of June before adoption and a reduction in the amount required for the Revaluation Relief Rebate once eligibility was assessed
- CWMS additional \$16k Income generated, noting this is largely offset by additional SA Water expenditure charges for effluent discharge
- Additional Planning Income of \$38k reflecting an increase in development activity within the council area, noting that this is offset by an increase in the planning levy budget of \$42k
- An increase in grant funding represented by:
 - \$54k increase in the Financial Assistance Grant income as per Local Government Grants Commission advice received in October 2022
 - \$28k increase in Biodiversity grants income offset by associated expenditure requirements

- reduction of \$45k in Fabrik grant income representing a duplication of grant income and expenditure across years
- Additional \$10k Cemeteries income above budget relating to Scott Creek Internment Rights
- \$26k Additional Bin Income reflecting increased take-up of bins across the Council area

Operating Expenditure - \$173k increase

- In August 2022 Council were advised of the likelihood of the need to increase waste and recycling costs in the order of \$285k. These increases were predominantly due to increased recycling processing costs of \$154k and diesel fuel costs for collection vehicles of \$131k. This outcome has now been confirmed and therefore included as part of Budget Review 1. To minimise the impact of these additional costs, waste budgets were critically examined and savings in the order of \$48k were identified to partly offset this amount. These savings were predominantly from an increase in budgeted income for additional bins discussed above and a reduction in the forecast Solid Waste Levy. In addition, a further \$100k was offset by a reduction in a CPI contingency held to cover those contracts that were aligned to the higher June 2022 CPI increase.
- a net increase of \$10k in insurance representing an increase of \$36k in asset related insurance costs due to a hardening of the market and updated asset values offset by reduction in Personal Income Protection, Workers Compensation and Public Liability totalling \$26k as highlighted in the Councils Insurance Portfolio Placement Report presented to the Audit Committee at its August 2022 meeting
- additional SA Water expenditure charges of \$23k for effluent discharge largely covered by additional CWMS income referenced above
- a \$17k decrease in grant expenditure requirements associated with grant income adjustments for Biodiversity and Fabrik discussed above
- a reduction in IT scanning and property contractor costs of \$70k as a result of reviewing operational requirements in those areas.
- a transfer of \$20k relating to a Climate Change initiative previously allocated to Capex as it is considered the expenditure is more operational in nature

In addition there were a number of zero bottom line adjustments to individual functions budgets including a transfer between employee costs and depreciation for the Community and Recreation Facilities Framework once updated costs for that implementation were determined.

Annual Financial Assistance Grant Budget

It should be noted that Council's 2022-2023 Operating Result may be impacted by the Federal Government decision to advance three (3) quarters of Council's 2022-2023 Financial Assistance Grant in 2021-22. While this decision implies that the Council may only receive one (1) quarter of the Financial Assistance Grant in 2022-2023, these Financial Assistance Grant payments have been regularly advanced for a number of years.

The Adopted Budget has been prepared on the assumption that the equivalent of four (4) quarterly payments will be received as it is considered that this best provides the community and other stakeholders with a more consistent representation of Council's Operating Surplus with reference to ongoing financial sustainability. However, if the past practice of advancing Financial Assistance Grants does not continue, Council's reported Operating Result will be significantly less than budgeted. Council's calculation of the Underlying Surplus reflects the full 2022-23 Financial Assistance Grant allocation and is not impacted by the timing of the grant cash payments.

Capital Items:

\$000s	2022-23 Current Budget	Proposed BR1 Adjustments	Proposed BR1 Budget
Capital income	8,676	(926)	7,750
Capital - Renewal Expenditure	(12,902)	(505)	(13,407)
Capital - New Capital Expenditure	(13,887)	(75)	(13,962)
Total Capital Expenditure	(26,788)	580	(27,369)
Net Capital Position	(18,113)	(1,506)	(19,619)

For BR1 there are a small number of variations in the capital budget spread across asset categories. Proposed changes in the capital works program reduce capital income by \$926k and increase capital expenditure by \$580k with specific details including the budgetary impact by project provided as per **Appendix 2**.

It is noted that the reduction in capital income largely reflects the carrying forward of sale proceeds relating to the Old Woollen Mill Divestment to 2023-24 given the requirement for rectification of the culvert prior to sale offset by accounting for the Special Local Roads capital grant for Tiers Roads approved under that program earlier this financial year.

As a result of the Special Local Road Funding, this has also resulted in the restaging of the Tiers Rd works resulting in a net budget request of \$260k for capital expenditure as part of BR1.

Whilst the proposed changes to the capital expenditure budget show an increase of \$580k on a very large capital spend for this financial year, it is anticipated that the total 2022-23 capital expenditure budget will be reduced by a reasonable amount in subsequent reviews to reflect the timing of project delivery. At the time of this report relatively few projects had advanced significantly enough to readily identify the specific projects that will be at risk of being delivered on a timely basis within budget. This will be revisited in Budget Review 2 and 3 once further progression of the overall capital expenditure has occurred.

As a result of this consideration and in line with Council's position taken in the adoption of Council's 2022-23 Long Term Financial Plan, an adjustment, in this case of \$5m to the Capital Program and associated funding has been made to ensure that Council's forecast borrowing position more accurately reflects Council's funding requirements at 30 June whilst still maintaining the full capital budget allocation.

Movements in Budgeted Borrowings

As a result of:

- updating Council's statutory statements for the 30 June 2022 financial position as per the 2021-22 audited financial statements adopted in October 2022
- factoring in the estimated \$5m carry forward
- proposed BR1 changes

it is forecast that there will be new borrowings of \$5.3m for the 2022-23 financial year. This results in Borrowings excluding leases of \$19.2m at 30 June 2023 with the borrowing movements for the year shown below.

Borrowings excluding Leases \$000s	Opening July 2022	New Borrowings	Repayments	Forecast June 2023
CAD (Short Term Drawdown)	9,206		(19)	9,187
Current Other Borrowings	-	5,300	(271)	5,029
Fixed Term Borrowings	5,000		-	5,000
Borrowings (excluding leases)	\$14,206	\$5,300	(290)	\$19,216

This is reflected in the Financing transaction detail as shown at the bottom of Council's *Uniform Presentation of Finance Appendix 1*.

The financing result for the financial year also includes budgeted payments relating to the landfill remediation provision, principal repayments and other working capital movements impacting on Council's overall borrowing position.

Summary

The proposed budget changes increase Council's Operating Surplus by \$154k from \$676k to \$830k. BR1 also proposes reductions of \$926k to Capital Income and increases of \$580k to Capital Expenditure.

As a result of the proposed operating and capital adjustments, Council's Net Borrowing Result for the year is increased from \$6.934m to \$8.342m.

\$000s	\$
BRO Adopted Budget Net Lending (Borrowings) Result	(6,934)
Impact of Operating Budget Adjustments for BR1	154
Change in Depreciation	(56)
Impact of Capital income and Expenditure Adjustments for BR1	(1,506)
BR1 Revised Net Lending (Borrowing) Result	(\$8,342)
2022-23 Underlying Operating Surplus	\$698

In the last couple of years, Councils operating surplus has been impacted by a significant number of one off budget items together with a large amount of grant funding received with associated expenditure commitments often accounted for in different years.

It has therefore been agreed that Administration would provide details of Council's 'underlying' Operating Surplus as part of financial reporting performance and Budget Reviews to assist in the assessment of Council's ongoing financial sustainability and long term financial planning.

As noted in **Appendix 3**, which shows the budget reconciliation of 2022-23 Budget changes from BR1 and other movements since Council Original Budget was adopted, the proposed BR1 operating budget adjustments are largely ongoing and as a result Council's underlying Operating Surplus will increase from \$523k to \$698k.

In addition, although not a legislative requirement for Budget Review 1 and 3, the updated Financial Indicators have been included as **Appendix 4** to assist in understanding the impact of proposed Budget Review 1 changes.

Quarterly Finance Performance Results

At its 19 June 2018 meeting, Council adopted (Res 128/18) the *Corporate Planning & Performance Framework*, of which a key element was the establishment of a suite of Corporate Business Performance Indicators which are aligned with Adelaide Hills Council's Strategic Plan goals and will enable the tracking of performance over time.

As a result Quarterly Council Performance Reports were prepared showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the Council's *Annual Business Plan*.

To reflect the alignment to the Strategic Plan 2020-24 – A brighter future the format of the Quarterly Council Performance Report is formatted to show Council's performance against the 5 strategic goals with the report also includes the Customer Service Standards, Capital Works performance, and Quarterly Financial Performance.

As a result of a change in the timing of reporting, the Quarterly Performance Reports are now provided to Council and the Audit Committee at the meeting directly following the end of the quarter.

As the financial performance information contained in that report is only preliminary at that meeting it was agreed for completeness to include the final quarterly financial performance as part of each Budget Review. As a result this information is shown as **Appendix 5**.

3. OPTIONS

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

- I. It can adopt Budget Review 1 as prepared without making any further amendment to the adopted budget (Recommended).
- II. It can determine required changes to the review and adopt a revised Budget Review 1, recognising the likely impact upon future Budget Reviews and Council's LTFP.
- III. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted.

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

4. APPENDICES

- (1) 2022-23 Budgeted Uniform Presentation of Finances
- (2) 2022-23 Capital Works Budget Review 1 Proposed Changes
- (3) 2022-23 Budget Adjustments subsequent to Original Budget Adoption
- (4) 2022-23 Budget Financial Indicators
- (5) Financial Performance Report for Quarter Ended 30 September 2022

Appendix 1

2022-23 Budgeted Uniform Presentation of Finances

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

2022-23 Current Budget	BR1 Changes	2022-23 Revised Budget
\$'000	\$'000	\$'000
44,143	196	44,339
1,318	42	1,360
837	51	888
6,164	34	6,198
5		5
184	2	186
212	2	214
100		100
52,963	327	53,290
20,800	59	20,859
20,391	170	20,561
10,502	(56)	10,446
594		594
-		0
52,287	173	52,460
676	154	830
(12,902)	(505)	(13,407)
636		636
10,502	(56)	10,446
(1,764)	(561)	(2,325)
(13,887)	(75)	(13,962)
5,311	310	5,621
2,730	(1,236)	1,494
(5,847)	(1,001)	(6,848)
(6,934)	(1,408)	(8,342)
(24,426)	411	(24,015)
(429)	5,000	4,571
(100)		(100)
(31,889)	4,003	(27,886)
ng result or accommodating the funding		
(6,934)	(1,408)	(8,342)
-	670	670
22	(41)	(19)
-	2,700	2,700
-	5,000	5,000
-		0
(2,922)		(2,922)
(515)	244	(271)
(429)		(429)
(1,032)	629	(403)
(590)	(594)	(1,184)
(100)		(100)
(12,500)	7,200	(5,300)

ntly individual sub-totals, whilst being correct, may differ slightly from the sum of

Appendix 2

*2022-23 Capital Works Budget Review 1 Proposed
Changes*

2022-23 CAPITAL BUDGET REVIEW 1

oj #	Project Name	Type	Current Budget	Change FAV / (UNFAV)	Revised Budget	Comment
EXPENDITURE						
	Mount Torrens Coach House Public Toilets	New	\$0	(55,000)	\$55,000	This is a new project/budget initiative for a Council funded accessible public toilet as external funding was not received as previously sought.
	ethal Centennial Hall	Renewal	\$0	(49,500)	\$49,500	Structural repairs to both the walls and the ceiling prior to the hall being painted by the Centennial Hall Committee.
	Total		\$0	(104,500)	\$104,500	
		Renewal	\$0	(60,000)	\$60,000	Increase to progress condition data collection as per audit recommendation.
	ment	Renewal	\$40,000	30,000	\$10,000	Investigation and design in 22-23 - physical works in 23-24
	Total		\$40,000	(30,000)	\$70,000	
		New	\$250,000	(40,000)	\$290,000	Council will build a new footpath along Glen Stuart Rd, Woodforde, adjacent the college as part of the approved 2022-23 new footpath program. These additional funds would allow for this new footpath to extend and connect to the nearby Hamilton Hill development.
	Total		\$250,000	(40,000)	\$290,000	
	cts - All	New	\$20,000	20,000	\$0	Move capital budget to be operating expenditure
	Total		\$20,000	20,000	\$0	
		Renewal	\$0	(660,000)	\$660,000	Offset by \$ 330,000 SLRF Income.
		Renewal	\$400,000	400,000	\$0	Rebid in 2023-24 and will be subject to a Special Local Road Application (Stage 2 of Tiers Road)
		Renewal	\$92,000	(70,000)	\$162,000	Increase to progress road condition data collection as per audit recommendation.
		al	\$0	(90,000)	\$90,000	450m section of Mount Bold Road south from Terara Lane has rapidly deteriorated beyond maintenance intervention following the extended wet weather. There are extensive pavement failures with the majority of the road section showing pavement fatigue that will quickly develop into additional failures. The road is currently under speed restrictions to ensure safety of motorists. The most cost effective treatment is to undertake rehabilitation of the road base utilising Council's internal resources and recycled concrete from the Heathfield stockpile.
	Total		\$492,000	(420,000)	\$912,000	
			\$30,000	(5,235)	\$35,235	Renewal of Council Member devices after quoting indicated an increase in renewal costs required for implementation.
			\$30,000	(5,235)	\$35,235	
Total Expenditure Change				(579,735)		

Capital Expenditure Changes

Split as follows:

Renewal	(504,735)
New/Upgrade	(75,000)
	(579,735)

2022-23 CAPITAL BUDGET REVIEW 1

Proj #	Project Name	Type	Current Budget	Change FAV / (UNFAV)	Revised Budget	Comment
CAPITAL INCOME						
149182164	Tiers Road - Vickers Road to Kumnick Hill Road #4012 Capital Grant		\$0	330,000	\$330,000	Special Local Roads Funding (SLRF) Program
149182074	Gumeracha WIN Capital Grant		\$232,000	(20,000)	\$211,000	\$20,000 already accounted for as Income in 2021-22
149280331	Retirement Villages Sale of Assets	Cost of sale	\$1,421,000	(5,500)	\$1,415,500	Cost for valuation relating to the Bridgewater retirement village sale
149004331	Old Woollen Mill Divestment - Sale of Surplus Assets		\$1,230,000	(1,230,000)	\$0	Sale of the final portion of the site now proposed to be carried forward to 2023-24 as sale process still requires works to rectify drainage culvert to be completed and agreement to purchase the land from the tenant
Total Income Change			2,883,000	(925,500)	1,956,500	

Appendix 3

*2022-23 Budget Adjustments subsequent to Original
Budget Adoption*

ADELAIDE HILLS COUNCIL
2022-23 BUDGET ADJUSTMENTS SUBSEQUENT TO BUDGET ADOPTION

		perating	Net Operating	Capital	Capital ncome	Depreciation	Net Borrowing Result Impact	2022-23 Underlying Surplus
								578
								(55)
								(55)
d Budget for 23 August 2022 Council Meeting	52,963	52,287	676	26,789	8,676	10,502	(6,934)	523
One-off budget changes	(19)	(18)	(1)	600	(926)	(56)	(1,583)	
On-going budget changes	346	171	175				175	175
Transfer from Capex to Opex		20	(20)	(20)				
Budget Review 1 Adjustments	327	173	154	580	(926)	(56)	(1,408)	175
AHC Proposed Budget for 20 December 2022 Council Meeting	53,290	52,460	830	27,369	7,750	10,446	(8,342)	698

Appendix 4

2022-23 Budget Financial Indicators

Adelaide Hills Council

	<u>2022-23 Adopted Budget</u>
_____	1.6%
ng Surplus	
_____	1.4%
Ratio	
_____s venue	52%
newal Funding Ratio	
_____t Renewals	106%
Infrastructure & Asset Management Plan required expenditure	

Appendix 5

*Financial Performance Report for Quarter Ended 30
September 2022*

Financial Performance

Overall Funding Statement

as at September 2022

	YTD Actual	YTD Budget	YTD Variance	Revised Budget
	\$'000	\$'000	\$'000	\$'000
<i>Total Operating Income</i>	46,372	46,088	● 284	52,914
<i>Total Operating Expenditure</i>	10,329	10,566	● 237	52,238
Funding surplus before Capital	36,043	35,521	● 522	676
<i>Capital Expenditure</i>	2,260	2,850	● 590	26,788
<i>Capital Income</i>	2,732	2,626	● 106	8,677
Net expenditure - Capital projects	(473)	224	● 697	18,111
Net Lending / (Borrowing) Result for Year	36,516	35,297	● 1,218	(6,934)

Adelaide Hills Council Operating Summary				
By Directorate				
as at September 2022				
	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
Community Capacity	817	806	● 11	2,581
Corporate Services	42,677	42,478	● 199	44,309
Development & Regulatory Services	676	631	● 45	1,317
Infrastructure & Operations	2,202	2,172	● 29	4,707
Income Total	46,372	46,088	● 284	52,914
Expenditure				
Community Capacity	1,835	2,005	● 170	8,624
Corporate Services	3,391	3,356	● (35)	10,902
Development & Regulatory Services	992	1,011	● 19	3,939
Infrastructure & Operations	4,111	4,194	● 84	28,774
Expenditure Total	10,329	10,566	● 237	52,238
Operating Surplus (Deficit)	36,043	35,521	● 522	676

Adelaide Hills Council Monthly Financial Performance

as at September 2022	Income by Function				Expenditure by Function				Net
	YTD	YTD	YTD Var	Annual	YTD	YTD	YTD Var	Annual	Net
	Actuals	Budget	fav(unf	Revised	Actuals	Budget	fav(unf	Revised	Position
\$'000s	\$'000s	av)	Budget	s	\$'000s	av)	Budget	Variance	
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
CC Director's Office	6	6	-	6	94	88	(6)	339	(6)
Customer Experience	-	-	-	-	12	28	16	155	16
Communications, Engagement & Events	2	-	2	-	122	159	37	789	38
Economic Development	95	95	-	125	170	199	30	603	30
FABRIK	39	41	(2)	59	78	78	-	369	(2)
Community Development	55	43	12	103	284	291	7	1,181	19
Community Resilience	340	340	-	690	36	123	87	690	87
Positive Ageing (Home and Social Support)	229	222	7	1,106	283	281	(3)	1,158	5
Positive Ageing Project (Collaborative)	19	23	(4)	86	23	20	(3)	88	(7)
Community Centres	9	13	(4)	53	107	96	(11)	386	(15)
Library & Customer Services	23	23	0	354	626	642	16	2,867	16
Community Capacity	817	806	11	2,581	1,835	2,005	170	8,624	181
CS Director's Office	1	-	1	3	77	71	(6)	289	(5)
Financial Services	42,490	42,320	170	43,521	797	793	(4)	1,456	166
Governance & CEO Office	-	-	-	34	661	665	4	2,484	4
Information Services	-	-	-	-	835	806	(28)	2,648	(28)
OD & WHS	-	-	-	1	214	233	19	848	19
Old Woollen Mill Precinct Lobethal	71	65	6	318	50	39	(11)	230	(5)
Cemeteries	61	46	14	311	50	51	2	177	16
Property Management	42	32	10	71	563	538	(25)	1,702	(15)
Retirement Villages	12	15	(2)	40	12	7	(5)	24	(7)
Sport & Recreation	-	-	-	11	132	152	20	1,044	20
Corporate Services	42,677	42,478	199	44,309	3,391	3,356	(35)	10,902	164
DRS Director's Office	-	-	-	-	115	122	6	492	6
Development Assessment & Compliance	198	149	49	613	539	560	20	2,170	69
Environmental Health	27	31	(4)	161	121	121	-	537	(4)
Regulatory Services	451	451	1	544	217	208	(8)	739	(7)
Development & Regulatory Services	676	631	45	1,317	992	1,011	19	3,939	64
IO Director's Office	-	-	-	-	89	88	(1)	409	(1)
Civil Services	389	391	(2)	2,858	1,238	1,286	48	5,129	46
Open Space - Biodiversity	20	13	7	15	169	169	0	796	7
Open Space Operations	2	-	2	-	1,219	1,304	85	5,510	87
Community Wastewater Management System	1,694	1,678	16	1,704	121	129	8	1,056	24
Strategic Assets	-	-	-	-	137	134	(3)	10,398	(3)
Sustainability	-	-	-	-	85	85	0	292	0
Emergency Management	-	-	-	-	8	11	3	84	3
Waste	97	90	7	130	1,044	987	(57)	5,099	(50)
Infrastructure & Operations	2,202	2,172	29	4,707	4,111	4,194	84	28,774	113
Total	46,372	46,088	284	52,914	10,329	10,566	238	52,238	522

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.3

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

Subject: Substantive CEO Recruitment

For: Decision

SUMMARY

At its 23 August 2022 meeting, Council considered a report on Acting and Substantive CEO Recruitment.

Council determined to commence an Acting CEO recruitment process which resulted in Mr David Waters being appointed as the Acting CEO on 20 September 2022 for a period commencing 4.01pm Friday 30 September 2022 and concluding upon the commencement of the successful candidate in the (substantive) Chief Executive Officer Recruitment process.

Council further determined that the matter of the Substantive CEO Recruitment to be referred to the incoming Council in December 2022.

The purpose of this report is to seek Council's direction in relation to the many facets of the Substantive CEO recruitment process.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. To manage the Substantive CEO recruitment process with a Recruitment Consultant, to be procured by the Administration.**
- 3. To undertake a CEO remuneration benchmarking exercise utilising the Recruitment Consultant.**
- 4. To adopt a Bespoke Selection Panel model for the Substantive CEO Selection Panel.**
- 5. To satisfy the provisions of Section 98(4a) of the *Local Government Act 1999* by determining a Qualified Independent Person prior to considering recommendations for appointment to the Substantive CEO position.**

6. That the Substantive CEO Selection Panel:

a. Will have the following functions:

i. in collaboration with the Recruitment Consultant:

- to review and finalise the CEO Position Description (consistent with the provisions of s99 of the Act);
- determine the market approach (mix of media) and candidate assessment tools; and
- division of recruitment actions and responsibilities.

ii. to shortlist and assess candidates in order to determine a preferred candidate(s); and

iii. make a recommendation to Council for appointment of a preferred candidate and the terms and conditions of appointment.

b. Will consist of five (5) members as follows: Mayor; Deputy Mayor; Presiding Member of the CEO Performance Review Panel; and two (2) Ordinary Members. The Presiding and Deputy Presiding Member of the Substantive CEO Selection Panel will be the Mayor and Deputy Mayor respectively.

c. That the method of selecting the Substantive CEO Selection Panel Ordinary Members will be by an indicative vote to determine the preferred persons for the two (2) positions utilising the Appointments to Positions Process contained in Clause 4.7 of Council's *Code of Practice for Council Meeting Procedures*.

d. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Substantive CEO Selection Panel Ordinary Member roles and for the meeting to resume once the results of the indicative vote have been declared.

1. BACKGROUND

CEO Resignation

On 26 July 2022, the current CEO, Andrew Aitken provided the Principal Member, Mayor Jan-Claire Wisdom, with a notice of resignation. A termination (settlement) date was to be negotiated and resolved by the Council under the provisions of the Employment Agreement.

At its 23 August 2022 meeting, Council resolved (226/22) in relation to the current CEO's termination (separation date):

- 2. To determine that, as a result of negotiation in accordance with clause 14.3.2 of the Employment Agreement, the termination (separation) date for Chief Executive Officer, Andrew Aitken, will be 4.00pm, Friday, the 30th day of September 2022.**

Given the pending resignation and in accordance with the provisions of s98 of the *Local Government Act 1999* (the “Act”), the Council needed to consider the process to undertake the acting and substantive CEO recruitment. A complicating factor is that the ‘election period’ for the 2022 Local Government Election was to commence on 6 September and expire at the conclusion of the general election. As such, Council was to be in its caretaker period prior to any actions being finalised to recruit and appoint a substantive CEO.

Section 91A(8) of the *Local Government (Elections) Act 1999* prevents councils from making a ‘designated decision’ during the caretaker period including:

- (a) relating to the employment or remuneration of a chief executive officer, other than a decision to appoint an acting chief executive officer; or

Given these restrictions, Council needed to consider its preferred approach to the recruitment an Acting CEO.

The terminology used to describe the recruitment processes was **Acting CEO** for CEO appointment during the caretaker period and **Substantive CEO** for the subsequent recruitment and appointment after the caretaker period.

At its 23 August 2022 meeting, Council resolved (226/22):

3. That in relation to the Acting CEO Recruitment:

- a. **To manage the recruitment process without the engagement of a Recruitment Consultant.**
- b. **To adopt an Internal Recruitment Candidate identification strategy.**
- c. **To adopt a Bespoke Selection Panel model for the Acting CEO Selection Panel.**
- d. **To establish the Acting CEO Selection Panel, for the purposes of s98(4) of the *Local Government Act 1999*, which will commence on 23 August 2022 and remain in effect until Council appoints the Acting CEO.**
- e. **That the Acting CEO Selection Panel will have the following functions:**
 - i. **To develop and implement an Expression of Interest process consistent with the resolved Candidate Identification Strategy;**
 - ii. **To shortlist applications and conduct interviews with a view to identifying a preferred candidate(s);**
 - iii. **To report back and make a recommendation to Council with regard to a preferred candidate(s) and terms & conditions of appointment.**
- f. **To note that the Acting CEO Selection Panel may request advice from an external recruitment consultant as required and that will be procured within existing delegations and budgets.**
- g. **That the Acting CEO Selection Panel will consist of five (5) members as follows: Mayor; Deputy Mayor; Presiding Member of the CEO Performance Review Panel; and two (2) Ordinary Members. The Presiding and Deputy Presiding Member of the Acting CEO Selection Panel will be the Mayor and Deputy Mayor respectively.**

- h. That a Total Remuneration Package of \$260,000 will be able to be communicated to potential applicants for the role and will form the basis for negotiations with the preferred candidate.**
- i. That the method of selecting the Acting CEO Selection Panel Ordinary Members will be by an indicative vote to determine the preferred persons for the two (2) positions utilising the Appointments to Positions Process contained in Clause 4.7 Council's Code of Practice for Council Meeting Procedures.**
- j. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Acting CEO Selection Panel Ordinary Member roles and for the meeting to resume once the results of the indicative vote have been declared.**

Carried unanimously

Substantive CEO Recruitment

In relation to the Substantive CEO recruitment, Council resolved (227/22), also at the 23 August 2022 meeting:

18.2.3 Acting and Substantive Chief Executive Officer Recruitment – Acting CEO Selection Panel - Confidential item

(This item is not in confidence)

**Moved Cr Mark Osterstock
S/- Cr Kirrilee Boyd**

227/22

- 1. To appoint Cr Leith Mudge and Cr Ian Bailey as Ordinary Members of the Acting CEO Selection Panel.**
- 2. That in relation to the Substantive CEO Recruitment, that this matter is referred to the incoming Council for decision in December 2022.**

Carried unanimously

Acting CEO Appointment

On the basis of the above resolution (226/22), the Acting CEO Selection Panel consisting of Mayor Wisdom (ex officio - Mayor), Cr Daniell (ex officio - Deputy Mayor), Cr Osterstock (ex officio – Presiding Member CEOPRP), Cr Bailey (Ordinary Member), and Cr Mudge (Ordinary Member) was convened electronically and finalised an Expression of Interest (EOI) process on 29 August 2022.

The EOI was advertised internally for the period 29 August – 4 September 2022. Two EOIs were received and these were considered on 6 September 2022 by the Selection Panel to determine the shortlisting for interview.

Interviews were held on 8 September 2022 with the full Selection Panel and referee reports obtained shortly thereafter.

Council considered the recommendations of the CEO Selection Panel at a Special Council Meeting on 20 September 2022 and resolved:

RELEASED 21 SEPTEMBER 2022

8.1.2 Appointment of Acting CEO – Confidential Item

Moved Cr Ian Bailey
S/- Cr Leith Mudge

246/22

Council resolves:

1. That the report be received and noted
2. To appoint David Waters to the position of Acting Chief Executive Officer of the Adelaide Hills Council for a period commencing 4.01pm Friday 30 September 2022 and concluding upon the commencement of the successful candidate in the (substantive) Chief Executive Officer Recruitment process.
3. To authorise the Mayor to negotiate the final terms and conditions of the Acting Chief Executive Officer's Employment Agreement being materially similar to the draft Employment Agreement in Appendix 1 and with a Total Remuneration Package value of no greater than \$269,582.00.

Carried Unanimously

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal Organisation

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

➤ **Legal Implications**

Council Chief Executive Officers

Section 96(1) of the *Local Government Act 1999* (the "Act") requires that a council must have a chief executive officer.

Section 97(2) of the Act states that a chief executive officer's appointment is terminated if (relevant to this report) the chief executive officer resigns by notice in writing to the principal member of the council.

Section 98(1) of the Act provides that if a vacancy occurs or is about to occur in the office of chief executive, the council must take steps to fill the vacancy (or pending vacancy). Further subsection (2) provides that the council must appoint a person to act in the position of chief executive officer until the vacancy is filled.

Section 98 of the Act prescribes the following requirements in relation to filling the vacancy:

- (3) For the purpose of filling a vacancy, the council must invite applications by advertising on a website determined by the council, and may take other action as the council thinks appropriate.
- (4) The council must appoint a selection panel to assess applications for the position of chief executive officer, to recommend readvertisement or other additional steps (if necessary), and to make recommendations to the council on an appointment.
- (4a) The council must ensure that either or both of the following applies to the process for appointing a chief executive officer under this section:
 - (a) the council appoints at least 1 person who is not a member or employee of the council to the selection panel;
 - (b) before making the appointment to the office of chief executive officer, the council obtains and considers the advice of a qualified independent person on the assessment of applications and recommendations on the appointment under subsection (4) (and that advice may include recommendations to the council on the appointment).
- (5) The council makes the appointment to the office of chief executive officer.
- (6) This section does not apply in circumstances involving the reappointment of a chief executive officer following the completion of a term of office.
- (7) In this section—

qualified independent person means a person who is—

 - (a) not a member or employee of the council; and
 - (b) determined by the council to have appropriate qualifications or experience in human resource management.

CEO Remuneration

Section 99A of the Act commenced on 10 November 2021 and provides (relevant to this item) that:

- (1) Subject to this section, the remuneration of the chief executive officer of a council will be determined by the council.
- (2) The Remuneration Tribunal will determine (from time to time) the minimum and maximum remuneration that may be paid or provided to chief executive officers of councils.
- (10) A council must ensure that the remuneration of its chief executive officer is within the relevant minimum and maximum remuneration determined by the Remuneration Tribunal for the purposes of this section.

The transitional provisions associated with changes to the Act provide that the remuneration of a CEO holding office prior to a determination being made by the Tribunal is not subject to that determination for the period of their current contract.

CEO Performance Review Panel

The CEO Performance Review Panel (the “Panel”) is a Section 41 Committee of Council under the Act. The Panel has the following specific functions:

3. SPECIFIC FUNCTIONS

- 3.1 The function of the Panel is to provide advice to Council on the CEO’s performance and development, including the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO’s agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO’s performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements;
 - 3.1.4 Identifying development opportunities for the CEO; and
 - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO.

Conflict of Interest

The potential for a staff member coordinating the Substantive CEO Recruitment to have a conflict of interest under s120 of the Act is mitigated in that Mr Lachlan Miller, Executive Manager Governance & Performance, has provided assurance to the Principal Member that he will not be a candidate for the Substantive CEO role. Other staff members will be utilised through the recruitment campaigns however they will be under Mr Miller’s direction while undertaking these roles.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member’s private interests might result in the Member acting in a manner that is contrary to their public duty. For this matter, Council Members seeking to be appointed to the Substantive CEO Selection Panel may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting. For this matter, Council Members seeking to be appointed to the Substantive CEO Selection Panel may have a Material COI and should consider declaring the interest and acting in accordance with *s75C – Dealing with material conflicts of interest*.

Council's *Information or Briefing Sessions Policy* created under s90A(1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs.

➤ **Risk Management Implications**

Establishing a robust and structured recruitment process as proposed in this report will assist in mitigating the risk of:

Poor or deficient CEO recruitment practices and/or outcome leading to poor performance and loss of stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (4D)	Medium (4D)

The residual risk rating is predicated on the controls as proposed in this report being put in place.

➤ **Financial and Resource Implications**

The financial implications associated with the Substantive CEO Recruitment depend on the recruitment strategy adopted by the Council. Indicative costs (where known) will be advised in the analysis of strategy options contained in the Additional Analysis section below. Where the adopted 2022-23 budget is not sufficient, a budget review would need to be considered.

It is not proposed for Council to determine the indicative remuneration package at this point in the process however if it exceeds the current budget, a budget review may also need to be undertaken.

The coordination of the process will be undertaken by the Executive Manager Governance & Performance with specialist assistance from the Organisational Development Department, as required. While the process is spread over a number of months, there is still the potential that the resource allocation required for this process will result in other priorities within the Governance & Performance Department (and the Organisational Development Department) being impacted during this time. The resource implications will be more significant if Council determines not to use a Recruitment Consultant

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

There is a strong community expectation that the Council's CEO will possess appropriate skills and experience to undertake the role, that they perform competently and meet expectations to achieve the required outcomes, and that they are remunerated responsibly and appropriately having regard to the role and the industry market.

➤ **Sustainability Implications**

The CEO has a pivotal role in ensuring that the sustainability priorities and strategies are implemented.

➤ **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: A workshop was conducted on 16 August 2022 to explore the various options associated with acting and substantive CEO recruitment.

Advisory Groups: Not Applicable

External Agencies: KelledyJones Lawyers provided advice in relation to the interpretation of legislation provisions relating to CEO recruitment.

Community: Not Applicable

➤ **Additional Analysis**

Candidate Pool

Consistent with s98(3) of the Act, the recruitment process for the Substantive CEO must be by an open recruitment process that is publicly advertised.

Recruitment Process Coordination

Council will need to determine whether to engage external recruitment services (i.e. Recruitment Consultant) to assist with the recruitment process. A professional recruiter will bring impartiality and specialist experience in the recruitment field. The cost of these services is estimated to be approximately \$17,000 which is not in the current 2022-23 budget.

The Administration recommends the engagement of a Recruitment Consultant and will coordinate the Request for Quotation (RFQ) process and the engagement of the preferred firm under delegation (by the Executive Manager Governance & Performance).

Selection Panel

Council will need to establish a Selection Panel to consider applicants for recommendation to Council of a preferred candidate(s).

Qualified Independent Advice

Legislatively, under s98(4) of the Act, a Selection Panel is required for the Substantive CEO Recruitment.

Further, Council needs to consider how it will satisfy the provisions of s98(4a) of the Act as follows:

- (4a) The council must ensure that either or both of the following applies to the process for appointing a chief executive officer under this section:
- (a) the council appoints at least 1 person who is not a member or employee of the council to the selection panel;
 - (b) before making the appointment to the office of chief executive officer, the council obtains and considers the advice of a qualified independent person on the assessment of applications and recommendations on the appointment under subsection (4) (and that advice may include recommendations to the council on the appointment).

In relation to s98(4a)(a) Council has the options to consider:

- appointing the Recruitment Consultant (see above) to the Selection Panel; or
- to engage an independent person as a member of the Selection Panel.

Alternatively, or in addition to, any decisions regarding s98(4a)(a), under s98(4a)(b) Council could consider:

- the advice of the Recruitment Consultant (who is not a member of the Selection Panel) upon determining that they are a qualified independent person; or
- engage other advice from a qualified independent person.

A determination in relation to s98(4a) should be made no later than the Council's 14 February 2023 meeting.

Selection Panel Role

The Selection Panel will have the following functions:

- in collaboration with the Recruitment Consultant (or the Administration if a Recruitment Consultant is not approved):
 - to review and finalise the CEO Position Description (consistent with the provisions of s99 of the Act);
 - determine the market approach (mix of media) and candidate assessment tools; and
 - division of recruitment actions and responsibilities.
- to shortlist and assess candidates in order to determine a preferred candidate(s); and
- make a recommendation to Council for appointment of a preferred candidate and the terms and conditions of appointment.

Selection Panel Membership

Ideally, members of a Selection Panel should have an excellent understanding of all facets of the CEO role, possess senior executive recruitment and interviewing skills, and be available to attend to all Panel duties. These factors would need to be confirmed by Council before determining the Selection Panel option.

The two key options are:

1. *Bespoke Selection Panel* – this Selection Panel would consist of Council Members and/or Council Officers (ideally with CEO experience) and/or Independent Members specifically selected by Council.

If an Independent was to be appointed to the Bespoke Selection Panel, there would need to be a separate process and budget to engage the member. This could cost approximately \$450/meeting and is not in the current 2022-23 budget.

Meetings of the Bespoke Selection Panel, established under s98(4), would not be subject to the provisions of Chapter 6 - Meetings of the Act (i.e. no formal notices, agenda, minutes and not required to be open to the public) or the provisions s90A – Information or briefing sessions. The Bespoke Panel would not however be able to be delegated any powers under the Act (i.e. procurement delegation to engage a recruitment consultant).

Should Council opt for the Bespoke Selection Panel option in Recommendation 4, membership is proposed to be Mayor, Deputy Mayor, Presiding Member of the CEOPRP and two (2) Ordinary Members, with the first three roles selected ex-officio due to their respective additional interaction and understanding of the CEO position.

For the Ordinary Member positions, an election process will be required consistent with the Appointments to Positions process contained in clauses 4.7.8 – 4.7.10 of the Council *Code of Practice for Council Meeting Procedures*. In selecting Members to these positions Council should consider candidates' knowledge, skills and experience in executive recruitment and diversity in the Panel's composition.

Recommendation 6 sets out provisions to clarify the role of a Bespoke Selection Panel and to determine the membership.

2. *Re-task the CEO Performance Review Panel (CEOPRP)* – as set out in the Legal Implications section (above), the functions of the CEOPRP revolve around CEO performance & remuneration review and CEO professional development. To be clear, it does not currently have a function relating to CEO recruitment and selection and, as such, Council would need to resolve to create an additional function to this effect.

The CEOPRP does have an Independent Member, Janet Miller, who has advised of a general ability to participate in the Substantive CEO recruitment if Council adopts the CEOPRP option. Janet's participation would be \$450/meeting and is not in the current 2022-23 budget.

Given its s41 committee status, any recommendations from the re-tasked CEOPRP to Council would need to be made in a formally constituted meeting in terms of meeting notice, quorum, agenda reports and minutes. This may affect the timeliness of meeting processes. Any workshops would need to comply with the requirements of s90A –

Information or Briefing Sessions of the Act in terms of meeting notification and being open to the public unless an applicable confidentiality provision, under s90(3), is in effect.

Should Council opt for the Re-tasked CEOPRP option at Recommendation 4, an appropriate recommendation to augment the CEOPRP's current functions and/or membership would be provided (in replacement of the current Recommendation 6).

Total Remuneration Package for Negotiation

Council CEO remuneration has historically been determined by the respective council, usually upon consideration of advice regarding the remuneration of council CEOs in comparable council areas. Remuneration is usually expressed in terms of the Total Remuneration Packages (TRP) or Total Employment Cost (TEC) which can be a combination of salary, superannuation, vehicle, professional development, etc.).

As identified in the Legal Implications section above, once the Remuneration Tribunal makes a determination for CEO remuneration, councils are required to comply with the bounds of the minimum and maximum remuneration set. While a determination has not yet been made, it is conceivable that this could occur prior to the execution of a contract with the preferred CEO candidate, in which case regardless of what remuneration discussions have taken place, the determination by the Remuneration Tribunal would be binding.

For the purposes of the Substantive CEO recruitment process, Council will need to determine an indicative TRP figure/range to be able to be communicated to potential applicants and for negotiation with the preferred candidate (subject to the provisions of s99A above).

It is proposed that one of the initial activities of the Recruitment Consultant will be to undertake a CEO remuneration benchmarking exercise (similar to that undertaken annually as part of the CEO Performance Review) to enable Council to determine a contemporary TRP at its 14 February 2023 meeting.

If Council determines not to use a Recruitment Consultant there will be a need to engage a consultant to undertake a Remuneration Review (approx. \$3,000 unbudgeted) or to use the last Remuneration Review data which will be 7-8 months old.

Indicative Timetable

As identified in the Background section above, Acting CEO David Waters' appointment concludes upon the commencement of the successful candidate in the Substantive CEO recruitment process. As such, Council has sound arrangements in place and can undertake the substantive recruitment in a planned and measured fashion.

An indicative timetable is as follows:

	Step	Indicative Timetable
1	Appoint a Recruitment Consultant (Admin)	Late January 2023
2	Selection Panel and Recruitment Consultant <ul style="list-style-type: none"> • Review position description • Agree selection processes 	Early February 2023
3	Council determines: <ul style="list-style-type: none"> a) indicative TRP for recruitment campaign b) how provisions of s98(4a) will be met 	14 February 2023
4	Recruitment campaign commenced (Recruitment Consultant coordinated)	Mid February 2023
5	Recruitment Consultant shortlisting and initial referee checking	Mid March 2023
6	Selection Panel considers Consultant's shortlist and determines interview candidates	Late March 2023
7	Selection Panel interviews candidates	Early April 2023
8	Preferred candidate(s) present to Council	Mid April 2023
9	Council appoints CEO	Late April 2023
10	CEO commences (this will be subject to any employment release periods)	April -June 2023

3. OPTIONS

Council has the following options:

- I. Determine whether to manage the recruitment process with or without the engagement of a Recruitment Consultant. The Administration recommends using a Recruitment Consultant.
- II. Determine its approach to obtaining remuneration benchmarking data. The Administration recommends incorporating this into the Recruitment Consultant engagement.
- III. Determine the structure/membership of the Selection Panel (Bespoke Selection Panel/Re-tasked CEO Performance Review Panel). Depending on the decision, the Administration will provide applicable recommendations for Council's consideration. The Administration recommends a Bespoke Selection Panel.
- IV. Determine how the provisions of s98(4a) will be met (Independent Selection Panel Member and/or Qualified Independent Person advice). If it is to involve the former, Council will need to decide this when establishing the Panel. If it is to only be the latter, the Administration recommends that the Recruitment Consultant (if engaged) could be determined by the Council to be the Qualified Independent Person. Doing so would require a resolution of Council once the Recruitment Consultant has been engaged (i.e. February 2023 Council meeting).

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Kylie Hopkins
Cemeteries Officer
Corporate Services

Subject: Review of Cemetery Operating Policy

For: Decision

SUMMARY

The Cemetery Operating Policy has been updated to include a section regarding Natural Burials and to update the application forms contained in the appendices.

The Policy guides management and staff in the day-to-day operation of the cemeteries under the ownership or care, control and management of the Adelaide Hills Council (the Authority). It is a reference point for members of the public seeking guidance on the decision-making process of the Authority.

The Policy has been reviewed (*Appendix 1*) and is recommended to be adopted with changes as shown.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 3 January 2023, to revoke the 24 August 2021 *Cemetery Operating Policy* and to adopt the 20 December 2022 *Cemetery Operating Policy* as per Appendix 1.
 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 20 December 2022 *Cemetery Operating Policy* as per Appendix 1 prior to the date of effect.
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1. BACKGROUND

On 28 June 2022, following consideration of a Motion on Notice from Cr Herrmann, Council resolved as follows:

12.5 Motion on Notice Response – Natural Burials

7.54pm Cr Osterstock returned to the Chamber

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

158/22

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.

Carried Unanimously

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 O3.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

The Council is committed to open, participative and transparent decision making and administrative processes. We diligently adhere to legislative requirements to ensure public accountability and exceed these requirements where possible.

➤ Legal Implications

Natural burials are regulated by 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 have formed the basis of the update to Council's *Cemetery Operating Policy*.

➤ **Risk Management Implications**

Review of the *Cemetery Operating Policy* assists in mitigating the risk of:

Failure to adopt policy may lead to inappropriate management of Council operated cemeteries resulting in breach of legislative obligations and risk to community.

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

➤ **Financial and Resource Implications**

The resource implications of administering the Policy are accommodated in the current Property Services Department budget

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

The revised *Cemetery Operating Policy* provides information and direction to both Council staff and the community in relation to the rules and regulations governing our cemeteries thus limiting the likelihood of confusion and incorrect information.

➤ **Sustainability Implications**

Natural burials are a more sustainable alternative to traditional burials as the deceased is buried in natural materials that break down over time such as a shroud, wicker or bamboo casket or even cardboard. Properly planned and prepared, the deceased can return to the earth naturally. In addition to this, traditional headstones are generally replaced with natural plantings. Overall, there is less impact on the environment from a manufacture and environmental perspective as expensive, highly processed materials such as steel or precious woods such as mahogany or cherry wood are avoided.

➤ **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: Not Applicable

Community: Not Applicable

➤ **Additional Analysis**

The Administration has undertaken a review of the Policy and its application within the organisation and has identified a number of changes as identified in **Appendix 1**.

A policy position has been included to provide guidance to Council's Administration upon establishment of a Natural Burial Ground at Kersbrook.

Further updates have been made to application forms for ease of use by customers.

The revised policy was presented to the Cemetery Advisory Group at its October meeting and group members were in support of the proposed changes.

From time to time there are amendments to the Act which may impact the *Cemetery Operating Policy* and it will need to be reviewed and updated as changes to the Act require.

3. OPTIONS

Council has the following options:

- I. To adopt the Policy, with or without amendment (Recommended)
- II. To determine not to adopt the Policy at this time (Not 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.


4. APPENDICES

- (1) Draft Cemetery Operating Policy – December 2022
- (2) Guidelines for Natural Burials

Appendix 1

Draft Cemetery Operating Policy – December 2022

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2 style="margin: 0;">CEMETERY OPERATING</h2>
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Policy Number:	COM-06
Responsible Department(s):	Property Services
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	Memorials within Council Cemeteries Policy
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Burials and Cremations Act 2013 & Burials and Cremation Regulations 2014</i> <i>Births Death and Marriages Registration Regulations 2013</i> <i>Work Health and Safety Act 2012 & Work Health and Safety Regulations 2012</i> <i>Local Government Act 1999</i> <i>Heritage Places Act 1993 (SA)</i>
Policies and Procedures Superseded by this policy on its Adoption:	Cemetery Operating, 09/05/2017, 12.3, SP14/17 Cemetery Operating, 24/11/2020, 12.10, 282/20 Cemetery Operating, 22/06/2021, 12.5, 121/21 Cemetery Operating, 24/08/2021, 12.5, 175/21
Adoption Authority:	Council
Date of Adoption:	To be added administratively
Effective From:	To be added administratively
Minute Reference for Adoption:	To be added administratively
Next Review:	December 2025 or as required by earlier by legislation or changed circumstances

CEMETERY OPERATING POLICY

1. INTRODUCTION

- 1.1 The *Cemetery Operating Policy* (the Policy) guides management and staff in the day-to-day operation of the cemeteries under the ownership or care, control and management of the Adelaide Hills Council (the Authority). It is a reference point for members of the public seeking guidance on the decision-making process of the Authority.

2. OBJECTIVES

- 2.1 Adelaide Hills Council aims to efficiently and effectively manage and maintain cemeteries with dignity and respect to meet the needs of its community.
- 2.2 To ensure that the interment of bodily remains occurs in accordance with *The Burials and Cremation Regulations 2014*, *The Burials and Cremations Act 2013*, *The Births Death and Marriages Registration Regulations 2013*, *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012*, and *Local Government Act 1999*.

3. DEFINITIONS

- 3.1 “**Act**” means the *Burials and Cremations Act 2013*.
- 3.2 “**Authorised**” means a written authority has been issued by the Council.
- 3.3 “**The Authority**” means the Adelaide Hills Council.
- 3.4 “**Bodily Remains**” means the whole or any part of a human body (whatever its physical state may be) but does not include the whole or part of a body that has been cremated.
- 3.5 “**Cemetery**” means any and all cemeteries owned or under the care and control of the Authority.
- 3.6 “**Chief Executive Officer**” means the Chief Executive Officer of the Adelaide Hills Council.
- 3.7 “**Cremated Remains**” means bodily remains that have been cremated.
- 3.8 “**Extended Term**” means each extended duration of the Initial Term of an Interment Right.
- 3.9 “**Grantee**” means a person who is or persons who are the holder of a Right or any other person entitled to exercise the rights of the Grantee under a Right in accordance with the terms of a Right.
- 3.10 “**Human Remains**” means the body or part of the body of a deceased person (including a still born child) and includes Cremated Remains.
- 3.11 “**Initial Term**” means the initial duration of a Right.

3.12 **“Interment”** of Human Remains includes:

- burial in the earth, a vault or mausoleum
- placement of cremated remains in a columbarium or other structure designed as a repository for human remains
- burial in the earth of cremated remains (with or without a container)

but does not include the scattering of cremated remains.

3.13 **“Interment Right”** means a Right for the Interment of Human Remains.

3.14 **“Legitimate Business”** means attendance in a cemetery to undertake an activity relating to the interment of Human Remains, installation of a memorial or plaque, or visiting the grave or memorial site in order to pay respects to a deceased person.

3.15 **“Memorial”** means:

- An approved Monument; or
- A plaque; or
- Any other approved structure or physical object used to memorialise a deceased person.

3.16 **“Monument”** means a monument, headstone, tablet, gravestone, kerbing, railing or any other erection to be constructed in a Cemetery, used for the commemorative purposes for a burial site.

3.17 **“Natural burial”** means the process of interment of a body that conforms to the usual or ordinary course of nature and adds to the biodiversity of the area.

3.18 **“Natural Burial Ground”** means a designated area in a Cemetery set aside for the interment of bodies in the soil in a manner that does not inhibit decomposition but allows the body to be naturally recycled.

3.19 **“Plaque”** is a flat tablet of metal, stone or other material which includes text or images used for commemorative purposes

3.20 **“Private Cemetery”** means a cemetery held in private ownership

3.21 **“Regulations”** means the *Burial and Cremations Regulations 2014*.

3.22 **“Right”** means a Burial Right.

3.23 **“Term”** includes the Initial Term and any Extended Terms.

4. GENERAL OPERATING POLICIES

4.1 Compliance with Operating Policies

4.1.1 A person, including Right holders must comply with the Act, the Regulations and these operating policies where they:

- 4.1.1.1 wish to inter Human Remains in a Cemetery
- 4.1.1.2 wish to re-open an interment site containing Human Remains
- 4.1.1.3 wish to remove Human Remains from a Cemetery, or
- 4.1.1.4 wish to install a Memorial at an interment site

4.2 Opening Hours

- 4.2.1 Cemeteries are open to from 7:00am to sunset 7 days per week, or as the Authority may determine.
- 4.2.2 No person, except a person authorised by the Authority, may be in a Cemetery at any other time.

4.3 Office Hours of Authority

- 4.3.1 The office of the Authority is open weekdays except public holidays from 8:30am to 5:00pm.

4.4 Fees

- 4.4.1 The Authority will publish a scale of fees for granting Rights and all other services and may change the scale of fees as it may determine.
- 4.4.2 The scale of fees will be reviewed, at a minimum, on an annual basis. An up-to-date copy of the scale of fees will be made available to any person on request and be available for download from the Authority's website.

4.5 Records of Cemeteries

- 4.5.1 The Authority will maintain records of each Cemetery in the office of the Authority that shows:
 - 4.5.1.1 each site at which human remains are interred, and
 - 4.5.1.2 each site set aside for the interment of human remains, and
 - 4.5.1.3 the number allocated to, or a description of, each site.

4.6 Landscaping

- 4.6.1 No person, except a person authorised by the Authority, may landscape or change the landscaping of any portion of a Cemetery.
- 4.6.2 Any unauthorised landscaping may be removed by the Authority without notice, at the Interment Right holders cost
- 4.6.3 The Authority is not responsible for any damage or loss caused by unauthorised activity in a Cemetery.
- 4.6.4 All plants and trees in a Cemetery remain the property of the Authority.
- 4.6.5 If the surface of any interment site in the cemetery sinks below the level of the natural surface of the ground, the Authority may cause the site to be filled up to the natural surface level , at the Interment Right holders cost.
- 4.6.6 The Authority will plant and maintain lawn on lawn burial sites.
- 4.6.7 The Authority may alter or transfer any landscaping, memorial or memorial garden bed as it may determine in consultation with any affect Interment Right holders.

4.7 Traffic Regulations

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- 4.7.1 A person must, while in charge of a motor vehicle within a Cemetery, comply with any lawful directions of the Authority as to the driving and parking of the vehicle.
- 4.7.2 A speed limit of 5 km per hour applies in all Cemeteries. All other general road rules apply within a Cemetery.
- 4.7.3 A person must not drive a motor vehicle within a Cemetery in a dangerous or careless manner or without reasonable consideration for others.
- 4.7.4 A person may park a motor vehicle within a Cemetery with reasonable consideration for others and in accordance with general road rules unless it is clearly marked to the contrary.

4.8 Public Right of Way

- 4.8.1 A Cemetery is not a public right of way.
- 4.8.2 Entry to a Cemetery is restricted to employees or agents of the Authority and to people having legitimate business or as the Authority may determine.
- 4.8.3 The Authority will ensure that a Cemetery is securely fenced at all times, in a manner that is deemed suitable, taking into account the location and topography of individual cemeteries.

4.9 Control of Animals

- 4.9.1 A person must not ride, drive or exercise animals (other than dogs) in a Cemetery except with the prior approval of the Authority.
- 4.9.2 All dogs in a Cemetery must be kept under effective control and be on a leash. All dog faeces must be removed by the person in control of the dog.

4.10 General Conduct in a Cemetery

- 4.10.1 A person must not cause any nuisance or breach the peace in a cemetery.
- 4.10.2 A person must at all times conduct themselves in a manner that respects the rights and safety of others visiting a cemetery.
- 4.10.3 A person must not without the prior written approval of the Authority:
- 4.10.3.1 sell or buy anything
 - 4.10.3.2 erect a temporary shelter or canopy
 - 4.10.3.3 carry on a business or advertise the same (with the exception of acknowledgement of the Mason on a Memorial)
 - 4.10.3.4 distribute or display any advertisement
 - 4.10.3.5 organise or take part in a meeting
 - 4.10.3.6 disturb a funeral service
 - 4.10.3.7 discharge a firearm (except at a military funeral)
 - 4.10.3.8 cut, break, deface or write or fix a bill on any fixture or landscaping in the cemetery, or
 - 4.10.3.9 take, injure or interfere with trees, shrubs, flowers, vases, labels, fish, birds, animals or other property.

4.11 Filming and Photography

4.11.1 Private and Personal Use

Photography for private and personal use in the Authority's cemeteries is permitted. However, where the Authority identifies that photographs of its cemeteries have been inappropriately used in the public domain, the Authority may seek to have these images removed or amended.

Inappropriate use includes but is not limited to:

- Cemetery images that do not treat the deceased with dignity and respect;
- Cemetery images that may cause distress to families, loved ones and in the broader community;
- Cemetery images which identify individual memorials and/or inscriptions without the prior permission of the interment right holder;
- The use of cemetery photographs for commercial or personal gain without the permission of the Authority; and
- Any unauthorised filming or photography

4.11.2 Commercial Use

In the interests of safety, dignity and respect for the deceased and their families, the Authority's written approval is required for filming and photography of a commercial or educational nature.

4.12 **Risk of Fire**

All naked flames, including candles and incense, are strictly prohibited in Cemeteries due to the risk of fire.

5. **INTERMENT RIGHTS**

5.1 **Authority to Grant Interment Rights**

5.1.1 The Authority may grant an Interment Right in relation to one or more sites in a Cemetery where:

- 5.1.1.1 A "Plain English Statement" form recording the burial and memorial sites interment rights and responsibilities is signed by the proposed Interment Right holder
- 5.1.1.2 An application, in the form contained at Appendix 1 or in a form that the Authority may determine having regard to the Regulations is received and approved, and
- 5.1.1.3 the applicant pays the appropriate fee.

5.1.2 The Authority may at its complete discretion refuse an application for an Interment Right or renewal or limit the number of Interment Rights granted to any one person.

5.1.3 An Interment Right Holder has for the term of the Interment Right:

- 5.1.3.1 an exclusive right to bury or inter human remains in the site allocated to the maximum number permitted by the Authority
- 5.1.3.2 the sole right to request and advise the Council as to who may be interred at a site and regarding the placement of Memorials
- 5.1.3.3 an exclusive use of foundations provided by the Authority (if any) to erect an approved memorial
- 5.1.3.4 the obligation to notify the Authority of any change of mailing address, and

5.1.3.5 use of the ground allocated for the purposes set out in this clause and not for any other purpose.

5.1.4 The minimum initial term of an Interment Right is determined by the Authority from time to time and is the period specified on the Interment Right as one of the following:

5.1.4.1 in perpetuity (for burial plots and rose gardens only), or

5.1.4.2 100 Years, or

5.1.4.3 50 Years, or

5.1.4.4 in accordance with a resolution of the Authority for an individually agreed period for a specific site.

5.1.5 The term of an Interment Right commences from the date of issue.

5.1.6 Unless otherwise specified on the Interment Right, the Initial Term of an Interment Right is in accordance with the below table:

Cemetery	Prior to Relevant Date	Relevant Date	Subsequent to Relevant Date
Houghton	99yr	1/1/1957	50yr
Birdwood	99yr	1/6/1996	50yr
Charleston	99yr	1/6/1996	50yr
Cudlee Creek	99yr	1/6/1996	50yr
Gumeracha	99yr	1/6/1996	50yr
Kersbrook	99yr	1/6/1996	50yr
Mt Torrens	99yr	1/6/1996	50yr
Montacute	99yr	1/6/1996	50yr
Mt Lofty	99yr	1/6/1996	50yr
Norton Summit	99yr	1/6/1996	50yr
Summertown	99yr	1/6/1996	50yr
Stirling	100yr	1/1/1988	50yr
Scott Creek	100yr	1/1/2000	50yr

5.1.7 Any notice sent to an Interment Right holder at the last address recorded on the Authority's register of Interment Rights will be considered sufficient and proper notification in relation to any matter pertaining to an Interment Right.

5.2 Sites without an Interment Right

5.2.1 For sites where an Interment Right has not been issued, however burials or cremated remains have been interred into the site, an interment right may be issued, in accordance with Section 5.12 **Claimants to Interment Rights** and will commence from the date of the first recorded burial or interment into that site for a term as per the table in 5.1.6.

5.3 Interment Rights Issued in Perpetuity

5.3.1 Interment Rights issued for the purpose of the interment of Human Remains (not including cremated remains) that are issued and extended for a total of 250 years will be deemed to have been issued in perpetuity.

5.3.2 Interment Rights issued for the purpose of the interment of cremated remains or for the memorialisation without human remains that are issued and extended for a total of 150 years will be deemed to have been issued in perpetuity.

5.4 Authority to renew Interment Rights

- 5.4.1 It is the responsibility of the Interment Right holder, or, in the event of their death or legal incapacity, their executor or administrator or successor, to renew or extend an Interment Right.
- 5.4.2 The Authority must renew or extend an Interment Right for an additional period or periods in accordance with the Act and Regulations where:
- 5.4.2.1 an application in the form contained at Appendix 1 or in a form that the Authority may determine having regard to the Regulations is received to do so, and
 - 5.4.2.2 the appropriate fee is paid.
- 5.4.3 An extension of the term of an Interment Right shall be for a period no less than 5 years in any one transaction or such time as may be specified in the Regulations. Fees for extensions to Interment Rights will on a pro-rata basis of the current 50 year fee, eg an extension of 5 years would equal one tenth of the current 50 year fee.
- 5.4.4 The Authority must, at least 12 months before an Interment Right is due to expire, take reasonable steps to give the Interment Right Holder written notice which informs the Interment Right holder:
- 5.4.4.1 of the Interment Right holder's entitlement to renew or extend the Interment Right and the cost of renewing or extending the Interment Right
 - 5.4.4.2 that if the Interment Right is not renewed or extended and there is a Memorial to the deceased, the Memorial may be reclaimed from the Authority
 - 5.4.4.3 That if the Interment Right is not renewed the Authority is entitled to re-use the Interment Site.
- 5.4.5 However the Authority may renew a lapsed Interment Right from the date of expiry of the relevant term for a further term(s) provided:
- 5.4.5.1 The application is received in writing by the Authority within two (2) years of the Interment Right lapsing, and
 - 5.4.5.2 The appropriate fee is paid by any interested person.
- 5.4.6 If no application is received within the time frame set out in the Act and Regulations to renew or extend the Interment Right, then the Interment Right will expire according to its terms.
- 5.4.7 Where an Interment Right has lapsed but is subsequently renewed in accordance with the Act, Regulations and this policy, the Interment Right will be deemed to have been extended under the same Interment Right with any previous terms of that Interment Right as at the date of lapse, as if the Interment Right has not lapsed.

5.5 Expired Interment Rights

- 5.5.1 Prior to any re-use of an Interment Site the Authority will:
- 5.5.1.1 give notice of its intention to re-use the Interment Site by public advertisement in a newspaper circulating throughout South Australia; and
 - 5.5.1.2 take reasonable steps to give written notice of its intention to re-use the Interment Site to the Interment Right holder or any personal representative of the deceased or one or more relatives of the deceased.

- 5.5.2 If the Interment Right is not renewed or the Interment Right holder, personal representative or a relative of the deceased has informed the Authority that there is no objection on the part of relatives to the re-use of the Interment Site then, in accordance with the Act, Regulations and this policy, the Interment Right is deemed to have expired and the Authority is entitled to re-use the site in accordance with the Act, Regulations and this policy.
- 5.5.3 The Authority will not make a site available for re-use until at least two (2) years have passed since the lapsing of an Interment Right, and the Interment Right has not been renewed during that period, pursuant to the Act, Regulations and this policy.
- 5.5.4 Where an Interment Site is available for re-use the Authority may grant a new Interment Right for the site to any person upon such terms and conditions as the Authority may determine consistent with the Act and the Regulations and this policy and the former Interment Right Holder acknowledges that upon such event the Authority may do whatever is necessary to prepare the site for the new Interment Right Holder.
- 5.5.5 Any Memorial may be reclaimed by the Interment Right holder, or if unclaimed will be disposed of by the Authority in accordance with the Act and the Regulations

5.6 Disposition of Cremated Remains

- 5.6.1 If an Interment Right Holder advises the Authority that an extension or renewal of an Interment Right for a site designated for cremated remains only will not be sought, the Interment Right Holder may instruct the Authority on a preferred method of final disposition of the cremated remains by:
- 5.6.1.1 interment in an unmarked location, or
 - 5.6.1.2 collection for private dispersal.
- 5.6.2 Where no instructions are given by the Interment Right Holder upon termination of an interment right for a site containing cremated remains as to the final disposal of the cremated remains, then such remains will be dealt with in accordance with the Act, Regulations and the Authority's policies and procedures.

5.7 Surrender of Interment Right

- 5.7.1 An Interment Right holder has the right to surrender an unexercised Interment Right to the Authority in accordance with the Act and Regulations. On surrender the rights granted under the Interment Right are discharged.
- 5.7.2 Partial refunds are available in accordance with the Act and Regulations for unused sites.
- 5.7.3 Unused sites that are surrendered may be dealt with by the Authority in its absolute discretion.

5.8 Transfer of Interment Rights

- 5.8.1 The Authority may permit a transfer of an Interment Right in the form contained in Appendix 2 or in a form that the Authority may determine having regard to the Act and Regulations.

- 5.8.2 An application to transfer an Interment Right must be executed by or on behalf of the Interment Right holder and the transferee and be accompanied by the relevant fee and evidence to the Authority that it may require to show that the Interment Right holder can effect the transfer.
- 5.8.3 The Authority may decline to register a transfer without giving reasons.
- 5.8.4 Where the Authority approves a transfer, the name of the transferee must be entered into the register of Interment Rights as the owner of the Interment Right.
- 5.8.5 The transfer will not take effect until it is recorded by the Authority in its register of Interment Rights. A transferor remains the holder of the Interment Right until the transfer is registered and the name of the transferee is entered in the Register of Interment Rights.

5.9 Register of Interment Rights

- 5.9.1 The Authority must keep a register of Interment Rights in accordance with the Act and Regulations that contains the following information:
- 5.9.1.1 the number of the Interment Right
 - 5.9.1.2 the locality and number of the interment site over which the Interment Right is issued
 - 5.9.1.3 whether the Interment Right is for the interment of human remains (bodily or cremated remains) or memorialisation without human remains
 - 5.9.1.4 the full name, address and date of birth of the Interment Right holder
 - 5.9.1.5 the name of any person or persons identified on the Interment Right whose remains may be interred pursuant to the Interment Right
 - 5.9.1.6 the date that the Interment Right was granted or transferred to the Interment Right holder
 - 5.9.1.7 the date of each renewal and the expiry of each renewal term of the Interment Right
 - 5.9.1.8 the name of each deceased interred at the site including the date of each interment and the depth at which the interment took place, and
 - 5.9.1.9 the date of erection, subsequent inscriptions and description of any Memorial that has been erected at the interment site in accordance with the Act and the Regulations and these operating policies.

5.10 Instructions from Interment Right Holders

- 5.10.1 The Authority may choose not to comply with a request or direction by an Interment Right holder where an Interment Right issued for multiple interments is not presented for a second or subsequent interment.

5.11 Interment Rights issued in two (2) or more names

- 5.11.1 Where an Interment Right is currently registered in the names of two (2) or more persons, it will be delivered to the person first named in the register of Interment Rights.
- 5.11.2 All Interment Right holders have the responsibility to keep the Authority informed of their current contact details. Failure to do so will result in the Authority, after reasonable notice, accepting instructions from the other Interment Right holder (if any) without their input.
- 5.11.3 Notice will be deemed given if the Interment Right holder is sent a letter, facsimile or email to the person's last known contact details. Failure by the Interment Right holder to respond within 90 days will constitute abandonment of his or her right to give instructions and the Authority may

act in accordance with the instructions of the other Interment Right Holders (if any) who are contactable.

- 5.11.4 With effective date of the signing of this Operating Policy all new Interment Rights will be issued to one person only.

5.12 Claimants to Interment Rights

- 5.12.1 As the devolution of Interment Rights is governed by legislation, the Authority will not recognise or register an expressed, implied or constructive notice of authority.
- 5.12.2 Where there is one or more joint Interment Right holders, and one of the Interment Right holders dies, the Authority will recognise the surviving Interment Right holder or holders as the only person or persons having title to an Interment Right.
- 5.12.3 The Authority will recognise the claim of an executor or administrator of a deceased Interment Right holder as having title to an Interment Right registered in the name of a deceased person.
- 5.12.4 Where a sole Interment Right holder remains in respect of an Interment Right, the rights granted to the Interment Right holder may be exercised upon the death or legal incapacity of the Interment Right holder by any one of the following people in descending order of entitlement:
- 5.12.4.1 in the case of the legal incapacity of the Interment Right holder, by a person acting under the authority of an enduring power of attorney granted by the Interment Right holder or by a duly appointed manager or guardian of the Interment Right holder.
- 5.12.4.2 in the case of the death of the Interment Right holder by:
- 5.12.4.2.1 the executor of the estate of the deceased person, or
- 5.12.4.2.2 if there is more than one executor, one of the executors acting with the permission of all the other executors, or
- 5.12.4.2.3 the administrator of the estate of the deceased person, or
- 5.12.4.2.4 by the spouse or domestic partner of the Interment Right holder, or
- 5.12.4.2.5 if there is no living spouse or domestic partner — by the eldest living relative of the Interment Right holder in the following descending order of priority:
- a child
 - a grandchild or great-grandchild
 - a brother or sister
 - a parent
 - a grandparent
 - an aunt or uncle
 - a nephew or niece
 - a cousin
 - any other blood relative.
- 5.12.5 For the purposes of this clause "domestic partner" has the same meaning ascribed to it under the Family Relationships Act 1975 (SA).
- 5.12.6 The substituted right envisaged in this clause may be devolved to one person in succession in the event of the subsequent death or legal incapacity of such person.
- 5.12.7 A person claiming ownership of an Interment Right must, if necessary, prove their ownership to the Authority.

6. BURIALS

6.1 Burial & Ashes Interment Hours

6.1.1 Burial hours are:

6.1.1.1 between 9:00 am and 5:00 pm Monday to Friday

6.1.1.2 by arrangement with the Authority on Saturdays, Sundays and Public Holidays except Good Friday and Christmas Day, or

6.1.1.3 as the Authority may determine.

6.2 Authorisation of Burials & Ashes Interments

6.2.1 No Burial will take place in a Cemetery unless:

6.2.1.1 a written application for the burial in the form contained at Appendix 3, or in a form that the Authority may determine having regard to the Act and Regulations, is lodged at the offices of the Authority, and

6.2.1.2 an Interment Right or duplicate Interment Right is produced to the Authority upon request, and

6.2.1.3 the Authority receives reasonable notice of a request for the burial; and

6.2.1.4 all relevant fees are paid to the Authority, and

6.2.1.5 identifying information on all of the following has been checked and found to correspond:

- the partial certificate of cause of death or disposal authorisation, as the case may be
- the certificate of identification
- the name plate affixed to the coffin or placed on top of the bodily remains, as the case may be.

6.2.2 No Bodily Remains will be interred in an interment site if the remaining term of an Interment Right is less than ten years.

6.2.3 Unless otherwise stipulated on the Interment Right, a maximum of three (3) burials and ten (10) cremated remains may be interred on any one burial site.

Additional burials may be considered on application to Council and will be subject to the conditions of Section 6.7.3.

6.3 Grave Digging

6.3.1 Every interment site within a Cemetery must be excavated:

6.3.1.1 by an employee of the Authority, or

6.3.1.2 a contractor engaged by the Authority to do so on its behalf, or

6.3.1.3 a contractor engaged by a funeral director and approved by the Authority

6.4 Depths of Coffins

6.4.1 Coffins must be interred at least:

6.4.1.1 at the minimum depth required by the Act and Regulations; or

6.4.1.2 a minimum depth greater than the Act and Regulations as the Authority may determine.

6.4.2 The Authority may determine the maximum depth of a grave in which Bodily Remains may be interred in a Cemetery.

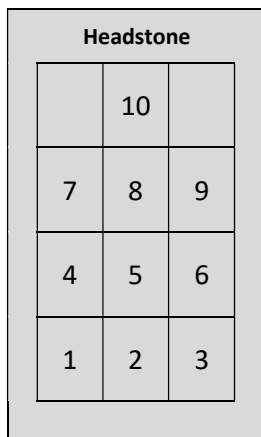
6.5 Depths of Ashes Interments

6.5.1 Ashes will be interred at a maximum depth of 61cm.

6.6 Placement of Ashes into Burial Plots

6.6.1 The Authority will not remove top stones erected as part of a memorial for the interment of cremated remains. Removal arrangements must be made through a stone mason. Removal costs of top stones will be the responsibility of the Interment Right Holder. Council will only cut into and reinstate cement or gravel tops.

6.6.2 Unless otherwise instructed, the placement of ashes into burial plots will be as follows:



6.7 Opening of interment sites, exhumation and re-interment

6.7.1 At all times the Authority will comply with Part 2, Division 3 of the Act and the Regulations when dealing with the opening of interment sites, exhumation, and re-interment of Human Remains.

6.7.2 All excavation to re-open, exhume or re-inter must be undertaken by the Authority or by its approved representative.

6.7.3 An Interment Right holder can arrange with the Authority for extra space to be made in an interment site though a lift and deepen procedure in accordance with the Act and Regulations where:

6.7.3.1 there have been previous interments in a grave, and

6.7.3.2 earlier interments were at an insufficient depth for further burials, and

6.7.3.3 at least six years have elapsed since the most recent burial.

6.7.4 The interment site must be covered as soon as practicable on the same day as the interment.

6.7.5 No human remains may be removed from a burial or memorial site except in accordance With the Act and Regulations and with the prior approval of the Authority.

6.8 Natural Burials

- 6.8.1 Natural burials must comply with all legislative and regulatory requirements.
- 6.8.2 Interment Rights in Natural Burial Grounds will be for a minimum period of 100 years.
- 6.8.3 A maximum of one (1) burial may take place in a natural burial site.
- 6.8.4 Bodily remains will be buried at Level 1 and so that any of the remains are at a depth of not less than 1 metre from the surface of the ground, as required by the Act and Regulations.
- 6.8.5 Material that can be used:
 - 6.8.5.1 Caskets made of sustainably grown timber, or
 - 6.8.5.2 Wicker or willow caskets or shrouds made of natural fibres (legislation permitting)
 - 6.8.5.3 Casket fittings and contents shall be made of sustainable natural biodegradable materials only. Name plate should be of a durable material.
- 6.8.6 Material that cannot be used:
 - 6.8.6.1 Non-biodegradable material inside or outside the casket, including:
 - 6.8.6.2 Any types of plastic or metal fittings (exclusive of nails and screws),
 - 6.8.6.3 PVC, glass, ceramic, metal, treated varnished timber, toxic glues or plastic sheeting inside the casket.
- 6.8.7 Acceptable shrouds:
 - 6.8.7.1 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.
 - 6.8.7.2 Contents of shrouds must be fastened to a solid base to prevent movement to one side.
 - 6.8.7.3 Shrouds without a solid base are acceptable if used in conjunction with a suitable industry recognised transport and lowering system.
 - 6.8.7.4 Shroud preparation and burial procedures involving shrouds must comply with all local rules and regulations of the day.
- 6.8.8 Unacceptable casket or shroud:
 - 6.8.8.1 with Cardboard, PVC or synthetic coverings
 - 6.8.8.2 with varnish and plastic or metal fittings
 - 6.8.8.3 with leaking fluids
 - 6.8.8.4 Caskets having obnoxious smells
- 6.8.9 Acceptable clothing and casket Items:
 - 6.8.9.1 The deceased should be dressed in natural fibre clothing or wrapped in a shroud, with no undue additional synthetic substances.
- 6.8.10 Chemicals:
 - 6.8.10.1 No embalming fluids are permitted.
 - 6.8.10.2 The body may be sanitised.

6.8.11 Natural Burial Location

- 6.8.11.1 Natural burials may be in areas of a cemetery set aside specifically for the purpose of natural burials.
- 6.8.11.2 All plots will be allocated by the Cemetery Authority, on a next available basis.
- 6.8.11.3 Plot location will be recorded using GPS/GIS technology or other accurate recording system.
- 6.8.11.4 A cemetery plan of natural burial grave/plot locations will be recorded by the Cemetery Authority.

6.8.12 Memorials in Natural Burial Grounds

- 6.8.12.1 No memorials, ornamentation or planting will be allowed on burial plots other than that prescribed for the site by The Authority.

6.8.13 The Cemetery Authority shall be responsible for maintaining and managing the natural burial site.

6.8.14 Unless stated in this section, all other sections of this policy apply to Natural Burials and Natural Burial Grounds.

7. PRIVACY

The Authority will abide by the freedom of information legislation and the spirit of privacy legislation in addition to the requirements of the Act and Regulations to protect the details of all living persons.

8. REGISTERS

8.1.1 The registers kept by the Authority under the Act must be made available for inspection by members of the public during ordinary office hours and on payment of any fee fixed by the Authority, however the following information is specifically excluded by the Regulations from being made available in the registers:

- 8.1.1.1 the full name and address of the holder of an Interment Right; and
- 8.1.1.2 the address of the last place of residence of the deceased person before his or her death.

9. PRIVATE CEMETERIES

9.1 There a number of Private Cemeteries in the Adelaide Hills Council district. At times, the Authority receives requests to assume ownership or administration of a Private Cemetery. These requests need to be assessed to fully understand the community and financial impacts of the proposal.

9.2 Each proposal will be assessed on its own merits and that assessment needs to consider the risks and impacts both at the time the proposal is received as well as into the future. At a minimum, the following information needs to be provided as part of the assessment process:

- The reason and purpose of the request
- Ownership details
- Details of what interment and burial records are available
- Is land ownership proposed

-
- Full details of any trusts that exist over the cemetery
 - The remaining capacity of the cemetery
 - The current and future maintenance requirements for the cemetery
 - What, if any, financial contribution is proposed to be made to the Authority
 - Is there a State or Federal authority that should provide assistance to the Private Cemetery authority in the first instance

9.3 When assessing any proposal, consideration should be given to any Authority owned or administered cemeteries in the area that provide a service to that section of the community.

9.4 All formal requests are to be presented to Council for consideration and a decision.

10. DELEGATION

10.1 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.

11. 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.

12. APPENDICES

- Appendix 1: Application for New/Renewal Interment Right
Appendix 2: Application for Transfer of Interment Right
Appendix 3: Application for Burial or Interment of Ashes

Appendix 1

Application for New/Renewal Interment Right



APPLICATION FOR NEW/RENEWAL INTERMENT RIGHT

Application Start Date (office use only):

Applicant Details (for NEW interment rights this person will be the Interment Right Holder unless otherwise specified)

First Name: Middle Name/s:

Last Name: Date of Birth:

Address:

City: State: Postcode:

Mobile Phone: Other Phone:

Email:

Location Details

Name of Cemetery:

Area: Burial Plot Lawn Plot Niche Wall Plot Garden Plot

Plot Number: Section: Row:

Term of New Interment Right or Renewal Period

50 years 100 years In Perpetuity Other (for renewal only):

Interment Right Details (for renewal only)

I/R Number: Commenced: No. of Years:

Please sign and return the completed form to:

Adelaide Hills Council, PO Box 44, Woodside SA 5244, Ph: 8408 0400, Email: mail@ahc.sa.gov.au

SIGNATURE: DATE:

OFFICE USE ONLY

Location Code:		Start Date:	
Interment Right Sent: <input type="checkbox"/>	Signed PES returned: <input type="checkbox"/>	Entered: CMS <input type="checkbox"/>	MAPS <input type="checkbox"/>

Invoice to:				<input type="checkbox"/> Invoiced
<input type="checkbox"/> Interment Right	No. of plots:	@ \$	Term:	\$
<input type="checkbox"/> Application for Interment Right (new or renewal)				\$

Appendix 2

Transfer of Interment Right – Declaration Form



Transfer of Interment Right Declaration

Cemetery:

Type of Interment Site:

Interment Right No:

Term:

Date Commenced:

Current Interment Right Holder(Full legal Name):

Please select and complete all details for either A (current interment right holder/s) or B (authorised Person) below and sign in front of a JP on page 2.

A. I, the CURRENT REGISTERED INTERMENT RIGHT HOLDER, do solemnly and sincerely declare that:

I, Full Name _____ Date of Birth _____
of Address _____
Telephone _____ Mobile _____
Email _____
(And) I, Full Name _____ Date of Birth _____
of Address _____
Telephone _____ Mobile _____
Email _____

do hereby authorise the transfer of my rights, title and interest in this interment right.

OR

B. I, the AUTHORISED PERSON, do solemnly and sincerely declare that:

I, Full Name _____ Date of Birth _____
of Address _____
Telephone _____ Mobile _____
Email _____

Being a person having the right to exercise a Power of Attorney for the interment right holder. (Please attach a copy of the Power of Attorney)

Being a person entitled to exercise the rights granted to the interment right holder upon the interment right holder's death, and being the **highest ranking person** in the following **descending order** of entitlement (**select one only**) in relation to the deceased interment right holder:

- | | |
|---|--|
| <input type="checkbox"/> 1. <i>Executor/s or Administrator of estate</i> | <input type="checkbox"/> 7. <i>The eldest living grandparent</i> |
| <input type="checkbox"/> 2. <i>The spouse or domestic partner</i> | <input type="checkbox"/> 8. <i>The eldest living aunt or uncle</i> |
| <input type="checkbox"/> 3. <i>The eldest living child</i> | <input type="checkbox"/> 9. <i>The eldest living nephew or niece</i> |
| <input type="checkbox"/> 4. <i>The eldest living grandchild or great-grandchild</i> | <input type="checkbox"/> 10. <i>The eldest living cousin</i> |
| <input type="checkbox"/> 5. <i>The eldest living brother or sister</i> | <input type="checkbox"/> 11. <i>The eldest living blood relative</i> |
| <input type="checkbox"/> 6. <i>The eldest living parent</i> | |

and having providing proof of my identity (The Authority has the right to determine the criteria to determine the relationship and entitlement of any person claiming a substituted right as above)

do hereby request the interment right be transferred to the new interment right holder as detailed on Page 2.

This section must be completed and signed in front of a Justice of the Peace or Commissioner of Affidavits.

I, the **CURRENT INTERMENT RIGHT HOLDER/S OR AUTHORISED PERSON**, understand that the said Interment Right is unencumbered and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1936.

Signed by current interment right holder or authorised person/s: _____


To be completed by the Justice of the Peace or Commissioner of Affidavits

Declared and subscribed at
this _____ day of _____ year _____
Before me _____ (Full Name)
A Justice of the Peace or
Commissioner for Affidavits _____ (Signed JP/Commissioner)

Persons completing Section B: Please provide full copies (not an extract) of documents to show next of kin relationships to the current Interment Right Holder, eg. Marriage Certificate, Birth Certificates, Power of Attorney, Will (listing you as the Executor)

Complete details of the NEW Interment Right Holder (you may be the new Interment Right Holder or can allocate it to another person of your choice)

NEW INTERMENT RIGHT HOLDER – 1 NAME ONLY (please insert full details)

 Title _____ Full Name _____
of _____
_____ Postcode _____ Date of Birth _____
Telephone _____ Mobile _____
Email _____

hereby accept the transfer of the above interment right to my name.

NEW INTERMENT RIGHT HOLDER TO SIGN (not required to be witnessed by a JP)

 I _____ (full name of new Interment Right holder)
Signed _____ Date _____

Transfer of an Interment Right

An interment right can be transferred by the current Interment Right holder, or on behalf of the current Interment Right holder. In all cases, a Transfer of Interment Right Declaration form will need to be completed.

1. In the case of a current Interment Right holder wishing to assign their Interment Right to another person.
 - Complete a Transfer of Interment Right Declaration, **starting at Section A** and then sign over the page in front of a Justice of the Peace. Once done, you are able to complete the next section transferring the Interment Right to another person.
2. In the case of the legal incapacity of the Interment Right holder, by a person acting under the authority of an enduring power of attorney granted by the Interment Right holder or by a duly appointed manager or guardian of the Interment Right holder.
 - Complete a Transfer of Interment Right Declaration, **starting at Section B** and ticking the box relating to Power of Attorney. Then sign over the page in front of a Justice of the Peace. Once authorised by a JP, complete the next section transferring the Interment Right into the name of the 'New Interment Right Holder' or you may choose to allocate the Interment Right to another person.
3. In the case of the death of the Interment Right holder by one of the following people in descending order of entitlement:
 1. Executor /s or administrator of estate
 2. The spouse or domestic partner
 3. The eldest living child
 4. The eldest living grandchild or great-grandchild
 5. The eldest living brother or sister
 6. The eldest living parent
 7. The eldest living grandparent
 8. The eldest living aunt or uncle
 9. The eldest living nephew or niece
 10. The eldest living cousin
 11. The eldest living blood relative
 - Complete a Transfer of Interment Right Declaration, **starting at Section B** and selecting the appropriate boxes relating to descending order. Then sign over the page in front of a Justice of the Peace. Once authorised by a JP, complete the next section transferring the Interment Right into the name of the 'New Interment Right Holder' or you may choose to allocate the Interment Right to another person.

In all of the above cases, you must provide supporting documentation to prove your authority to act on behalf of the Interment Right holder and/or your entitlement to the Interment Right, eg. a copy of the power of attorney or the page in the will showing you as the executor, copies of full marriage certificate/s, birth certificate/s, etc.

Send the completed form and supporting documents, by post or email to: P O Box 44, Woodside SA 5244 or mail@ahc.sa.gov.au.

If you have any questions regarding the above, please contact Council's Cemeteries Officer on 8408 0400.

Appendix 3

Application for Burial or Interment of Ashes



Adelaide Hills
COUNCIL

APPLICATION FOR BURIAL OR INTERMENT OF ASHES

Application Start Date *(office use only)*:

Name of Cemetery:

Burial Day/Date:

Burial Time:

Deceased Persons Details

Full Legal Name:

Last Known Address:

City:

State:

Postcode:

Date of Birth:

Date of Death:

Gender: M F

Authorised Persons Details

Full Legal Name:

Address:

City:

State:

Postcode:

Phone:

Email:

Location / Interment Right Details

A. Adelaide Hills Council to allocate location (complete Application for New Interment Right)

B. Family to select new location (complete Application for New Interment Right & contact Council)

C. Existing Interment Right (minimum 10 years remaining or extension will be required)

Plot:

Section:

Row:

Code *(office use only)*:

Interment Right No:

Start Date:

Term:

Extension Req: Yes No

Name of Interment Right Holder:

Authorised Person is Holder of Right (for existing): Yes No **(Contact Council - Transfer may be required)**

Deceased to be buried at: Level 1 Level 2 Level 3 Ashes position:

Previous Interment/s: Yes No Depth: 1 2 3 Ashes

Name:

Date:

Company Details

Funeral Company:

Contact Person:

Phone:

Email:

Gravedigger:

Phone:

Booked:

Funeral Director Signature:

Date:

OFFICE USE ONLY

Partial Certificate of Cause of Death Certificate of Identification of Deceased Name Plate sighted | Initial:

BURIAL

Gravedigger Booked:

Pegging: Yes No

Lawn restore: **CASE:**

Calendar

ASHES

Family attending: Yes No

Ashes to Council On the day

Excess: Return Garden N/A

Standard Container Other

Ashes position (for burial plots): 1 2 3 4 5 6 7 8 9 10 TL TR

Plaque ordered: **DATE:**

Curator Booked: **CASE:**

Calendar

ENTERED

CMS

MAPS

PES signed

Invoice to:

Invoiced



Adelaide Hills
COUNCIL

APPLICATION FOR BURIAL OR INTERMENT OF ASHES

OFFICE USE ONLY

<input type="checkbox"/>	Interment Right	No. of plots:	@ \$	Term:	\$
<input type="checkbox"/>	Application for Interment Right (new or renewal)				\$
<input type="checkbox"/>	Application for transfer or surrender of Interment Right				\$
<input type="checkbox"/>	Application for a Burial				\$
<input type="checkbox"/>	Attendance at a burial: Monday to Friday				\$
<input type="checkbox"/>	Pegging				\$
<input type="checkbox"/>	Application for an Interment of Ashes				\$
<input type="checkbox"/>	Interment of ashes & plaque install: Monday to Friday				\$
<input type="checkbox"/>	Cutting & reinstatement of concrete floor (if required)				\$
<input type="checkbox"/>	Installation of plaque only (no ashes interment)				\$
<input type="checkbox"/>	Plaque				\$
<input type="checkbox"/>	Pedestal				\$
<input type="checkbox"/>	Bud Vase (for niche wall)				\$
<input type="checkbox"/>	Other:				\$
TOTAL					\$

NOTES

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 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.5

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

Subject: Nomination for Membership of GAROC 2022-2024

For: Decision

SUMMARY

Arising from the 2022 Local Government elections, in which Mayor Elizabeth Fricker of the Town of Walkerville was not successful, the Local Government Association (LGA) has advised that there is a casual vacancy for a member of the Greater Adelaide Regional Organisation of Councils (GAROC) – East Regional Group. As such, the LGA is seeking nominations from member councils (**Appendix 1**).

The Terms of Reference for GAROC provide that all council members elected to GAROC must be from a different Member Council. As a Member Council in the East Regional Grouping, the group of which Mayor Fricker was a member, Adelaide Hills Council (AHC) is invited to forward one (1) nomination for a position from the East Regional Grouping of GAROC. The nominee may be from AHC or another council in the East Regional Grouping. The term will conclude at the 2024 LGA Annual General Meeting.

Mayor Jan-Claire Wisdom was a member of GAROC until October 2022.

RECOMMENDATION

Council resolves:

Decision 1

1. That the report be received and noted.
2. To determine that the method of selecting a Council Member to be nominated for the Greater Adelaide Regional Organisation of Councils be by an indicative vote utilising the process set out in this Agenda report.
3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person for nomination for the Greater Adelaide Regional Organisation of Councils and for the meeting to resume once the results of the indicative vote have been declared.

Decision 2

1. To endorse the nomination of _____ for the Greater Adelaide Regional Organisation of Councils and authorise the Chief Executive Officer to lodge the completed nomination form to the Local Government Association.
-

1. BACKGROUND

The Local Government Association (LGA) has in its governance structure two constituent bodies, being the South Australian Regions of Councils (SAROC) representing the regional councils and the Greater Adelaide Region Organisation of Councils (GAROC) representing the metropolitan councils.

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the region.

The GAROC Regional Groupings consist of:

GAROC Regional Grouping	Members	Nominee 2022-2024
Adelaide	Adelaide City Council	Lord Mayor – Standing Member
North	Town of Gawler	2 Members
	City of Playford	
	City of Salisbury	
	City of Tea Tree Gully	
West	City of Charles Sturt	2 Members
	City of Holdfast Bay	
	City of Port Adelaide Enfield	
	City of West Torrens	
South	City of Marion	2 Members
	City of Mitcham	
	City of Onkaparinga	
East	Adelaide Hills Council	2 Members
	City of Burnside	
	City of Campbelltown	
	City of Norwood Payneham & St Peters	
	City of Prospect	
	City of Unley	
	City of Walkerville	

The current membership of GAROC is:

- Lord Mayor Jane Lomax-Smith – City of Adelaide
- Mayor Heather Holmes-Ross – City of Mitcham
- Mayor Claire Boan – City of Port Adelaide Enfield
- Mayor Gillian Aldridge – City of Salisbury
- Mayor Michael Coxon – City of West Torrens
- Cr Lucas Jones – City of Tea Tree Gully
- Cr Anna Leombruno – Campbelltown City Council

There are two (2) vacant positions (one in the East Group and one in the South Group) as a result of GAROC Members not being re-elected in the November 2022 Period Election.

Council has received a Nomination Form and Candidate Information Sheet from the LGA for the East Grouping vacancy for return by 5.00pm Wednesday 25 January 2023.

In due course Council will receive information from the LGA regarding the voting process for election to the GAROC Members and Council will be able to resolve and cast its vote accordingly.

In relation to timing of the nominations in this current election cycle, the LGA states:

It is acknowledged that because of the timing of the AGM, the election of LGA Board and President, and the four yearly cycle of local government general elections; that there is the potential for the President and/or a Board member(s) to not be re-elected in their respective council and thus causing a casual vacancy. It is also noted that if the election of LGA office holders was held, say three to six months after the local government elections to coincide with the LGA's OGM there is still the possibility that a current member of the Board may not be re-elected at the November local government elections, resulting in a casual vacancy to be filled prior to the OGM.

Thus, there is no ideal time to hold elections for office bearers for the LGA when the end of term coincides with the general council elections. However, the general view is that it is preferable for a new Board and President to take office at the AGM and as soon as possible around a general council election to ensure the Board and President can maximise their contribution during the two-year term, rather than be put in a holding pattern until a new Board is elected following council elections.

Notwithstanding the above, the Administration has been advised that the LGA is considering constitutional reform to try and overcome the abovementioned predicament if possible.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the 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

- Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community
- Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ **Legal Implications**

The position, role and function of GAROC are set out in the *GAROC Terms of Reference (Appendix 2)*.

There is no requirement for a member of the Adelaide Hills Council to become a member of GAROC.

Section 74 – General conflicts of interest of the Act set out the provisions regarding General Conflicts of Interest. In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member’s private interests might result in the Member acting in a manner that is contrary to their public duty. For this matter, Council Members seeking to be appointed to GAROC may have a General COI and should consider declaring the interest and acting in accordance with s75B – Dealing with general conflicts of interest.

Section 75 – Material conflicts of interest of the Act set out the provisions regarding Material Conflicts of Interest. In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting. For this matter, Council Members seeking to be appointed to GAROC may have a Material COI and should consider declaring the interest and acting in accordance with s75C – Dealing with material conflicts of interest.

Council’s *Information or Briefing Sessions Policy* created under s90A(1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs.

➤ **Risk Management Implications**

Notwithstanding that Council is only one of the regional group of councils nominating for members to GAROC, given the role of the GAROC, it is in Council’s (and the sector’s) interest to support the candidates that will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (1D)	Low (1D)

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

➤ **Financial and Resource Implications**

GAROC does not pay sitting fees, although GAROC funds travel and related expenses for its membership through its *GP02 Board and Committee Member Allowances and Expenses Policy*.

As such, there is no support provided via the *AHC Council Member Allowance & Support Policy*.

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

There are no direct end-user customer service implications regarding the nomination of members to GAROC.

➤ **Sustainability Implications**

Not directly applicable.

➤ **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>	At the time of report writing, the Administration is not aware of the aspirations of any other eligible candidates from other councils within the East Regional Grouping
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

Nominations

The GAROC Terms of Reference (**Appendix 2**) requires that all council members elected to GAROC must be from a different member council. Apart from the Adelaide Regional Grouping as it holds a standing position on GAROC, all positions will be declared vacant. AHC may nominate a member from Adelaide Hills Council or may nominate a council member from another council within the East Regional Grouping.

Nominations must be made using the attached form (**Appendix 3**) signed by the nominee (indicating their willingness to stand for election) and Council's Chief Executive Officer. For this reason, it may be beneficial for Council Members wishing to nominate a candidate to determine their willingness to accept the nomination prior to the meeting. The nominee may also complete a Candidate Information Sheet (**Appendix 4**) to support their nomination. The LGA has advised that the nomination period closes on 5.00pm Wednesday 25 January 2023. Late nominations will not be accepted.

Indicative Voting Process for Determining Council Appointed Positions

Due to the potential implications of the Conflict of Interest provisions (see Legal Implications above) regarding the nomination of Council Members, it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person to be nominated.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is a Designated Informal Gathering for the purposes of s90 and the *Informal Council and Council Committee Gatherings and Discussions Policy* (the Policy). As a Designated Informal Gathering, the Chief Executive will conduct the meeting in accordance with the Policy.

The Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures*.

The Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of GAROC Nominee.
- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.
- f) Ballot papers will be provided to each Council Member
- g) The nominee's names will be drawn to determine the order on the ballot paper.
- h) Each Member will write the nominee's names on the ballot paper in the order they are drawn.
- i) Each nominee will have two (2) minutes to speak to the Gathering in support of the candidacy. The speaking order will be as listed on the ballot paper.
- j) Members will cast their votes and the completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer [another Council Member (not being a nominee for the position being determined) or an Officer] present.
- k) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- l) After all votes have been counted, the Returning Officer shall formally declare the result of the election (i.e. the preferred person).
- m) The ballot papers will be shredded.

Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and informal gatherings.

The following chronology has been based on guidance from the LGA regarding the election of Council Members to Committee and Presiding Member positions:

- I. Council will consider the process that it will use to choose the preferred person for the nomination to the LGA. Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- II. Having decided the method, Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 3 (or a variant) at this time.
- III. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.

Upon resumption, any AHC Council Member(s) who nominated for the GAROC Nominee role would be advised to consider their obligations to declare a Material, Actual or Perceived Conflict of Interest as appropriate.

- IV. Council can then resolve for the preferred person to be nominated to the LGA. Council would give effect to this by dealing with Recommendation 4 (or a variant) at this time.

Once this matter is resolved, the Members who have declared Conflicts of Interest and left the Chamber can return to the Chamber.

3. OPTIONS

Council has the following options:

- I. To nominate a Council Member from AHC or another GAROC member council (Recommended)
- II. To determine not to place forward a nomination for election to GAROC (Not recommended)

4. APPENDICES

1. Letter from LGA CEO dated 24 November 2022 calling for nominations
2. GAROC Grouping and Extract – GAROC Terms of Reference
3. GAROC 2022 Candidate Nomination Form
4. GAROC 2022 Candidate Information Sheet

Appendix 1

LGA letter – Nominations for GAROC



In reply please quote our reference: ECM 785182 TN/AL

24 November 2022

Mr David Waters
Acting Chief Executive Officer
Adelaide Hills Council

Emailed: dwaters@ahc.sa.gov.au

Dear David

Casual Vacancy - GAROC East Regional Grouping of Members

Following the conclusion of the 2022 Council elections a casual vacancy has arisen on the Greater Adelaide Regional Organisation of Councils (GAROC) Committee. Former Town of Walkerville Mayor Elizabeth Fricker was unsuccessful in her bid for re-election, resulting in the casual vacancy.

Ms Fricker was a representative of the East Regional Grouping of Members (East Grouping), which comprises Adelaide Hills Council, the Cities of Burnside, Norwood Payneham & St Peters, Prospect, Unley, Campbelltown City Council and the Town of Walkerville. Each Grouping of Members is represented on GAROC by two persons. The other East Grouping representative is Councillor Anna Leombruno from the Campbelltown City Council.

The GAROC Terms of Reference provide at clause 4.7.3. that if there is a casual vacancy in the membership of GAROC, then the Regional Grouping of Members relevant to the GAROC member the subject of the casual vacancy will appoint by resolution of the majority of Members comprising the Regional Grouping of Members another Council Member to serve as a member of GAROC for the balance of the membership term.

The GAROC Terms of Reference do not prescribe the process by which an appointment to fill a casual vacancy will be determined, beyond requiring a resolution of the majority of Members comprising the Regional Grouping. Noting that the appointment will continue for the balance of the membership term to GAROC (i.e., until the LGA Annual General Meeting to be held in October 2024) and in light of the recent conclusion of Council elections, I have determined to conduct an election process to fill the vacancy. The outcome of the election, through the ballot process, will be determined by a majority resolution of the East Grouping members.

Nominations

I write to you in your capacity as the Chief Executive Officer of a Member Council in the East Grouping to invite one (1) nomination from your council for a position on GAROC.

Each member of the East Grouping may nominate a candidate for membership, provided that the person nominated is a council member of one of the East Grouping members. Councils are not obligated to submit a nomination.

A nomination may only be made by resolution of the council and using the attached nomination form. The form must be signed by both the candidate nominated by the council to indicate his/her willingness



to stand for election, and by you as the Chief Executive Officer of the nominating council. The nomination form must be accompanied by the attached candidate information sheet. Nominations must be received **before 5.00pm Wednesday 25 January 2023**.

Voting

In the event that more than one nomination is received a ballot will be conducted. Ballot papers will be distributed to the East Grouping councils and will include any information provided on the candidate information sheet. Further information on the voting process will be provided at the time ballot papers are distributed.

If a ballot proceeds, ballot papers will be issued in a timeframe that will ensure receipt by you prior to Friday 3 February 2023. Close of voting will then occur at **5.00pm Wednesday 1 March 2023**. I acknowledge this is a relatively short timeframe, however I am hopeful that by flagging the dates with you well in advance you will be in a position to facilitate your council's completion of the ballot within the required timeframes.

Counting of votes, if required, will occur at 9.30am on Friday 3 March 2023 at LG House, 148 Frome Street, Adelaide. Further details will be provided once it has been confirmed that a ballot will be conducted.

Could you please facilitate a process whereby your council will consider and if it determines to do so, resolves to submit a nomination for an East Grouping representative on GAROC.

If you have any questions in relation to the casual vacancy election process, please contact me or LGA Program Leader Governance Tami Norman on 8224 2037 or tami.norman@lga.sa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Clinton Jury', written in a cursive style.

Clinton Jury
Chief Executive Officer

Telephone: (08) 8224 2039

Email: cjury@lga.sa.gov.au

Attach: 2022 GAROC East Casual Vacancy – Nomination Form
 2022 GAROC East Casual Vacancy – Candidate Information Sheet



Greater Adelaide Regional Organisation of Councils (GAROC) East—2022 Casual Vacancy Nomination Form

Nominee's Council	<i>(insert name of council)</i>
Nominee's Name (full name)	<i>(insert title, first name and surname)</i>
Regional Grouping	<i>(Select one)</i> <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input checked="" type="checkbox"/> East
Declaration and signature of nominee	I hereby accept such nomination. Signature:
Signature and name of Nominating Council's CEO	Signature: (insert name)
Dated	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer
Close of nominations 5:00pm Wednesday 25 January 2023**



Greater Adelaide Regional Organisation of Councils (GAROC) East—2022 Casual Vacancy Candidate Information Sheet

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none">• <i>(insert)</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none">• <i>(insert)</i>
Other information	<ul style="list-style-type: none">• <i>(insert details of leadership, board, corporate governance experience etc)</i>

This form must accompany the Nomination Form

Appendix 2

GAROC Grouping and Extract – GAROC Terms of Reference

Greater Adelaide Regional Organisation of Councils (GAROC)

Regional Groupings

GAROC Regional Grouping	Members
Adelaide	Adelaide City
North	Gawler Playford Salisbury Tea Tree Gully
West	Charles Sturt Holdfast Bay Port Adelaide Enfield West Torrens
South	Marion Mitcham Onkaparinga
East	Adelaide Hills Burnside Campbelltown Norwood Payneham & St Peters Prospect Unley Walkerville

Extract – GAROC Terms of Reference

Clause 4 – GAROC

4.1. Role

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the GAROC Region.

4.2. Membership

4.2.1. Each Regional Grouping of Members listed in the schedule to these Terms of Reference will elect in accordance with clause 4.3 and 4.4 from the Members of the Regional Grouping of Members, 2 Council Members of Members in the Regional Grouping of Members as members of GAROC provided that each person elected is from a different Member.

4.2.2. In addition to the members of GAROC elected in accordance with clause 4.2.1, the Lord Mayor of the City of Adelaide will be a standing member of GAROC.

4.3. Nominations for election to GAROC

4.3.1. The members of GAROC will be elected biennially.

4.3.2. In the year in which GAROC members will be elected, and at least 3 months before the Annual General Meeting, the Chief Executive shall write to all Members of the GAROC Regional Grouping as listed in the schedule calling for nominations for the membership of GAROC.

4.3.3. Each Member of the GAROC Regional Grouping may nominate a candidate for membership of GAROC, provided that:

- (a) a person nominated as a member of GAROC must be a representative of a member on the relevant Regional Grouping of Members; and
- (b) only a Council Member can be nominated to GAROC.

4.3.4. A nomination of a person as a member of GAROC must be by resolution of the Member received by the Chief Executive not later than 5 pm on the day specified for the closure of nominations (Close of Nominations). A nomination must be signed by the candidate indicating his or her willingness to stand for election and be in the form determined by the Chief Executive.

4.4. Election to GAROC

4.4.1. The Chief Executive shall be the returning officer for any election of members to GAROC.

4.4.2. After the Close of Nominations, the Chief Executive will notify Members of each Regional Grouping of Members of the candidates for membership of GAROC nominated by the Regional Grouping of Members.

4.4.3. If the only nominations received from a Regional Grouping of Members by the Close of Nominations match the membership positions described in clause 4.2.1, then the Chief Executive will declare those persons duly elected to those membership positions.

4.4.4. If the number of persons nominated by the Close of Nominations by a Regional Grouping of Members exceeds the number of membership positions described in

clause 4.2.1, then an election for the purpose of clause 4.2.1 must be held in accordance with this clause.

- 4.4.5. In the event of an election being required, the Chief Executive shall conduct the election as follows:
- (a) at least six weeks before the Annual General Meeting, the Chief Executive shall deliver ballot papers to each Member of the Regional Grouping of Members;
 - (b) the ballot papers shall:
 - (i) list the candidates for election;
 - (ii) specify the day of closure of the election;
 - (iii) be accompanied by an envelope marked "Ballot Paper" and a second envelope marked "Returning Officer";
 - (c) each Member shall determine by resolution the candidate or candidates (as relevant) it wishes to elect;
 - (d) the chair of the meeting for that Member shall mark the ballot paper with an "X" next to the candidate or candidates (as relevant) that the Member wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the chair must indicate the Member's name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer;
 - (e) on receipt of the envelopes the Chief Executive must:
 - (i) open the outer envelope addressed to the "Returning Officer" and record the name of the Member which appears on the inside flap of the envelope on the roll of Member's eligible to vote; and
 - (ii) place the envelope marked "Ballot Paper" unopened into the ballot box;
 - (f) the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present;
 - (g) at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate;
 - (h) in respect of an election for the purposes of clause 4.2.1, the 2 candidates from a Regional Grouping of Members with the most votes shall be deemed elected in respect of that Regional Grouping of Members and the Chief Executive shall declare the candidates elected at the Annual General Meeting; and
 - (i) in the case of candidates for membership positions described in clause 4.2.1 from a Regional Grouping of Members receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes to determine which candidate is elected.
- 4.4.6. The Chief Executive may, in his or her discretion, appoint a deputy returning officer and delegate any of his or her powers, functions or duties to that person who shall act accordingly.
- 4.4.7. The Chief Executive may, in his or her discretion, delegate any of his or her powers, functions or duties to an Executive Officer of a Regional Grouping of Members who shall act accordingly for the conduct of elections for the purpose of clause 4.2.1 in respect of the Regional Grouping of Members relevant to that Executive Officer.

Appendix 3

GAROC 2022 Candidate Nomination Form

Greater Adelaide Regional Organisation of Councils (GAROC) 2022 Nomination Form

Nominee's Council	<i>(insert name of council)</i>
Nominee's Name (full name)	<i>(insert title, first name and surname)</i>
Regional Grouping	<i>(Select one)</i> <input type="checkbox"/> North <input type="checkbox"/> West <input type="checkbox"/> South <input type="checkbox"/> East
Declaration and signature of nominee	I hereby accept such nomination. Signature:
Signature and name of Nominating Council's CEO	Signature: (insert name)
Dated	<i>(insert date)</i>

**This form is to be sent to the LGA Returning Officer
Close of nominations 5:00pm Friday 19 August 2022**

Appendix 4

GAROC 2022 Candidate Information Form

Greater Adelaide Regional Organisation of Councils (GAROC) 2022 Candidate Information Sheet

(word limit is strictly 1,000 words)

Name:	<i>(insert title, first name and surname)</i>
Council:	<i>(insert council name)</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • <i>(insert)</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • <i>(insert)</i>
Other information	<ul style="list-style-type: none"> • <i>(insert details of leadership, board, corporate governance experience etc)</i>

This form must accompany the Nomination Form

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 12.6

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

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

For: Decision

SUMMARY

The Action List is updated each month by the responsible officer and outlines actions taken on resolutions passed at Council meetings. In some cases actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

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

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

RECOMMENDATION

Council resolves:

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

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
26/04/2022	Ordinary Council	92/22	Heathfield Resource Recovery Centre Management Agreement	Nil
28/06/2022	Ordinary Council	150/22	Naming of Parks & Reserves	Nil
23/08/2022	Ordinary Council	213/22	Draft Asset Management Plan – Community Wastewater Management Scheme 2023-2032 for public consultation	Material - Cr Linda Green Perceived - Cr Malcolm Herrmann Perceived - Cr Andrew Stratford
25/10/2022	Ordinary Council	277/22	Naming of Parks & Reserves	Nil
29/11/2022	Ordinary Council	293/22	Petition - Water Storage Tank Upper Hermitage	Nil
29/11/2022	Ordinary Council	297/22	Deputy Mayor Position Appointment	Material - Cr Nathan Daniell
29/11/2022	Ordinary Council	300/22	12.4.1 Audit Committee Membership – Council Member and Presiding Member Appointment	Material - Cr Malcolm Herrmann Material - Cr Melanie Selwood
29/11/2022	Ordinary Council	302/22	CEO PRP Membership Council Member & Presiding Member Appointment	Material - Cr Chris Grant General - Cr Kirsty Parkin
29/11/2022	Ordinary Council	303/22	12.7 Boundary Change Committee - Council Member and Presiding Member Appointment Method of Voting and Terms of Reference	Nil
29/11/2022	Ordinary Council	304/22	12.7.1 Boundary Change Committee - Council Member and Presiding Member Appointment	Material - Cr Mark Osterstock General - Cr Leith Mudge General - Cr Kirsty Parkin
29/11/2022	Ordinary Council	306/22	S43 Subsidiary Membership – East Waste	General - Cr Lucy Huxter
29/11/2022	Ordinary Council	308/22	12.9.2 S43 Subsidiary Membership – Adelaide Hills Region Waste Management Authority	General - Cr Lucy Huxter
29/11/2022	Ordinary Council	311/22	12.10.1 S43 Subsidiary Membership – Gawler River Floodplain Management Authority	General - Cr Malcolm Herrmann

29/11/2022	Ordinary Council	313/22	12.11.1 S43 Subsidiary Membership – Southern & Hills Local Government Association	General - Mayor Jan-Claire Wisdom General - Cr Kirsty Parkin
29/11/2022	Ordinary Council	316/22	12.13 Policy Review – Council Member Allowances and Support Policy	Nil
29/11/2022	Ordinary Council	317/22	Legislative Change – Member Integrity & Behaviour	Nil

1. GOVERNANCE

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

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

➤ Legal Implications

Not applicable

➤ Risk Management Implications

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

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

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

➤ Financial and Resource Implications

Not applicable

➤ Customer Service and Community/Cultural Implications

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Not applicable

2. BACKGROUND

At its meeting of 24 March 2015 Council resolved:

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

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

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

3. ANALYSIS

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

4. OPTIONS

Council has the following options:

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

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Status (for Council reporting)
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 5890 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	9/12/2022	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 August 2022 - DEW have advised that the land can be subdivided as Crown Land and rededicated back to Council which will mean Community Land revocation is unnecessary. On site meeting held with DEW, Survey Plan prepared and with DEW for comment (sent 30/08/2022) prior to lodgement. Seeking confirmation from DEW on their willingness to resume the land prior to lodging land division. October 2022 - DEW have the Plan of division and are liaising with staff regarding the best way forward. Nov 22 - lasing with Plan SA who have now received the land division for assessment Dec 22 - Council's comments on the crown land division now with Plan SA for a final decision
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/Leslie Creek Reserve, Leslie Creek Road, Mylor/Mi MI Reserve 125 Aldgate Valley Road, Mylor/Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor/Kyle Road Nature Reserve, Kyle Road, Mylor/Carey Gully Water Reserve, Deviation Road, Carey Gully/Heathfield Stone Reserve, 215 Longwood Road, Heathfield/Mylor Parklands, Mylor all being of significant biodiversity value, into Heritage Agreements. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. 	Peter Bice	In Progress	13/12/2022	The Heritage Applications were phased over the years in order to be accommodated within available resourcing. All applications have been lodged by June 30 2022 as per 2018 Council resolution. 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 Heathfield Conservation Reserve Conditionally approved: 1. Reserve 26 - "Stock Rd 1". Needs to be allocated CT to progress. Paperwork signed by CE and Mayor and lodged. 2. Carey Gully. Rededication from recreation to conservation purposes required. Paperwork to amend a dedication submitted to Crown Lands. NOTES: Heathfield Stone Reserve was successfully rededicated for conservation purposes with Lands Title Office, and is now referred to as Heathfield Conservation Reserve. Heathfield Conservation Reserve and Heritage Mi MI Reserve. Applications have been accepted and signed by CEO, to be countersigned by DEW. Carey Gully was initially rejected but appealed by Biodiversity Officer. Heritage Officer changed their recommendation for acceptance and sent to delegate for approval. Correspondence received that rededication from recreation to conservation purposes is required. Paperwork to amend a dedication has been submitted to Crown Lands.
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 1,242m2 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	9/12/2022	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 August 2022 - Have had no update from Boral or lawyers, Karen to follow up. October 2022 - No update as yet Nov 22 - no update Dec 22 - no further update to report

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 Carrivook 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	9/12/2022	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 Carrivook Park as their preferred option. Council, at the meeting of 27 August 2019, approved Carrivook 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 Carrivook 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. August 22 - all documents to remove the Trust have now been approved by the Supreme Court. Trust now removed from Retirement Village site. Meeting with residents on 22 Sept to finalise any updated feedback on community land revocation. Oct 22 - Meeting held with residents on 22 September to communicate current status. Documents sent to Minister for Community Land revocation on week ending 14/10/2022. Nov 22 - Advice received from Ministers office that community land revocation would be reviewed mid November 2022. Dec 22 - waiting on final decision regarding community land revocation from Ministers office
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 300 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	9/12/2022	Council lights changed to LED at Aldgate Uraidla and Sumertown Main Street complete. Birdwood Main Street Council lighting under investigation for changeover to LED. 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.
28/01/2020	Ordinary Council	11/20	Revocation of Community Land - Bridgewater Retirement Village	None declared	That the report be received and noted. Subject to the Supreme Court issuing an order granting approval for a trust variation scheme, a report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 220 in Filed Plan No. 8111 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	9/12/2022	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. August 2022 - Supreme court document have been approved. Trust now removed from Retirement Village site and have been transferred to Carrivook Park. Meeting with residents on 22 September to discuss status and will then finalise report to Minister to revoke community land classification. Oct 22 - Meeting held with residents re current status on 22/10/2022. Community Land revocation application finalised and sent to Minister week ending 14/10/2022. Nov 22 - advice received from Minister that community land revocation would be assessed around mid November 2022. Dec 22 - awaiting final decision from Minister regarding community land revocation
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	1. That the report be received and noted. In accordance with sections 12 and 15 of the Roads Opening and Closing Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. 3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution	Terry Crackett	In Progress	12/12/2022	Final Plans and Road Process Order documents have been executed by all parties. Awaiting on processing with the Surveyor- General and the Lands Titles Office
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	9/12/2022	

23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	<ol style="list-style-type: none"> That the report be received and noted That the consultation report (Appendix 1) be received and noted 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"> CR 5753/186, Lot 32 Fulgrabe Road, Crafers CR 5753/725, Section 1609 Illert Road, Mylor CR 5753/729, Section 1657 Scott Creek Road, Scott Creek CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside CR 5753/742, Section 547 Schuberts Road, Lobethal CR 5753/743, Section 553 Pedare Park Road, Woodside CR 5753/745, Section 556 Tiers Road, Woodside CR 5753/746, Section 565 Old Carey Gully Road, Stirling CR 5753/754, Section 511 North East Road, Inglewood CR 5753/758, Section 262 Reserve Road, Forreston CR 5763/631, Section 1591 Silver Road, Bridgewater CR 5763/634, Section 72 Magarey Road, Mount Torrens CR 5763/635, Section 72 Magarey Road, Mount Torrens CR 5763/636, Section 84 Forreston Road, Forreston CR 6142/329, Lot 501 Greenhill Road, Balhannah CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA) That a further report be presented to Council once a response from the Minister for Planning is received. 	Terry Crackett	In Progress	9/12/2022	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 September 2022 - still awaiting response from Minister Oct 22 - Still awaiting response from Minister Nov 22 - Still awaiting response from Minister Dec 22 - received response from Minister that matter has been referred to DEW for land to be resumed from the Crown to alleviate the need for Community Land revocation. Report to be made to Council in January 2023 providing an update on the Ministers correspondence and next steps
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"> That the report be received and noted To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners. That a further report be presented to Council at the completion of the consultation. 	Terry Crackett	In Progress	12/12/2022	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 Follow up report presented to Council 26 July 2022. Council have written to the Minister for approval of Community Land Revocation status. Anticipated response due mid September 2022. Oct 22 - No response received from Minister Nov 22 - Response from Minister still to come Dec 22 - Response from Minister still to come
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	9/12/2022	Preliminary planning underway for return to Council with report by 30 June 2022. Aug 2022 - Report deferred to October 2022 Council meeting to enable the Cemetery Advisory Group to consider the updated draft Policy at its meeting in October. Oct 22 - Report prepared for Council meeting in October 2022 with new Cemeteries Operating Policy to be endorsed (deferred to future meeting) Report in relation to this item went to Council on 28/06/2022 Nov 22 - new Cemeteries Operating Policy now going to December 22 Council meeting Dec 22 - Policy to be submitted to Dec Council meeting
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	12/12/2022	Commenced in accordance with resolution Road Process Documents have been signed by Council. Currently awaiting process by the Surveyor-Generals and Lands, Titles Office. Road plan has been examined, however this is awaiting the deposit of a prior amalgamation and easement plan with the Lands Titles Office. Oct 22 - No further update to report Nov 22 - No further updates Dec 22 - No further updates
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	<ol style="list-style-type: none"> That the report be received and noted 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 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 Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 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	9/12/2022	Commenced in accordance with resolution Fitout of Garrod Office and progression of preliminary work for Stirling transportable underway. Scoping of other components to be in nearing completion and will be presented back to Council for review. Sept 22 - refit of transportable building at Stirling underway to allow for Ranges and EHO's to move in. Fitout at Garrod now complete with some staff having moved in. Meeting at Heathfield in early Sept to continue discussions on extension/renovations at that site. Oct 22 - Transportable building renovations well progressed. Meeting at Heathfield postponed pending further discussion with CEO on process for moving forward given scope of new building proposed for Heathfield has now changed. Nov 22 - Transportable renovations going to plan with completion estimated prior to Christmas. Discussion held with CEO/exec team re scope/process moving forward Dec 22 - Transportable on track to be completed prior to Christmas. Scoping for planning and building team to be relocated to Stirling underway
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	<ol style="list-style-type: none"> That the report be received and noted. To revoke the resolution of Council of 22 May 2001, B129. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i>, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution. 	Terry Crackett	In Progress	9/12/2022	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 Aug 22 - received advice from Minister for Local Government (via Normans) on 9/08/2022 that they were still waiting to hear back from Crown Solicitors Office on this matter. Oct 22 - No update received from Minister Nov 22 - No update received from Minister Dec 22 - No update received from Minister
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	12/12/2022	Matter continues to be progressed. Further updates will be provided when a material change occurs.
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Peter Bice	In Progress	9/12/2022	
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	<ol style="list-style-type: none"> The report be received and noted. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water. 	Peter Bice	In Progress	8/11/2022	A contractor has been engaged to undertake an audit of the irrigation systems.

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	9/12/2022	<p>Commenced in accordance with resolution.</p> <p>Sept 22 - commenced as per resolution</p> <p>Oct 22 - commenced as per resolution</p> <p>Nov 22 - commenced as per resolution</p> <p>Dec 22 - commenced as per resolution with an update report to be submitted to Council in early 2023</p>
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	12/12/2022	<p>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. He was unavailable to progress the matter through June/July, however staff have recently met with him to progress the matter.</p> <p>Staff have sought advice on the suggested fix from Artlab and at the time of update, are awaiting an outcome of their work. It will be important to evaluate whether or not the risk profile associated with the matter would change with the proposed fix. 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. Response from Artlab has indicated that, given the load bearing of the design and the weakened nature of the stone it is unlikely that any treatment options will resolve the issues, however they suggested that we further consult with an engineer regarding proposed fix. An engineer has been approached and provided with all information to date and we await his response.</p> <p>The engineer has met with the artist who proposed the potential fix and we are in discussions with him regarding options.</p> <p>12/12 David Waters has spoken to the engineer who is sending some additional information regarding risk management.</p>
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; and ongoing 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. 	Natalie Armstrong	In Progress	10/11/2022	Continued monitoring is being undertaken by Council staff and action if appropriate.
26/04/2022	Ordinary Council	87/22	Property Lobethal Road Lenswood - Duration of Confidentiality	Nil	Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Two year term Related Attachments: Two year term Minutes Nil Other (presentation, documents, or similar) Nil	Natalie Armstrong	In Progress	10/11/2022	
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	Completed	12/12/2022	Administrative review of agreement completed and agreement signed between the parties.
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	9/12/2022	<p>Commenced in accordance with resolution.</p> <p>Sept 22 - Team Leader property projects is currently seeking costings for the works as per the resolution.</p> <p>Oct - Waiting on costings</p> <p>Nov 22 - collating costings with report to be submitted to Council with options at the February 2023 meeting.</p> <p>Dec 22 - report being prepared for February 2023 Council meeting</p>
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	9/12/2022	<p>Workshop scheduled for 9 August 2022.</p> <p>Workshop held on 16 August 2022.</p> <p>Investigations ongoing during September/October 2022</p> <p>Nov 22 - internal investigations ongoing with report planned for Council meeting in early 2023.</p> <p>Dec 22 - on site meeting held to discuss possible options for new septic tank including land requirement</p>
28/06/2022	Ordinary Council	150/22	Naming of Parks & Reserves	Nil	That the CEO 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. 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. Advises how the assignment of European names and Aboriginal names can be installed concurrently to achieve economies of scale. Prepares a report for consideration by the Council by 31 October 2022.	Peter Bice	Completed	12/12/2022	Was presented to October Council Meeting as per the resolution.
28/06/2022	Ordinary Council	157/22	Revocation of Community Land Classification - Closed Roads Mt Torrens & Norton Summit	Perceived - Cr Linda Green	That the report be received and noted 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)	Terry Crackett	In Progress	12/12/2022	<p>Commenced in accordance with resolution.</p> <p>Council staff have written to the Minister for Local Government (Hon. Geoff Brock) seeking the Revocation of Community Land Classification.</p> <p>Oct 22 - Waiting on response from Minister</p> <p>Nov 22 - Awaiting response from Minister</p> <p>Dec 22 - Awaiting response from Minister</p>

28/06/2022	Ordinary Council	158/22	MON Response Natural Burials	Nil	<ol style="list-style-type: none"> 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. 	Terry Crackett	In Progress	9/12/2022	Sept 22 - Updated cemeteries operating policy drafted and will go to October 2022 Council meeting after sharing with the Cemeteries Advisory Group at its meeting in early October. Research underway for processes for microchipping etc. for natural burials. Oct - updated Policy to go to October 2022 Council meeting. Nov 22 - updated Policy now to go to December 2022 Council meeting Dec 22 - updated Policy to go to Dec 2022 Council meeting
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	Nil	See Confidential Minute	Peter Bice	In Progress	12/12/2022	In Progress
28/06/2022	Ordinary Council	167/22	Warren Road Birdwood Blackspot - Duration of Confidentiality	Nil	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 <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> 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 releasedReportUntil all resolutions are executed, but not longer than 28 June 2023Related AttachmentsUntil all resolutions are executed, but not longer than 28 June 2023MinutesUntil all resolutions are executed, but not longer than 28 June 2023	Peter Bice	In Progress	12/12/2022	In Progress
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	Nil	See Confidential Minute	Peter Bice	In Progress	12/12/2022	Matter continues to be progressed. Further updates will be provided when a material change occurs.
28/06/2022	Ordinary Council	173/22	Ashton Landfill - Duration of Confidentiality	Nil	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)(d) of the <i>Local Government Act 1999</i> , resolves that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> 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 releasedReport28 June 2024Related Attachments28 June 2024Minutes28 June 2024OtherNil.	Peter Bice	In Progress	12/12/2022	Matter continues to be progressed.
28/06/2022	Ordinary Council	175/22	Fabrik Tender & Contract - Confidential Item	Nil	See Confidential Item	Terry Crackett	In Progress	9/12/2022	Oct 2022 - Building 21 Contract has now been finalised. Contracts for remainder of buildings in process of being finalised. Nov 22 - remaining contracts in process of being finalised. Dec 22 - External works contract in process of being finalised which will be the last of the four contracts to be executed.
26/07/2022	Ordinary Council	182/22	Policy Review - Festivals and Events	Nil	That the report be received and noted. To undertake public consultation on the Draft July 2022 <i>Festivals and Events Policy</i> and the CEO prepares a report for Council.	David Waters	In Progress	12/12/2022	We have commenced phase 1 of consultation on the Festival & Events Policy with a general invitation to our community and event attendees to provide feedback on events they attend. Phase 2 will commence after the Tour Down Under in 2023 and include more direct engagement around the Policy. https://engage.ahc.sa.gov.au/festivals-and-events-in-the-adelaide-hills
23/08/2022	Ordinary Council	206/22	MON Undergrounding of Power Lines Lobethal, Mt Torrens & Woodside	Nil	That the CEO investigates the potential for undergrounding of power lines in: Main Street and portion of Lobethal Road, Lobethal; Onkaparinga Valley Road (Main Street) Woodside; and Townsend Street, Mount Torrens and, after consultation with the Power Lines Environment Committee, provides a report to Council by 28 February 2023.	Peter Bice	In Progress	12/12/2022	Preliminary investigations have commenced, ahead of more detailed investigations to occur closer to the report deadline.
23/08/2022	Ordinary Council	209/22	Proposed Road Closure – Unmade Public Road adjacent to 9 Fiders Hill Road Inglewood	Nil	That the report be received and noted; The land marked "A" in Preliminary Plan No. 22/0025 (known as the Road Land) be declared surplus to Council's requirements; That the Chief Executive, or his delegate, are authorised to negotiate with the owners of 9 Fiders Hill Road, Inglewood for the sale and transfer of the piece marked "A" in Preliminary Plan No. 22/0025 for the sum of \$27,250 plus GST, together with all fees and charges associated with the road closure process; Subject to agreement from the owner of 9 Fiders Hill Road, Inglewood to purchase the Road Land for the sum of \$27,250.00 plus GST, to make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the pieces of land identified as "A" in the Preliminary Plan No. 22/0025 attached to this report with Section 171 Hundred of Para Wirra comprised in Certificate of Title Volume 5426 Folio 204; That upon the deposit of the Road Closure, the land will be excluded from the classification of Community Land and not be included in Council's Community Land Register; Council staff to provide advice to the new landowner on how to best manage the biodiversity values of the site. If Agreement is not reached with the owner of 9 Fiders Hill Road to transfer the land, then the land will continue to be held by Council; That the Chief Executive Officer is authorised to finalise and sign all necessary documentation to close and sell the above portion of closed road pursuant to this resolution.	Terry Crackett	In Progress	12/12/2022	Sept 22 - Roads Officer liaising with property owner re transfer and road closure finalisation. Oct 22 - Roads officer continuing to liaise with all parties to finalise the matter November 22 - Plans and documents have been lodged with the Surveyor-General. Applicants have made payment for the land purchase. Awaiting deposit of plans and gazettal of Road Closure December 22 - Awaiting deposit of plans and gazettal of Road Closure
23/08/2022	Ordinary Council	213/22	Draft Asset Management Plan – Community Wastewater Management Scheme 2023-2032 for public cc Material - Cr Linda Green Perceived - Cr Malcolm Herrmann Perceived - Cr Andrew Stratford	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted 2. That Council approve the <i>Draft Asset Management Plan Community Wastewater Management System 2023 - 2032</i> as contained in <i>Appendix 1</i> for community consultation. 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the <i>Draft Asset Management Plan Community Wastewater Management System 2023 - 2032</i> prior to the consultation commencement. 	Peter Bice	Completed	9/12/2022	Engagement completed 6 December 2022
23/08/2022	Ordinary Council	227/22	Acting and Substantive Chief Executive Officer Recruitment – Acting CEO Selection Panel - Confidential I Nil	Nil	<ol style="list-style-type: none"> 1. To appoint Cr Leith Mudge and Cr Ian Bailey as Ordinary Members of the Acting CEO Selection Panel. 2. That in relation to the Substantive CEO Recruitment, that this matter is referred to the incoming Council for decision in December 2022. 	David Waters	In Progress	9/12/2022	Acting CEO Selection Panel convened and all actions completed. A report on the Substantive CEO recruitment is in the December 2022 Council agenda.
23/08/2022	Ordinary Council	230/22	East Waste Recycling Contract – Duration of Confidentiality	Nil	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 releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 August 2024 Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	12/12/2022	Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the person who supplied the information.

23/08/2022	Ordinary Council	234/22	Revised East Waste 2022-23 Annual Plan & Budget – Duration of Confidentiality	NII	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 releasedReportNII Related Attachments Appendix 1 Appendix 2 23 August 2024 NIIMinutesNIIOtherNII Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	12/12/2022	Confidential material remains sensitive and could reasonably be expected to prejudice the commercial position of the business who supplied the information.
23/08/2022	Ordinary Council	236/22	Ministerial Exemption – Confidential Item	NII	Refer to Confidential Minute	Peter Bice	In Progress	12/12/2022	
23/08/2022	Ordinary Council	237/22	Ministerial Exemption - Duration of Confidentiality	NII	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 releasedReport23 August 2024Related Attachments23 August 2024Minutes23 August 2024Other23 August 2024 Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Peter Bice	In Progress	12/12/2022	
27/09/2022	Ordinary Council	252/22	Options to reduce traffic congestion Bridgewater Primary School	NII	1 Council explores the options to reduce traffic congestion and improve child safety in the vicinity of Bridgewater Primary School and provides a report to Council on the outcomes of: i. Contacting the owners of 23 Morella Grove Bridgewater (CT 5473/109) to discuss the possibility of purchasing a section of their property along the southern end of Lezayre Avenue or Morella Grove as shown in Appendix 1. ii. Writing to the Department of Education and Bridgewater Primary School to determine the possibility of transferring a section of Department of Education land to become an extension of Morella Grove as shown in Appendix 2.	Peter Bice	In Progress	12/12/2022	Verbal and written contact has been made with the owner of 23 Morella Grove, who has advised that they are not willing to sell any portion of their land to Council. Written contact has been made with the Department for Education, and a follow up meeting has occurred, highlighting issues with the practicality of the proposal.
27/09/2022	Ordinary Council	253/22	Options to reduce traffic congestion Bridgewater Primary School – traffic study	NII	Formal Motion from 27/9/22 – That Item 11.1.1.1, Options to reduce traffic congestion Bridgewater Primary School – Traffic Study, be deferred until the January 2023 meeting of Council.	Peter Bice	In Progress	12/12/2022	No further action required until January meeting.
27/09/2022	Ordinary Council	254/22	MON Coach Parking	NII	That the CEO prepares a report into the viability of a Coach Parking space in Stirling and adjacent environs by 31 January 2023.	Peter Bice	In Progress	13/12/2022	Council staff have met with a representative of the SBA to garner their views, and are now awaiting a proposal form a suitably qualified traffic engineer to provide advice regarding this matter.
25/10/2022	Ordinary Council	273/22	MON Parking & Road Safety Wattle Tree Road Bridgewater	NII	I move that a report be presented back to Council by January 2023 covering the following: The current safety of Wattle Tree Road for motorists, and what could be done to improve safety in the long term. Possible solutions for on-street parking in Wattle Tree Road.	Peter Bice	In Progress	12/12/2022	Council have ordered Crest warning signs for installation at this location. Council have engaged a consulting traffic engineer for further advice about what could be achieved at this location.
25/10/2022	Ordinary Council	276/22	Electricity Tender Post 2022	NII	1. That the report be received and noted. 2. That the Acting Chief Executive Officer is, until 31 January 2023, delegated (without financial limitation) the power to enter into contracts on behalf of the Council with tenderers selected by Local Government Association Procurement for the supply of electricity for: sites above 160 MWh per annum; and sites below 160 MWh per annum; and 12 hour and 24 hour un-metered lighting. 3. That the above delegation be conditional on the Acting Chief Executive Officer consulting with the Mayor in considering power plan options and that, in-principle the Council desires 100% accredited renewable electricity, but with a maximum limit of 50% premium in additional cost compared with standard electricity.	Terry Crackett	In Progress	12/12/2022	LGAP have completed the tender for the Supply of Electricity contracts (closed 28 October 2022) and it is currently in the evaluation stage with LGAP. LGAP have advised that they will provide the details of that evaluation to Councils in the week beginning 12 December 2022
25/10/2022	Ordinary Council	277/22	Naming of Parks & Reserves	NII	1. That the report be received and noted. 2. That Council does not proceed with a program to name all reserves without a formal name but continues to consider opportunities which may arise from time to time, either through community driven requests, park upgrades or through the Aboriginal Place Naming Action Plan. 3. Council continues to renew pre-existing signs that are in poor condition within existing budgets.	Peter Bice	Completed	12/12/2022	Resolution noted. No specific action required.
25/10/2022	Ordinary Council	278/22	Service Review Brief - Development Services	NII	1. That the report be received and noted. 2. To adopt the draft <i>Service Review Brief – Development Services</i> as contained in Appendix 1. 3. That the Chief Executive Officer be authorised to make minor changes to the draft <i>Service Review Brief – Development Services</i> arising from the Council's consideration of the matter. 4. That the Chief Executive Officer be authorised to make amendments to the scope of the <i>Service Review Brief – Development Services</i> in response to the proposals received in the "request for quote" (RFQ) if required to meet budget.	David Waters	In Progress	9/12/2022	The RFQ process has concluded and the engagement of a consultant is imminent.
29/11/2022	Ordinary Council	293/22	Petition – Water Storage Tank Upper Hermitage	NII	That the petition signed by 204 signatories requesting permission to place a tank on Council land be received and noted. To note that the Administration will continue to liaise with the head petitioners and the CFS and will provide a status report to Council no later than the March 2023 Ordinary Council meeting. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	David Waters	Completed	30/11/2022	
29/11/2022	Ordinary Council	294/22	MON Speed Limit on North East Road Ingleswood	NII	That the Acting CEO requests the Chief Executive, Department of Infrastructure and Transport, to investigate the reduction of the 80kph speed limit on the Adelaide side of North East Road, Ingleswood to past the intersection of Range Road South and North East Road Houghton to the existing 60kph limit sign.	Peter Bice	In Progress	13/12/2022	13/12/22 - Draft letter has been prepared for CEO.

29/11/2022	Ordinary Council	295/22	Time and Place of Meetings	Nil	<ol style="list-style-type: none"> The report be received and noted. Commencing 2022 until 28 February 2024, Ordinary Council Meetings will be held at 63 Mt Barker Road, Stirling and are scheduled to commence at 6.30pm on the second and fourth Tuesday of the month, except for December 2022 (Tuesday 20 December 2022) January 2023 (Tuesday 24 January 2023) December 2023 (Tuesday 19 December 2023) January 2024 (Tuesday 23 January 2024) The Chief Executive Officer be authorised to adjust the Ordinary Council Meeting schedule, including time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason. Commencing 2022 until 28 February 2024, times and venues for Special Council Meetings, requested in accordance with the legislative provisions, are to be determined by the Chief Executive Officer. Commencing 2022 until 28 February 2024, Information or Briefing Sessions are scheduled as follows: <ol style="list-style-type: none"> Workshops scheduled ordinarily at 6.30pm on the first Monday of each month, held at 36 Nairne Road, Woodside, except for January. Professional Development Sessions scheduled ordinarily at 6.30pm on the third Tuesday of each month, held at 63 Mt Barker Road, Stirling, except for December and January. The Chief Executive Officer be authorised to schedule additional Information or Briefing sessions where workload dictates, or adjust the Information or Briefing Sessions schedule, including time and place of the sessions, where matters necessitate a change such as an Information or Briefing session date occurring on a public holiday catastrophic fire danger day or other valid reason. The Chief Executive Officer is authorised to adjust any Policy which is impacted by the setting of the Time and Place of Meetings. The Chief Executive Officer will evaluate, in consultation with Council, and present a report on the success, or otherwise, on the aforementioned (Time and Place of Meetings), to be presented to Council for consideration by no later than the first meeting in February 2024. 	David Waters	In Progress	9/12/2022	All meetings as per the schedule have been booked. This item will remain open until the evaluation has been completed.
29/11/2022	Ordinary Council	297/22	Deputy Mayor Position Appointment	Material - Cr Nathan Daniell	Council resolves to appoint Cr Nathan Daniell to the position of Deputy Mayor for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023.	David Waters	Completed	9/12/2022	All actions required have been completed
29/11/2022	Ordinary Council	298/22	Annual Report Adoption	Nil	That the report be received and noted. The 2022-23 Annual Report, as contained in Appendix 1, be adopted. That the Acting Chief Executive Officer be authorised to make minor content, formatting or design changes necessary for publication purposes.	David Waters	In Progress	9/12/2022	Desktop publishing being finalised, report will be lodged by statutory timeframe.
29/11/2022	Ordinary Council	300/22	12.4.1 Audit Committee Membership – Council Member and Presiding Member Appointment	Material - Cr Malcolm Herrmann Material - Cr Melanie Selwood	To appoint Malcolm Herrmann and Melanie Selwood as members of the Audit Committee for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive). To appoint Cr Malcolm Herrmann to the position of Audit Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).	David Waters	Completed	9/12/2022	All required actions undertaken.
29/11/2022	Ordinary Council	302/22	CEO PRP Membership Council Member & Presiding Member Appointment	Material - Cr Chris Grant General - Cr Kirsty Parkin	To appoint two Council Members, Cr Chris Grant and Cr Kirsty Parkin, as members of the Chief Executive Officer Performance Review Panel for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive). To appoint Cr Chris Grant to the position of Chief Executive Officer Performance Review Panel Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).	David Waters	Completed	9/12/2022	All required actions undertaken.
29/11/2022	Ordinary Council	303/22	12.7 Boundary Change Committee - Council Member and Presiding Member Appointment Method of V: Nil	Nil	<ol style="list-style-type: none"> That the report be received and noted To retain the Boundary Change Committee for the term of the Council with the Terms of Reference, as contained in Appendix 1, with the following amendment: <ol style="list-style-type: none"> (3.1) insert: <ol style="list-style-type: none"> 3.1.2.3 Risk and Risk management associated with any potential boundary change. 3.1.2.4 Financial and other budgetary considerations associated with any potential boundary change. 3.1.2.5 Other matters as the Committee may determine. To determine that the method of selecting the Boundary Change Committee Members to be by an indicative vote to determine the preferred persons for the (four) Council Member positions utilising the process set out in this Agenda report. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Boundary Change Committee Member roles and for the meeting to resume once the results of the indicative vote have been declared. 	David Waters	Completed	9/12/2022	Boundary Change Committee Terms of Reference updated and loaded onto the Council website. All other actions completed.
29/11/2022	Ordinary Council	304/22	12.7.1 Boundary Change Committee - Council Member and Presiding Member Appointment	Material - Cr Mark Osterstock General - Cr Leith Mudge General - Cr Kirsty Parkin	To appoint Council Members Cr Leith Mudge, Cr Mark Osterstock and Cr Kirsty Parkin as members of the Boundary Change Committee for a 36 month term to commence 30 November 2022 and conclude on 30 November 2025 (inclusive). To appoint Cr Mark Osterstock to the position of Boundary Change Committee Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).	David Waters	Completed	9/12/2022	All required actions completed.
29/11/2022	Ordinary Council	306/22	S43 Subsidiary Membership – East Waste	General - Cr Lucy Huxter	That in relation to the Eastern Waste Management Authority Board: <ol style="list-style-type: none"> To appoint Cr Lucy Huxter to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2025 (inclusive) To appoint Peter Bice, Director Infrastructure & Operations, to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2025 (inclusive) To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Eastern Waste Management Authority Board Membership. 	David Waters	Completed	9/12/2022	East Waste Executive Officer advised of appointments
29/11/2022	Ordinary Council	308/22	12.9.2 843 Subsidiary Membership – Adelaide Hills Region Waste Management Authority	General - Cr Lucy Huxter	<ol style="list-style-type: none"> That in relation to the Adelaide Hills Region Waste Management Authority Board: To appoint Cr Lucy Huxter to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive) To appoint John McArthur to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive) To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Adelaide Hills Region Waste Management Authority Board Membership. 	David Waters	Completed	9/12/2022	AHRWMA Executive Officer advised of appointments
29/11/2022	Ordinary Council	311/22	12.10.1 843 Subsidiary Membership – Gawler River Floodplain Management Authority	General - Cr Malcolm Herrmann	That in relation to the Gawler River Floodplain Management Authority Board: To appoint Cr Malcolm Herrmann to the Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive) To appoint Natalie Armstrong to the Deputy Board Member position for a term to commence from 30 November 2022 and conclude on 29 November 2024 (inclusive) To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Gawler River Floodplain Management Authority Board Membership.	David Waters	Completed	9/12/2022	GRFMA Executive Officer advised of appointments

29/11/2022	Ordinary Council	313/22	12.11.1843 Subsidiary Membership – Southern & Hills Local Government Association	General - Mayor Jan-Claire Wisdom General - Cr Kirsty Parkin	That in relation to the Southern & Hills Local Government Association Board: To appoint Mayor Jan-Claire Wisdom to the (Elected Member) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term To appoint David Waters, Acting CEO, to the (Elected Member or Employee) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term To appoint Cr Kirsty Parkin to the (Elected Member) Deputy Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term To appoint Natalie Armstrong to the (Elected Member or Employee) Board Member position for a term to commence from 30 November 2022 and conclude at the conclusion of the 2022-26 council term To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Southern & Hills Local Government Association.	David Waters	Completed	9/12/2022	S&HLGA Executive Officer advised of appointments
29/11/2022	Ordinary Council	316/22	12.12.1 Appointment of Council Member & Deputy Council Member to the Council Assessment Panel	Material - Cr Leith Mudge Material - Cr Nathan Daniell	Council resolves to appoint Cr Leith Mudge as the Council Member and Cr Nathan Daniell as Deputy Council Member of the Council Assessment Panel for a term of two years to commence 30 November 2022 and conclude on 29 November 2024.	Natalie Armstrong	Not Started	30/11/2022	
29/11/2022	Ordinary Council	316/22	12.13 Policy Review – Council Member Allowances and Support Policy	Nil	That the report be received and noted That the allowances payable under s76 of the Local Government Act 1999 will be paid monthly in arrears. With an effective date of 30 November 2022, to revoke the 22 September 2020 Council Member Allowances and Support Policy and to adopt the draft 29 November 2022 Council Member Allowances and Support Policy, as contained in Appendix 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft 29 November 2022 Council Member Allowances and Support Policy as per Appendix 3 prior to the date of effect.	David Waters	Completed	9/12/2022	Allowances & Support Policy finalised and loaded onto Council website
29/11/2022	Ordinary Council	317/22	Legislative Change – Member Integrity & Behaviour	Nil	That the report be received and noted. To note the Member Integrity and Behaviour provisions of the Local Government Act 1999 that came into effect on 17 November 2022. To note the Behavioural Management Policy, as contained in Appendix 6, which has been set by the Minister for Local Government and will have effect until Council adopts a replacement policy.	David Waters	Completed	9/12/2022	Behavioural Management Policy finalised and loaded onto Council website

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 13.1

Responsible Officer: Renee O'Connor
Coordinator Sport & Recreation
Corporate Services

Subject: Adelaide Hills (War Memorial) Swimming Centre Feasibility Study

For: Information

SUMMARY

This report seeks to update Council Members on a Feasibility Study that is currently being undertaken for the Adelaide Hills (War Memorial) Swimming Centre (AHWMSC) at Woodside.

It is envisaged that the Feasibility Study will determine the remaining asset life of all facilities at the pool site by undertaking a detailed engineering assessment of the current condition of the assets on the site.

The study will also consider linkages with the wider Woodside Recreation Ground and other civic activities that occur at the site, an analysis of current and predicted demographics, a supply and demand process, consideration of nearby assets and relevant aquatic trends.

Recommendations and high level costings will be provided by the engaged consultant upon completion of the project to be considered within the development of future reviews of the Long Term Financial Plan.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

The AHWMSC is located within the Woodside Recreation Ground site (on Council land) and is the only public aquatic facility in the Council district. The pool is 51 years old and is typically open during the months of November to March each year, weather dependent.

The pool, its operations and programs are run under a management agreement by The Adelaide Hills (War Memorial) Swimming Centre Inc, a not-for-profit incorporated association with a volunteer committee. Council provides an annual amount of approximately \$90,000 to the Association to supplement income from gate fees and other services, to facilitate these operations.

Through the development of the management agreement, Council has partnered with the Association to undertake a significant review into the pool asset and its operation. In order to understand future obligations for all parties, and with support of the Pool Committee, Council staff propose to undertake a Feasibility Study of the site, pool assets and its operations.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1	A functional built environment
Objective B4	Sustainable management of our built assets ensures a safe, functional and well serviced community.
Priority B4.3	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.
Goal 2	Community Wellbeing
Objective C4	An active, healthy, thriving and resilient community.
Priority C4.4	Support clubs and groups to continue to provide sport and recreation activities to the community.
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

➤ Legal Implications

There are no legal implications associated with undertaking the Feasibility Study. However, staff will address any implications that arise as a result of the Study to ensure compliance with relevant standards and that best practice pool management principles are applied.

➤ **Risk Management Implications**

Undertaking the development of a Feasibility Study document for the AHWMSC will assist in mitigating the risks of:

Inadequately planned and managed community and recreation sites that don't meet user needs, or require significant, unplanned asset management.

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

➤ **Financial and Resource Implications**

As previously endorsed a allocation of \$100,000 has been provided each year within the LTFP for feasibility studies. Unless specifically identified at the time this amount represents a provision to enable enable priority projects to be progressed in a timely manner. Whilst it was originally proposed that any specific allocation of this provision would be identified within a subsequent Budget Review, given the significance of work being undertaken at the AHWMSC a separate report was considered appropriate for the information of Council.

In terms of the market approach for this Feasibility Study, the provision of aquatic facilities is a specialised area that considers not just the current state of the assets, but supply and demand for competing facilities and also current (and predicted) demographic data. Accordingly, as the Study may be approached in different ways and requires a specialised skillset, a “reverse brief” consultancy is proposed. This approach involves sharing information about the site with a range of consultants that have expertise in the provision of aquatic facilities and seeks proposals as to how best to approach the Study.

It is envisaged that the final cost will be in the order of between \$50,000 and \$100,000 dependent on the proposals received.

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

The Association’s Committee has been engaged in the Feasibility Study project scoping process, and have asked for inclusions such as the investigations into a roof covering. The Committee has recently been asked to provide feedback on the final scope document before staff undertake the procurement process.

➤ **Sustainability Implications**

There are no sustainability implications associated with undertaking the feasibility study, however economic implications may arise in the feasibility study outcomes.

➤ **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>	Royal Life Saving Australia, SA Branch AHWMSC Committee
<i>Community:</i>	Not applicable

➤ **Additional Analysis**

Since the Pool was built in 1970, there have been a range of upgrades undertaken to the Pool or its surrounding structures. Over time, there have been a number of outbuildings of varying size and quality built at the site for housing pool infrastructure (pumps etc.) and for storage of chemicals and other equipment. Storage sheds have also been built that relate to the operation of the pool. The main pool, however, is still the original structure.

In recent years Council staff have facilitated audits of pool plant and equipment and the pool's operations to review compliance with the Guidelines for Safe Pool Operations (GSPO).

From time to time, the opportunity for a major upgrade, or significant improvements, has been raised, particularly in light of major upgrades and improvements to comparable facilities across the greater Adelaide area in the last 10 – 15 years. Given the age of the facility, it is considered that the time is right to carry out a comprehensive review of the facility with a view to determining the imminent asset renewal or rehabilitation needs and incorporating these into facility expansion or improvement opportunities where applicable. The Feasibility Study would consider, but not be limited to, the following:

- An assessment of the current business operation at Woodside Pool
- Gaining an understanding the remaining asset life of the facilities
- Providing a detailed engineering assessment of the current condition of the assets on the site and what would be required to mitigate any identified current or future risks, whilst allowing for future growth
- Linkages with the wider the Woodside Recreation Ground and other Civic activities that occur at the site
- Analysis of current and predicted demographics, supply and demand, nearby assets, aquatic trends
- Understanding the benefits and costs involved in putting a roof, part roof or structure over the existing pool (including ongoing costs), and the additional time that a roof would allow the Centre to remain open during the warmer months as a result of such a structure, with a high level business case attached to the roof option
- An assessment of the demographics for supply and demand of aquatic facilities in the district and the 'point of difference' for the Woodside facility
- Identifying other facility expansion or development opportunities to meet the expectations of the demographic.

It is anticipated that Council Members will be provided with an opportunity to engage in the Feasibility Study process early in 2023.

It is important to note that it is not envisaged that broader community engagement would be undertaken as part of this initial process. It is, fundamentally, a study to improve the Council's understanding of the asset, the operations and the opportunities that could arise in future. It is anticipated that should Council wish to proceed with any changes or upgrades to the Pool or its surrounds that result from the findings of the Study, that community engagement would be undertaken at that time.

3. OPTIONS

Council has the following options:

- I. Receive the Report (Recommended)

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
AGENDA BUSINESS ITEM**

Item: 13.2

Responsible Officer: Jessica Sharkie
Acting Manager Community Development
Community Capacity

Subject: Regional Public Health Plan Biennial Report

For: Information

SUMMARY

In 2015 the Adelaide Hills Council collaborated with the Councils of Mount Barker, Alexandrina, Victor Harbor, Yankalilla and Kangaroo Island under the auspice of the Southern and Hills Local Government Association (S&HLGA) to develop the first *S&HLGA Regional Public Health Plan 2015* (RPHP). The RPHP was developed to meet legislative requirements following the enactment of the *South Australian Public Health Act 2011* (the Act) under which local councils are identified as the local public health authority for their areas. The RPHP 2015 can be found on the [SHLGA website](#).

Under the Act, a council or group of councils responsible for a RPHP must, on a two-yearly basis, prepare a report for the Chief Public Health Officer (CPHO) that contains a comprehensive assessment of their RPHP implementation during the reporting period. The purpose of this report is to provide Council with the biennial report for the period 1 July 2020 to 30 June 2022, which was submitted to the CPHO on 19 October 2022 (**Appendix 1**).

This is the final biennial report for S&HLGA's first RPHP 2015, which is now superceded by the *S&HLGA Regional Public Health and Wellbeing Plan 2022-27* (adopted by Council on 27 September 2022).

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

In 2011 the *South Australian Public and Environmental Health Act 1987* was replaced by the *South Australian Public Health Act 2011* (the Act). A key element of the new Act is the requirement for public health planning to be undertaken at both the state and regional levels.

Public health incorporates a range of physical, mental, environmental and social elements that contribute to health and wellbeing.

Section 51 of the Act requires each local council in SA to prepare and maintain a Regional Public Health Plan (RPHP) that is consistent with the State Public Health Plan. The first State Public Health Plan was developed in 2013 (now superseded by the State Public Health Plan 2019-24).

In 2015, the Adelaide Hills Council collaborated with the Councils of Mount Barker, Alexandrina, Victor Harbor, Yankalilla and Kangaroo Island under the auspice of the S&HLGA to develop the *S&HLGA Regional Public Health Plan 2015* (RPHP 2015).

The focus areas of the RPHP 2015 are healthy environments, healthy lifestyles and planning and partnerships. The range of topics includes built and natural environments, climate change, economic development, development planning, social issues, connection, health education and networking and collaboration.

In order to progress the joint RPHP, the S&HLGA Regional Public Health Plan Working Group (the Working Group) was formed. It consists of staff representatives from the six constituent councils of the S&HLGA who work in relevant fields. The project and group are auspiced by the S&HLGA.

Under section 52(1) of the the Act, a council (or group of councils) responsible for a RPHP must, on a two-yearly basis, prepare a report for the Chief Public Health Officer (CPHO) that contains a comprehensive assessment of its RPHP implementation during the reporting period.

Section 52 reports build a picture of local councils' achievements in implementing their RPHPs with a focus on local priorities, strategies, and actions, as well as key implementation issues and emerging public health issues. Consolidated reporting on RPHPs helps to shape the statewide overview of public health activity produced for the CPHO's biennial Report and informs future public health planning.

To undertake the Section 52 report of implementation of the S&HLGA RPHP 2015 for the period 1 July 2020 to 30 June 2022, Adelaide Hills Council's Community and Social Planning Officer coordinated responses from each council (via the Working Group) and prepared the final report for submission to the CPHO. The report is not intended to capture every activity performed by the six councils that supports public health.

S&HLGA Executive Officer Graeme Martin submitted the Section 52 report for 2020-22 (contained in **Appendix 1**) to the CPHO on 19 October 2022. S&HLGA member councils' administrations were subsequently advised to present the report to their respective councils for information.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community

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

The activities undertaken to achieve the objectives of the RPHP support several priorities under Goal 2 of Council’s Strategic Plan. In particular, Council’s ongoing collaboration on the RPHP, in partnership with the other member councils of the SHLGA, is the primary vehicle through which Council is currently achieving its strategic priority of contributing to public health planning (Priority C4.1).

➤ **Legal Implications**

The development of a RPHP is a statutory obligation under Section 51 of the *South Australian Public Health Act 2011*. Section 52(1) of the Act prescribes that:

A council responsible for a regional public health plan must, on a two-yearly basis, prepare a report that contains a comprehensive assessment of the extent to which, during the reporting period, the council has succeeded in implementing its regional public health plan to the Chief Public Health Officer.

Council’s Community Development Team have collaborated with the S&HLGA Working Group to prepare the 2020-22 RPHP report (**Appendix 1**) in order to meet Council’s section 52(1) obligations. The Chief Executive Officer has delegation to prepare the report on Council’s behalf and, in this instance, the Chief Executive Officer has determined that Council’s submission be via the SHLGA’s submission on behalf of its member councils.

➤ **Risk Management Implications**

The submission of a Section 52 report to the CPHO on a two-yearly basis will assist in mitigating the risk of:

Non-compliance with regulatory obligations under the South Australian Public Health Act 2011 leading to potential enforcement actions.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Low(3E)	Low(3E)

The Community Development Team has taken responsibility for meeting RPHP requirements and the biennial report (**Appendix 1**) has been sent to the CPHO as an existing control.

➤ **Financial and Resource Implications**

There is no specific budget for Council’s contribution to biennial Section 52 reporting on the *S&HLGA Regional Public Health Plan* however administrative costs are provided for in the Regional Health Planning Initiatives – Staffing budget.

The resourcing associated with the development and delivery of Council’s public health-related services and initiatives for the reporting period, which are reported in **Appendix 1** and highlighted in this report, were incorporated into the responsible department’s budget.

There are no further resource implications of the Regional Public Health Plan Progress Report.

➤ **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:

<i>Council Committees:</i>	Not Applicable.
<i>Council Workshops:</i>	Not Applicable.
<i>Advisory Groups:</i>	Not Applicable.
<i>External Agencies:</i>	Southern & Hills LGA Regional Public Health Plan Working Group
<i>Community:</i>	Not Applicable.

➤ **Additional Analysis**

The 2020-2022 Section 52 report on the implementation of the S&HLGA RPHP 2015 was prepared by Council's Community and Social Planning Officer in collaboration with the S&HLGA Regional Public Health Plan Working Group. The group comprises staff from the six constituent councils of the S&HLGA who all contributed highlights from their council's achievements under the relevant strategy headings.

In addition to meeting the Section 52 reporting requirements, the report is designed to highlight the councils' individual and collective achievements against the plan. It is not an exhaustive list of all that has been achieved individually but rather a combined approach.

All participating councils have made significant contributions to the health of their communities across the region.

Adelaide Hills Council has made achievements across all strategies during the reporting period, including the following highlights:

Built Environments

- Supported community-led walking events
- Constructed 10 new footpaths and renewed 28 footpaths
- Upgraded 5 playspaces
- Audited all play spaces to prioritise future works
- Completed the connection of the Amy Gillett Bikeway in Woodside
- Developed a new Trails and Cycling Routes Policy to help prioritise future projects
- Developed the Community and Recreation Facilities Framework
- Managed the Lobethal Bushland Park Bushfire Recovery Project Initiative
- Secured grant funding of approximately \$1 million for projects such as the Heathfield Oval change room and Cricket Net Project to upgrade facilities

Natural Environments

- Commenced the cat study to better understand how cats utilise the habitat and which parts of the landscape should be the focus of further management.
- Reviewed and adopted the Biodiversity Strategy
- Collaborated with over 12 volunteer bushcare groups, non-government organisations, and State Government departments in managing biodiversity on mixed-use reserves across the region
- Monitored vegetation at 24 high value reserves
- Completed regular assessments at over 90 Native Vegetation Marker System sites
- Completed bushcare activities at 167 Native Vegetation Marker System roadsides and 61 high biodiversity value reserves
- Undertook woodland bird monitoring at 8 conservation sites.
- Secured over \$455,825 in external funding for biodiversity work on Council-managed roadsides and reserves.
- Developed a Long Term Strategic Tree Planting Program

Environmental Health

- Responded to the Cherry Gardens Bushfire and COVID-19 pandemic
- Completed its Emergency Management Plan
- Renewed Community Wastewater Management System (CWMS) pumps
- Finalised pipe capacity upgrades in the Woodside township
- Upgraded Woodside Community Wastewater Management System facility to improve performance and reduce noise pollution
- Concluded a 3-year Aerobic Treatment System Compliance Project where over 600 aerobic systems with nil or non-compliant disposal area were rectified
- Provided Food Safety Training program for owners of food businesses
- Conducted regular public immunisation clinics at both Stirling and Woodside, run by the Eastern Health Authority.

Climate Change

- Contributed to achievements of the Resilient Hills and Coasts regional climate change partnership, including securing a \$100,000 federal grant funding for the project 'Bushfire and Biodiversity: building balanced, long-term regional resilience for the Southern Hills LGA'.
- Installed a further 132 kW of solar PV panels on key Council facilities
- Prepared a plan to transition to hybrid and electric vehicles for Council's light fleet
- Progressed its program to adapt parks and green spaces to protect users from the increasing risks of extreme heat
- Completed bushfire mitigation activities including maintained 17 fire tracks, over 10,000 property inspections and issued over 500 105F notices to private properties
- Delivered the Community Resilience and Readiness program (funded by Country SA PHN) in partnership with communities affected by the 2019 Cudlee Creek fires
- Progressed the Stirling, Aldgate and Bridgewater Storm Water Management Plan in partnership with the Stormwater Management Authority
- Participated in the first SA pilot of Climate Planning's Informed.City™ climate risk governance assessment process
- Continued to work with the Sustainability Advisory Group (community and Council Members) to inform carbon reduction and climate change initiatives

Economic Development

- Supported 60 businesses who attended the “Rethinking Business” workshop event which provided information and advice to support in responding to the impact of bushfires and COVID-19.
- Hosted networking events for Home Based Businesses
- Adopted its Economic Development Plan 2020-24 following significant consultation with the business community, industry groups and other levels of government
- Funded and supported key economic development partnerships with Stirling Business Association, Adelaide Hills Tourism and Regional Development Adelaide Hills, Fleurieu and Kangaroo Island.

Active Communities

- Facilitated workshops for clubs to help them recover and continue to grow in the changing environment of the COVID-19 pandemic.
- Provided an annual Community and Recreation Facilities Grants program to support not-for-profit community organisations improve and upgrade facilities with the broader purpose of developing sport and recreation services for the community
- Upgraded play spaces at Birdwood and Paracombe to include equipment for open-ended and unstructured nature play on rocks, logs, walls and in trees
- Delivered weekly exercise classes at its Positive Ageing Centre in Woodside for eligible clients over 65 (including yoga, pilates, tai chi, Zumba, strength and walking).

Healthy Ageing

- Provided regular classes, special events and social outings through its Positive Ageing Program for eligible clients over 65. The program supports cognitive stimulation, social connection and wellbeing. Regular group activities included Mind Matters, ‘Bloomers’ Gardening Group, Cooking with Friends, Brain Boot Camp and more.

Health Education

- Provided Young Drivers Awareness Courses with instructors from the Australian Driving Institute
- Collaborated on a Local Drug Action Team to deliver education programs about alcohol and other drugs in high schools
- Collaborated with Breakthrough Mental Health to coordinate mental health first aid courses, "Mates Meals and Mental health" evenings, and "Women's Wisdom and Wellbeing" evenings across several communities impacted by the 2019 Cudlee Creek fires.

Childhood and Youth Development

- Supported multiple family-friendly community events across the district including the Stirling Family Fun day (run by The Hut Community Centre)
- Provided training for parents from primary schools in the region regarding preparing children and how to have conversations with them regarding bushfire preparation.
- Supported a BMX, Skate and Scooter event series which provided children workshops, demonstrations, and free rides alongside food and music.
- As part of Council’s Youth Leadership Program 2021, program participants took the lead in producing and distributing 300 support packs for local year 12s going through exam periods.

Connected Communities

- Provided home maintenance, domestic assistance, and social support to registered clients in the Commonwealth Home Support Program, to support people aged over 65 remain independent in their homes and be connected with their community.
- Facilitated more than 300 check-in calls to vulnerable clients living in the bushfire area following the Cudlee Creek Bushfire
- Adjusted its services during the bushfires and COVID-19 disruptions to provide support, contact and information to vulnerable residents
- Completed the Woodside Library refurbishment, including a new meeting room and reconfigured layout to encourage social connection
- Provided over 3,500 direct transport assistance trips for community members aged over 65 to access social activities and programs
- Supported 200+ community events including markets, local cycling and walking events, music festivals, Stirling Fringe and the Santos Tour Down Under, and guided them through the challenges of responding to the COVID-19 pandemic.
- Supported creative recovery after bushfire by providing workshops, gatherings and an exhibition celebrating the creative activity of the bushfire-affected community
- Offered activities and workshops at libraries and community centres to encourage social inclusion
- Co-facilitated the 'Volunteer Leaders Connect' network meeting every three months for volunteer leaders from community organisations across the region
- Collaborated on a Volunteer Movie Day to recognise and thank all volunteers (during National Volunteer Week).

Key regional challenges during the reporting period included:

- Ongoing impacts of COVID-19 on community and economic activities that support health and wellbeing
- Mitigating and adapting to climate change and its impacts for present and future communities
- High % of people with mental health issues, premature deaths from suicides, clients of mental health services, especially children and young people. Exacerbated by the impacts of bushfire on communities in three councils, and by the effects of the COVID-19 pandemic.

The characteristics of the region are quite diverse resulting in a variance in health issues for each council area; however several emerging public health issues were reported for the region including:

- The immediate and longer-term effects of COVID-19 (including 'Long Covid') on local communities and economies across the region
- Local health services and infrastructure are not keeping pace with the region's ageing and increasing population. Increasing demand for local health services (including GPs, psychiatrists, multidisciplinary clinics, emergency departments and ambulance services) is greater than supply in our growing region. Community leaders and partners point to a myriad of factors attributing to this critical issue, including Commonwealth and State policy settings making it difficult to attract and retain health professionals needed in our rural areas, as well as insufficient funding needed for new health clinics and emergency care in rural towns.
- Increased extreme climate events such as heat waves and bushfire.
- Increasing homelessness and people at risk of homelessness

- Funding for and access to adequate mental health services. These existing challenges have been exacerbated by the impacts of bushfire on communities in three of the Councils in this region, and by the effects of the COVID-19 pandemic.
- High levels of obesity (childhood, males and females), which is a risk factor for chronic diseases
- Increasing % of children in their first year of school across the region considered to be 'developmentally vulnerable' (The early development assessment of children predicts later health, wellbeing and academic success).
- Expenses associated with transport to Adelaide for health-related services which are not available in the region.
- Challenges with implementing the new State Planning and Design Code, particularly ensuring that the policies introduced will reflect housing needs with respect to adaptability, energy efficiency and healthy built environments.

The Working Group ensured that the new RPHP 2022-27, adopted by Council on 27 September 2022, addresses the above regional challenges and issues, with a focus on working collaboratively with public health partners across the region.

3. OPTIONS

Council has the following options:

- I. Receive the report (Recommended)
- II. Not receive the report (Not Recommended)

4. APPENDIX

- (1) Biennial report on RPHP implementation, submitted to the Chief Public Health Officer 19 October 2022.

Appendix 1

*Biennial report on RPHP implementation, submitted to
the Chief Public Health Officer 19 October 2022*



Section 1: PROGRESS REPORT ON IMPLEMENTATION OF THE SOUTHERN & HILLS REGIONAL PUBLIC HEALTH PLAN FOR THE REPORTING PERIOD 1 July 2020 to 30 June 2022

CONSOLIDATED REPORT (with comparison to State Public Health Plan 2019 – 2024)

Notes

- The first Southern & Hills Regional Public Health Plan was completed in May 2015 and formally endorsed in July 2015.
- The regional plan involves the six constituent councils of the Southern & Hills LGA: the Councils of Adelaide Hills, Alexandrina, Kangaroo Island, Mount Barker, Yankalilla and Victor Harbor.
- This report highlights activities of individual councils that have contributed to achieving the shared objectives of the regional plan and include significant initiatives, special projects and ongoing activities. It is not intended that every activity of every council is included.

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
THEME 1: HEALTHY ENVIRONMENTS			
Built Environments	1.1 Aim for built environments that support communities to be active and socially connected (including all generations and levels of ability) and contribute to the health and well-being of communities. This will require a focus on creating liveable and 'walkable' towns and places with appealing and good quality public realm and open spaces.	<p>PROMOTE: Build stronger and healthier communities and environments</p> <p>PREVENT: Prevent chronic disease, communicable disease and injury.</p>	<p>Walkable towns</p> <p>Staff from all councils were trained in universal design for the public realm via a regional project called 'Accessible Destinations in the Southern and Hills LGA'.</p> <p>Councils across the region completed projects to support walkable and liveable communities including:</p> <ul style="list-style-type: none"> • The District Council of Yankalilla completed 200 lineal metres of footpath repairs to existing footpaths as well as approximately 300 lineal metres of general footpath maintenance. Council also laid 200 lineal metres of asphalt material on footpaths as per its Footpath Priority Plan and completed maintenance of 3.5 kilometres of tracks and trails. • The City of Victor Harbor progressed its Footpath and Pedestrian Improvement Program, including ongoing works on its priority networks for disability access and inclusion. This improvement plan is based on recommendations from the Disability Access and Inclusion Committee, and community consultations from the Disability Access and Inclusion Plan and the Community Plan. • Adelaide Hills Council supported community-led walking events, constructed 10 new footpaths and renewed 28 footpaths to current standards • Kangaroo Island Council continued to deliver the five (5) year footpath program with new concrete footpaths on Osmond, Murray and Commercial Streets in Kingscote. <p>Quality public realm</p> <p>Councils across the region completed public realm upgrades including:</p> <ul style="list-style-type: none"> • Alexandrina Council completed several stages of the Strathalbyn Town Centre Streetscape Revitalisation program, constructed new footpaths in Milang, completed detailed designs for the Goolwa Wharf precinct upgrade, and commenced design for the implementation of the Goolwa Beach public spaces and car park upgrade. • The District Council of Yankalilla purchased, demolished and remediated an existing Service Station in Normanville and created a permanent green space called the Village Green in the centre of the town. Council also completed the Normanville Foreshore Masterplan including investigations into the jetty extension. • The City of Victor Harbor completed stage three of the main street upgrade with stage four currently under construction. The upgrades improved access and inclusion and provide an adaptable outdoor public space that is welcoming, safe and vibrant. • Adelaide Hills Council continued to work with community groups to progress strategic planning for their townships including the Gumeracha Main Street Project. • Kangaroo Island Council is delivering phase 1 of the Town Centers upgrade project across the four main townships, Kingscote, American River, Penenshaw and Parndana. This upgrade project not only makes the public space more accessible for people of all abilities it also activates the townships to support business to flourish and build community pride for the place we live. <p>Play opportunities</p> <p>Councils across the region completed play space projects including:</p> <ul style="list-style-type: none"> • Alexandrina Council completed several playground/ playspace renewal and replacement projects at Milang, Mount Compass and Port Elliot. • The District Council of Yankalilla secured funding and constructed a new pump track at the Yankalilla Youth Park. • The City of Victor Harbor completed stage two of the George Fischer Playground in Victor Harbor, providing active and imaginative play for children of all ages and abilities. • Adelaide Hills Council upgraded 5 playspaces at Birdwood, Paracombe, Mount Torrens Oval, Charleston and Kersbrook Soldiers Memorial Park. Council also audited all play spaces to ensure that it meets appropriate standards. The audit information along with policy positions and usage data assists Council to prioritise works to play spaces, courts, ovals and trails. • Kangaroo Island Council has installed new playground equipment at Emu Bay, American River and Kingscote with further equipment to be installed during the 2022/23 financial period.

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
			<p>Open space and trails</p> <p>Councils across the region maintained and improved public open space (reserves) including facilities and equipment to support passive and active recreation opportunities. Councils completed open space and recreational trail projects including:</p> <ul style="list-style-type: none"> Alexandrina Council completed a review of Encounter Bikeway and consulted the community on proposed changes. The District Council of Yankalilla constructed multi-use trails and infrastructure for the Great Gorge Walk, Second Valley Forest, Carrickalinga Foreshore Trail and Stage 1 of the Carrickalinga to Normanville Walk. The City of Victor Harbor improved accessibility to Muwerang (Kent Reserve) at Victor Harbor by enhancing accessible paths, connections to the beach and roll out beach matting. Adelaide Hills Council audited all existing and proposed walking and cycling routes throughout the region to inform future trails and cycling policy, service levels, and help understand their maintenance requirements. It also completed the connection of the Amy Gillett Bikeway in Woodside, and developed a new Trails and Cycling Routes Policy to help prioritise future trail route projects. Mount Barker District Council updated its Open Space, Recreation and Public Realm, Trails and Play Space Strategies. It also delivered the new walking and cycling trails program including the connection to the new Summit Sports and Recreation Park. Kangaroo Island Council partnered with Kangaroo Island Tourism Alliance to deliver the Three Towns Walking project with replacement of directional and information signage to promote the existing walking trails in Kingscote, American River and Penneshaw. <p>Sport and recreation facilities</p> <p>Councils undertook sports and recreation facility projects including:</p> <ul style="list-style-type: none"> The District Council of Yankalilla partnered with ReLink to provide access to sport and recreation by families experiencing disadvantage, through delivering 3 activity events for local youth. It also supported over 15 sports clubs through the delivery of Star Club training and events. Alexandrina Council completed the first stage of a major redevelopment of Goolwa Oval precinct which includes a new community facility to be shared by a number of sports clubs. Adelaide Hills Council developed the Community and Recreation Facilities Framework. It was also shortlisted as a finalist for the Local Government Professional South Australia award for management of the Lobethal Bushland Park Bushfire Recovery Project Initiative. It also secured grant funding of approximately \$1 million for projects such as the Heathfield Oval change room and Cricket Net Project to upgrade facilities. Mount Barker District Council advocated and secured funding to commence detailed design and construction of the Regional Indoor Aquatic and Leisure Facility. It also completed construction of the Summit Sports and Recreation Park stage 1 (Springs Road) and commenced use of the facilities. Kangaroo Island Council continued to support the rebuild of the Western Districts Memorial Community Sports Centre with financial support from the AFL, SACA and Office of Recreation and Sport. It also continued to work with sporting groups to review their current facilities and planning what upgrades and additional facilities are required over the next 5 to 10 years. <p>Other infrastructure and facilities</p> <ul style="list-style-type: none"> The District Council of Yankalilla commenced construction of a new library and community hub in Yankalilla with library services planned for the new facility in alignment with the State Government's Public Libraries Strategic Objectives "Tomorrow's Libraries". Alexandrina Council upgraded the Strathalbyn Senior Citizens facility and supported the relocation of the Strath Neighbourhood Centre into the building. It also supported the community to develop the Port Elliot Community Garden, and commenced a major redevelopment of Signal Point Gallery, which included an upgrade to the building as well as a new exhibition fit out on the ground floor to house an 'experience centre' focused on First Nations Culture, river/environment and river boat history and act as a signpost to point visitors to the rest of the activities on the wharf and across the region. Adelaide Hills Council upgraded a number of community halls including Longwood Institute Hall, Mylor Hall and Crafers Hall. Kangaroo Island Council supported two of its township Progress Associations in Parndana and Penneshaw to upgrade their Town Halls.
Natural Environments	1.2 Plan for and maintain appealing and accessible natural environments and landscapes that contribute to the liveability of the region and provide unique and diverse activity opportunities.	<p>PROMOTE: Build stronger and healthier environments</p> <p>PREVENT: Prevent chronic disease, communicable disease and injury.</p>	<p>Coastal landscapes</p> <p>Coastal councils completed priority works to protect and enhance the coastal environment including:</p> <ul style="list-style-type: none"> The District Council of Yankalilla supported the Yankalilla Community Nursery to grow 40,000 seedlings and delivered the Glossy Black Cockatoo recovery project with 25,000 seedlings grown by volunteers. It also carried out coastal revegetation programs with the Rapid Bay Primary School and the Yankalilla Area School, and worked with the Myponga Primary School and the Yankalilla Area Schools to plant local native plants at the schools. It also used water-sensitive urban design principles to create 4 new rain gardens. Alexandrina Council completed the Ratalang Basham Beach Dune Stabilisation project with support, guidance and partial funding from the Coastal Protection Board. Council also worked closely with the Ngarrindjeri authority at Ratalang Basham Beach for this important dune protection at one of two highlighted areas at this location. Kangaroo Island Council supported local community groups undertake coastal revegetation

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
			<p>projects by auspicing funds and providing in-kind support.</p> <p>Pest plant and animal control</p> <p>Councils across the region undertook pest plant and animal control programs including:</p> <ul style="list-style-type: none"> The District Council of Yankalilla partnered with the Coast Protection Board to carry out rabbit control at priority sites that rabbits are impacting on coastal conservation and dune stability at Cape Jervis, Wirrina, Normanville, Carrickalinga and Myponga Beach. Adelaide Hills Council commenced the cat study aimed at better understanding how cats utilize the habitat and which parts of the landscape should be the focus of further management. It also commenced a mapping project capturing declared weeds on Council roadsides in order to secure resourcing for weed management. Kangaroo Island Council supported the KI Landscape Board's Feral Cat eradication blitz at the eastern end of the island. <p>Biodiversity</p> <p>Councils undertook biodiversity protection and improvement initiatives including:</p> <ul style="list-style-type: none"> The District Council of Yankalilla implemented 68 priority actions under the Southern Fleurieu Coastal Action Plan. It also partnered with the Normanville Natural Resource Centre on sustainable living initiatives. Alexandrina Council's Biodiversity Team managed approximately 312 hectares of natural areas, including 52 hectares of Native Vegetation Heritage Agreement area and 292 km of roadsides for the benefit of nature conservation. Council gratefully acknowledges its conservation partners which actively manage an additional 139 hectares of nature conservation areas. It also provided Hooded Plover information sessions during School Holiday Programs at Goolwa Library in 2020 and 2021. Adelaide Hills Council reviewed and adopted the Biodiversity Strategy. It also collaborated with over 12 volunteer bushcare groups, non-government organisations, and State Government departments in managing biodiversity on mixed-use reserves across the region. Council also monitored vegetation at 24 high value reserves, completed regular assessments at over 90 Native Vegetation Marker System sites, completed bushcare activities at 167 Native Vegetation Marker System roadsides and 61 high biodiversity value reserves, and undertook woodland bird monitoring at 8 conservation sites. AHC also secured over \$455,825 in external funding for biodiversity work on Council-managed roadsides and reserves. <p>Planning for natural areas</p> <p>Councils prepared plans and strategies to protect important natural places and biodiversity:</p> <ul style="list-style-type: none"> The District Council of Yankalilla consulted with the local Landscape Board on the first 5 year Hills and Fleurieu Landscape Plan. Alexandrina Council continued to advocate for the health of the River Murray, Lower Lakes and Coorong. Its vision is a healthy, working Murray Darling Basin which sustains our people, our economy, our culture, and our environment, all the way from southern Queensland through to the Lower Lakes, Coorong and Murray Mouth to the sea. Adelaide Hills Council developed a Long Term Strategic Tree Planting Program to complement its continued enhancement of existing landscapes and maintenance programs.
Housing	1.3 Encourage the provision of diverse housing choices including affordable housing and housing choices that support older adults and 'ageing in place', people with a disability and young people. This includes allowing for and encouraging diverse housing options through Development Plans and town planning.	PROMOTE: Build stronger and communities and healthier environments	<p>Planning policy</p> <p>Councils across the region implemented the State's new Planning and Development System and engaged in policy change through Planning and Design Code amendments including:</p> <ul style="list-style-type: none"> Following the completion of the Structure Plan for Yankalilla, Normanville and Carrickalinga, the District Council of Yankalilla supported a Code Amendment program to support the rezoning of land to accommodate future residential, environmental and employment needs for the next 15 years. Alexandrina Council completed a Development Plan Amendment to provide additional land supply for diverse housing in Strathalbyn. The Development Plan Amendment being undertaken for Goolwa was not completed as Council chose not to proceed after the community consultation. <p>Housing strategies</p> <ul style="list-style-type: none"> The District Council of Yankalilla progressed land use planning and investment attraction for housing, employment diversity and education diversity through the endorsement of an Economic Development Strategy. The City of Victor Harbor supported the Southern Fleurieu Housing Round Table and the Homelessness Action Group facilitated by The Fleurieu Community Foundation. Both groups identify and support innovative solutions to housing. Occupational Therapy Master's students investigated youth homelessness and provided recommendations. Adelaide Hills Council - as part of the transition to the Planning and Design Code - focused on ensuring that the development policy was transitioned in a manner that supported housing diversity and choice in appropriate locations, with a focus on density uplift and good design outcomes while ensuring that strategic housing outcomes supported by the previous Development Plan were supported by the new planning system.

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			<p>Other housing initiatives</p> <ul style="list-style-type: none"> • Mount Barker District Council staff worked with the Toward Home Alliance and local NGOs to ensure that regular outreach workers attend Mount Barker in an attempt to link rough sleepers to services and to find them suitable accommodation. • Kangaroo Island Council continued to support two Workers Accommodation projects in Parndana through in kind support with project management and planning. We continue to work with Junction Australia and SA Housing Authority on potential affordable housing developments on Council owned land.
Environmental Health	<p>1.4 Undertake and facilitate environmental health services and programs that respond to the requirements of legislation and reflect community issues. Specific initiatives that respond to the health risks in the region are considered in the Council Public Health Action Plans in accordance with available resources.</p>	<p>PROMOTE: Build stronger and healthier environments</p> <p>PROTECT: Protect against public and environmental health risks and respond to climate change.</p>	<p>Councils across the region continued to apply specific public health legislation relating to food safety, on-site wastewater management, manufactured water systems, swimming pools/spas, disease prevention and control, pest and vermin control, sanitation, housing/accommodation, water quality, environmental management, contaminated land and emergency management.</p> <p>Numerous outbreak investigations were undertaken by Councils in conjunction with SA Health, dealing with issues such as legionella, salmonella and pests of public health significance. Councils across the region were involved in enforcement activities ranging from warnings through to prosecutions under the Food Act and Wastewater Regulations.</p> <p>Emergency response</p> <p>Councils across the region played an active role in responding to emergencies, including the COVID-19 public health crisis, and undertook initiatives with their partners to plan for and mobilise effective emergency responses in the future, including:</p> <ul style="list-style-type: none"> • The District Council of Yankalilla continued to be an active participant in the Adelaide Hills, Fleurieu and Kangaroo Island Zone Emergency Management Committee and provided ongoing feedback on the Region's Zone Emergency Management Plan. It also continued to participate in the Local Government Functional Support Group. Council also supported local emergency services organisations through its Fleurieu Coast Community Network, and contributed to the development of the Fleurieu Peninsular Services Online Directory. • Alexandrina Council took an active role responding to COVID-19 to help the community wherever possible. We sought to maintain effective and efficient Council services, although some Council services, events and programs were impacted by COVID-19. It activated a comprehensive Business Continuity Plan and provided regular updates about the Council's response via the corporate website, print media and Facebook page. • Mount Barker District Council's Environmental Health Officers played an active role during the early stages of the COVID-19 pandemic performing public place inspections, undertaking COVID compliance inspections, and referring non-compliances to SA Health or SAPOL. • Adelaide Hills Council utilised its primary emergency management response document, the Incident Operations Manual, to guide the response to the Cherry Gardens Bushfire and COVID-19 pandemic response activities in support of SA Health. The Manual was developed in 2019 and first utilised in response to the Cudlee Creek Bushfire in December 2019. Following a 'lessons learnt' process undertaken by Council in response to these three incidents the Manual was reviewed with a revised version adopted in October 2021. Supported by the Local Government Association 'Council Ready' Program, AHC also completed its Emergency Management Plan, which establishes Council's strategic direction for emergency management and describes the actions that council is taking or will take to reduce disaster risk, maintain incident operational capability, and prepare for recovery. • Kangaroo Island Council secured \$290,000 from the National Recovery and Resilience Agency (NRRRA) to develop an island wide Natural Disaster Mitigation Plan to improve the communities resilience and response to climate and natural disaster events. <p>Wastewater</p> <ul style="list-style-type: none"> • Alexandrina Council reached a milestone in June 2021 with the transfer of ownership from Coorong Quay to Alexandrina Council. Substantial on-ground works occurred on both Hindmarsh Island and within Goolwa over the previous two years to ensure a seamless transition. Council ownership will enable an economical and reliable way to ensure good public health outcomes and wastewater quality outcomes for Coorong Quay's residents now and into the future. Alexandrina Council's Environmental Health Officers (EHOs) in 2020/21 followed up 148 complaints relating to wastewater systems and 133 aerobic servicing reports, which identified issues of non-compliance with relevant legislation. As a result of these investigations, 40 Compliance Notices were issued under the <i>South Australian Public Health Act 2011</i>. • Wastewater Treatment Plant upgrade commenced at the Mount Barker Wastewater Treatment Plant • Adelaide Hills Council renewed Community Wastewater Management System (CWMS) pumps, including at Birdwood and Stirling. AHC also finalised pipe capacity upgrades in the Woodside township through the recreation grounds. Council upgraded pump station and control panel at Woodside Community Wastewater Management System facility to improve operational performance and reduce noise pollution. It also concluded a 3-year Aerobic Treatment System Compliance Project where over 600 aerobic systems reported as having no established disposal area or a non-compliant disposal area were rectified (Council has now embarked on the next stage which involves following up aerobic systems that are not providing regular servicing reports).

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			<p>Food and water</p> <ul style="list-style-type: none"> Adelaide Hills Council undertook food safety training with local businesses to ensure compliance. It also provided Food Safety Training program using an online platform through Council's website, enabling owners of food businesses to learn about best practice food handling and preparation. Kangaroo Island Council supported SA Water's Penneshaw Desalination Plant upgrade project which will provide water security for the whole of Kangaroo Island. <p>Immunisation Programs</p> <p>Councils across the region facilitated school and community immunisation programs, with many also offering influenza vaccinations free to staff as an initiative to reduce absenteeism and set a positive example to the community.</p> <ul style="list-style-type: none"> The District Council of Yankalilla provided a school immunisation program with clinics held at the Yankalilla Area School. The City of Victor Harbor provided a facility to SA Health at Victor Harbor High School to administer COVID vaccinations to school students and provides delivery of a school-based immunisation program in partnership with the City of Onkaparinga. Mount Barker District Council provide weekly public clinics at a number of different locations as well as providing school clinics as part of the School Immunisation Program. Adelaide Hills Council continued to conduct regular public immunisation clinics at both Stirling and Woodside. Its immunisation clinics are run by the Eastern Health Authority. <p>Other environmental health</p> <p>The City of Victor Harbor continued to provide two sharps disposal facilities to the public to enable the safe disposal of sharps.</p>
Climate Change	1.5...Identify opportunities for responding to the impacts of climate change on the health and well-being of communities, including the health risks associated with extreme heat, disease and personal safety.	<p>PROMOTE: Build stronger and healthier environments</p> <p>PROTECT: Protect against public and environmental health risks and respond to climate change.</p>	<p>Resilient Hills and Coasts</p> <p>The Resilient Hills and Coasts regional climate change partnership continued with numerous actions identified and implemented. Key achievements include:</p> <ul style="list-style-type: none"> securing a \$100,000 federal grant funding for the project 'Bushfire and Biodiversity: building balanced, long-term regional resilience for the Southern Hills LGA'. Developed and signed off on 2020-2025 Regional Sector Agreement assisting South Australian Coastal Councils with funding and governance model working with SAROC developing a Little Corella management strategy liaising with Hills and Fleurieu Landscape Board and providing input into its Strategic Plan and Annual Business Plan. <p>In addition to this regional partnership, each council implemented actions that reflect community priorities and the council's risks, resources and capacity, as detailed below.</p> <p>Planning climate change responses and for a low carbon future</p> <ul style="list-style-type: none"> Alexandrina Council established a Climate Emergency Advisory Committee in 2020 to guide and inform Council's planning and policy development, as well as climate change mitigation and adaptation strategies. It also delivered the Solar and Energy Efficiency Project, installing solar arrays on Council buildings and upgrading existing office lights to more efficient LED. Adelaide Hills Council continued to implement its Corporate Carbon Management Plan including the installation of a further 132 kW of solar PV panels on key facilities. It also prepared a Fleet Transition Plan to ensure a staged transition to hybrid and then electric vehicles for Councils light fleet. <p>Reducing risks of heat in urban environments</p> <ul style="list-style-type: none"> Alexandrina Council undertook a tree canopy baseline study and heat map of its major townships. Understanding where tree canopy can be increased to reduce urban heat and increase local urban biodiversity will inform Council's plans to increase township greening. The District Council of Yankalilla reviewed and promoted its tree planting program. It also used nine megalitres of recycled water for irrigation of some of its 134 parks and reserves. Adelaide Hills Council progressed its program to adapt parks and green spaces to protect users from the increasing risks of extreme heat, including installing water fountains, shelter structures and tree planting. This is being rolled out in association with new and upgraded playgrounds. <p>Preparing for emergencies related to climate change</p> <ul style="list-style-type: none"> Mount Barker District Council's has been successful in obtaining federal funding to work with individuals, businesses and community groups to build their capacity to prepare for, adapt to and recover from climate related disasters using a 'locally-led' approach. Kangaroo Island Council secured \$290,000 from the National Recovery and Resilience Agency (NRRRA) to develop an island wide Natural Disaster Mitigation Plan to improve the communities resilience and response to climate and natural disaster events. Adelaide Hills Council completed bushfire mitigation activities including completion of the Road Reserves Annual Maintenance Program, Bushfire Management Area Plans asset inspections, maintained 17 fire tracks, completed the Asset Protection Zone Program, completed over 10,000

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			<p>property inspections and issued over 500 105F notices to private properties. AHC also delivered the Community Resilience and Readiness program (funded by Country SA PHN) in partnership with communities affected by the 2019 Cudlee Creek fires. The program focused on moving from community recovery and immediate responses, to longer term resilience and readiness, particularly the emotional preparedness of communities and individuals in relation to future natural disasters.</p> <p>Protecting community from risks of sea level rise and storms</p> <p>Adelaide Hills Council progressed the Stirling, Aldgate and Bridgewater Storm Water Management Plan in partnership with the Stormwater Management Authority. Once completed, this will be a key document in adapting our built environment regarding future flood risk.</p> <p>Integrating climate change risk into decision-making</p> <ul style="list-style-type: none"> The City of Victor Harbor collected data to establish a benchmark of carbon emissions from Council operations and the integration of environmental criteria into procurement processes to encourage a market-led approach to low-carbon delivery. The Councils of Adelaide Hills and Mount Barker participated in the first SA pilot of Climate Planning's Informed.City™ climate risk governance assessment process. The assessment results indicated opportunities for the councils to improve their climate risk governance against key indicators. <p>Involving the community in climate change initiatives</p> <ul style="list-style-type: none"> The City of Victor Harbor established a Youth Climate Council as identified in the Climate Agenda to innovatively mitigate and adapt to climate change. Adelaide Hills Council continued to work with the Sustainability Advisory Group (community and Council Members) to inform carbon reduction and climate change initiatives.
Economic Development	1.6 Support and encourage private sector investments in the region that contribute to the health and well-being of communities, including the development of lifestyle oriented housing developments and leisure and tourism facilities.		<p>Support for local businesses</p> <ul style="list-style-type: none"> The District Council of Yankalilla delivered a COVID-19 relief package to support local businesses and individuals to a value of \$65,000. The Council also delivered a new Economic Development Plan to support business in the area. The City of Victor Harbor are in the process of developing an Investment Attraction Strategy that will identify the opportunities to attract greater levels of investment in the tourism and leisure sectors of the economy. Alexandrina Council supported 22 businesses to recover from the impacts of COVID-19 by delivering the Economic Development Recovery Grant funding. Mount Barker District Council continue to support home-based food businesses, undertaking routine inspections and providing advice. This type of business increased during the COVID pandemic. Adelaide Hills Council supported 60 businesses who attended the "Rethinking Business" workshop event which provided information and advice to support in responding to the impact of bushfires and COVID-19. It also hosted networking events for Home Based Businesses, which were held in response to information provided by the Business Survey undertaken in 2021. AHC also assisted community and business through bushfires and COVID-19 impacts by waiving \$22k of fines and interest and \$13k in outdoor dining permits. <p>Regional economic development, partnership and investment attraction</p> <ul style="list-style-type: none"> Alexandrina Council launched the Economic Development Strategy 2022-27, "Regenerating Alexandrina's Economy" to realise our plan towards sustainable growth. It also launched Business Alexandrina, a dedicated business program for the region which included the establishment of the Business Alexandrina Hub, and completed the inaugural Alexandrina Innovation Challenge program for entrepreneurs. Mount Barker District Council continued to plan for the development of under-utilised space in the Mount Barker CBD. Kangaroo Island Council progressed development of the Kangaroo Island Prospectus to attract further investment into the island. Adelaide Hills Council adopted its Economic Development Plan 2020-24 following significant consultation with the business community, industry groups and other levels of government. It also continued to fund and support key economic development partnerships with Stirling Business Association, Adelaide Hills Tourism and Regional Development Adelaide Hills, Fleurieu and Kangaroo Island.
THEME 2: HEALTHY LIFESTYLES			
Active Communities	2.1 Facilitate and encourage active communities through diverse programs, services and activity opportunities linked the 'healthy environments'.	<p>PROMOTE: Build stronger and communities and healthier environments</p> <p>PREVENT: Prevent chronic disease,</p>	<p>Physical activity - sport</p> <ul style="list-style-type: none"> The District Council of Yankalilla installed signage promoting local sporting clubs including town entry signage. The City of Victor provided an annual Sport and Recreation Grants to encourage community-led activities. The Mount Barker District Council installed signage promoting local sporting clubs including town entry signage, and replaced existing sports facilities as identified by asset condition inspection

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		communicable disease and injury.	<p>works e.g. tennis courts (Includes Hahndorf Tennis Club).</p> <ul style="list-style-type: none"> Adelaide Hills Council facilitated a series of workshops for clubs to help them recover and continue to grow in the changing environment of the COVID-19 pandemic. It also provided an annual Community and Recreation Facilities Grants program to support not-for-profit community organisations improve and upgrade facilities with the broader purpose of developing sport and recreation services for the community. <p>Other physical activity initiatives</p> <ul style="list-style-type: none"> The District Council of Yankalilla provided free bike hire at key locations in Yankalilla, Normanville and Myponga to complement the existing program. The City of Victor Harbor provided several active and diverse programs through Fleurieu Families and the Caring Neighbour Program. These include toddler dance and music sessions, Active Play, Lolly Jar Circus sessions, Ocean & Beach activities and Nature Play sessions. Alexandrina Council supported community fitness classes and inclusive circus workshops. Mount Barker District Council increased participation rates in the Adelaide Hills Recreation Centre (Mount Barker) and attendance numbers at the Mount Barker Mountain Pool. It also replaced existing playground equipment as identified by asset condition inspection works (Anembo Park, Clydesdale Place Reserve, Harrogate). Adelaide Hills Council upgraded play spaces at Birdwood and Paracombe to include equipment for open-ended and unstructured nature play on rocks, logs, walls and in trees. <p>Seniors and active ageing</p> <ul style="list-style-type: none"> Alexandrina Council's delivery of Commonwealth Home Support Program (CHSP) services concluded on 30 June 2021. In March 2021, Council announced Resthaven as the new provider for Council's CHSP services from 1 July 2021, appointed by the Department of Human Services. Mount Barker District Council's Community Programs team delivered Hills Community Transport for the Council as well as Adelaide Hills and Strathalbyn over 65s. Adelaide Hills Council delivered weekly exercise classes at its Positive Ageing Centre in Woodside for eligible clients over 65 (including yoga, pilates, tai chi, Zumba, strength and walking).
Health Education	2.2 Contribute to community awareness of health risks in the region (obesity, substance abuse, driver safety etc) and the benefits of healthy living through physical activity and health eating.	<p>PROMOTE: Build stronger and communities and healthier environments</p> <p>PROTECT: Protect against public and environmental health risks and respond to climate change.</p> <p>PREVENT: Prevent chronic disease, communicable disease and injury.</p>	<p>Healthy aging</p> <ul style="list-style-type: none"> Alexandrina Council supported COTA workshops ('Ageing Well in Your Community' and 'Living Life and Feeling Good'), covering physical and mental wellbeing, LGBTI+, ageing well, transport and transitioning from driving, hazard management and local community programs. Adelaide Hills Council provided regular classes, special events and social outings through its Positive Ageing Program for eligible clients over 65. The program supports cognitive stimulation, social connection and wellbeing. Regular group activities included Mind Matters, 'Bloomers' Gardening Group, Cooking with Friends, Brain Boot Camp and more. <p>Youth</p> <ul style="list-style-type: none"> Mount Barker District Council delivered a range of programs and activities for young people and are in the process of reviewing and developing a Child and Youth Plan. Adelaide Hills Council adopted the Youth Action Plan 2021-24 in December 2020. It also provided programs, activities and events to support young people's wellbeing through social connection, including the Youth Leadership Program, Youth Week events, school holiday programs, live music and video gaming events. <p>Driver safety</p> <ul style="list-style-type: none"> Mount Barker Council deliver Youth Driver Safety training twice a year. Adelaide Hills Council provided Young Drivers Awareness Courses with instructors from the Australian Driving Institute. <p>Nutrition education</p> <p>Alexandrina Council supported the delivery of Food Matters workshop series by the Food Embassy, to engage the community in development of a sustainable food system.</p> <p>Drug and alcohol education</p> <ul style="list-style-type: none"> Alexandrina Council established the Alexandrina Local Drug and Alcohol Team in 2022 working with service providers, education professionals and community members to inform the development of a Community Action Plan, primarily with a focus on youth. The Councils of Mount Barker and Adelaide Hills Council (with Mount Barker Community Centre) collaborated as a Local Drug Action Team to deliver education programs about alcohol and other drugs in high schools and events and activities to support community connections that minimise the likelihood of young people taking up alcohol and other drugs. <p>Other health education</p> <ul style="list-style-type: none"> The City of Victor Harbor provided Child Safe Environments training, Mental Health First Aid and forums and activities for Ageing well. The Community Grants program also provided funding to

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			<p>community groups for healthy and affordable cooking sessions and community garden initiatives.</p> <ul style="list-style-type: none"> Adelaide Hills Council collaborated with Breakthrough Mental Health to coordinate mental health first aid courses, "Mates Meals and Mental health" evenings, and "Women's Wisdom and Wellbeing" evenings across several communities impacted by the 2019 Cudlee Creek fires.
Childhood and Youth Development	<p>2.3 Encourage and support initiatives that contribute to the positive development children and young people, with a particular focus on welfare dependant families and children of and youth at risk.</p>	<p>PROMOTE: Build stronger and healthier communities and environments</p> <p>PREVENT: Prevent chronic disease, communicable disease and injury.</p>	<p>Family support</p> <ul style="list-style-type: none"> The District Council of Yankalilla's Community Outreach program provided parent information sessions, mental health initiatives and resilience workshops. Council's Library Services provided speech pathology talks and programs focused on the early childhood literacy framework. Adelaide Hills Council supported multiple family-friendly community events across the district including the Stirling Family Fun day (run by The Hut Community Centre). <p>Children</p> <ul style="list-style-type: none"> Through its Fleurieu Families program the City of Victor Harbor provided early intervention case management for vulnerable families, parenting education and support and therapeutic and social group work. Staff also provide an extensive referral service for families of children and young people to receive the support required for positive child development. Mount Barker Council deliver a range of programs for children with a focus on literacy and have been successful in obtaining funding to deliver a multicultural playgroup. Adelaide Hills Council's Community Resilience Team provided training for parents from primary schools in the region regarding preparing children and how to have conversations with them regarding bushfire preparation. Council also supported a BMX, Skate and Scooter event series which provided children workshops, demonstrations, and free rides alongside food and music. <p>Youth</p> <ul style="list-style-type: none"> The District Council of Yankalilla's Library services provide Eduroam Wi-Fi which supports all tertiary students Australia wide. Council's Community Outreach program collaborated to deliver vocational training to school students. Mount Barker District Council delivered a range of programs and activities for young people and are in the process of reviewing and developing a Child and Youth Plan. As part of Adelaide Hills Council's Youth Leadership Program 2021, program participants took the lead in the production and distribution of 300 support packs for local year 12s going through exam periods.
Connected Communities	<p>2.4 Facilitate opportunities for people within communities to connect to each other, including a focus on connecting commuters, temporary residents and isolated people in the region.</p>		<p>Transport</p> <ul style="list-style-type: none"> The District Council of Yankalilla purchased a new accessible vehicle for its Commonwealth Home Support Program (CHSP). It also introduced an On-Demand Transport Service at a reduced cost as a value add to the CHSP funded services. The City of Victor Harbor, supported by Alexandrina Council and CHSP Funding provides transport services through Southern Communities Transport Scheme for Transport disadvantaged people and for access to medical and other appointments locally and to Adelaide. Mount Barker District Council improved the accessibility and safety of twenty existing bus stops in the Council area. Adelaide Hills Council worked with neighbouring councils to provide transport assistance through the Hills Community Transport program. It also contributed to planning discussions and negotiations with State Government on transport services and infrastructure across the Adelaide Hills. AHC also provided over 3,500 direct transport assistance trips for community members aged over 65 to access social activities and programs <p>Festivals and events</p> <ul style="list-style-type: none"> The District Council of Yankalilla delivered youth events including, One One Fleurieu youth arts and outdoor cinema event, Normanville Beach Festival, Youth Week, Creative Cocoon Online Photography Competition. Alexandrina Council led an Accessible Events Pilot with funding from the Local Government Information Linkages and Capacity Building Program. In collaboration with the City of Mount Gambier and City of Adelaide the program provided training for event organisers to improve accessibility therefore expanding the audience and the experience that attendees seek. Mount Barker Council support the delivery of 75 community events per annum. Kangaroo Island Council supported a variety of community events over the last 12 months including New Shoots Music Festival, KI Marathon, Stokes Bay Fireworks, Carols on the Coast, Fringe 2022 acts and RSL events. Adelaide Hills Council supported 200+ community events including markets, local cycling and walking events, music festivals, Stirling Fringe and the Santos Tour Down Under, and guided them through the challenges of responding to the COVID-19 pandemic. <p>Community grants</p> <ul style="list-style-type: none"> The District Council of Yankalilla delivered \$100,000 in community grants. Alexandrina Council, recognising the significant impact that COVID-19 has had on its local communities, offered two new grants in 2020-21, in place of its usual Community Grants Program format. The Economic Development Recovery Grant and the COVID-19 Community

THEMES/TOPICS/STRATEGIES FOR THE REGION	STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
		<p>Reactivation Grant aimed to help reinvigorate local businesses and community groups. It also completed a Community Grants Review in 2021/22.</p> <ul style="list-style-type: none"> • Mount Barker Council’s community program is delivered bi-annually at a value of \$75k. • Adelaide Hills Council awarded \$100k of Community & Recreation Facility Grants and Community Development Grants of \$42k for the 2021-22 financial year. <p>Arts and culture</p> <ul style="list-style-type: none"> • The District Council of Yankalilla delivered a youth wall mural at the Normanville Foodland, reviewed and revised its Art Policy, delivered program partnerships with writer’s groups and arts/crafts groups and delivered music programs. • Mount Barker Council has developed an Arts Plan. • Adelaide Hills Council developed and adopted its Public Art Strategy 2022-27. It also secured \$3 million in Local Economic Recovery Grant funding for the redevelopment of Fabrik’s State heritage listed site. AHC also supported creative recovery after bushfire by providing workshops, gatherings and an exhibition celebrating the creative activity of the bushfire effected community, and presented the Festival of the Hills event in February 2021 which partnered with local businesses, artists and community groups to promote the Arts in our region. <p>New technologies</p> <ul style="list-style-type: none"> • Alexandrina Council attracted funding to deliver the Tech Savvy Seniors program offering residents aged 60 and over free technology training sessions to launch them into the online world. • Adelaide Hills Council continued to provide library and community centre programs and workshops adapting to the limitations of COVID-19 restrictions, including Science, Technology, Engineering, Arts and Mathematics (STEAM) programs and digital literacy support. <p>Community Libraries</p> <ul style="list-style-type: none"> • The District Council of Yankalilla’s Library’s outreach services expanded to include early literacy and STEM programming at Myponga and Rapid Bay Primary Schools. • Alexandrina Council’s Library team offered a click-and-collect service during the pandemic. It also hosted two new programs during 2021: the Ngarrindjeri Story Time (Po:rlar peranbun prap) for preschoolers and their parents/carers where stories, songs and dance were enjoyed; and the Ngarrindjeri culture-sharing class (peranbun prap) for adults with conversational language and cultural stories that connect the Ngarrindjeri to Country. Staff also promoted library services at pop-ups in local shopping centres, which saw an increase in new and renewed memberships. • The City of Victor Harbor library team reached out to CAFHS groups, Early Learning Centres, Kindergartens and Junior Primary Schools across the Council region. Site visits by staff and children’s excursions to our branches supported the important role early literacy has in childhood development. • Mount Barker District Council established a library collection development strategy. • Kangaroo Island Council reinstated its weekly Story Time for parents and children, delivered online training for the over 50’s and recruited Friends of the Library volunteers. • Adelaide Hills Council developed and adopted its Libraries Strategy, and completed the Woodside Library refurbishment, including a new meeting room and reconfigured layout to encourage social connection. <p>Social programs</p> <ul style="list-style-type: none"> • The District Council of Yankalilla delivered several children’s community markets. • The City of Victor Harbor provided the Caring Neighbourhood Program and the Positive Ageing Taskforce that offered activities and initiatives that supported an active and inclusive environment for older people and the Q+ Community. • Mount Barker District Council’s Community Programs team delivered a number of social programs, including regular outings for seniors and continuing the Barker Blokes network. • Adelaide Hills Council offered activities and workshops at libraries and community centres to encourage social inclusion. These events were impacted by the COVID-19 restrictions in limiting face-to-face interactions, however, where possible, the events continued by utilising online options instead. Council also provided home maintenance, domestic assistance, and social support to registered clients in the Commonwealth Home Support Program, to support people aged over 65 remain independent in their homes and be connected with their community. <p>Support for vulnerable or disadvantaged community members</p> <p>All councils participated in the regional project to improve accessible communications for people with disability. Websites, documents and processes were audited for access barriers, and staff participated in training. In addition:</p> <ul style="list-style-type: none"> • The District Council of Yankalilla continued to host locations for food hamper collections, partnering with the local churches who engage with vulnerable or disadvantaged community members. • The City of Victor Harbor provided support groups for a number of groups, including, grandparent carers of children, families living with children with disability, women and children impacted by family and domestic violence, young people, and parents/carers of young people in the LGBTI+ community. Through the Southern Communities Transport Scheme, Council also provided a

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
			<p>Community Passenger Network, Community Shopping Bus and access to transport for disadvantaged people of all ages who are transport disadvantaged.</p> <ul style="list-style-type: none"> Alexandrina Council established a partnership with the Women's Information Service (WIS) in 2021 to provide a hub called 'The Haven' located in the Goolwa Library. As part of the wider WIS team, The Haven is staffed by community volunteers who provide comprehensive, accurate, up to-date information and referrals to all women who have concerns for their safety. Council also reviewed its support to the three independently run Community Centres in the Council area. The review identified strong strategic alignment between Community Centres and Council, the strengths of each Centre, the role Council can play in them having a stable and secure future, and the opportunity to improve collaboration for the benefit of the community. As a result, Council has approved a new approach which includes two year funding agreements which commence in 2022/23. Adelaide Hills Council provided transport assistance in partnership with Mt Barker and Alexandrina Councils for those who are transport disadvantaged for attendance at medical appointments. It also facilitated more than 300 check-in calls to vulnerable clients living in the bushfire area following the Cudlee Creek Bushfire; adjusted its services during the bushfires and COVID-19 disruptions to provide support, contact and information to vulnerable residents; and provided cultural diversity activities and programs across libraries and community centres throughout the year.
Volunteering and Skills	2.5 Encourage and support volunteering and skills development opportunities that support and encourage active and connected communities.	PROMOTE: Build stronger and communities and healthier environments.	<p>Council volunteers</p> <p>Councils across the region supported volunteering opportunities through their Libraries, Community Centres, Visitor Centres, CHSP programs, conservation areas and public reserves. Initiatives to support and develop council volunteering included:</p> <ul style="list-style-type: none"> The District Council of Yankalilla continued to investigate opportunities to stimulate volunteering by our growing community broadly. Council's Library volunteers delivered 550 hours of services and two volunteers transitioned to paid employment. The City of Victor Harbor supported Southern Volunteering to provide a local volunteer referral service for volunteers wishing to be involved in community life and share their skills and knowledge. Council also provided approximately 500 volunteers with training opportunities related to their roles and responsibilities, and commenced work to encourage and support volunteers of all abilities. Mount Barker Council introduced two new volunteering programs and continues to grow the number of volunteers engaged at Council. Kangaroo Island Council reinstated its volunteer program in the Library and will look to expand the project into other community areas. Adelaide Hills Council developed a new online induction and training package for volunteers enabling easier entry into volunteering, and supported groups and organisations to recruit and retain volunteers through its Volunteer Connect Program. <p>Development of volunteering</p> <ul style="list-style-type: none"> Mount Barker Council introduced two new volunteering programs. The Councils of Mount Barker and Adelaide Hills co-facilitated the 'Volunteer Leaders Connect' network meeting every three months for volunteer leaders from community organisations across the region. <p>Recognition of volunteers</p> <ul style="list-style-type: none"> Alexandrina Council continues to recognise volunteer achievements and contributions with Australia Day Awards. The Councils of Mount Barker and Adelaide Hills collaborated to implement a Volunteer Movie Day to recognise and thank all volunteers (during National Volunteer Week).
Access to services	2.6 Advocate for good access to health services across the region including through increased and improved health services for vulnerable communities through health agencies and the private sector. This includes advocating for improved medical and health services and public transport.	<p>PROMOTE: Build stronger and communities and healthier environments.</p> <p>PREVENT: Prevent chronic disease, communicable disease and injury.</p>	<p>The City of Victor Harbor's Fleurieu Region Community Services Advisory Committee continues to advocate for regional services. The Committee includes representation from Country SA Public Health Network, the Health Advisory Committee and Flinders University Rural Medical School. Through the Southern Communities Transport Scheme, City of Victor Harbor also provided a Community Passenger Network, Community Shopping Bus and access to transport for disadvantaged people.</p> <p>Alexandrina Council achieved a successful outcome from its advocacy for a public secondary school in Goolwa, with the high school opening at the start of 2022.</p> <p>Mount Barker Council worked on strategic grants and projects with Summit Health to improve health outcomes for community members.</p> <p>Adelaide Hills Council advocated to the State Government regarding the closure of the Emergency Department at the Gumeracha Hospital (in part due to the lack of federal incentives applicable to Gumeracha under the Commonwealth Government's Modified Monash Model for GP workforce incentives) and requested action to reopen the facility.</p>
THEME 3: PLANNING AND PARTNERSHIPS			

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
Planning and Policies	3.1 Integrate health objectives and outcomes within future planning for towns, new developments, facilities and open spaces. This includes reflecting health principles and objectives within Development Plans, Strategic Plans, community, open space and asset planning, and climate change planning.	<p>PROMOTE: Build stronger and communities and healthier environments</p> <p>PROGRESS: Strengthen the systems that support public health and wellbeing</p>	<p>Strategic Plans</p> <p>Alexandrina Council prepared a new Strategic Management Plan called A2040 Our Plan to Thrive.</p> <p>Disability Access and Inclusion Plans (DAIPs)</p> <p>Councils across the region progressed their DAIP implementation in this period.</p> <p>Other plans and policies</p> <p>Alexandrina Council progressed a substantial body of work in planning for the natural environment and climate change mitigation and adaption:</p> <ul style="list-style-type: none"> Finalised the Carbon Neutral Plan Progressed the Climate Emergency Action Plan Finalised the Coastal Adaptation Study (2021) Developed the Coastal Adaptation Plan (adopted August 2022) Developed the Climate Change Policy (adopted in August 2022) Reviewed the Environmental Action Plan <p>Adelaide Hills Council integrated health-related principles, objectives and outcomes into several new and updated strategic plans including:</p> <ul style="list-style-type: none"> Youth Action Plan 2021-24 (adopted December 2020) Lobethal Bushland Park Masterplan (endorsed June 2021) Public Art Strategy 2022-27 (adopted May 2022) Libraries Strategy (adopted May 2022) <p>Planning and Design Code, and planning policy</p> <p>Councils transitioned to the ePlanning system and Planning and Design Code in March 2021.</p>
Advocating on Social issues	3.2 With potential health partners, advocate for social health issues in the region to be addressed, including drug and alcohol abuse, mental health, domestic violence and homelessness. A coordinated approach to responding to these issues will be required.	<p>PROMOTE: Build stronger and communities and healthier environments</p> <p>PROTECT: Protect against public and environmental health risks and respond to climate change.</p>	<p>The City of Victor Harbor facilitated a Regional Community Services Advisory Group with key partners from Country SA PHN, Health Advisory Boards and Flinders Rural Medical School to advocate and support innovative solutions to social and health needs in the region. Staff also attend the Housing Round Tables, Homelessness Action Groups and are reengaging with The Drug Action Committee and Suicide Prevention Group.</p> <p>In 2021 Alexandrina Council established the Alexandrina Local Drug Action Team (LDAT). Inviting people across the region to inform the development of a Community Action Plan with a focus on preventing alcohol and other drug harms amongst young people through education and social and recreation opportunities.</p>
Networking	3.3 Participate in and support networking within the health sector, including resource sharing and partnering opportunities.	PROGRESS: Strengthen the systems that support public health and wellbeing	<p>Councils across the region facilitated and / or supported a range of networks to encourage information sharing, networking, collaboration, partnerships and advocacy including but not limited to:</p> <ul style="list-style-type: none"> Southern Fleurieu Service Providers Network Southern Fleurieu Housing Roundtable Fleurieu Foundation Homelessness Action Group Southern Fleurieu and Kangaroo Island Positive Ageing Taskforce Volunteer Leaders Connect Adelaide Hills Youth Sector Network Adelaide Hills Dementia Roundtable Hills Positive Ageing Taskforce & Strathalbyn Aged Care Network
Across Region initiatives	3.4 Consider opportunities for across region initiatives (including between 'sub regions') to achieve health initiatives and services that are beyond the scope of an individual Council or there is an economic or social benefit to establishing a partnership.	PROGRESS: Strengthen the systems that support public health and wellbeing	<p>Victor Harbor and Yankalilla Councils are members of the Fleurieu Regional Community Services Advisory Committee where the Regional Health Plan is a regular agenda item allowing cross-council discussion of current issues and trends.</p> <p>Yankalilla and Victor Harbor and Alexandrina Councils partner in the provision of Fleurieu Families to provide a range of supports for families with children.</p> <p>Alexandrina Council, City of Victor Harbor and Yankalilla Council were successful in obtaining funding through the Office for Ageing Well for two projects to be delivered from June 2022:</p> <ul style="list-style-type: none"> The Advanced Care Directives (ACD) project will increase community awareness and understanding of ACDs through community forums; and support community members to understand and complete their own ACD through offering peer/volunteer support sessions. The 'Connecting through the Art of Ageing' project aims to 'spark curiosity about ageing' within local communities, promote ageing as a lifelong process and its significance at every age, encourage intergenerational connectedness, and challenge ageism through community conversations and participation in intergenerational activities. <p>Alexandrina Council and Mount Barker District Council were partners in 'Local Government: Enabling Resilient Food Systems in South Australia', a multi-council project exploring the role of local government in supporting a resilient local food system. Together we developed a process and resources for South Australian councils and their communities to explore how they can support a resilient local food system in their own context.</p>

THEMES/TOPICS/STRATEGIES FOR THE REGION		STATE PUBLIC HEALTH PLAN 2019 - 2024 PRIORITIES	ACHIEVEMENTS 2020-2022
			<p>Alexandrina participated as a “test council”. Using the resources developed we worked with key food system stakeholders and community to develop a vision and actions for a resilient food system in Alexandrina.</p> <p>Adelaide Hills Council’s Community Resilience Officer supported the Adelaide Hills Community Action Bushfire Network, chairing meetings, organising speakers, taking minutes and coordination.</p> <p>The Councils of Mount Barker and Adelaide Hills co-facilitated the ‘Volunteer Leaders Connect’ network meeting every three months for volunteer leaders from community organisations across the region.</p> <p>Adelaide Hills Council supported Wellbeing SA to seek community interest in establishing a Suicide Prevention Network within the district. Council helped organise and promote 2 community forums (at Heathfield and Lobethal).</p>
Funding and resources	3.5 Seek additional funding and resources from other levels of government and funding providers to contribute to achieving health initiatives in the region.	PROGRESS: Strengthen the systems that support public health and wellbeing	<p>Councils across the region collaborated to attract grant funding for four public health projects hosted by the Southern & Hills LGA:</p> <ul style="list-style-type: none"> • Community Wellbeing Alliance Pilot Project • Community Wellbeing Indicators for South Australian Local Governments • Regional Champions for Accessible Destinations in the S&HLGA • Regional Champions for Accessible Communications in the S&HLGA. <p>All these projects were successfully completed and acquitted during the 2020-2022 period.</p> <p>The Community Wellbeing indicators project was the regional winner of the Minister for Health and Wellbeing Excellence in Public Health Award of 2021.</p> <p>The Regional Champions for Accessible Destinations in the S&HLGA project was the winner in the Community Wellbeing & Diversity category of the Planning Institute of Australia (SA) Planning Excellence award.</p> <p>Alexandrina Council attracted grant funding for major capital projects that will contribute to improved health and wellbeing:</p> <ul style="list-style-type: none"> • Goolwa Wharf precinct redevelopment • Strathalbyn Town Centre Streetscapes revitalisation • Goolwa Beach Master Plan public realm upgrades • Goolwa Oval precinct redevelopment Stage 1 and 2 <p>Adelaide Hills Council secured grant funding for major projects that will enhance public health and community wellbeing, including:</p> <ul style="list-style-type: none"> • FABRIK Arts + Culture Hub redevelopment Project at Lobethal • Gumeracha Main Street Upgrade Project • New change rooms for Heathfield Oval • Heathfield Sports Courts Redevelopment • Lobethal Bushland Park Masterplan Implementation • Aldgate Main Street Amenity Upgrade
Coordinated approach	3.6 Adopt a coordinated and strategic approach to obtaining funding, strengthening health partner relationships and achieving health related initiatives. This could involve a region-wide working group that liaises on health opportunities and initiatives.	PROGRESS: Strengthen the systems that support public health and wellbeing	<p>All councils in the region participate in the S&HLGA Regional Public Health Working Group which meets on a regular basis. The Southern & Hills LGA Executive Officer provides administrative and secretarial assistance to this group. The key outcomes and successes of the Southern and Hills Local Government Association Regional Public Health Working Group are reported to the Southern & Hills LGA Board via the Executive Officer Board report. The Working Group Agendas and Minutes are published on the S&HLGA website.</p>

Section 2: EMERGING PUBLIC HEALTH ISSUES AND OPPORTUNITIES (2020-2022)

Challenges 2020-2022

- Ongoing impacts of COVID-19 on community and economic activities that support health and wellbeing
- Mitigating and adapting to climate change and its impacts for present and future communities
- High % of people with mental health issues, premature deaths from suicides, clients of mental health services, especially children and young people. Exacerbated by the impacts of bushfire on communities in three councils, and by the effects of the COVID-19 pandemic.
- Decline in volunteering since beginning of COVID-19, and reliance on volunteer base for essential roles that contribute to community health and wellbeing
- High population growth (except AHC) projected between 2016-2036, especially in Mount Barker, Alexandrina and Victor Harbor LGAs

- Ageing population with high numbers of Age Pension recipients, especially Victor Harbor, Alexandrina and Yankalilla LGAs
- High number of unpaid carers (before COVID-19). (While there are benefits from the care economy to local communities and economics, unpaid care can affect people's ability to fully participate in paid employment, and unpaid carers need ongoing support, recognition and respite.)
- High levels of housing stress (mortgage and rental), especially Mount Barker, Victor Harbor, Alexandrina and Yankalilla LGAs
- Fewer social housing dwellings available for rent
- Low numbers of school leavers admitted to university. (Participation in higher education increases opportunities for choice of occupation and for income and job security, and also equips people with the skills and ability to control many aspects of their lives – key factors that influence wellbeing throughout the life course.)
- Significant variation of socioeconomic disadvantage between the LGAs with similar indicators of socioeconomic disadvantage for the Victor Harbor, Yankalilla and Alexandrina LGAs. The least disadvantaged LGA is Adelaide Hills. The LGAs with greatest socioeconomic disadvantage seem to be experiencing the poorest health outcomes: Victor Harbor, Yankalilla and Alexandrina reported the poorest outcomes for early life and childhood and personal health and wellbeing domains. Unemployment, low income, housing stress and reliance on government support stand out as key factors influencing poor health and wellbeing outcomes in the most disadvantaged LGAs. (Socioeconomic factors drive health outcomes for communities.)

Emerging public health issues 2020-2022

- Local health services and infrastructure are not keeping pace with the region's ageing and increasing population. Increasing demand for local health services (including GPs, psychiatrists, multidisciplinary clinics, emergency departments and ambulance services) is greater than supply in our growing region. Our community leaders and partners point to a myriad of factors attributing to this critical issue, including Commonwealth and State policy settings making it difficult to attract and retain health professionals needed in our rural areas, as well as insufficient funding needed for new health clinics and emergency care in rural towns.
- Increased extreme climate events such as heat waves and bushfire. Kangaroo Island Council, Adelaide Hills Council and Mount Barker District Council were all impacted by bushfires during 2019/20.
- Increasing homelessness and people at risk of homelessness
- Funding for and access to adequate mental health services. These existing challenges have been exacerbated by the impacts of bushfire on communities in three of the Councils in this region, and by the effects of the COVID-19 pandemic.
- High levels of obesity (childhood, males and females), which is a risk factor for chronic diseases
- 22.7% of children in their first year of school across the region in 2018 were considered to be 'developmentally vulnerable'¹³ - up from 18.3% in the region in 2015. Highest % in Yankilla (31%) and highest increase from 2015-2018 in Victor Harbor. (The early development assessment of children predicts later health, wellbeing and academic success).
- Expenses associated with transport to Adelaide for health-related services which are not available in the region. The issue is being close enough to Adelaide not to have services provided in the region, but not close enough to be in the metro-ticket scheme for transport. For example, from City of Victor Harbor the ticket cost is \$28 per adult. When people need regular transport (eg 5 days per week) to attend a health service this is very expensive.
- Challenges with implementing the new State Planning and Design Code, particularly ensuring that the policies introduced will reflect housing needs with respect to adaptability, energy efficiency and healthy built environments.
- Compulsive hoarding and domestic squalor becoming a bigger issue than indicated in the first RPHP.
- The impacts of SA Health's withdrawal from disease prevention and health promotion following the Review of Non-Hospital Based Services by Warren McCann in 2012 (the 'McCann Review')
- The impact of changes introduced by State and Commonwealth governments in how aged care and disability services are funded and delivered.
- The immediate and longer-term effects of COVID-19 (including 'Long Covid') on local communities and economies across the region, including the impacts of public health measures (e.g. stay-at-home orders, border closures, and activity and service restrictions). COVID—19 responses were reported to be exacerbating pre-existing risks factors that lead to poorer health outcomes, such as: social isolation; job and incomes loss; harmful consumption of alcohol; reduced access to mental health services; reduced availability of family, domestic and sexual violence services (despite the increased demand); exacerbation of the underlying drivers of family, domestic and sexual violence; disruptions in young people's education or employment.¹²
- Councils also reported additional emerging issues, including: safety of staff in emergency departments due to a rise in violent drug and alcohol presentations; availability of emergency housing, poverty, transport disadvantage; lack of resourcing to implement the DAIPs and ensure mainstream services are accessible for all; lack of resourcing to renew ageing sport facilities and replace ageing infrastructure; decline in volunteerism.

Opportunities

- Strengthening the strategic relationships and collaboration between the six councils and their regional partners (e.g. by facilitating a regional public health forum)
- Reviewing data releases from the ABS 2021 Census to monitor changes and gaps in our region's population health and consider collective responses
- Seeking joint funding for a regional coordinator role
- Advocating together for better access to local health services across the region
- Partnering with community groups to improve mental health and wellbeing
- Strengthening partnerships with recreation, sporting and community groups to deliver wellbeing benefits from council facilities and assets
- Applying Universal Design when developing and re-developing public spaces and destinations across the region
- Increasing community usage of green open spaces for nature-based activities that support health and wellbeing
- Supporting active travel and recreation (including walking, running, cycling)
- Sharing information and resources to reimagine volunteering and community life post COVID-19
- Strengthening community preparedness for public health emergencies
- Building the climate resilience of our communities through regional partnerships such as Resilient Hills & Coasts
- Raising community awareness of and adaptation to the public health risks associated with climate change
- Supporting decision-makers to consider future public health risks of climate change when undertaking climate risk governance assessments

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

In Attendance**Members:**

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Natalie Johnston	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

David Waters	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services

Guests in Attendance:

Geoff Edwards	BDO
Linh Dao	BDO

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 Kaurna 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.

2. APOLOGIES/LEAVE OF ABSENCE**2.1 Apology**

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 Audit Committee Meeting – 17 October 2022

Moved Natalie Johnston

S/- Peter Brass

AC46/22

That the minutes of the Audit Committee meeting held on 17 October 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

Cr Herrmann advised the Committee that Council adopted the Audited Financial Statements at its 26 October 2022 meeting.

Cr Herrmann advised the Committee that he and Cr Selwood have been appointed to the Audit Committee for one year and Cr Herrmann has been appointed as the Presiding Member for one year.

Each of the Committee Members briefly introduced themselves and their professional experience.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

6.1 General Conflict of Interest, Cr Malcolm Herrmann, Item 8.2 – Budget Review 1

Under Section 75 of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed General Conflict of Interest in Item 8.2 – Budget Review 1, the nature of which is as follows:

Cr Herrmann's brother is the President of the Lobethal Hall Committee which is referred to in the report.

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

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1 Risk Presentation

Nil

Leave of the meeting was granted to move Item 10.1 – External Audit Tender forward in the agenda.

10.1 External Audit Tender – Exclusion of the Public

Moved Peter Brass
S/- Natalie Johnston

AC47/22

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

- A/CEO, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Financial Services, Mike Carey
- Partner BDO, Geoff Edwards
- Partner BDO, Linh Dao

be excluded from attendance at the meeting for Agenda Item 10.1: (External Audit Tender) 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)(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) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and to confer a commercial advantage on a third party.

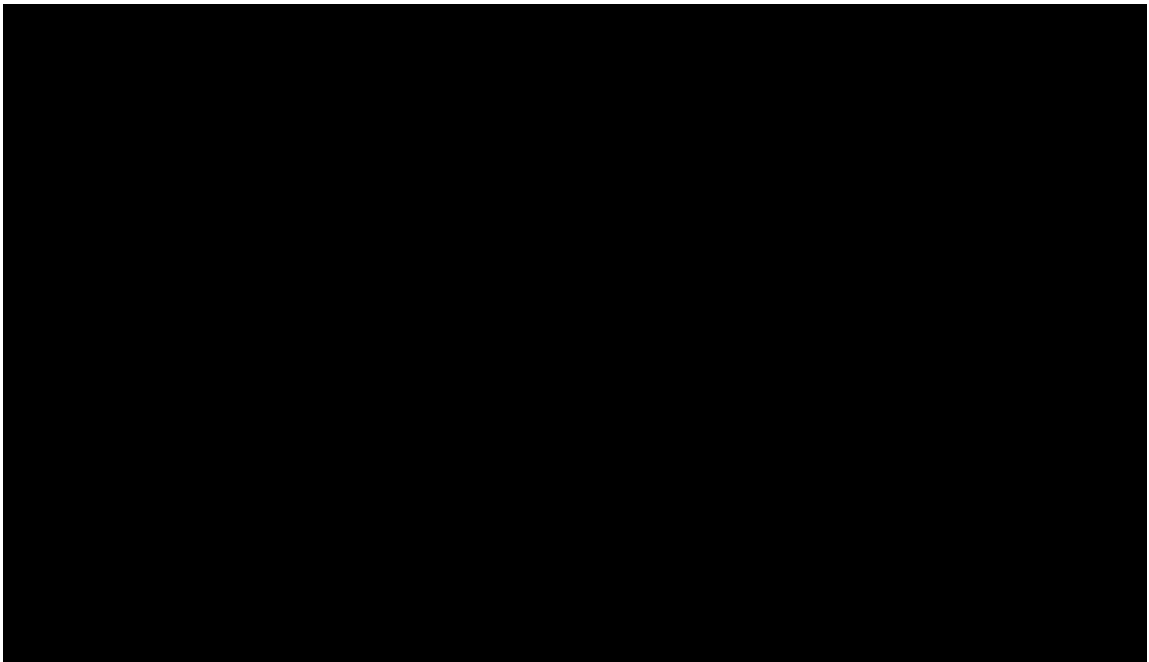
Accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

Geoff Edwards and Linh Dao made a presentation and left the meeting

10.2 External Audit Tender – Confidential Item



**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

10.3 External Audit Tender – Duration of Confidentiality

Moved Peter Brass
S/- Natalie Johnston

AC49/22

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 10.1 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	31 December 2024
Related Attachments	31 December 2024
Minutes	Until Council has appointed an External Auditor for the 30 June 2023 financial year.
Other (presentation, documents, or similar)	Nil

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

8. OFFICER REPORTS – DECISION ITEMS

8.1 Action Report and Work Plan Update

Moved Natalie Johnston

S/- Cr Melanie Selwood

AC50/22

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.
3. That the Draft Audit Committee *Work Plan 2023* be adopted.

Carried Unanimously

8. OFFICER REPORTS – DECISION ITEMS

8.1 Audit Committee Meeting Dates 2023

Moved Peter Brass

S/- Cr Melanie Selwood

AC51/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To approve the Audit Committee meeting schedule, timings and locations for 2023 as follows:

Commencement	6.00pm
Meeting Dates and Locations	20 February 2023, 63 Mt Barker Road, Stirling
	17 April 2023, 63 Mt Barker Road, Stirling
	15 May 2023, 63 Mt Barker Road, Stirling
	21 August 2023, 63 Mt Barker Road, Stirling
	16 October 2023, 63 Mt Barker Road, Stirling
	20 November 2023, 63 Mt Barker Road, Stirling

3. The CEO be authorised to adjust the Ordinary Committee Meeting schedule, including time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason.

Carried Unanimously

Presiding Member _____ 20 February 2023

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

8.2 Budget Review 1

7.18pm - Cr Herrmann declared a General COI and left the meeting.

Peter Brass assumed the Presiding Member role.

Moved Natalie Johnston

S/- Cr Melanie Selwood

AC53/22

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 1 which result in:**
 - a. An increase in the Operating Surplus from \$676k to \$830k for the 2022-23 financial year.**
 - b. Changes to Capital Works, reducing capital income by \$926k and increasing capital expenditure by \$580k for the 2022-23 financial year resulting in a revised capital expenditure budget for 2022-23 of \$27.369m.**
 - c. An increase in Council's current Net Borrowing Result from \$6.934m to \$8.342m for the 2022-23 financial year as a result of the proposed operating and capital adjustments.**
- 3. To note that the proposed financial ratios based on the budget adjustments presented in Budget Review 1 would result in:**

Operating Surplus Ratio	1.6%
Net Financial Liabilities Ratio	52%
Asset Renewal Funding Ratio	106%

Carried Unanimously

Cr Malcolm Herrmann did not vote for the item, the majority of Committee members voted in favour of the item.

7.35pm - Cr Malcolm Herrmann returned to the meeting and resumed the chair.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 DECEMBER 2022
63 MT BARKER ROAD STIRLING**

9. QUESTIONS WITHOUT NOTICE

Peter Brass – Substantive CEO Recruitment

The Presiding Member thanked Cr Leith Mudge for his contribution to the Audit Committee during the last term of Council.

10. CONFIDENTIAL ITEMS

Dealt with earlier in the meeting.

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 20 February 2023 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 7.39pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.1

Responsible Officer: Karen Cummings
Manager Property Services
Corporate Services

Subject: Surplus Government Land Notice

For: Decision

1. Surplus Government land notice – Exclusion of the Public

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

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Rebecca Shepherd
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, David Collins
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Property Services, Karen Cummings
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Surplus Government land notice) 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. Surplus Government Land notice – 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 the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.
Related Attachments	Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.
Minutes	Until the land has been placed on the open market by the State Government or until the State Government authorises release of the information, whichever event occurs first.
Other (presentation, documents, or similar)	NIL

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.2

Responsible Officer: Jennifer Blake
Manager Communication, Engagement and Events
Community Capacity

Subject: Citizen of the Year 2023 Recommendations

For: Decision

1. Citizen of the Year 2023 Recommendations – Exclusion of the Public

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

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Rebecca Shepherd
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, David Collins
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Citizen of the Year 2023 Recommendations) 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)(o) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to a proposed award recipient before the presentation of the award, the disclosure of which could reasonably be expected to reveal award recipient information before a special event.

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. Citizen of the Year Awards 2023 Recommendations – 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 (which may include disclosure to media outlets to aid in achieving reporting timelines for publication; and disclosure to award recipients and their nominators, families and friends) 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)(o) 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	26 January 2023
Related Attachments	26 January 2023
Minutes	26 January 2023
Other	Nil

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 20 December 2022
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 18.3

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

Subject: Appointment of External Auditor

For: Decision

1. Appointment of External Auditor – Exclusion of the Public

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

- Acting Chief Executive Officer, David Waters
- Acting Director Community Capacity, Rebecca Shepherd
- Director Corporate Services, Terry Crackett
- Director Development & Regulatory Services, Natalie Armstrong
- Acting Director Infrastructure & Operations, David Collins
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.3: (Appointment of External Auditor) 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) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and to confer a commercial advantage on a third party.

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

3. Appointment of External Auditor – 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)(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	31 December 2024
Related Attachments	31 December 2024
Minutes	Until Council has appointed an External Auditor for the 30 June 2023 financial year.
Other (presentation, documents, or similar)	NIL

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