



## 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 13 June 2023**  
**6.30pm**  
**63 Mt Barker Road Stirling**

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

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

A handwritten signature in blue ink, appearing to read 'David Waters', with a long horizontal flourish extending to the right.

**David Waters**  
**Chief Executive Officer**



## ORDINARY COUNCIL MEETING

**AGENDA FOR MEETING**  
**Tuesday 13 June 2023**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### ORDER OF BUSINESS

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

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

**3. APOLOGIES/LEAVE OF ABSENCE**

3.1. Apology  
Mayor Jan-Claire Wisdom (attending the NGA in Canberra)

3.2. Leave of Absence  
Cr Chris Grant 13 June 2023  
Cr Adrian Cheater 13 June – 16 June 2023  
Cr Mark Osterstock 14 June – 26 June 2023 and 28 June – 2 July 2023

- Mayor Jan-Claire Wisdom 14 August – 24 September 2023, approved by Council 11 April 2023
- Cr Leith Mudge 17 June – 25 June 2023, approved by Council 26 April 2023

3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 23 May 2023

*That the minutes of the ordinary meeting held on 23 May 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

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

**6. MAYOR'S OPENING REMARKS**

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

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

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

- 8.1. Petitions  
Nil
- 8.2. Deputations  
Nil
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

- 9.1. Gawler River Floodplain Management Authority (GRFMA)

**10. QUESTIONS ON NOTICE**

- 10.1. Community Event Signage (Cr Melanie Selwood)

**11. MOTIONS ON NOTICE**

- 11.1. Establishing a Tree Strategy (Cr Nathan Daniell)
- 11.2. Traffic Issues Woodforde & Teringie (Cr Louise Pascale)

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

- 12.1. GRFMA 2023-24 Annual Business Plan & Budget

- 1. *That the report be received and noted.*
  - 2. *To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2023-24 Annual Business Plan and approves the Adelaide Hills Council's contribution of \$27,356 as set out in the draft 2023-24 Budget.*

- 12.2. 2023-24 Draft Annual Business Plan and Rating Structure Change – consultation results

*Refer to Agenda*

12.3. Adelaide Hills Tourism One Year Funding Agreement

1. *That the report be received and noted.*
2. *That the one year funding agreement, as contained in Appendix 1 including a contribution of \$110,900, with the Adelaide Hills Tourism be approved and that the Chief Executive Officer be authorised to make any minor changes or variations to the Agreement before execution by both parties or during the life of the Agreement.*
3. *That the Chief Executive Officer be authorised to execute the Agreement on behalf of Council.*

12.4. Kerbside Bin System Option and Trial

*Refer to Agenda*

12.5. Confidential Items Review

*Refer to Agenda*

12.6. Delegations Review – Local Government Act 1999

*Refer to Agenda*

12.7. Status Report – Council Resolutions Update

*Refer to Agenda*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

13.1. Kersbrook Cemetery Natural Burial Ground Update

**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 – 10 May 2023

*That the minutes of the CAP meeting held on 10 May 2023 as supplied, be received and noted.*

17.2. Audit Committee

*Nil*

17.3. CEO Performance Review Panel

*Nil*

- 17.4. Boundary Change Committee – 30 May 2023  
*That the minutes of the Boundary Change Committee meeting held on 30 May 2023 as supplied, be received and noted.*

- 17.4.1. Boundary Change Committee Recommendations to Council  
*Refer to Agenda*

**18. CONFIDENTIAL ITEMS**

- 18.1. Sale of Land for Non Payment of Rates

**19. NEXT MEETING**

Tuesday 27 June 2023, 6.30pm, 63 Mt Barker Road, Stirling

**20. CLOSE MEETING**

## Council Meeting & Workshops 2023

DATE	TYPE	LOCATION	MINUTE TAKER
<b>JUNE 2023</b>			
Wed 14 June	CAP	Stirling	Karen Savage
Mon 19 June	Special Audit Committee	Stirling	TBA
Tues 20 June	Professional Development	Stirling	N/A
Tues 27 June	Council	Stirling	Pam Williams
<b>JULY 2023</b>			
Mon 3 July	Workshop	Woodside	N/A
Thurs 6 July	CEO PRP	Stirling	TBA
Tues 11 July	Council	Stirling	Pam Williams
Wed 12 July	CAP	Stirling	Karen Savage
Tues 18 July	Professional Development	Stirling	N/A
Tues 25 July	Council	Stirling	Pam Williams
<b>AUGUST 2023</b>			
Mon 7 August	Workshop	Woodside	N/A
Tues 8 August	Council	Stirling	Pam Williams
Wed 9 August	CAP	Stirling	Karen Savage
Tues 15 August	Professional Development	Stirling	N/A
Mon 21 August	Audit Committee	Stirling	TBA
Tues 25 August	Council	Stirling	Pam Williams
<b>SEPTEMBER 2023</b>			
Mon 4 September	Workshop	Woodside	N/A
Tues 12 September	Council	Stirling	Pam Williams
Wed 13 September	CAP	Stirling	Karen Savage
Tues 19 September	Professional Development	Stirling	N/A
Thurs 21 September	CEO PRP	Stirling	TBA
Tues 26 September	Council	Stirling	TBA

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

# 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

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*For full details, see Code of Practice for Meeting Procedures on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)*

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

### 8.3 PUBLIC FORUM

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*For full details, see Code of Practice for Meeting Procedures on [www.ahc.sa.gov.au](http://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.



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## **Item 4 Minutes of Council**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

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In Attendance

**Presiding Member:** Mayor Jan-Claire Wisdom

**Members:**

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
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	A/Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Rebecca Shepherd	A/Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Sustainability Waste & Emergency Management
Mike Carey	Manager Financial Services
Jen Blake	Manager Communications Engagement & Events
Steven Watson	Governance & Risk Coordinator
Tom Portas	Systems Analyst
Pam Williams	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.31pm.

**2. OPENING STATEMENT**

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

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
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**3. Apology**

Nil

**3.1 Leave of Absence**

- Cr Pauline Gill 6 May – 28 May 2023, approved by Council 26 April 2023
- Cr Leith Mudge 17 June – 25 June 2023, approved by Council 26 April 2023
- Mayor Jan-Claire Wisdom 14 August – 24 September 2023, approved by Council 11 April 2023

**3.2 Absent**

Nil

**4. MINUTES OF PREVIOUS MEETINGS****4.1 Council Meeting – 9 May 2023**

Moved Cr Mark Osterstock  
S/- Cr Chris Grant

**124/23**

**That the minutes of the Ordinary Council meeting held on 9 May 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
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**4.2 Special Council Meeting – 12 May 2023**

Moved Cr Mark Osterstock  
S/- Cr Kirsty Parkin

**125/23**

**That the minutes of the Special Council meeting held on 12 May 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

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

**5.1 General Conflict of Interest, Cr Louise Pascale – Item 15.1 Motion Without Notice  
Boundary Change Committee venue**

Under section 75B of the *Local Government Act 1999* Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 15.1 Motion Without Notice - Boundary Change Committee venue, the nature of which is as follows:

- I am a resident of Woodforde and will move a motion concerning the Boundary Change Committee

Cr Louise Pascale intends participate in discussions and vote.

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

Mayor Jan-Claire Wisdom advised that the appointment of Greg Georgopoulos is now completed and we look forward to welcoming him as the new Chief Executive Officer of Adelaide Hills Council in late July.

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

**7.1 Questions Adjourned**

Nil

**7.2 Questions Lying on the Table**

Nil

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

**8.1 Petitions**

Nil

**8.2 Deputations**

Nil

**8.3 Public Forum**

Mayor Jan-Claire Wisdom welcomed members of the public to address Council on the Annual Business Plan for one hour, if required, commencing at 6.34pm.

No member of the public addressed the Council.

**ADELAIDE HILLS COUNCIL  
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**9. PRESENTATIONS**

**9.1 Landscapes Hills & Fleurieu**

Deferred

**9.2 Leah Maxwell, AHRWMA Annual Business Plan & Budget**

**9.3 Rob Gregory, East Waste Annual Business Plan & Budget**

**10. QUESTIONS ON NOTICE**

**10.1 Subdivision Applications (Cr Kirsty Parkin)**

- a. **How many subdivisions have occurred since changes to the [Country Living] zoning in the Adelaide Hills?**
- b. **The number of subdivisions in the old Country Living Zone?**
- c. **The number of new housing approvals?**
- d. **The number of new development approvals in the old Country Living Zone?**

Officer's response – Director Development & Regulatory Services

- a. **How many subdivisions have occurred since changes to the [Country Living] zoning in the Adelaide Hills**

Since 19 March 2021 when the zoning in the Adelaide Hills changed, there have been 17 applications for land division in the Rural Neighbourhood Zone. 16 of these applications have been determined (15 approved and 1 refused) and one remains under assessment.

Six of these determined applications involved one allotment being divided into two and the other 10 were boundary realignments between existing allotments. Thus, in the last 2 years, 5 new allotments have been successfully created in the Rural Neighbourhood Zone (an average of 2.5 per year), with one application refused.

- a. **The number of subdivisions in the old Country Living Zone**

In the five years prior to 19 March 2021, there were 39 Land Division Applications in the former Country Living Zone approved. Of these, 22 involved one allotment being divided into two, 1 involved one allotment divided into three and the other 16 were boundary realignments. Thus, in the 5 years from 2017 to 2021, there were 24 new allotments successfully created (an average of 4.8 per year).

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**b. The number of new housing approvals**

There have been 266 new housing approvals in the Council district since 19 March 2021. 37 of these have been in the Rural Neighbourhood Zone. The bulk of these have been developed on existing allotments.

**c. The number of new development approvals in the old Country Living Zone**

- (i) There have been 1619 planning approvals\* in total since 19 March 2021 (2 year period) in the Council district and 364 of these were in the Rural Neighbourhood Zone (an average of 182 per year).
- (ii) In the 2020 calendar year there were 1306 development approvals in the Council area and 203 of these were in the then Country Living Zone.
- (iii) In the 2018 calendar year there were 833 development approvals in the Council area and 160 of these were in the then Country Living Zone.

\*Planning Approvals (or planning consents) used instead of full Development Approval as the Portal provides data differently.

**11. MOTIONS ON NOTICE**

**11.1 East Waste Kerbside Audit**

**Moved Cr Lucy Huxter  
S/- Cr Leith Mudge**

**126/23**

**That Council notes:**

- 1. The release of East Waste's kerbside audit for 2022**
- 2. Its performance across the Council region in relation to diversion from landfill, green waste and recycling management**
- 3. Its role in influencing a shift in behavioural change of residents to help improve proper waste disposal within households.**

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
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**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 Adelaide Hills Region Waste Management Authority Annual Business Plan & Budget**

Moved Cr Lucy Huxter  
S/- Cr Mark Osterstock

**127/23**

Council resolves:

1. That the report be received and noted.
2. To advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority *Draft Annual 2023-24 Business Plan and Budget* (incorporating updated *Long Term Financial Plan*).

<b>Carried Unanimously</b>
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**12.2 East Waste Annual Business Plan & Budget**

Moved Cr Malcolm Herrmann  
S/- Cr Chris Grant

**128/23**

Council resolves:

1. That the report be received and noted.
2. To provide consent to the Eastern Waste Management Authority *Draft Annual Plan 2023-24*.

<b>Carried Unanimously</b>
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**12.3 Yanagin Road Consultation Outcomes & Revocation of Community Land Classification**

Moved Cr Kirsty Parkin

S/- Cr Mark Osterstock

129/23

Council resolves:

1. That the report be received and noted.
2. To apply to the Minister for Local Government to revoke the Community Land Classification over portion of allotment 7 in File Plan 129661 as hatched in purple, in land division dated 14/10/2022 and as shown in *Appendix 1* of this Report.
3. Following a response from the Minister a report be submitted back to Council outlining the outcome of the Minister's decision.

<b>Carried Unanimously</b>
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**12.4 Budget Review 3**

Moved Cr Leith Mudge

S/- Cr Malcolm Herrmann

130/23

Council resolves:

1. That the report be received and noted.
2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2022-23 financial year which result in:
  - a. An increase in the Operating Surplus from \$830k to \$970k for the 2022-23 financial year.
  - b. No overall change to the Capital Works capital expenditure budget for 2022-23 thus maintaining a budget of \$19.369m which takes into account estimated carry forwards of \$8m in capital expenditure.
  - c. A change in Council's current Net Borrowing Result from \$342k to \$202k for the 2022-23 financial year as a result of the proposed operating adjustments.
  - d. Financial sustainability indicators within Council's agreed targets as follows:
 

i.	Operating Surplus Ratio	1.8%	(Target 1% to 5%)
ii.	Net Financial Liabilities Ratio	46%	(Target 25% to 75%)
iii.	Asset Renewal Funding Ratio	104%	(Target 95% to 105%)

<b>Carried Unanimously</b>
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**12.5 Delegations Review – Local Government Act**

Moved Cr Malcolm Herrmann  
S/- Cr Lucy Huxter

Council resolves:

1. That the report be received and noted
2. That, having considered a review of Council's Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

Instrument of Delegation
<i>Local Government Act 1999</i>

3. That, having considered a review of Council's Delegations as presented, in exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 23 May 2023 and entitled as detailed in the table below are hereby delegated this 23<sup>rd</sup> Day of May 2023 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

Instrument of Delegation	Appendix Number
<i>Local Government Act 1999</i>	Appendix 2

<b>LOST</b>
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Moved Cr Kirsty Parkin  
S/- Cr Louise Pascale

**131/23**

Council resolves:

1. That the report be received and noted
2. That the matter be deferred until a further Workshop on 5 June 2023 and post Workshop a report be brought to the 13 June 2023 Council meeting.

<b>Carried</b>
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**12.6 Gawler River Floodplain Management Authority Rescission of Resolution 14 February 2023**

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

**132/23**

Council resolves:

1. That the report be received and noted.
2. To rescind the resolution made on 14 February 2023 and numbered 28/23.
3. Decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$10,380 in line with the Council's percentage share of capital works costs as per the adopted GRFMA charter.

VARIATION

With the consent of the Mover and the Seconder leave was granted to vary the motion.

**Council resolves:**

1. **That the report be received and noted.**
2. **To rescind the resolution made on 14 February 2023 and numbered 28/23.**
3. **Decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$10,380 in line with the Council's percentage share of capital works costs as per the adopted GRFMA charter, on the proviso that the subject business case proceeds, prior to any funds being paid to the GRFMA.**

<b>Carried Unanimously</b>
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8.43pm Cr Mark Osterstock left the Chamber

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**12.7 Status Report – Council Resolutions Update**

Moved Cr Chris Grant  
S/- Cr Kirrilee Boyd

133/23

**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
9/05/2023	Ordinary Council	107/23	Petition - Sealing of Croft Road Lenswood	Nil
9/05/2023	Ordinary Council	116/23	Attendance at National General Assembly Canberra	Material - Mayor Wisdom Material - Cr Adrian Cheater

<b>Carried Unanimously</b>
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**13. OFFICER REPORTS - INFORMATION ITEMS**

Nil

8.44pm Cr Adrian Cheater left the Chamber  
8.45pm Cr Mark Osterstock returned to the Chamber

**14. QUESTIONS WITHOUT NOTICE**

8.47pm Cr Adrian Cheater returned to the Chamber

Cr Malcolm Herrmann

1. Footpath North East Road Inglewood - funds in budget
2. Warren Lucky Hit and Martin Hill Roads - funds in budget
3. Stormwater Junction Road Balhannah - funds in budget
4. Stormwater Onkaparinga Valley Rd Woodside - funds in budget

Cr Kirsty Parkin - Update on Wattletree Road Bridgewater  
Cr Melanie Selwood - Community Forums

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**15. MOTIONS WITHOUT NOTICE**

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

Cr Louise Pascale declared a General Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to item 15.1.

Cr Louise Pascale is to remain in the Chamber and vote.

**15.1 Boundary Change Committee meetings venue**

**Moved Cr Louise Pascale  
S/- Cr Melanie Selwood**

**134/23**

That from its next meeting and until its dissolution all Boundary Change Committee meetings be held at the Norton Summit Community Centre, when available.

VARIATION

With the consent of the Mover and the Seconder leave was granted to vary the motion.

**That from its next meeting and until its dissolution all Boundary Change Committee meetings be held at either the Norton Summit Community Centre or a venue in the affected area, when available.**

<b>Carried</b>
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Cr Louise Pascale voted for the motion. The majority of persons who were entitled to vote at the meeting voted in favour of the motion.

**16. REPORTS****16.1 Council Member Function or Activity on the Business of Council****Mayor Jan-Claire Wisdom**

- 28 April, SHLGA, Stirling
- 04 May, Meeting Senator Sheldon, Lobethal Bushland Park re Disaster Recovery
- 05 May, Hills and Fleurieu Treasures Morning Tea, Hahndorf
- 05 May, CEO Selection Panel Interviews, Adelaide
- 10 May, Government House Reception for Coronation of King Charles III, Adelaide
- 16 May, SHLGA Advisory Meeting via zoom
- 17 May, Adelaide Hills Tourism networking event, Mt Barker
- 22 May, Community Freight By-Pass meeting, Glen Osmond

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**Outgoing Mayoral correspondence April – May 2023**

<b>Date</b>	<b>To</b>	<b>Subject</b>	<b>Related Council meeting</b>
6 April	Department Energy & Mines	White Rock Quarry	28/2
18 April	Parliamentarians	Uluru Statement of the Heart	11/4
18 April	Rostrevor College	Congratulations on centenary	
19 April	Minister for Climate, Environment & Water	Vegetation Clearance Mt Lofty Summit	11/4
20 April	Lobethal Cricket Club	Congratulations on successful season	28/3
2 May	Loiacono Family	Sympathy letter	26/4
16 May	Minister for Infrastructure, Transport, Regional Development & Local Government	LRCIP Phase 4 funding appreciation	
22 May	Minister for Infrastructure & Transport	Amy Gillett Bikeway funding	

**Cr Malcolm Herrmann**

- 7 May, History Week Display, Kersbrook
- 18 May, Volunteer Week, Mt Barker

**Cr Melanie Selwood**

- Public Forum Stirling Hospital

**Cr Leith Mudge**

- English Ale, Mylor

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

Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

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**16.3 CEO Report**

David Waters, A/CEO, provided Council with a verbal update, including:

- English Ale Festival at Mylor
- Recreational Vehicle dump points
- June workshop on native vegetation clearance & encroachment

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

Nil

**17.2 Audit Committee 15 May 2023**

Moved Cr Malcolm Herrmann  
S/- Cr Melanie Selwood

**135/23**

**That the minutes of the Audit Committee meeting held on 15 May 2023 as distributed, be received and noted.**

<b>Carried Unanimously</b>
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**17.3 CEO Performance Review Panel**

Nil

**17.4 Boundary Change Committee**

Nil

**17.4.1 Short Adjournment**

Moved Cr Mark Osterstock  
S/- Cr Leith Mudge

**136/23**

**That the meeting be adjourned for a short break from 9.22pm.**

<b>Carried Unanimously</b>
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9.29pm The Council meeting resumed.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

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**18. CONFIDENTIAL ITEMS**

**18.1 Event Opportunity – Santos Tour Down Under 2024 – Exclusion of the Public**

Moved Cr Kirsty Parkin

S/- Cr Lucy Huxter

**136/23**

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 Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Communications, Engagement & Events, Jennifer Blake
- Tom Portas, Systems Analyst
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Event Opportunity – Santos Tour Down Under 2024) in confidence.

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

Section 90(3)(j) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which –

- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
- (ii) would, on balance, be contrary to the public interest.

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

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

**18.1.2 Event Opportunity – Santos Tour Down Under 2024 – Duration of Confidentiality**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

138/23

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)(j) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.
Related Attachments	Not Applicable
Minutes	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.
Other (discussion and considerations of the subject matter)	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.

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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

**18.1.3 Extension of Meeting Time**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

139/23

That the Council meeting time be extended by 30 minutes.

<b>Carried Unanimously</b>
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**18.2 Electricity Tenders Post 30 June 2023 - Exclusion of the Public**

Moved Cr Leith Mudge  
S/- Cr Malcolm Herrmann

140/23

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 Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Financial Services, Mike Carey
- Tom Portas, Systems Analyst
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.2: (Confidential – Electricity Contracts Post 30 June 2023) in confidence.

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

Section 90(3)(k) tenders for the supply of goods, the provision of services or the carrying out of works;) 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 could reasonably be expected to prejudice the commercial position of the LGAP or tenderers who supplied the information by disclosing specific quotes and modelling by the tenderer.

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

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 23 MAY 2023  
63 MT BARKER ROAD STIRLING**

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**18.2.2 Electricity Tenders Post 30 June 2023 – Duration of Confidentiality**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

142/23

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.2 in confidence under sections 90(2) and 90(3)(k) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the contracts are signed, but not longer than 30 June 2023
Related Attachments	NIL
Minutes	Until the contracts are signed, but not longer than 30 June 2023
Other (presentation, documents, or similar)	Until the contracts are signed, but not longer than 30 June 2023

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.

<b>Carried Unanimously</b>
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**19. NEXT ORDINARY MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 13 June 2023 from 6.30pm at 63 Mt Barker Road, Stirling.

**20. CLOSE MEETING**

The meeting closed at 10.24pm.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 10.1 Question on Notice

**Originating from:** Cr Melanie Selwood

**Subject:** Community Event Signage

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**1. QUESTION**

For some community events, Council provides signage that reads 'Community Event Ahead'. My questions to the administration are:

1. How many of these signs does the Council own?
2. How often are there not enough signs for the number of community events that are on?
3. How often are we not able to supply them?
4. Are the signs in a good condition, easy to install and self-supporting?
5. Is the Council considering purchasing more of these signs to ensure there are sufficient numbers of them for community groups to access?

**2. BACKGROUND**

Council provides community groups with signage that says 'community event ahead' for their events. The provision of signage by the Council for community events serves as a valuable tool to promote road safety and attract visitors to these events. The primary purpose of these signs is to encourage drivers to slow down when approaching the event location, ensuring the safety of both event participants and other road users.

By prominently displaying signs that say "community event ahead," drivers are alerted to the presence of an event and are more likely to reduce their speed accordingly. This helps create a safer environment for event attendees, particularly if the event involves pedestrians or activities close to the road.

Additionally, these signs have an unintended yet positive effect on day-trippers or passers-by who may not have been aware of the event. When drivers see the signs, some may be curious and decide to stop and visit the event, thereby increasing community engagement and potential support for local initiatives.

However, community groups have raised concerns regarding the current signage arrangement. These concerns can be categorized into three main issues:

1. Insufficiency of signs: Community groups may feel that the number of signs Council owns is inadequate as they are sometimes unable to access them when there are multiple events on one weekend. This means that some community groups miss out, or don't have enough for the roads leading to their event.
2. Poor condition: Another concern raised by community groups is the condition of the existing signs. Over time, signs can deteriorate due to weather conditions or general wear and tear. If the signs are not regularly maintained or replaced when needed, they may become less visible or even illegible, diminishing their impact on drivers and visitors.
3. Self-supporting signs: The preference for self-supporting signs indicates a desire for signage that can stand on its own without relying on external structures like poles or fences. Self-supporting signs offer greater flexibility in terms of placement and can be easily moved or adjusted to accommodate changing event locations. This allows community groups to optimise the positioning of signs for maximum visibility and effectiveness.

This question aims to provide information to community groups about the number of signs, how often Council turns down their requests due to lack of supply, and what Council's plans are moving forward.

### **3. OFFICER'S RESPONSE – Jennifer Blake, Manager Communication, Engagement & Events**

1. **How many of these signs does the Council own?**  
Council currently owns 18 signs. They are provided on a loan basis to community groups holding events where it is considered beneficial for traffic near the event to be aware of the likely presence of increased pedestrian activity or changed traffic conditions. They do not replace the need for proper professional traffic management.
2. **How often are there not enough signs for the number of community events that are on?**  
Council's ability to supply signs depends on the number of conflicting events on the same day/weekend. This varies, but typically only occurs a small number of times each year.
3. **How often are we not able to supply them?**  
It is rare that Council is unable to accommodate requests to borrow these signs. It would typically occur where very short notice is given and Council is not able to organise delivery of the signs from either Heathfield or Gumeracha depots to the event organiser. On occasion, Council's Events Officer has met organisers at Heathfield for a pickup to help facilitate last minute supply requests, although this is not a preferred supply option due to the challenges of managing risks associated with members of the public on Council depot sites.
4. **Are the signs in a good condition, easy to install and self-supporting?**  
The signs are in various conditions as they will typically vary in age and suffer normal wear and tear in transit and handling. Regrettably, signs are often returned to Council dirty, broken or damaged. Although badly damaged signs are removed from circulation, Council does not warrant that signs will be provided to event organisers

in as-new condition. Rather, the signs will typically exhibit normal wear and tear and can be expected to be in a condition typical of other temporary roadworks signage.

Council's staff have received complaints from one (1) event organiser regarding signs being provided dirty. The signs are provided to event organisers at no cost. It is considered reasonable that event organisers clean the signs as required both before and after use for their event, albeit Council's works staff will clean off particular dirty signs on return.

Sign stocks are usually replenished toward the end of each financial year in readiness for the next (Spring-Summer) event season.

It is the event organiser's responsibility to install the signs themselves, for example on star pickets, but Council does provide self-supporting roadworks bollards for supporting signs if requested. Supporting frames are being purchased (see below) however it should be noted that in windy conditions, signs may still need additional support.

**5. Is the Council considering purchasing more of these signs to ensure there are sufficient numbers of them for community groups to access?**

Staff have ordered 30 new signs to replace the existing 18, thus providing additional capacity to meet demand at times where multiple events are held on conflicting dates. The new signs meet the Department for Infrastructure and Transport's *Guidelines for Events on SA Roads* and have a fluoro yellow/green reflective background. 30 swing stands have also been ordered so the signs will be self-supporting.

The cost per self-supporting sign is \$105+GST. Any future increases to the signage suite may require additional budget allocation.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Nathan Daniell

**Subject:** Establishing a Tree Strategy

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**1. MOTION**

1. That Council develop and implement a Tree Strategy.
2. The Tree Strategy should include actions which help Council positively impact on the environment, for example, actions may be established for the following:
  - a. Plantings to replace trees removed by Council to ensure a net-positive impact is achieved (i.e. more trees planted than removed);
  - b. Increasing the quality and quantity of tree canopy within Council townships;
  - c. Increased species diversity which complements nearby remnant vegetation;
  - d. Strategies to save existing trees, particularly regulated and significant trees;
  - e. A strategic and data driven tree planting program.
3. That a Council workshop be held with elected members to seek their input into the preparation of the draft Tree Strategy.
4. That a draft Tree Strategy be put out to public consultation prior to the final version being endorsed by Council.

**2. BACKGROUND**

At times the Council is required to remove trees, and this can be for a variety of reasons. Over the last year I have observed numerous trees removed but have not observed how the biodiversity lost from their removal is being accounted for.

Council staff have recently developed the capability to report on the number of trees removed and planted, and subsequently this will provide a valuable input into understanding the scale of tree removal and thus impacts on the environment over time should we not replace them.

Staff are also developing the ability to provide visual mapping in relation to the location of the removals, and any subsequent planting which occurs.

It is obviously important that we track the number of trees removed by Council and how we replace this lost biodiversity. We present ourselves as champions of the environment, yet we are currently removing far more trees than we are replacing. I do not want to see trees

removed with no plan that ensures the lost biodiversity and tree canopy are being regenerated.

Many other Council have established a tree strategy (or similar) with objective goals that help not only maintain the current value of the environment within their council, but to enhance it. For example:

- City of Onkaparinga aims to plant 100,000 trees by 2037;
- Unley Council aims to increase their urban green cover by 20% by 2045 (aligned with target 5 of the Adelaide’s 30-year plan);
- Burnside Council established a tree strategy back in 2014 which is complemented by a Tree Assistance Fund and Native Tree Giveaway.

We are a unique Council with 55 localities and vast areas of primary production. It is envisaged that this Tree Strategy would complement (not replicate) other important Council documents such as our Biodiversity Strategy.

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

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

*Strategic Plan 2020-24 – A brighter future*

Goal	Goal 1. A functional Built Environment Goal 2. Community Wellbeing Goal 3. A prosperous Economy Goal 4. A valued Natural Environment Goal 5. A Progressive Organisation
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#### **Goal 1:**

- B2 - *Preserve and enhance the unique character of the Hills for current and future generations.*
- B3 - *Consider external influences in our long-term asset management and adaptation planning.*

#### **Goal 2:**

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

#### **Goal 3.**

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

#### **Goal 4.**

- N1 - *Conserve and enhance the regional natural landscape character and amenity values of our region.*
- N2 - *Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts.*

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

#### **Goal 5.**

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

Strategic Priorities (listed):

The investment in establishing an Adelaide Hills Council Tree Strategy aligns with and would support the delivery of various aspect relating to all five of the strategic goal objectives detailed within the Adelaide Hills Council Strategic Plan 2020-24.

#### **Goal 1.**

A Tree Strategy would facilitate positive outcomes by ensuring our tree population is suitably protected throughout development related actions or compensated for in the case of tree removal to facilitate reasonable development. New policy initiatives are available to assist in the management and recovery of our tree population post natural disaster events (Objective B2.3 and B3.4).

- *‘Proactively work with developers to ensure that built form complements or enhances existing local character whilst preserving the character and amenity of our towns, historic buildings and scenic environment’.*
- *‘Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such and fire and flood’.*

#### **Goal 2.**

A Tree Strategy could positively contribute to community health and wellbeing outcomes through strategic management of, and investment in our tree population within highly populated locations (Objective 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’.*

#### **Goal 3.**

A Tree Strategy detailing targeted strategic goals relating to our regions tree population in various localities, would support the connectivity between our regions environment, key industries, and activities (Objective E4.1).

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



#### **Goal 4.**

A Tree Strategy would provide clear direction and vision to both the administration and community to work towards to ensure appropriate programs and resource are provided that enables objectives N1.1, N1.2, N2.4 and N3.2 to be achieved:

- *‘Enhance and manage horticultural amenity, including succession planning for street trees that contribute to and reinforce our distinctive streetscapes and villages.’*
- *‘Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts.’*
- *‘Work with supporting organisations and agencies to foster the restoration of native flora and fauna habitat following the 2019-20 bushfire’.*
- *‘Collaborate and engage with public and private organisations, schools and community members (including the Aboriginal community as the first nation peoples), to improve biodiversity outcomes and land management practices.’*

A Tree Strategy can further enhance existing working partnerships to encourage ownership of our region to the broad Adelaide Hills Council Community and impacted stakeholders. Such a policy would provide leadership and assurance to the community around tree management issues. These benefits align with objective N3.

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

#### **Goal 5.**

The process of developing a Tree Strategy would enable the review and assessment of Council’s strategic tree requirements. Benefits of a Tree Strategy would complement and improve direction in the development of future asset management and provide projected financial investment requirements to enable the improvement of our tree population (Objective O3.4 O3.2).

- *Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing.*
- *Assess the range and level of services undertaken to ensure they fulfil Council’s legislative and strategic intent.*

#### ➤ **Legal Implications**

No legislative requirement for Council to have a Tree Strategy.

#### ➤ **Risk Management Implications**

The motion on notice to develop a Tree Strategy would assist in mitigating a variety of broadly accepted climate and environmental based risks.

Non-investment in our regions existing and future tree population and lack of strategic direction relating to tree renewal programs may result in the depletion of tree stock on Council controlled land.

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

➤ **Financial and Resource Implications**

Staff time will be required to enable the administration to undertake the required consultation, policy development and creation of an implementation plan to establish a holistic Tree Strategy. Council's administration has various officers with unique local knowledge of Council's tree population and the technical capacity to produce such a document.

These officers are currently required to fulfill other essential duties that would prevent them from allocating time to the development of a Tree Strategy.

However, by directing resources to utilising contractual labour hire to undertake business as usual activity to free up staff or alternatively to access consultancy services to facilitate a Tree Strategy to be coordinated, developed, and delivered we can achieve the desired outcome. Market approaches have yet to be made but would likely be a full time staff member for a 6 month period.

It should be noted that if the general intent of the Tree Strategy is to plant more trees and/or do more work in this area, it is likely to increase Council's tree management costs, especially into the future as the trees mature and require regular assessment and remedial pruning. This would need to be funded through rate increases and/or reprioritisation of other service areas. The development of the strategy would incorporate consideration of this issue.

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

Many trees under the care and control of the Adelaide Hills Council have significant historical and cultural value to the community. A Tree Strategy could enable and formalise Council's future management practices to ensure these highly regarded assets are maintained appropriately.

➤ **Sustainability Implications**

The establishment of a Tree Strategy would positively impact upon the sustainability of the region's communities, businesses, events and infrastructure through the strategic management of Council's tree population.

Extensive research has been undertaken that demonstrates the many benefits to communities of proactively investing in establishing and maintaining trees within public spaces. Such benefits include but are not limited to:

- Economic benefits in the form reduction in energy consumption through the moderation of temperature extremes and the creation of localised microclimates. Tree crown shading of roadways has been proven to prolong their useful life expectancy, resulting in cost saving to our road renewal programs. Increased

visitation to the Adelaide Hills Council region through maintaining our unique ‘sense of place’ as a desirable destination to visit.

- Social benefits in the form of improvements to liveability through creating desirable spaces for the community to engage with. The creation and availability of local desirable precincts has directly been proven to positively impact upon community physical and mental health outcomes.
- Environmental implications in the form of maintaining and improving essential tree canopy cover target required to effectively managing both localised and broader climate control issues. Trees play a critical role in maintaining healthy environments and supporting the broad biodiversity outcomes and ecosystem services that we strive to support.

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

Consultation on the development of this report was as follows:

*Council Committees:* “Not Applicable”

*Council Workshops:* “Not Applicable”

*Advisory Groups:* “Not Applicable”

*External Agencies:* “Not Applicable”

*Community:* “Not Applicable”

#### **4. ANALYSIS**

Council’s Administration broadly supports the idea of developing an overarching Tree Strategy. Council currently undertakes many existing projects and initiatives that could further be expanded upon under the guidance and directive of a Tree Strategy. Formalising Council’s long-term commitment through a Tree Strategy would enable a broad variety of new tree management projects to be developed and delivered.

The strategic investment in the district’s tree population would provide positive benefits to both current and future generations within our region. Proactive management and investment of our tree population with the intent to be a part of the solution to climate change issues, is a broadly supported position of many progressive local government bodies.

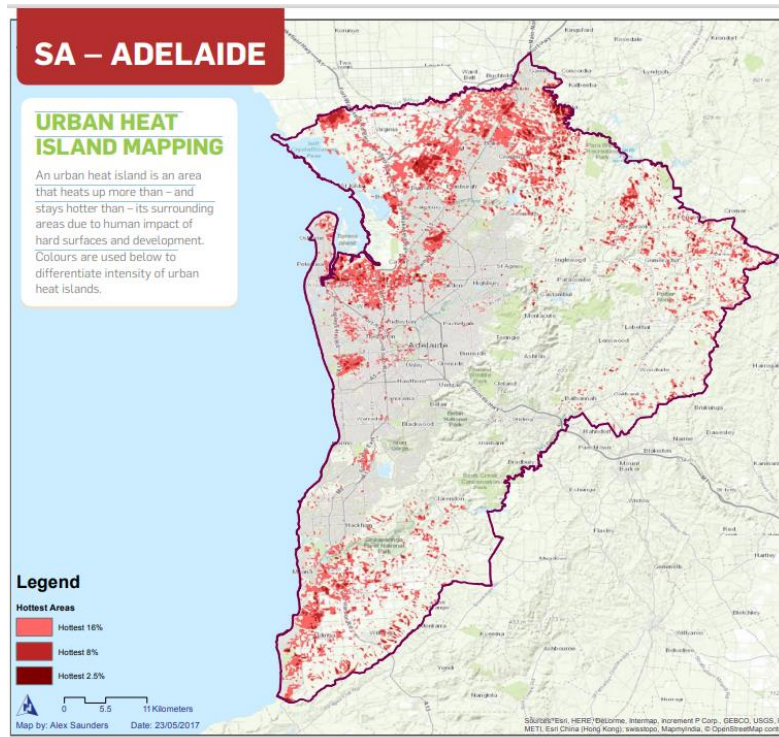
The development of a Tree Strategy would enable Council to implement actions to address the following areas:

- Strategic geographical zoning of Council’s existing tree population would enable the development of tree species selection palettes. Creating palettes that are suitable for use within Council’s various regions and precincts will further preserve and improve our valued spaces. Such works would enable future tree planting to complement both localised and regional environmental and amenity considerations.

- Long term commitment to the expansion of Council’s previously undertaken tree asset data collection works, would enable the administration to develop data driven tree replacement and renewal programs to be delivered within Adelaide Hills Council townships and residential precincts.
- The development of a long-term Tree Strategy would enable the community to develop and agree upon a targeted approach to the management of our tree population into the future. The development of various programs, targets and required outcomes would provide clarity to the community as to the costs associated with care of the region’s tree population.
- The development of additional strategies to encourage developers to protect and accommodate both private and public tree assets within our region would improve outcomes from both residential and industrial development within our region.
- A Council developed Tree Strategy for the region would provide the broader community with essential leadership and education as to the importance of maintaining and restoring our district’s tree population.
- Modifications to Council’s Tree Management Policy would also be required to align with the Tree Strategy. Both documents could work in unison to provide Council with both a strategic vision and policy position relating to the management of existing and future tree population.
- The development of a Tree Strategy would provide the forum for conversation and enable the development of policy to support private landowners with incentives to implement actions within their land to support our region’s tree objectives.

Through zoning identified in a Tree Strategy, Council would be able to fulfil recommendations from Vision 2020’s report “Where should all the trees go?”, prioritising tree planting and revegetation in areas where they can create the greatest health, cooling and liveability benefits to urban communities.

The study developed urban heat island mapping data, identifying locations that heat up more and stay hotter than surrounding areas due to human impact of hard surfaces and development. The below image indicates the various areas within our region to differentiate intensity of urban heat islands. [wsattg\\_combined-lr.pdf \(2020vision.com.au\)](#)



Should the Council resolve as per the motion, the development of the Tree Strategy would progress broadly as follows:

#### TIMELINE

All up including consultation, it would take approximately 9 to 12 months.

#### 5. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 11.2 Motion on Notice

**Originating from:** Cr Louise Pascale

**Subject:** Traffic issues Woodforde & Teringie

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**1. MOTION**

I move that:

1. Mayor Wisdom writes to the Minister for Transport and Infrastructure, Hon Tom Koutsantonis MP, concerning traffic congestion at the intersection of Magill Road and Norton Summit Road and lack of public transport in Woodforde and Teringie areas. In the letter Council requests;
    - the Department of Infrastructure and Transport explore the roundabout option as outlined in the Woodforde Land Development Part B: Traffic Management Plan of 2017 and detail its findings back to Council.
    - That the Department revise their traffic modelling to include the additional traffic generated by the Morialta High School.
    - prioritise an investigation in to extending bus routes down Glen Stuart Road, Woodforde and in to Teringie and detail its findings back to Council.
  2. Council investigate implementing parking restrictions on Glen Stuart Road between Grant Street and Kintyre Road on the eastern side to limited parking of no standing zones between 8am to 4pm, Monday to Friday and 9am to 12pm on Saturdays.
  3. That Council write to Campbelltown City Council and request they investigate implementing parking restrictions on Glen Stuart Road between Olive Street and Koongarra Ave, and, Koongarra Ave and Moules Road on the western side to limited parking of no standing zones between 8am to 4pm, Monday to Friday and 9am to 12pm on Saturdays.
- 

**4. BACKGROUND**

As highlighted in previous motions to Adelaide Hills Council the exponential growth of Woodforde is making an impact on traffic flow and congestion in the area. The biggest issue for residents is the thoroughfare of Glen Stuart Road. This road sits on the western border of the Adelaide Hills Council and is shared with Campbelltown City Council.

The infrastructure and planning for Hamilton Hill has not kept up with the number of residents now moving into Woodforde. With the almost doubling of its size, Council is now playing catch up with addressing the issues that comes with growth.

This is coupled with a new Morialta High School being built down the road which will eventually see 1200 student enrolments by 2028. By next year a quarter of those will be at the Moules Road school.

The traffic impacts on Glen Stuart Road is not new information for Adelaide Hills Council. The “Woodforde Land Development Part B: Traffic Management Plan” undertaken by Adelaide Hills Council in conjunction with Campbelltown Council and DPTI in September 2017 (**Appendix 1**), conducted by Tonkin Consulting described Glen Stuart Road as a ‘rat-run’. This two lane road connects Morialta Road and Norton Summit Road and is used by residents as far as Newton and Athelstone as well as Rostrevor and Woodforde.

The report concluded:

“The Woodforde development is likely to generate approximately 2,876 to 3,273 vehicles per day and 288 to 328 vehicles in the peak hours.

Based on various factors the distribution along Glen Stuart Road was assumed to be:

- \* Glen Stuart Road – North: 30%
- \* Glen Stuart Road – South: 70%

At both the Norton Summit Road and Magill Road junctions the vast majority of traffic is presumed to travel to/from Adelaide CBD.”

That report is coming up to 5 years and we are now living with the traffic congestion it predicted. With the development of an additional 440 new dwellings Glen Stuart Road should have been widened to allow for the increase traffic flow, particularly to address peak hours.

The report stated;

“The propensity for traffic to use these routes will be influenced in the morning peak to some degree by the perceived safety and ease of turning right from Glen Stuart Road into Norton Summit Road and Norton Summit Road into Magill Road.”

It went on to note that adjoining roads such as Moules Road and Norton Summit Road have no “traffic controls to discourage use of the roads by ‘rat-running’ traffic.”

Both of these statements are true and happening now.

One way to ease some of the congestion through Glen Stuart Road was to widen its intersection with Norton Summit Road, which has not yet been undertaken, however some line marking and cycle lane delineation has occurred. It also suggested a roundabout at this intersection to help with traffic. While that is a good solution it would put cyclists who come down the hill (Norton Summit Road) at considerable speed, at risk of injury or fatality.

In addition to this issue, we still have the problem of the intersection between Norton Summit Road and Magill Road. This intersection has become increasingly problematic during morning traffic with peak periods seeing up to 15 vehicles waiting to turn right on to Magill Road at one time. During this time, it can take up to 10 minutes waiting in peak hour traffic to turn right.

It is important to note that all of the above does not include the additional traffic generated by the new Morialta High School.

The report suggested to “Undertake detailed investigations into the feasibility of the roundabout option including impact on services, property access and costs.” This motion asks Mayor Wisdom to write to Minister Koutsantonis and request this happen.

The second motion also asks that the Minister prioritise an investigation in to extending public transport down Glen Stuart Road to accommodate the new residents of Woodforde (Hamilton Hill) and to give the residents of Teringie the option of public transport.

Currently it takes residents in the Teringie up to 12 minutes to walk to a bus stop on Magill Road, considering it is a 15-minute drive (on a good day) in to the City it makes the option of public transport counter intuitive. We also need to give residents an incentive to leave their cars at home and reduce the congestion at the Magill Road/Norton Summit Road intersection.

Motions 2 and 3 are solutions we can enact quickly and efficiently to ease the impasse commuters are experiencing on Glen Stuart Road. This two lane thorough fare is dangerous when a car is parked on one side of the road reducing its capacity to 1.5 lanes. In order to safely pass the parked vehicle, a driver must wait for the opposite lane to be empty or to be given way. Two vehicles can not safely pass each other on the road when a car is parked on one side. When one of those cars is a truck it brings the whole road to a stand still.

Since widening of Glen Stuart Road would only allow for greater disruption to an area which has already endured over 5 years of inconvenience the third motion proposes parking restrictions along both the Adelaide Hills Council side of the road with the Campbelltown Council side.

**Appendix 2** contains a map of the specific area where there are no parking restrictions on both sides of the road and shows the overlap between the areas controlled by Adelaide Hills Council and Campbelltown Council. In addition, the images provide an example of the impact parking in these areas creates.

By adding in parking controls on Glen Stuart Road between Grant Street and Kintyre Road on the western side and between Olive Street and Koongarra Ave and Koongarra Ave and Moules Road on the eastern side we can immediately create a safer passage through this area. To do this effectively we need to ask Campbelltown City Council to also investigate no standing zones between 8am to 4pm, Monday to Friday and 9am to 12pm on Saturdays as they have already done opposite Rostrevor College.

In 2017 when plans to develop Woodforde’s Hamilton Hill began the Adelaide Hills Council had the foresight to work with stakeholders and undertake a traffic management plan. Now that we are coming to the end of the development phase we need to address the infrastructure impact that we have been left with. The lack of planning around widening Glen Stuart Road throughout this time, and not examining public transport, is frustrating residents.



There was no community consultation over this development and in order for us to create a harmonious merging of the new and established residents of Woodforde we need to look at what immediate action we can take to address one of biggest issues in the area.

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

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

*Strategic Plan 2020-24 – A brighter future*

Goal A Functional Built Environment

Objective 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

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

*The investigation of traffic safety matters and public transport provision will assist in mitigating the risk of:*

*Road users' safety being compromised by unsuitable road network conditions.*

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

➤ **Financial and Resource Implications**

Staff time required to draft the letters and give consideration to the merits of the suggested parking changes, and any associated line marking if it proceeds.

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

Community members have expressed concern in relation to the functioning of the Local Road Network.

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*External Agencies:* Not Applicable

*Community:* Cr Pascale attended a Community Forum held by John Gardner

## **6. ANALYSIS**

As is outlined in the background of the Motion, a Traffic Impact Assessment was undertaken at the request of Adelaide Hills Council in 2017. It is likely that the department may wish to undertake traffic counts in the vicinity to establish current traffic volumes prior to determining any interventions.

Council staff can draft and send the correspondence to the Minister and Campbelltown City Council seeking their attention to the matters highlighted.

Adelaide Hills Council Staff can undertake an assessment of the suitability of the identified location to have parking restrictions put in place as identified, and also that the times detailed are appropriate.

## **7. APPENDICES**

- (1) Woodforde Land Development Part B: Traffic Management Plan
- (2) Parking Issues

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**Appendix 1**  
*Woodforde Land Development Part B: Traffic Management Plan*

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# Woodforde Land Development

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## Part B: Traffic Management Plan

Adelaide Hills Council  
in conjunction with Campbelltown Council and DPTI

September 2017

Ref No. 20170740R002



a better approach

# Document History and Status

Rev	Description	Author	Reviewed	Approved	Date
A	Draft for Review	PS	RB	PS	5/7/17
B	Revised draft with DPTI comments			PS	27/7/17
C	Final			Ps	13/9/17

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## Appendices

Appendix A Concept Plans

# 1 Introduction

## 1.1 Background

Adelaide Hills Council (AHC), Campbelltown Council (CC) and the Department of Planning, Transport and Infrastructure (DPTI) engaged Tonkin Consulting to undertake an independent Traffic Impact Assessment (TIA) of the proposed Woodforde Development located on Glen Stuart Road.

The TIA assessed the following aspects of the proposed development:

- Traffic generation / distribution rates;
- Existing Level of Service (LOS) at major locations;
- Traffic impacts on the DPTI and local road networks;
- Proposed LOS and comparison with existing conditions;
- Identification of areas for further investigation.

The outcomes of the TIA have been reported separately (reference 20170740001A).

## 1.2 Concept Planning

As an adjunct to this work, DPTI also sought an independent review of the key intersections that will most likely be affected by the development, including preparation of concept plans for minor improvements. This report documents our review of the following intersections, and offers concept plans for further consideration:

- Moules Road / St Bernard's Road
- Moules Road / Glen Stuart Road
- Glen Stuart Road / Norton Summit Road
- Norton Summit Road / Magill Road

Consideration has also been given to a typical cross section for Moules Road, between St Bernard's Road and Glen Stuart Road.

Note that the intersection of Magill Road / St Bernard's Road has been excluded by DPTI as the State ITLUP identifies an initiative to upgrade the St Bernards Road / Magill Road / Penfold Road intersection. The intersection is also impacted by the possible EastLINK tram proposal.

The timing and nature of the upgrades are subject to further investigations, noting that the development is expected to have minimal impact to the operation of this intersection.



*Locations reviewed*



## 2 Traffic Impact Assessment – Summary

### 2.1 Traffic Assessment

Tonkin Consulting have undertaken an independent traffic impact assessment for the Woodforde Development (reference 20170740R001). This assessment follows a detailed assessment prepared by GTA Consulting as part of the development application, and peer review by MFY Consulting. Collectively these reports indicate there is adequate capacity within the road network and key intersections to cater for the additional traffic generated by the development.

The report concluded:

- The Woodforde development is likely to generate approximately 2,876 to 3,273 vehicles per day and 288 to 328 vehicles in the peak hours.
- Based on various factors the distribution along Glen Stuart Road was assumed to be:
  - Glen Stuart Road – North: **30%**;
  - Glen Stuart Road – South: **70%**.
- At both the Norton Summit Road and Magill Road junctions, the vast majority of traffic is presumed to travel to/from Adelaide CBD.
- SIDRA Modelling of existing and predicted future traffic volumes have indicated that there will be very little change in the Level of Service at the intersections of Glen Stuart Road/Norton Summit Road, or Norton Summit Road/Magill Road.
- The intersections will continue to operate at LOS A for both traffic design rate scenarios and in both the AM and PM peak periods.
- There is a relatively low probability of 'rat running' occurring in the local road network north of the development. Rostrevor College and Norwood Morialta High School may result in some additional traffic movements to/from these developments, however vehicles are expected to primarily access these sites from Glen Stuart Road, Morialta Road or Moules Road.
- In contrast, the local streets between St Bernard's Road and Glen Stuart Road are reasonably permeable with several continuous east-west routes. None of these streets have any traffic controls to discourage use of the roads by 'rat-running' traffic. Site observations suggest that there is already some use of these roads by non-local traffic.
- The propensity for traffic to use these routes will be influenced in the morning peak to some degree by the perceived safety and ease of turning right from Glen Stuart Road into Norton Summit Road and Norton Summit Road into Magill Road.
- Council has recently collected traffic data for this local street network. We recommend that this data be used as a base line for future assessment, to monitor any future changes (impacts) of the proposed development and need for local area traffic management interventions.

Overall, there is not a strong warrant to upgrade the key intersections for capacity reasons. Rather, consideration has been given to lower cost improvements that could be undertaken in the short term to help improve current arrangements.

## 3 Moules Road / St Bernard's Road

### 3.1 Description



- Moules Road is a local distributor route with daily traffic volumes around 4,200vpd.
- Moules Road is approximately 14m wide and the approach to the junction is simply separated by a single row of pavement bars.
- St Bernard's Road is a sub-arterial road with daily traffic volumes around 22,000vpd.
- St Bernard's Road is a 4 lane road with painted centre line supplemented with pavement bars.
- There is significant left-right turning movement between Moules Road and Arthur Street (which connects with Glynburn Road to the west). Based on DPTI 11 hour turning count data (June 2015):
  - 209 vehicles turned right out of Moules Road
  - 1,127 vehicles turned left out of Moules Road of which 600 then turned right into Arthur Street
  - 519 vehicles turned left into Moules Road (from St Bernard's Road North)
  - 1,300 vehicles turned right into Moules Road (from St Bernard's Road South) of which approximately half had approached from Arthur Street.
- Moules Road, St Bernard's Road and Arthur Street are all bus routes.

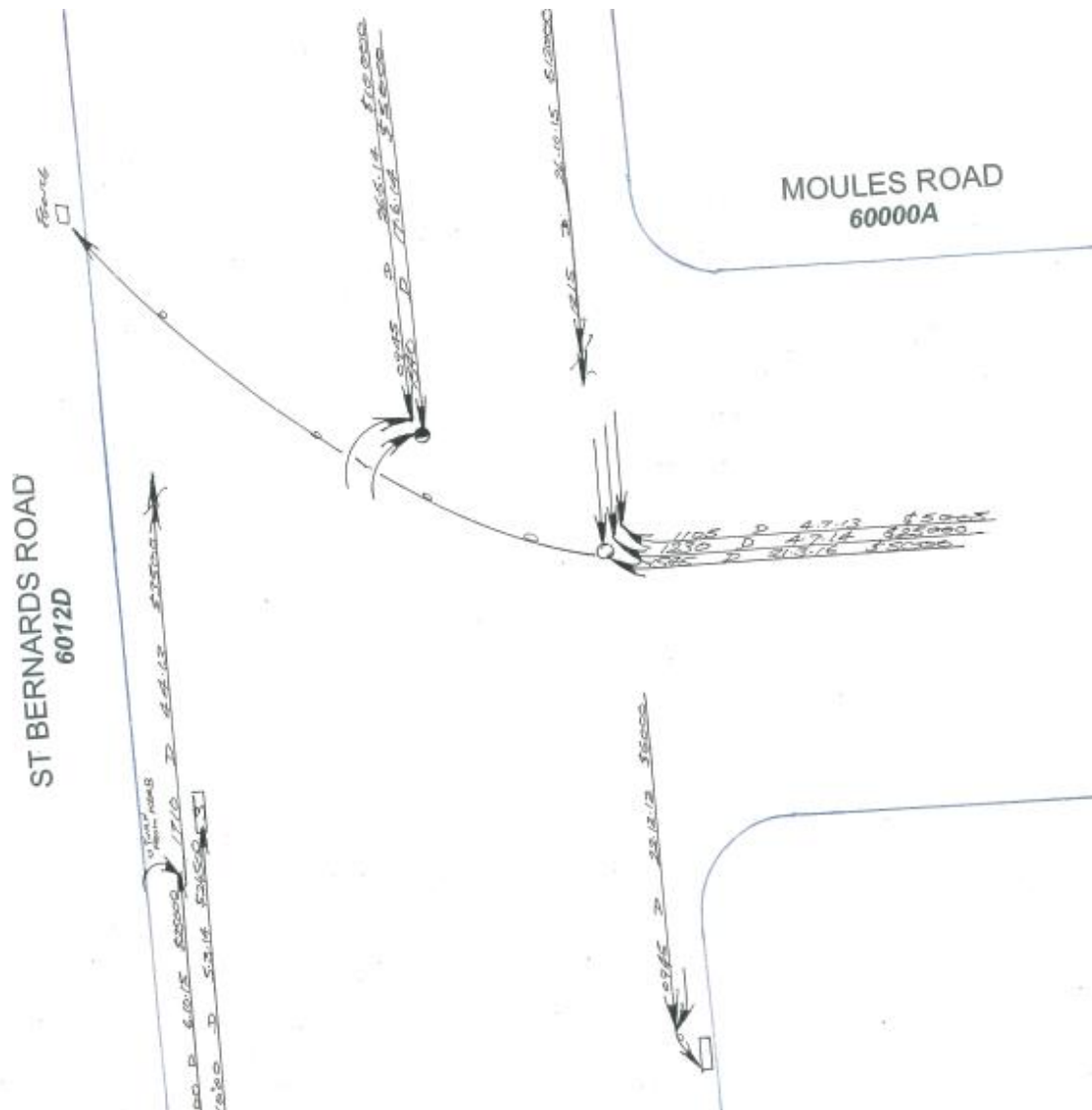


- There are no protected turning lanes provided in St Bernard's Road.
- There are no undue sight restrictions or other obvious deficiencies with the junction.

### 3.2 Collision Data

There were 11 reported collisions at the junction in the five years 2012-16.

- 9 property damage collisions and 2 resulted in personal injury
- 3 reported as 'Side Swipe'
- 3 reported as 'Rear End'
- 3 reported as 'Right Angle'
- 2 reported as 'Right Turn'



*Collision Diagram 2012-16*

### 3.3 DPTI Road Management Plan

DPTI have prepared a Road Management Plan for St Bernard's Road that was last updated in November 2014 (although this has yet to be endorsed and made public). The report notes that there were 12 reported crashes at the junctions of Arthur Street / St Bernard's Road / Moules Road between 2009-2013 which resulted in personal injury. On this basis both sites could be considered a black-spot.

Consideration was given to three options including:

- Indented bus bay on the east side of St Bernard's Road (north of Moules Road) and indented car park on the east side of St Bernard's Road (south of Moules Road opposite Arthur Street).
- The provision of back-to-back protected right turn lanes in St Bernard's Road for traffic turning into both Moules Road and Arthur Street.
- Installation of traffic signals covering the staggered junctions.

The report notes that the provision of back-to-back right turn lanes will not fit within the existing road reserve and will require land acquisition (at a significant cost).

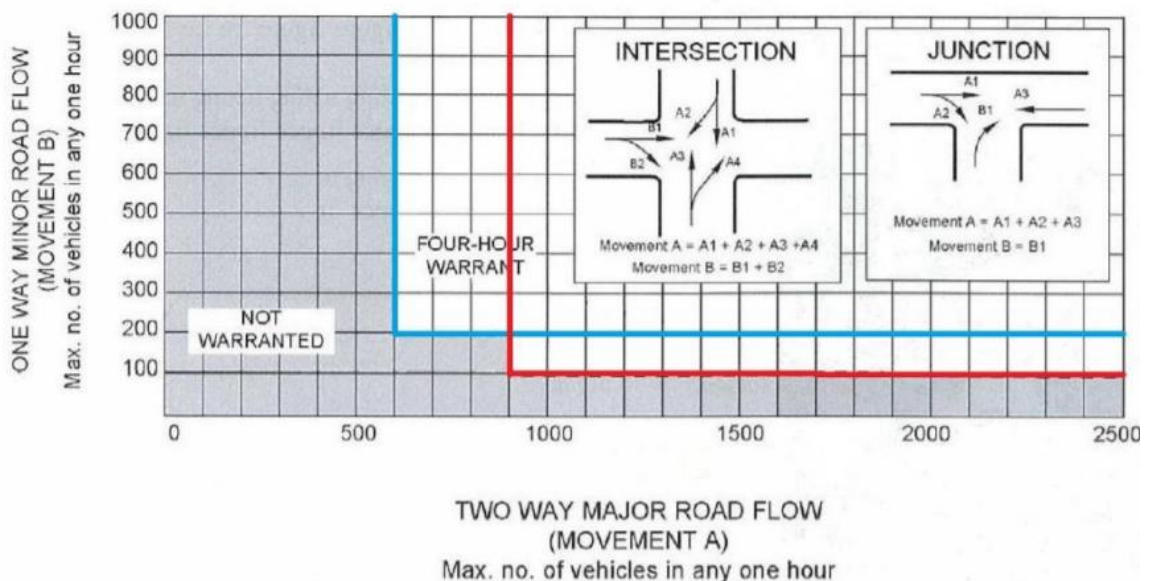
The installation of traffic signals was identified as the preferred long term solution, but will require some service alterations and similarly represents a significant cost.

### Traffic Signal Warrant

The Code of Technical Requirements and Austroads Guide to Traffic Management (Part 6: Intersections, Interchanges and Crossings) provide the following guidelines to assess the demand (warrant) for traffic signals.

**Traffic volume:** Where the volume of traffic is the principal reason for providing a control device, traffic signals may be considered, subject to detailed analysis when the major road carries at least **600 vehicles/hour (two-way)** and the minor road concurrently carries at least **200 vehicles/hour** (highest approach volume) on one approach over any four hours of an average day. This is represented by the BLUE line below.

**Continuous traffic:** Where traffic on the major road is sufficient to cause undue delay or hazard for traffic on a minor road, traffic signals may be considered when the major road carries at least **900 vehicles/hour (two-way)** and the minor road concurrently carries at least **100 vehicles/hour** (highest approach volume) on one approach, over any four hours of an average day. This warrant applies provided that the installation would not disrupt progressive traffic flow, and that no alternative and reasonably accessible signalised intersection is present on the major road. This is represented by the RED line below.



Turning count data provided by DPTI (June 2015) shows the predominant movements between Moules Road and Arthur Street are left out / right in. Right turn movements out of Moules Road and Arthur Street are relatively low movements as summarised below:

- Right turn from Moules Road  
AM peak = 17 vph                      PM peak = 11 vph                      11 hours = 209 vehicles
- Right turn from Arthur Street  
AM peak = 5 vph                        PM peak = 5 vph                        11 hours = 81 vehicles

On this assessment, the installation of traffic signals is not warranted on the basis of traffic volumes, turning movements and intersection capacity. Rather the longer term installation of traffic signals may be warranted for road safety reasons to manage the strong demand for traffic movements between Moules Road and Arthur Street.

During 11 hours, approximately 1,140 vehicles turned left out of Moules Road, of which 600 vehicles (52%) turned right into Arthur Street. Similarly, approximately 1,370 vehicles turned left out of Arthur Street, of which 660 (48%) turned right into Moules Road.

### 3.4 Other Options Considered

The Woodforde Development is unlikely to add a substantial amount of traffic to this junction, so conditions will not be affected by the development. Other than the options considered above, there could be scope to define separate left and right turn lanes in Moules Road, along with improved lane marking for the whole of Moules Road to Glen Stuart Road.

In addition, a pedestrian refuge could be established in Moules Road to improve definition of the junction and safety for pedestrians crossing at the junction. The following concept refers.



*St Bernards Rd / Moules Rd Concept Layout*

### 3.5 Recommendation

#### 3.5.1 Short Term

- Provide the indented bus bay on the east side of St Bernard's Road (north of Moules Road) and indented car park on the east side of St Bernard's Road (south of Moules Road opposite Arthur Street), as identified in the DPTI Corridor Management Plan.
- Mark two exit lanes and provide a pedestrian refuge in Moules Road, in conjunction with an improved lane marking for the length of road between St Bernard's Road and Glen Stuart Road.

#### 3.5.2 Longer Term

- Continue to monitor future traffic movements to assess the justification for the installation of traffic signals at this junction and St Bernard's Road / Arthur Street.

## 4 Moules Road / Glen Stuart Road

### 4.1 Description



- Both Moules Road and Glen Stuart Road could be considered local collector/distributor routes.
- Moules Road has traffic volumes around 4,200vpd (counted at St Bernard's Road junction).
- No traffic data was available for Glen Stuart Road or turning movements at the junction.
- Rostrevor College is located on the eastern side of Glen Stuart Road and there is a Koala School Crossing located just north of the junction.
- A raised median strip is installed on each leg of the junction.
- An access to Rostrevor College is provided on the eastern side at the head of the junction.
- From observations in the morning peak period (school drop off) there is a variety of turning movements at the junction.
- There is a left turn corner island on the south western corner that angles drivers at 45 degrees rather than the preferred 70 degrees.
- Glen Stuart Road (north) and Moules Road are bus routes.

## 4.2 Collision Data

There were 2 reported collisions at the junction in the five years 2012-16.

- Both were reported as 'Rear End'.
- Both resulted in property damage only.
- One occurred on the northern leg (southbound vehicles) and one occurred on the western leg (eastbound traffic).

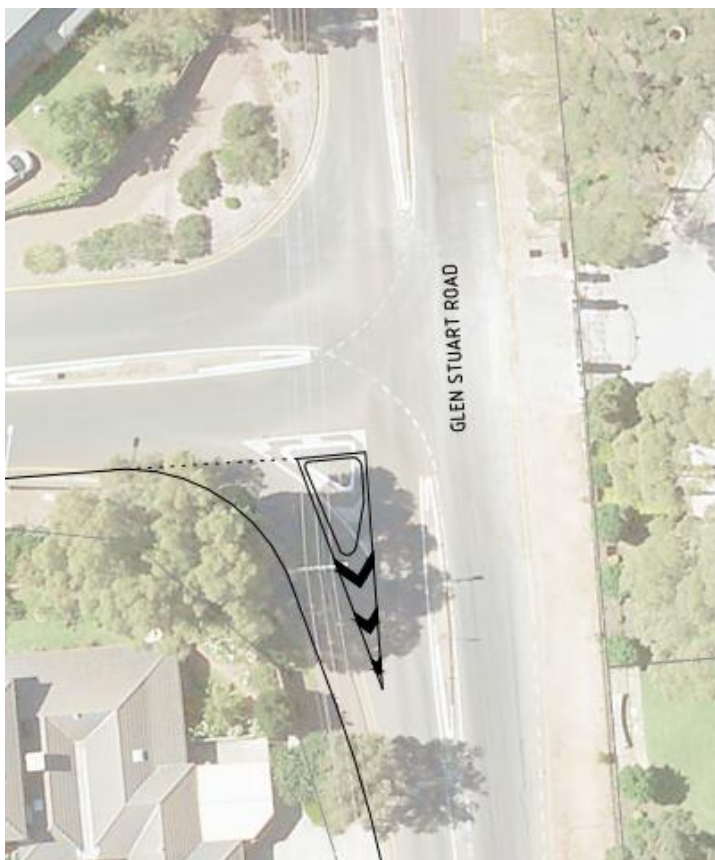
## 4.3 Options Considered

The Woodforde Development is unlikely to add a substantial amount of traffic to this junction, so conditions will not be unduly affected by the development. Consideration could be given to:

- Improved LT corner island, noting that the this turning movement will increase with the Woodforde Development; or
- Installation of a roundabout.

### Left Turn Corner Island

The existing left turn corner island on the southern approach in Glen Stuart Road into Moules Road is aligned at approximately 45 degrees which is not in accordance with Austroads principles. Drivers turning left through the corner island should give way to drivers turning right from the opposite direction, although this is not obvious due to the obtuse angle. The corner island could be reconstructed as shown below to provide a more appropriate 70 degree configuration.



*Glen Stuart Road / Moules Road – 70 Degree Left Turn*



## **Roundabout**

In principle, a roundabout would be appropriate to better manage the diversity of turning movements, noting that there is a school access directly opposite Moules Road. However, there is a bus movement between the western leg of Moules Road and northern leg of Glen Stuart Road. There is also a higher concentration of pedestrian movements at the junction due to the adjacent college (note a school crossing located just north of the junction). The installation of a roundabout is not considered warranted in the short term on the basis of traffic volumes, nor the current crash history.

## **4.4 Recommendation**

### **4.4.1 Short Term**

- Reconstruct the left turn corner island as shown above.

### **4.4.2 Longer Term**

- Undertake additional turning and pedestrian counts and consider whether additional treatments (potentially roundabout) are required to better manage the diversity of traffic movements and pedestrian demands. This is expected to be a longer term requirement noting the existing junction appears to be operating satisfactorily.

## 5 Glen Stuart Road / Norton Summit Road

### 5.1 Description



- Glen Stuart Road is considered a distributor route while Old Norton Summit Road could be considered a sub-arterial (rural) road.
- Traffic volume counts (DPTI turning counts May 2016) show a high proportion of turning traffic between Norton Summit Road (south west) and Glen Stuart Road (north). Based on DPTI 11 hour turning count data (June 2015):
  - 2,150 vehicles turn left from Norton Summit Road into Glen Stuart Road (in comparison to 160 vehicles that continue north east along Norton Summit Road)
  - 1,700 vehicles turn right from Glen Stuart Road into Norton Summit Road (in comparison to on 60 that turn left to travel up the hill in Norton Summit Road).
- While there is a nearby junction with Woodforde Road, this road only has a daily estimated traffic volume of 340 vehicles and does not appear to have a significant impact on the operation of the junctions.
- There is popular bike route along Norton Summit Road (bike lanes are marked for cyclists riding up the road). This is important as three of the reported 5 collisions have involved cyclists (refer below).

- The junction is significantly constrained due to its vertical geometry:
  - Glen Stuart Road is an uphill grade to Norton Summit Road and Approach Sight Distance to the junction is limited
  - Drivers turning right from Glen Stuart Road (the predominant movement) are doing so from a Stop sign on an uphill grade; these drivers often 'roll-stop' through the junction due to the low likelihood of opposing traffic travelling down the hill in Norton Summit Road
  - This may increase the risk for cyclists who are slow riding uphill along Norton Summit Road
  - The grade on the north eastern corner may limit opportunity for substantial road widening, as will the batter on the south eastern edge of Norton Summit Road.
- There is also a substantial stobie pole on the north eastern corner.



*Substantial grade change on north eastern corner*

## 5.2 Collision Data

There were 5 reported collisions at the junction in the five years 2012-16:

- 2 property damage collisions and 3 resulted in personal injury.
- 4 reported as 'Right Angle' (3 resulted in personal injury) – presumably involving traffic exiting Norton Summit Road.
- 1 reported as 'Rear End'.
- 3 of the 'Right Angle' collision involved cyclists in Norton Summit Road.

## 5.3 Options Considered

The focus of options should consider improving safety for cyclists travelling through the junction along Norton Summit Road, and better managing the predominant traffic movements between Glen Stuart Road and the south western leg of Norton Summit Road. Note that these movements will increase with the Woodforde Development.

### Roundabout

- The installation of a roundabout would have the following significant issues:
  - Managing the grade changes
  - Fitting within the footprint of the junction
  - Service impacts
  - Roundabouts are less than ideal for cycle safety
  - A roundabout would change the give way priority and traffic (and cyclists) travelling down the hill in Norton Summit Road would be required to give way to traffic entering from Glen Stuart Road
- Overall we do believe the installation of a roundabout is a viable option.

### Traffic Signals

- The installation of traffic signals is not warranted by traffic volumes, nor will the increase in volumes associated with the Woodforde development warrant signalisation of the junction.
- Crash data does not substantiate a warrant for traffic signals either.

### Junction Geometry

- Given the significant constraints of the junction, we have developed the following concept for minor realignment to improve definition of the junction, reduce turning speeds, and highlight the cycle lane.
- The option is based on minor widening of the junction on the north eastern corner. This will need verification with engineering survey. It would also be desirable to improve the vertical grade on the Glen Stuart Road approach to the junction, which will also need verification with 3D design.



**Glen Stuart Road / Norton Summit Road – Concept Layout**

## 5.4 Recommendation

- Undertake engineering survey to investigate the feasibility of the concept layout shown above.

## 6 Norton Summit Road / Magill Road

### 6.1 Description



- Norton Summit Road is considered a sub-arterial/distributor route with daily traffic volumes around 6,660 vpd.
- Magill Road is an arterial road with daily traffic volumes around 10,000 vpd (western leg) and 5,900 vpd (eastern leg), highlighting a high turning movement between Norton Summit Road and Magill Road (west). Based on DPTI 11 hour turn count data (March 2014):
  - 1,970 vehicles turn left from Magill Road (west) into Norton Summit Road compared to 1,440 vehicles that continue straight through into Magill Road (east)
  - 1,990 vehicles turn right from Norton Summit Road into Magill Road (west) compared to 350 vehicles that turn left
  - 1,670 vehicles in Magill Road (east) continue straight through compared to 560 vehicles that turn right into Norton Summit Road.
- The existing junction includes a separate left turn lane from Magill Road (west) and separate right and left turn lanes from Norton Summit Road; there is also a pedestrian refuge to facilitate pedestrians crossing Norton Summit Road just north of the junction.
- Parking is permitted on the southern side of Magill Road in front of the residential properties; at times this effectively reduces the westbound lane to only one lane.
- There are significant stobie poles (high voltage) on both sides of Magill Road that will need to be considered with any substantial rearrangement of the junction.
- Sight lines for drivers turning right from Norton Summit Road of eastbound traffic in Magill Road can potentially be obscured by vehicles turning left into Norton Summit Road.
- The lane arrangement in Magill Road (west) is not obvious for drivers in Norton Summit Road; that is, it is not clear whether drivers approaching from the west will actually turn left into Norton Summit Road.

- A painted left turn corner island and Give Way line previously marked is no longer there and appears to have been removed (rather than just fading).



*Feb 2016*



*Jan 2017*

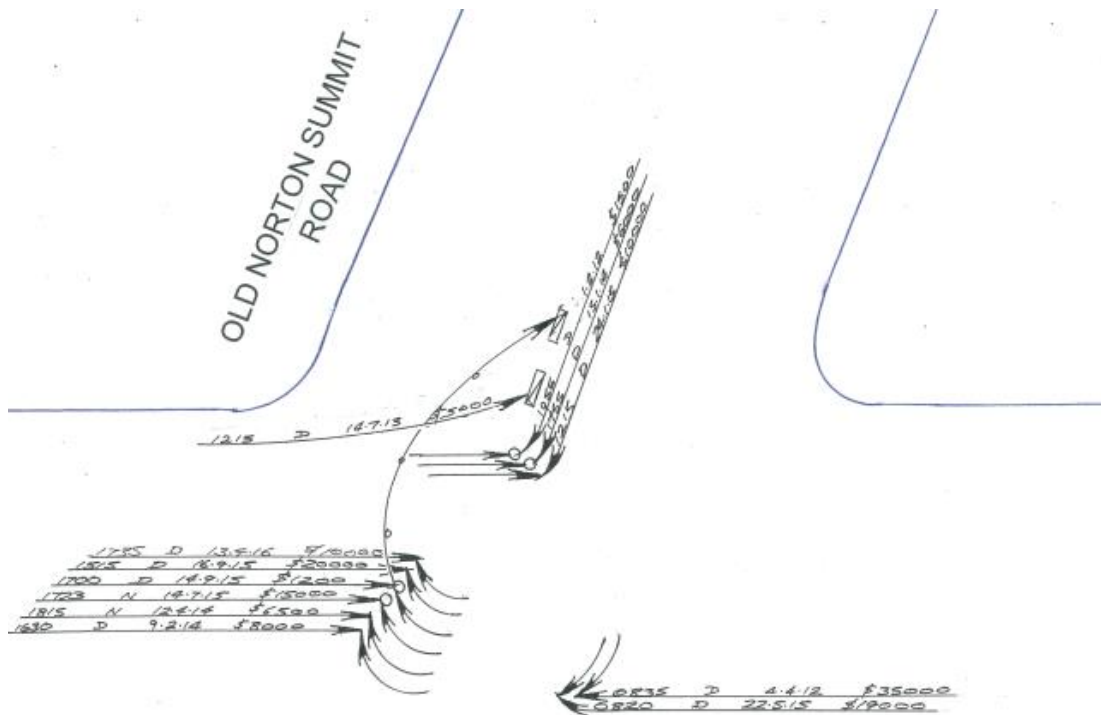


*Stobie pole and associated infrastructure*

## 6.2 Collision Data

There were 12 reported collisions at the junction in the five years 2012-16:

- 8 property damage collisions and 4 resulted in personal injury, which classifies the junction as a potential 'blackspot'.
- 6 reported as 'Right Angle'.
- 6 reported as 'Right Turn'.



**Collision Diagram 2012-16**

### 6.3 Options Considered

The focus of options should consider safety turning movements in/out of Norton Summit Road, noting that these movements will increase with the Woodforde Development. The provision of a turning lane from Magill Road (east) and better definition of the left turn lane from the eastern approach should also be considered.

#### Traffic Signals

The installation of traffic signals is not warranted by traffic volumes, nor will the increase in volumes associated with the Woodforde development warrant signalisation of the junction.

While there is a predominant demand for the right turn out of Norton Summit Road, the east-west through movements along Magill Road (approximately approx. 600 vehicles per hour in the morning peak) are well under the warrant required for traffic signals based on the table shown in Section 3.3.

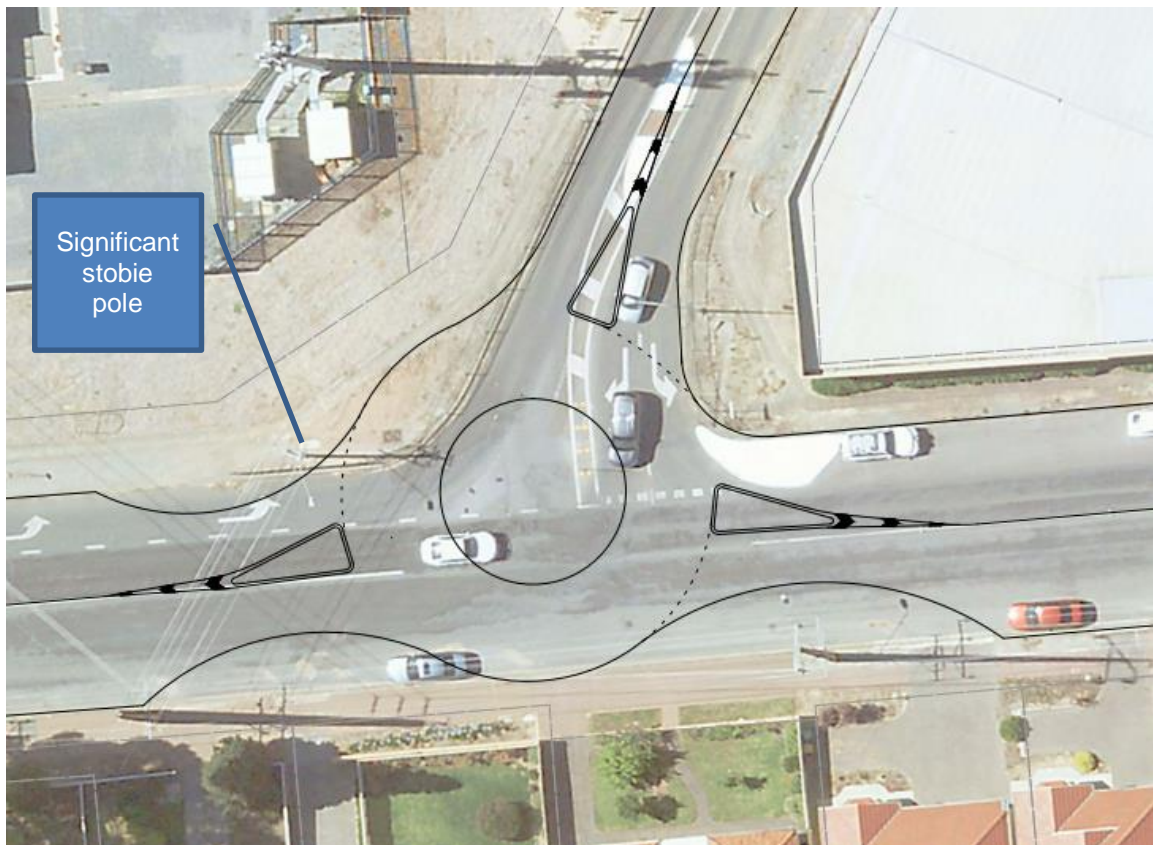
#### Roundabout

- The installation of a roundabout would have the following advantages:
  - Significant reduction in right angle and right turn collisions
  - Improved capacity of the junction
  - Separation of the left turn lane from Magill Road (west).



- The main constraints with the roundabout idea will be
  - impact on services
  - overall footprint with the junction area
  - management of private driveways on the southern side of Magill Road.

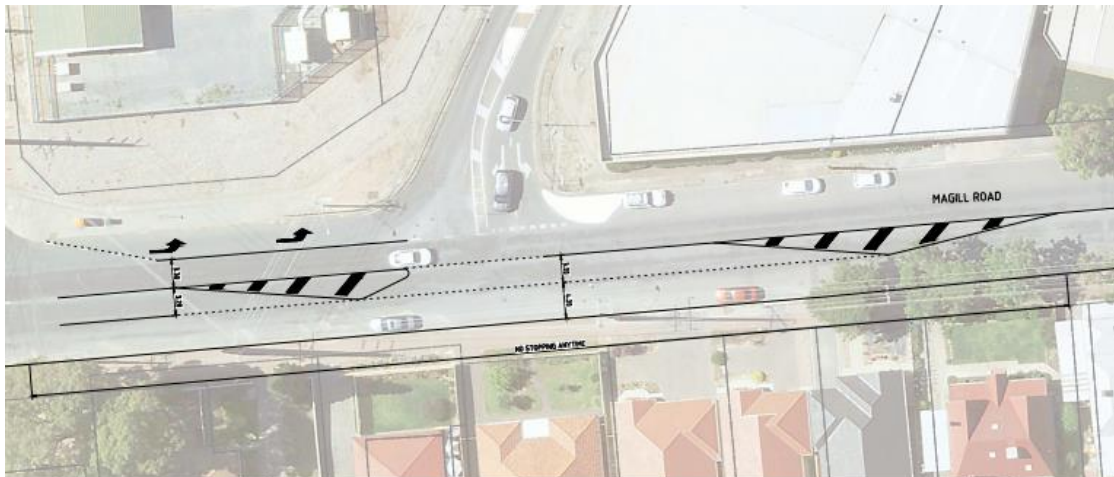
The following schematic option has been based on the turn movement of a 14.5m rigid bus, and fitting within the existing intersection footprint without relocating the significant stobie pole located on the north western corner.



***Magill Road / Norton Summit Road – Schematic Roundabout Layout***

#### **Painted Median and Right Turn Lane**

- Consideration could be given to a painted median and right turn lane as shown below. The plan includes:
  - Painted median on the western approach (painted to enable access to the properties on the southern side of Magill Road)
  - Short right turn lane in Magill Road (east)
  - No Parking restriction on the southern side of Magill Road (insufficient lane width to retain parking)
  - Retention of the current lane arrangement in Norton Summit Road.



*Magill Road / Norton Summit Road – Painted Median Concept*

## 6.4 Recommendation

### 6.4.1 Short Term

- Undertake engineering survey and develop the concept plan for a painted median and right turn lane for consultation (noting the loss of parking on the southern side of Magill Road which is within the City of Burnside).

### 6.4.2 Longer Term

- Undertake detailed investigations into the feasibility of the roundabout option including impact on services, property access and costs.

## 7 Moules Road

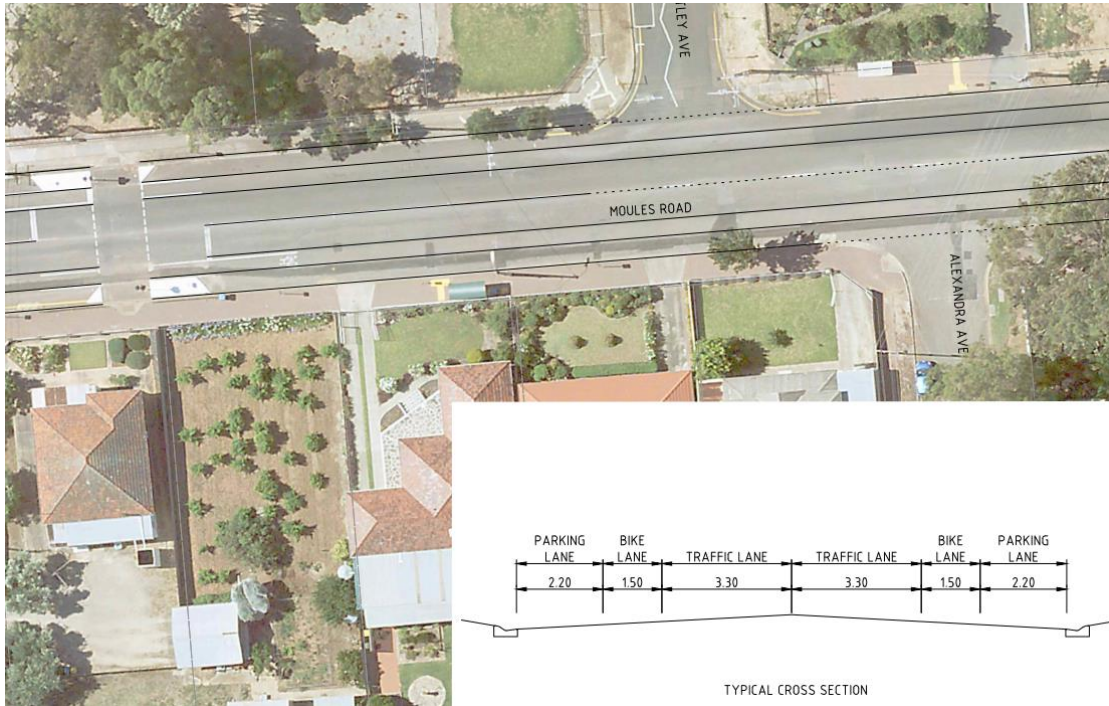
### 7.1 Description



- Moules Road is a local distributor route with daily traffic volumes around 4,200vpd.
- Moules Road is approximately 14m wide and is a bus route.
- With the exception of the school crossing shown above, there is no definition of the traffic and parking arrangements along the road.

## 7.2 Options Considered

We believe there is scope to provide bike lanes and parking lanes along the road based on the following configuration (based on an approximate 14m road width):



*Moules Road – Typical Cross Section*

## 7.3 Recommendation

- Formalise the traffic, parking and bike lanes along Moules Road as shown above.

## 8 Summary of Recommendations

### 8.1 Local Area Traffic Management

There is a risk of 'rat-running' traffic using the east-west streets between Glen Stuart Road and St Bernard's Road. We recommend Council continue to monitor any future changes (impacts) of the proposed development and need for local area traffic management interventions.

### 8.2 Level of Service Assessment

There is not a strong warrant to upgrade any of the key intersections for capacity (level of service) reasons. Most key intersections will continue to operate at LOS A into the foreseeable future for both traffic design rate scenarios and in the AM and PM peak periods.

Rather, consideration has been given to lower cost improvements that could be undertaken in the short term to help improve current arrangements.

### 8.3 Moules Road / St Bernard's Road

#### 8.3.1 Short Term

- Provide the indented bus bay on the east side of St Bernard's Road (north of Moules Road) and indented car park on the east side of St Bernard's Road (south of Moules Road opposite Arthur Street), as identified in the DPTI Corridor Management Plan.
- Mark two exit lanes and provide a pedestrian refuge in Moules Road, in conjunction with an improved lane marking for the length of road between St Bernard's Road and Glen Stuart Road.

#### 8.3.2 Longer Term

- Monitor future traffic movements to assess the demand (warrant) for the installation of traffic signals at the junction and St Bernard's Road / Arthur Street.

### 8.4 Moules Road / Glen Stuart Road

#### 8.4.1 Short Term

- Reconstruct the left turn corner island as a 70 degree island.

#### 8.4.2 Longer Term

- Undertake additional turning and pedestrian counts and consider whether additional treatments (potentially roundabout) are required to better manage the diversity of traffic movements and pedestrian demands. This is expected to be a longer term requirement noting the existing junction appears to be operating satisfactorily.

### 8.5 Glen Stuart Road / Norton Summit Road

- Undertake engineering survey to investigate the feasibility of the realigning the Glen Stuart Road approach and shown in concept layout (section 5) and marking of the bicycle lane.

### 8.6 Norton Summit Road / Magill Road

#### 8.6.1 Short Term

- Undertake engineering survey and develop the concept plan for a painted median and right turn lane for consultation (noting the loss of parking on the southern side of Magill Road).

### **8.6.2 Longer Term**

- Undertake detailed investigations into the feasibility of the roundabout option including impact on services, property access and costs.

### **8.7 Moules Road**

- Formalise the traffic, parking and bike lanes along Moules Road as shown in the concept layout (Section 7).

# Appendix A

## Concept Plans

T:\2017\20170740 WOODFORDE LAND DEVELOPMENT - TIA - ADELAIDE HILLS COUNCIL\3 DEVELOPMENT\1 ACAD\20170740\_PLAN.DWG [ 01 ] 13-Sep-2017 - 2:57pm  
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REV	AMENDMENT / REASON FOR ISSUE	DATE	DES.	DWN.	DWGCHK.	VERIFIED	APPROVED

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 Survey Date:  
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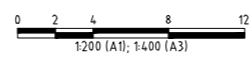


Figure 01

ADELAIDE HILLS COUNCIL  
 WOODFORDE DEVELOPMENT  
 INDEPENDENT TRAFFIC IMPACTMENT ASSESSMENT



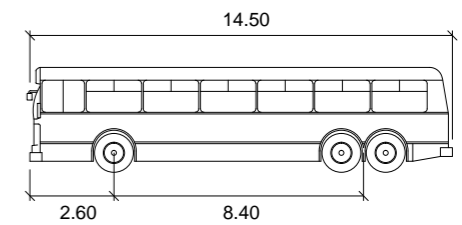
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**LONG RIGID BUS** meters  
 Width : 2.50  
 Track : 2.50  
 Lock to Lock Time : 6.0  
 Steering Angle : 46.4

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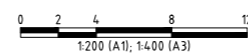
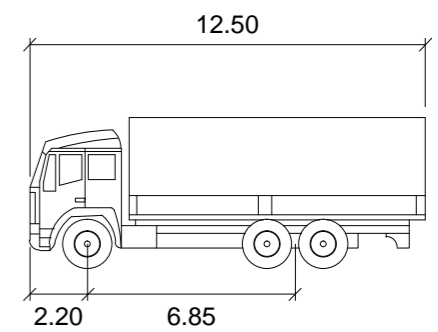
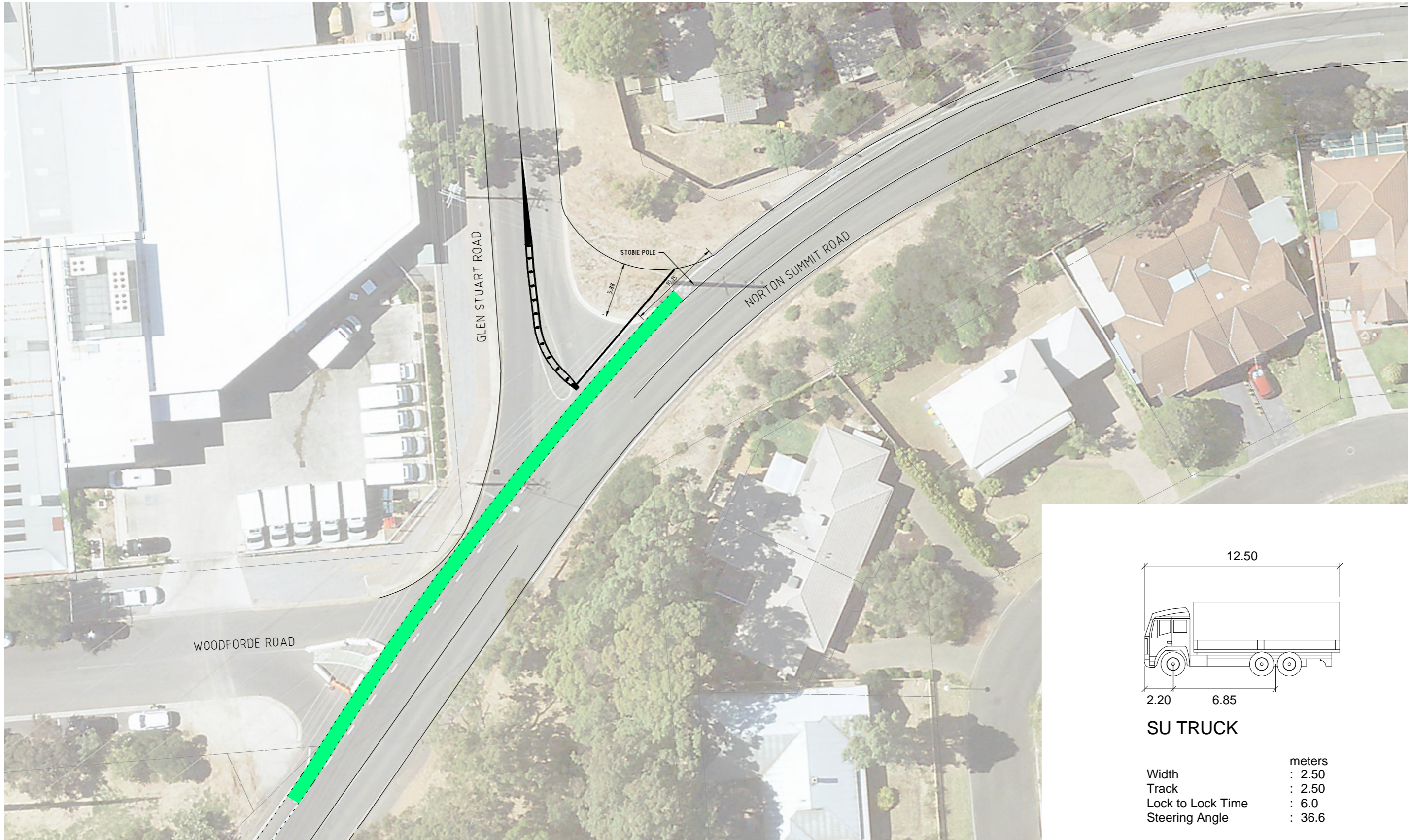


Figure 01- Option 2

ADELAIDE HILLS COUNCIL  
 WOODFORDE DEVELOPMENT  
 INDEPENDENT TRAFFIC IMPACTMENT ASSESSMENT

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**SU TRUCK**

	width	: 2.50
	Track	: 2.50
	Lock to Lock Time	: 6.0
	Steering Angle	: 36.6

DESIGN VEHICLE

REV	AMENDMENT / REASON FOR ISSUE	DATE	DES.	DWN.	DWGCHK.	VERIFIED	APPROVED



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 Survey Date:  
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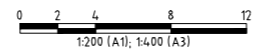


Figure 02

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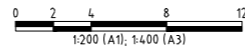


Figure 03

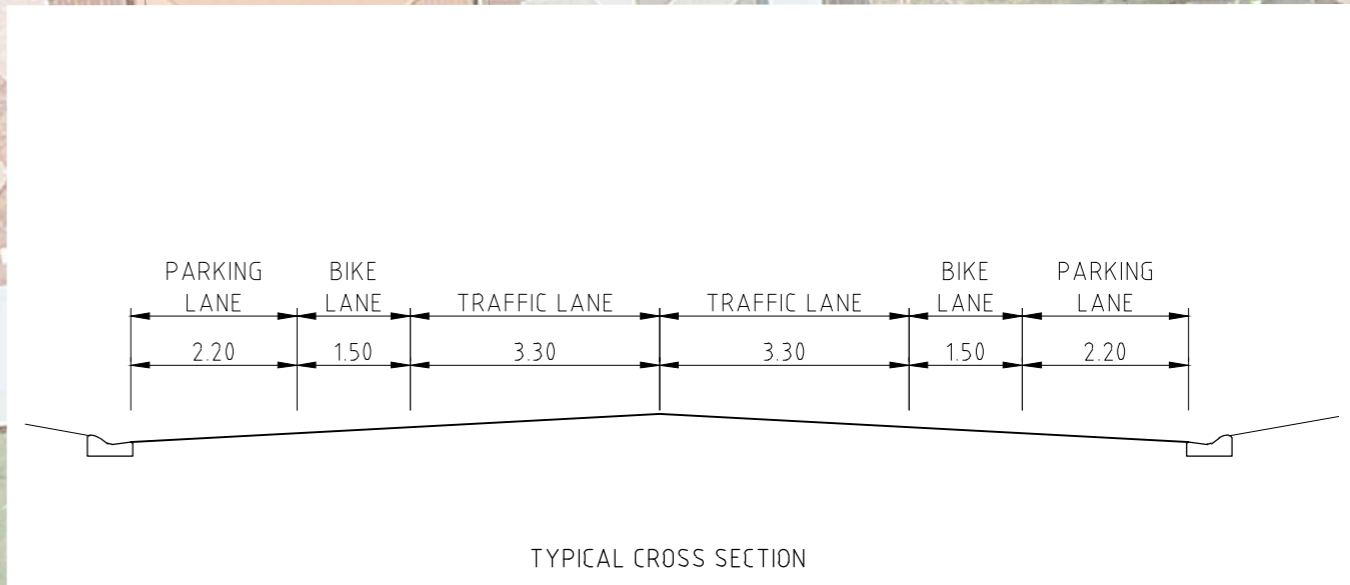
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ADELAIDE HILLS COUNCIL  
 WOODFORDE DEVELOPMENT  
 INDEPENDENT TRAFFIC IMPACTMENT ASSESSMENT

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Figure 04

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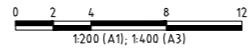


Figure 05

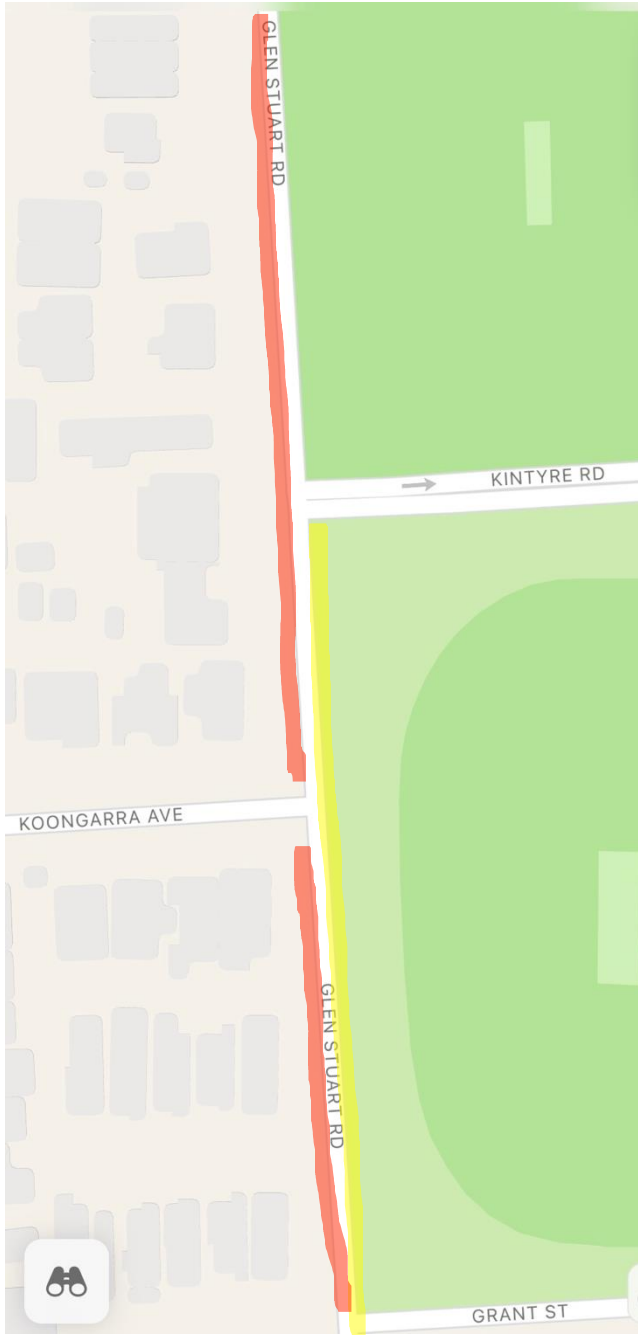
ADELAIDE HILLS COUNCIL  
 WOODFORDE DEVELOPMENT  
 INDEPENDENT TRAFFIC IMPACTMENT ASSESSMENT

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***Appendix 2***  
***Parking Issues***

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Below is a map of the area where there are no parking restrictions on both sides of the road and shows an overlap. The red line indicates Campbelltown Council side of the road and the yellow is Adelaide Hills Council.





From the image below you can get an idea of the difficulty parking has for traffic on Glen Stuart Road. The red sedan is parked on the Campbelltown Council side of the road. The white SUV is passing after being given right of way by the red 4WD that has stopped behind the parked vehicle in order to let the white SUV to pass.



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.1

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

**Subject:** Gawler River Floodplain Management Authority (GRFMA) –  
Draft 2023-24 Annual Business Plan and Budget

**For:** Decision

---

**SUMMARY**

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

In accordance with the GRFMA Charter, Council received correspondence from the Executive Officer of the Authority dated 17 March 2023 regarding the draft 2023-24 Annual Business Plan and Budget (refer to **Appendix 1**) and the draft 2023-24 Annual Business Plan and Budget (refer to **Appendices 2 and 3**) seeking approval from Council for its annual contribution.

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

Consistent with its revised Charter, the GRFMA is seeking approval from all of the Constituent Councils in relation to their respective contributions in preparation for the adoption of the GRFMA’s 2023-24 Draft Budget by the GRFMA’s Board on 15 June 2023.

The GRFMA Executive Officer will be making a presentation at the 13 June 2023 meeting on the 2023-24 ABP and Budget.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. To advise the Board of the Gawler River Floodplain Management Authority that it has reviewed its 2023-24 Annual Business Plan and approves the Adelaide Hills Council’s contribution of \$27,356 as set out in the draft 2023-24 Budget.**
-

## 1. BACKGROUND

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

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

Before the GRFMA adopts its Annual Budget, it requires approval from each of the Constituent Councils for their respective contributions for the year. Council's representatives on the GRFMA Board are Cr Malcolm Herrmann and Director of Development and Regulatory Services, Natalie Armstrong.

The draft 2023-24 GRFMA Annual Business Plan and Budget are contained at **Appendices 2 and 3**.

## 2. ANALYSIS

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

Goal 5	A Progressive Organisation
Objective 03	Our organisation is financially sustainable for both current and future generations
Priority 03.2	Ensure that renewal of assets and the associated maintenance is based on current asset management plans which consider reviewed service levels and whole of life costing

### ➤ Legal Implications

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

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

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

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

➤ **Risk Management Implications**

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

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

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

➤ **Financial and Resource Implications**

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

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

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

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

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

The contributions for each Constituent Council are shown below including a comparison of the 2022-23 approved contributions and the proposed 2023-24 proposed contributions.

Council	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24
	Operational	Maint	Total	Operational	Maint	TOTAL
<b>Adelaide Plains Council</b>	27,520	27,513	<b>\$55,033</b>	24,938	40,390	<b>\$65,328</b>
<b>Adelaide Hills Council</b>	27,520	1,647	<b>\$29,167</b>	24,938	2,418	<b>\$27,356</b>
<b>The Barossa Council</b>	27,520	8,254	<b>\$35,774</b>	24,938	12,117	<b>\$37,055</b>
<b>Town of Gawler</b>	27,520	16,508	<b>\$44,028</b>	24,938	24,234	<b>\$49,172</b>
<b>Light Regional Council</b>	27,520	8,254	<b>\$35,774</b>	24,938	12,117	<b>\$37,055</b>
<b>City of Playford</b>	27,520	33,025	<b>\$60,545</b>	24,938	48,482	<b>\$73,420</b>
<b>Total</b>	<b>165,120</b>	<b>95,200</b>	<b>\$260,320</b>	<b>149,630</b>	<b>139,758</b>	<b>\$289,387</b>

As can be seen, Adelaide Hills Council contributes 16.66% of the operational costs with the proposed contribution for the 2023-24 Financial Year to be \$24,938 operating (a decrease of \$2,582 on 2022-23) and 1.73% of maintenance costs with the proposed contribution for the 2023-24 Financial Year to be \$2,418 operating (an increase of \$771 on 2022-23).

Constituent council contributions for 2023-24 total \$289,387 which is an 11% increase to the quantum adopted \$260,320 in the 2022-23 financial year.

The Draft 2023-24 Budget has been prepared to be consistent with the activities and circumstances referred to in the Annual Business Plan and recommends a 9.4% decrease in operating expenses and a 47% increase in maintenance expenses.

Note that the reviewed annual depreciation amount of \$322,298 remains unfunded and the GRFMA Board has determined this position in their 2023-32 Asset Management Plan.

A net Operating Deficit of \$267,298 is forecast for 2023-24.

The Council’s draft 2023-24 ABP and Budget, can accommodate the proposed contributions (operational and maintenance) and no adjustment is necessary.

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

Not applicable

➤ **Sustainability Implications**

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

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

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

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*External Agencies:* The draft GRFMA Annual Business Plan and Budget was considered by the GRFMA Board at its meeting of 16 March 2023.

*Community:* Not Applicable

➤ **Additional Analysis**

The GRFMA ABP (**Appendix 2**) identifies a number of priority actions for 2023-24.

The GRFMA Executive Officer will be making a presentation at the 13 June 2023 meeting on the 2023-24 ABP and Budget.

**3. OPTIONS**

Council has the following options:

- I. Approve the Council's total contribution of \$27,356 as contained in the draft 2023-24 GRFMA Budget (Recommended).
- II. Not approve the Council's contribution \$27,356 as contained in the draft 2023-24 GRFMA Budget (Not Recommended). If the proposed contribution is not endorsed, the GRFMA Board will need to reconsider the contributions and therefore potentially the ABP and Budget.

**4. APPENDICES**

- (1) *Correspondence – Draft 2023-24 GRFMA Annual Business Plan and Budget – 17 March 2023*
- (2) *GRFMA draft 2023-24 Annual Business Plan*
- (3) *GRFMA draft 2023-24 Budget*

---

# **Appendix 1**

*Correspondence – Draft 2023-24 GRFMA Annual  
Business Plan and Budget – 17 March 2023*

---

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

David Waters  
Chief Executive Officer  
Adelaide Hills Council  
28 Onkaparinga Valley Road  
Woodside SA 5244  
By email [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)  
17/03/2023

Dear David,

Draft 2023/2024 GRFMA Annual Business Plan and Draft Budget.

I am writing seeking Councils consideration of the draft 2023/2024 GRFMA Annual Business Plan and Draft Budget.

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

The GRFMA has now established a strategic management framework which consists of the Strategic Plan, the Long Term Financial Plan and the Asset Management Plan. This framework has provided a strategic approach to developing the 2023/2024 annual business plan and budget and now provides greater certainty and line of sight in future income and cost pathways.

Prior to setting the draft budget each year the Authority must review its annual business plan in conjunction with the constituent councils.

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

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

Drafting of the 2023/2024 Annual Business Plan and draft Budget has been constructed by referencing the GRFMA Strategic Plan 2021-2026, the GRFMA Long Term Financial Plan 2022/23 – 2031/32 and the GRFMA Asset Management Plan 2023-2032

Both documents have been endorsed by the 6/03/2023 GRFMA Audit Committee meeting and the 16/03/2023 GRFMA meeting.



## **GRFMA Annual Business Plan**

Key elements contained in the 2023/2024 draft Annual Business Plan identify:

### **Priority Actions 2023/2024**

**Work to facilitate delivery of the objectives of the Gawler River Stormwater Management Plan.** The Gawler River Stormwater Management Plan is the key GRFMA document to assist in determining physical and other works required to reduce the risks and impacts of flooding.

**Review, with constituent councils and stakeholders, design standards for infrastructure works including costs and benefits.** The default policy position of the Authority has been for a 1 in 100-year design standard. Reviewing that policy position through consideration of the costs and benefits of various design standard scenarios will assist in identifying appropriate standards.

**In conjunction with the constituent councils, develop and implement a schedule of flood mitigation infrastructure works for the Gawler River referencing the Gawler River Stormwater Management Plan.** A schedule of works is to be consolidated from the recommendations from the completed GRFMA Gawler River Stormwater Management Plan and the Department for Environment and Water, Gawler River Flood Mitigation Business Case.

Considered funding will be sought from the state and federal Governments and where appropriate commercial investment.

**Working with the constituent councils, develop a framework to clearly articulate the respective roles and responsibilities of the Authority and the councils and suitable partnering arrangements to maintain a low-cost base for the Authority.** Identification of partnering opportunities within the capacities of the councils (e.g., in relation to monitoring information about climate change and climate change policy, and water policy) in delivering the functions, operations and project management required of the Authority would help to keep the Authority's administrative costs low.

**Continue to advocate for improved governance and funding arrangements for flood avoidance, resilience, and mitigation in South Australia** with frontline experience the Authority is well positioned to develop a narrative about changes that are required to improve governance and funding arrangements for flood avoidance and mitigation.

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

**Assist the constituent councils in communicating with general communities and specific interest groups in relation to flood mitigation for the Gawler River.** Communication with communities is likely to be a joint activity between the constituent councils and the Authority.

**Implement the agreed outcomes from Charter Review 2 which was finalised in 2020.** Work with constituent councils to achieve consensus support for adoption of the GRFMA Cost Share

Model as methodology for negotiating the distribution of constituent council contributions towards future Gawler River flood mitigation capital works and/or maintenance works exceeding \$1 million in any given year (any contributions being net of state and federal Government funding).

### **Maintenance and operations of the scheme during 2023 to 2024**

Work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032. The annual cost allocation of \$ 69,550 has been applied.

Scheduled inspections and environmental management of land associated with the Dam location. Routine (monthly), Intermediate (annually), Comprehensive (every 5 years due 2023/2024).

5 Yearly revaluation of the Bruce Eastick North Para Flood Mitigation Dam (BENPFM Dam).

Implementation of an Information Management Framework for a digital environment

Continuation of the revegetation program around land associated with BENPFM Dam.

See attached for a copy of the 2023/2024 draft GRFMA Annual Business Plan.

### **2023/2024 Draft Budget**

#### Revenue

Budget revenue is sourced from predetermined “formula based’ financial contributions by the six constituent councils, opportunistic funding applications and some interest from financial institutions..

#### Expenditure

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

Recently work has been progressed by the Department for Environment and Water to facilitate the Gawler River Flood Mitigation Business Case. This is an important and complementary project to the GRFMA Stormwater Management Plan and collaborative approaches will be of benefit to all parties.

There is an expectation by the state Government that the GRFMA (including constituent councils) will contribute to the development and completion of the business case.

### Operational Contributions (Member subscriptions)

Operational contributions are calculated to include the costs reflective of administration of the GRFMA, plus general costs for the provision of consultancies to pursue outcomes envisaged in flood mitigation strategies (Gawler River Mark 2) and does not include capital works or maintenance of assets. Interest received is deducted from total subscriptions required.

For 2023/2024 operational activities, not otherwise administrative will be directed toward matters identified in the Gawler River Stormwater Management Plan and towards the Department for Environment and Water, Gawler River Flood Mitigation Business Case.

### Budget Outcome Operational

- \$ 104,073 Administration of the GRFMA
  - \$ 46,080 Gawler River Scheme Mk2 - Consultancies feasibility or initial design studies SMP or Business Case, revaluation of the BENPFM Dam, Information Management Framework for a digital environment
- \$150,153  
\$ 523. Less income earned.

Total Operation cost \$149,630 = Member Subscriptions

### Maintenance Contributions (Council subscriptions)

Maintenance contributions are calculated from the costs reflective of capital works or maintenance works for the Bruce Eastick Flood Mitigation Dam and any approved flood mitigation capital works.

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

### Maintenance and operations

Maintenance and operations of the scheme during 2023 to 2024 will include work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032, continuation of the revegetation program around land associated with the Bruce Eastick and repayment of the Cash Advance Debenture previously raised to fund dam repairs in 2022.

### Budget Outcome Maintenance

- \$69,550 Dam Maintenance Cost Analysis 2023/2024.
- \$ 208 Rates and levies, ESL
- \$70,000 Cash Advance Debenture repayments

Total Maintenance cost \$ 139,758 = Council Subscriptions

## Depreciation of Assets

The Bruce Eastick North Para Flood Mitigation Dam wall has been depreciated at the rate of 1.25% annually. (\$322,298 pa)

The GRFMA Asset Management Plan 2023-2032 provides:

*Funding (cash allocation) of annual depreciation calculations is not undertaken, rather the policy is ensuring the GRFMA is provided with sufficient cash flow to maintain the Dam at required service provision levels.*

*The plan covers the infrastructure assets that provide Flood Mitigation comprising of: • Bruce Eastick North Para Flood Mitigation Dam • Associated land • Road Access*

*The projected outlays necessary to provide the services covered by this Asset Management Plan (AM Plan) includes operations, maintenance, renewal and upgrade of existing assets over the 10-year planning period is \$1,233,642.*

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

## Summary

Constituent council contributions for 2023/2024 total \$289,387 which is a budgeted increase from \$260,320 in 2022/2023.

Individual contributions for each council will vary within the 2023/2024 subscription quantum because of allocation of \$69,550 maintenance costs 2023/2024 as per the Dam Maintenance Cost Analysis 2023-2032. I.e. Each council has a different percentage contribution applicable to capital works and maintenance operations.

A net operating loss of (\$322,298) is forecast for 2023/2024. This is the amount of unfunded depreciation.

See below Table 1 - constituent council shares proposed as per draft 2023/2024 GRFMA Budget.

See separate attachment for copy of GRFMA 2023/2024 budgeted financial statements presented, in a manner consistent with the Model Financial Statements, pursuant to section 123(10)(b) of the Local Government Act 1999: MYOB format which identifies the 2022/2024 Draft Budget income and expenditure proposals and Long Term Financial Plan Comprehensive Income Statement 2022-2032 extract.

Table 1

Constituent council shares proposed as per draft 2023/2024 GRFMA Budget - Refer 1.1 Member Subscriptions (\$149,630) and 3.1 Council Subscriptions (\$139,758).

Council	2022/23	2022/23	2022/23	2023/24	2023/24	2023/24
	Operational	Maint	Total	Operational	Maint	TOTAL
<b>Adelaide Plains Council</b>	27,520	27,513	<b>\$55,033</b>	24,938	40,390	<b>\$65,328</b>
<b>Adelaide Hills Council</b>	27,520	1,647	<b>\$29,167</b>	24,938	2,418	<b>\$27,356</b>
<b>The Barossa Council</b>	27,520	8,254	<b>\$35,774</b>	24,938	12,117	<b>\$37,055</b>
<b>Town of Gawler</b>	27,520	16,508	<b>\$44,028</b>	24,938	24,234	<b>\$49,172</b>
<b>Light Regional Council</b>	27,520	8,254	<b>\$35,774</b>	24,938	12,117	<b>\$37,055</b>
<b>City of Playford</b>	27,520	33,025	<b>\$60,545</b>	24,938	48,482	<b>\$73,420</b>
<b>Total</b>	165,120	95,200	<b>\$260,320</b>	149,630	139,758	<b>\$289,387</b>

Table 2 Percentage Share

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

I would be pleased if this matter could be included in the next available council meeting agenda and subsequent indication of Councils approval or otherwise of the draft 2023/2024 GRFMA Annual Business Plan and Draft Budget being provided to [davidehitchcock@bigpond.com](mailto:davidehitchcock@bigpond.com) by 3 June 2023.

Yours Sincerely



David Hitchcock, Executive Officer

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# **Appendix 2**

*GRFMA draft 2023-24 Annual Business Plan*

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# GRFMA ANNUAL BUSINESS PLAN

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## 2023-2024 Draft

### Gawler River Floodplain Management Authority

Constituent Councils:

*Adelaide Hills Council*

*Adelaide Plains Council*

*The Barossa Council*

*Town of Gawler*

*Light Regional Council*

*City of Playford*

Gawler





# Business Plan 2023-2024

## Gawler River Floodplain Management Authority (GRFMA)

### The Gawler River

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

### History

The river is subject to periodic flood events.



#### Desirable Levels of Protection Cost of Flooding

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

#### Properties at Risk

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

## Purpose of the GRFMA

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

The Authority has been established for the following purposes:

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

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

These include:

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

For the Authority, specific concerns are:

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

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

## Governance

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

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

### The Board

The Members of the Board are:

Council	Board Members	Deputy Board Members
<b>Chairperson and Independent Member</b>	Mr Ian Baldwin	
<b>Adelaide Hills Council</b>	Cr Malcolm Herrmann Mr Ashley Curtis	Ms Natalie Armstrong
<b>Adelaide Plains Council</b>	Cr Terry-Anne Keen Mr James Miller	Cr John Lush Ms Sheree Schenk
<b>The Barossa Council</b>	Cr Bruce Preece, Mr Martin McCarthy	Ben Clark
<b>Town of Gawler</b>	Cr Paul Koch Ms Whendee Young	Cr Brian Sambell
<b>Light Regional Council</b>	Cr Michael Phillips-Ryder, Mr Richard Dodson	Mr Andrew Philpott
<b>City of Playford</b>	Cr Clinton Marsh Mr Greg Pattinson	Cr Peter Rentoulis

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

The Members of the Panel are:

- Mr Ian Baldwin, Independent Chair
- Ms Ingrid Franssen, Manager Flood Management, DEW
- (vacant), SA Water
- 1 constituent council representative, Mr. Braden Austin, City of Playford
- 1 constituent council representative, Mr. Ben Clark, The Barossa Council
- Mr David Hitchcock, Executive Officer

An Audit Committee has been appointed to review:

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

The Members of the Audit Committee are:

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

A suite of Policies has been adopted to provide management guidelines for the day-to-day business of the GRFMA.

Policies include.

- Fraud, Corruption, Misconduct and Maladministration
- Consultation with Constituent Councils
- Procurement and Operations
- Code of Practice for Meeting Procedures
- Internal Review of Decisions
- Freedom of Information Statement
- Work Health and Safety
- Anti-Discrimination/Fair Treatment
- Dam Valuation
- Treasury Management



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

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

The Authority has also facilitated the appointment of a part time administrative assistant on a contract basis.

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

The format of the Annual Business Plan has been constructed referencing the GRFMA Strategic Plan 2021-2026, the GRFMA Long Term Financial Plan 2022/23 – 2031/32 and the GRFMA Asset Management Plan 2023-2032.

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

## Cost of Operations

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

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

Recently work has been progressed by the Department for Environment and Planning to facilitate the Gawler River Flood Mitigation Business Case. This is an important and complementary project to the GRFMA Stormwater Management Plan and collaborative approaches will be of benefit to all parties. There is an expectation by the state Government that the GRFMA (including constituent councils) will contribute to the development and completion of the business case.

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

## Constituent Council Shares for Contributions

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

The GRFMA Strategic Plan 2021-2026 is arranged under three themes, each with its own objective, related to the outcomes to be pursued.

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

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

**Theme 2: Develop and evolve key relationships.**

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

**Theme 3: Ensure good governance and ongoing financial sustainability.**

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

## Priority Actions 2023/2024

**Work to facilitate delivery of the objectives of the Gawler River Stormwater Management Plan.** The Gawler River Stormwater Management Plan is the key GRFMA document to assist in determining physical and other works required to reduce the risks and impacts of flooding.

**Review, with Constituent Councils and stakeholders, design standards for infrastructure works including costs and benefits.** The default policy position of the Authority has been for a 1 in 100-year design standard. Reviewing that policy position through consideration of the costs and benefits of various design standard scenarios will assist in identifying appropriate standards.

**In conjunction with the Constituent Councils, develop and implement a schedule of flood mitigation infrastructure works for the Gawler River referencing the Gawler River Stormwater Management Plan.** A schedule of works is to be consolidated from the recommendations from the completed GRFMA Gawler River Stormwater Management Plan and the Department for Environment and Planning, Gawler River Flood Mitigation Business Case. Considered funding will be sought from the State and Federal Governments and where appropriate commercial investment.

**Working with the Constituent Councils, develop a framework to clearly articulate the respective roles and responsibilities of the Authority and the Councils and suitable partnering arrangements to maintain a low-cost base for the Authority.** Identification of partnering opportunities within the capacities of the Councils (e.g., in relation to monitoring information about climate change and climate change policy, and water policy) in delivering the functions, operations and project management required of the Authority would help to keep the Authority's administrative costs low.

**Continue to advocate for improved governance and funding arrangements for flood avoidance, resilience, and mitigation in South Australia** with frontline experience the Authority is well positioned to develop a narrative about changes that are required to improve governance and funding arrangements for flood avoidance and mitigation.

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

**Assist the Constituent Councils in communicating with general communities and specific interest groups in relation to flood mitigation for the Gawler River.** Communication with communities is likely to be a joint activity between the constituent councils and the Authority.

**Implement the agreed outcomes from Charter Review 2 which was finalised in 2020.** Work with constituent councils to achieve consensus support for adoption of the GRFMA Cost Share Model as methodology for negotiating the distribution of constituent council contributions towards future Gawler River flood mitigation capital works and/or maintenance works exceeding \$1 million in any given year.

#### **Maintenance and operations of the scheme during 2023 to 2024**

- Work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032.
- Scheduled inspections and environmental management of land associated with the Dam location. Routine (monthly), Intermediate (annually), Comprehensive (every 5 years due 2023/2024).
- Continuation of the revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam.
- Revaluation of the Bruce Eastick North Para Flood Mitigation Dam (5 year program).
- Implementation of an Information Management Framework for a digital environment.



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# **Appendix 3**

*GRFMA draft 2023-24 Budget*

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**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2023/2024**

**STATEMENT OF COMPREHENSIVE INCOME**

2022/2023 FULL YEAR REVISED ESTIMATE \$	INCOME	2023/2024 DRAFT BUDGET \$
260,320	Subscriptions	289,388
-	Grants Subsidies and Contributions	-
600	Investment Income	419
-	Other	104
<hr/>		
260,920	<b>TOTAL REVENUES</b>	289,911
<b>EXPENSES</b>		
274,720	Materials, Contracts and Other Expenses	219,911
21,000	Finance Costs	15,000
321,163	Depreciation, amortisation & impairment	322,298
<hr/>		
616,883	Total Expenses	557,209
(355,963)	<b>OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS</b>	(267,298)
-	Net gain (loss) on disposal or revaluation of assets	-
-	Amounts specifically for new or upgraded assets	-
-	Physical resources received free of charge	-
<b>(355,963)</b>	<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(267,298)</b>
<hr/> <hr/>		

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2023/2024**

**CASH FLOW STATEMENT**

<b>2022/2023 FULL YEAR REVISED ESTIMATE</b>		<b>2023/2024 DRAFT BUDGET</b>
<b>\$</b>		<b>\$</b>
Inflows		Inflows
(Outflows)		(Outflows)
	<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
260,320	Operating Receipts	289,492
600	Investment Receipts	419
	<b>PAYMENTS</b>	
(274,720)	Operating payments to suppliers & employees	(219,911)
(21,000)	Finance Payments	(15,000)
(34,800)	<b>Net Cash provided by (or used in) Operating Activities</b>	55,000
	<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
-	Grants specifically for new or upgraded assets	-
0	Sale of Assets	0
	<b>PAYMENTS</b>	
-	Capital Expenditure on renewal/replacement of assets	-
-	Capital Expenditure on new/upgraded assets	-
-	<b>Net Cash provided by (or used in) Investing Activities</b>	-
	<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
	<b>RECEIPTS</b>	
-	Proceeds from Borrowings	-
	<b>PAYMENTS</b>	
(49,000)	Repayment of Borrowings	(55,000)
(49,000)	<b>NET CASH USED IN FINANCING ACTIVITIES</b>	(55,000)
(83,800)	<b>NET INCREASE (DECREASE) IN CASH HELD</b>	-
126,130	<b>CASH AT BEGINNING OF YEAR</b>	42,330
42,330	<b>CASH AT END OF YEAR</b>	42,330
42,330		42,330

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2023/2024**

**BALANCE SHEET**

<b>2022/2023 FULL YEAR REVISED ESTIMATE</b>		<b>2023/2024 DRAFT BUDGET</b>
	<b>ASSETS</b>	
	<b>CURRENT ASSETS</b>	
\$	Cash and cash equivalents	\$
42,330	Trade & other receivables	42,330
98,664	Inventories	98,664
-		-
<u>140,994</u>	<b>TOTAL CURRENT ASSETS</b>	<u>140,994</u>
	<b>NON-CURRENT ASSETS</b>	
-	Financial Assets	-
21,638,093	Infrastructure, Property, Plant & Equipment	21,315,795
<u>21,638,093</u>	<b>TOTAL NON-CURRENT ASSETS</b>	<u>21,315,795</u>
<u>21,779,088</u>	<b>TOTAL ASSETS</b>	<u>21,456,790</u>
	<b>LIABILITIES</b>	
	<b>CURRENT LIABILITIES</b>	
61,003	Trade & Other Payables	61,003
453,136	Borrowings	453,136
-	Short-term Provisions	-
<u>514,139</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>514,139</u>
	<b>NON-CURRENT LIABILITIES</b>	
-	Long-term Borrowings	(55,000)
-	Long-term Provisions	-
<u>-</u>	<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>(55,000)</u>
<u>514,139</u>	<b>TOTAL LIABILITIES</b>	<u>459,139</u>
<u>21,264,949</u>	<b>NET ASSETS</b>	<u>20,997,651</u>
	<b>EQUITY</b>	
12,582,976	Accumulated Surplus	12,315,678
8,681,973	Asset Revaluation	8,681,973
-	Other Reserves	-
<u>21,264,949</u>	<b>TOTAL EQUITY</b>	<u>20,997,651</u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2023/2024**

**STATEMENT OF CHANGES IN EQUITY**

2022/2023 FULL YEAR REVISED ESTIMATE \$		2023/2024 DRAFT BUDGET \$
	<b>ACCUMULATED SURPLUS</b>	
12,938,939	Balance at end of previous reporting period	12,582,976
-355,963	Net Result for Year	-267,298
0	Transfer From Reserves	0
0	Transfer To Reserves	0
<hr/>		<hr/>
12,582,976	<b>BALANCE AT END OF PERIOD</b>	12,315,678
	<b>ASSET REVALUATION RESERVE</b>	
8,681,973	Balance at end of previous reporting period	8,681,973
0.00	Gain on revaluation of infrastructure, property, plant & equipment	0.00
0.00	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0.00
<hr/>		<hr/>
8,681,973	<b>BALANCE AT END OF PERIOD</b>	8,681,973
<hr/>		<hr/>
<b>21,264,949</b>	<b>TOTAL EQUITY AT END OF REPORTING PERIOD</b>	<b>20,997,651</b>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY  
CONSOLIDATED DRAFT BUDGET 2023/2024**

**UNIFORM PRESENTATION OF FINANCES**

<b>2022/2023 FULL YEAR REVISED ESTIMATE</b>		<b>2023/2024 DRAFT BUDGET</b>
<b>\$</b>		<b>\$</b>
260,920	Operating Revenues	289,911
<u>(616,883)</u>	less Operating Expenses	<u>(557,209)</u>
(355,963)	<b>Operating Surplus / (Deficit) before Capital Amounts</b>	(267,298)
	<b>Less Net Outlays in Existing Assets</b>	
	Capital Expenditure on renewal and replacement of Existing Assets	-
-	less Depreciation, Amortisation and Impairment	(322,298)
<u>(321,163)</u>	less Proceeds from Sale of Replaced Assets	<u>-</u>
(321,163)		(322,298)
	<b>Less Net Outlays on New and Upgraded Assets</b>	
	Capital Expenditure on New and Upgraded Assets	-
-	less Amounts received specifically for New and Upgraded Assets	-
<u>-</u>	less Proceeds from Sale of Surplus Assets	<u>-</u>
-		-
(34,800)	<b>Net Lending / (Borrowing) for Financial Year</b>	55,000

**Profit & Loss [Budget Analysis]**

July 2023 To June 2024

ABN: 12 925 534 861

	Selected Period	Budgeted	\$ Difference
<b>Income</b>			
Admin of GRFMA			
Member Subscriptions	\$0	\$149,630	-\$149,630
Interest LGFA	\$0	\$419	-\$419
Other	\$0	\$104	-\$104
<b>Total Admin of GRFMA</b>	<b>\$0</b>	<b>\$150,153</b>	<b>-\$150,153</b>
Operations Flood Mit Scheme			
Council Subscriptions	\$0	\$139,758	-\$139,758
<b>Total Operations Flood Mit Scheme</b>	<b>\$0</b>	<b>\$139,758</b>	<b>-\$139,758</b>
<b>Total Income</b>	<b>\$0</b>	<b>\$289,911</b>	<b>-\$289,911</b>
<b>Gross Profit</b>	<b>\$0</b>	<b>\$289,911</b>	<b>-\$289,911</b>
<b>Expenses</b>			
Admin of GRFMA			
Executive Officer Contract	\$0	\$58,656	-\$58,656
Adv, printing, stationery post	\$0	\$1,300	-\$1,300
Travelling Expenses	\$0	\$4,160	-\$4,160
Insurance PL & PI	\$0	\$7,280	-\$7,280
Audit Committee	\$0	\$2,756	-\$2,756
Audit Fees	\$0	\$5,824	-\$5,824
Bank Fees	\$0	\$125	-\$125
Legal Fees	\$0	\$2,080	-\$2,080
Honorarium - Chairperson	\$0	\$9,048	-\$9,048
Super Guarantee	\$0	\$6,500	-\$6,500
Other	\$0	\$6,344	-\$6,344
<b>Total Admin of GRFMA</b>	<b>\$0</b>	<b>\$104,073</b>	<b>-\$104,073</b>
Gawler River Scheme Mark 2			
Consultancies	\$0	\$46,080	-\$46,080
<b>Total Gawler River Scheme Mark 2</b>	<b>\$0</b>	<b>\$46,080</b>	<b>-\$46,080</b>
Maint Flood Mitigation Scheme			
BENPFM Dam repairs	\$0	\$69,550	-\$69,550
Rates & Levies	\$0	\$208	-\$208
<b>Total Maint Flood Mitigation Scheme</b>	<b>\$0</b>	<b>\$69,758</b>	<b>-\$69,758</b>
Depreciation			
Depreciation	\$0	\$322,298	-\$322,298
<b>Total Expenses</b>	<b>\$0</b>	<b>\$542,209</b>	<b>-\$542,209</b>
<b>Operating Profit</b>	<b>\$0</b>	<b>-\$252,298</b>	<b>\$252,298</b>
<b>Total Other Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Expenses			
Interest Expense	\$0	\$70,000	-\$70,000
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$70,000</b>	<b>-\$70,000</b>
<b>Net Profit/(Loss)</b>	<b>\$0</b>	<b>-\$322,298</b>	<b>\$322,298</b>

Gawler River Flood Management Authority  
 Long Term Financial Plan Model  
 ESTIMATED COMPREHENSIVE INCOME STATEMENT

	Year Ended 30 June:												
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Actual	Actual	Actual	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
<b>INCOME</b>													
Member Subscriptions	145,000	145,935	176,052	165,120	143,440	147,147	150,848	154,643	158,522	162,518	166,604	170,792	175,085
Council subscriptions	85,300	50,300	85,200	95,200	139,755	138,340	138,346	138,350	138,356	138,362	138,368	113,605	69,723
Grants, subsidies, contributions	98,980	20,000	70,518	0	0	0	0	0	0	0	0	0	0
Investment Income	1,042	1,009	1,132	600	819	819	819	819	819	819	819	819	819
Other Revenue	100	100	104	0	104	104	104	104	104	104	104	104	104
<b>Total Revenues</b>	<b>330,422</b>	<b>217,344</b>	<b>333,006</b>	<b>280,920</b>	<b>284,118</b>	<b>286,409</b>	<b>290,117</b>	<b>293,916</b>	<b>297,811</b>	<b>301,803</b>	<b>305,896</b>	<b>285,322</b>	<b>245,733</b>
<b>EXPENSES</b>													
Executive Officer Contract	57,330	56,280	56,826	56,400	57,810	59,255	60,737	62,255	63,811	65,407	67,042	68,718	70,436
Adv. Printing, Stationery Post	510	396	304	1,750	1,281	1,313	1,346	1,380	1,414	1,450	1,486	1,523	1,561
Travelling Expenses	1,480	0	146	4,000	4,100	4,203	4,308	4,415	4,526	4,639	4,755	4,874	4,995
Insurance Ft & PI	6,225	6,412	6,733	6,900	7,073	7,249	7,431	7,616	7,807	8,002	8,202	8,407	8,617
Audit Committee	1,950	2,600	2,600	2,650	2,716	2,784	2,854	2,925	2,998	3,073	3,150	3,229	3,309
Audit Fees	7,712	5,000	5,188	5,600	5,740	5,884	6,031	6,181	6,336	6,494	6,657	6,823	6,994
Bank Fees	51	55	55	120	123	126	129	132	136	139	143	146	150
Legal Fees	2,133	0	2,000	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377	2,437	2,498
Honorarium - Chairperson	9,600	9,250	8,300	8,700	8,918	9,140	9,369	9,603	9,843	10,089	10,342	10,600	10,865
Super Guarantee	3,243	5,122	6,108	6,100	6,918	6,760	6,609	6,459	6,302	6,144	5,987	5,832	5,678
Other Expenses	139,025	84,737	159,957	72,000	41,800	42,945	43,916	45,014	46,139	47,293	48,475	49,687	50,929
Consultancies - Gawler River Scheme Mark 2	122	124	126	200	205	210	215	221	226	232	238	244	250
Maintenance Contractors Flood Mitigation													
Rates and Levies Flood Mitigation													
Comprehensive Inspection Dam													
UOP De-water & Inspection													
Repairs & Maintenance Contingency													
Depreciation	321,163	321,163	322,298	322,298	322,298	331,353	331,353	331,353	331,353	331,353	341,042	341,042	341,042
Finance Costs	0	0	3,275	21,000	15,000	13,935	12,022	10,043	7,994	5,873	3,679	1,407	(77)
<b>Total Expenses</b>	<b>578,198</b>	<b>498,698</b>	<b>583,824</b>	<b>534,218</b>	<b>551,416</b>	<b>563,117</b>	<b>564,912</b>	<b>566,732</b>	<b>568,578</b>	<b>570,449</b>	<b>582,036</b>	<b>583,958</b>	<b>586,773</b>
<b>OPERATING SURPL US/(DEFICIT) BEFORE CA</b>	<b>(247,777)</b>	<b>(281,354)</b>	<b>(250,818)</b>	<b>(273,298)</b>	<b>(267,298)</b>	<b>(276,708)</b>	<b>(274,795)</b>	<b>(272,816)</b>	<b>(270,767)</b>	<b>(268,646)</b>	<b>(276,139)</b>	<b>(268,636)</b>	<b>(241,040)</b>
Amounts specifically for new assets	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET SURPL US/(DEFICIT)</b>	<b>(247,777)</b>	<b>(281,354)</b>	<b>(250,818)</b>	<b>(273,298)</b>	<b>(267,298)</b>	<b>(276,708)</b>	<b>(274,795)</b>	<b>(272,816)</b>	<b>(270,767)</b>	<b>(268,646)</b>	<b>(276,139)</b>	<b>(268,636)</b>	<b>(241,040)</b>

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.2</b>
<b>Responsible Officer:</b>	<b>Lachlan Miller Executive Manager Governance &amp; Performance Office of the Chief Executive</b>
<b>Subject:</b>	<b>2023-24 Draft Annual Business Plan and Rating Structure Change – consultation results</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The *2023-24 Annual Business Plan* is a legislative requirement under s122 of the *Local Government Act 1999* (the “Act”) and has been developed in accordance with Section 8 of the Act – Principles to be observed by Council. It is also a key element of Adelaide Hills Council’s *Corporate Planning and Performance Framework*.

The draft *2023-24 Annual Business Plan* (the “ABP”) has been developed to align to the *2023-24 Long Term Financial Plan* (the “LTFP”), the suite of Asset Management Plans (the “AMP”) and the *Strategic Plan 2020-24 – A brighter future* (the “Strategic Plan”). Council resolutions, staff and community feedback, and risk assessments have also informed projects and programs included in the ABP.

As part of the ABP development, Council considered its rates structure and determined to explore changes to its differential rating structure. In summary, the proposed changes seek to differentiate nine (9) land use classes for the purpose of assigning rates with a strategy to progressively increase the respective rate above the residential rate for a number of these land uses classes (i.e. Commercial & Light Industrial, Industrial-Other and Vacant Land – Townships). In accordance with Section 156(14a) of the Act, Council is required to prepare a report on the proposed change and conduct public consultation in relation to the report. The report was titled *2023-24 Annual Business Plan Consultation Change in Rating Structure Report* (the “Rating Structure Report”) and has been included as **Appendix 2**.

In accordance with Section 123(3) of the Act, Council resolved at the 9 May 2023 Council Meeting to approve the ABP for public consultation and this was undertaken from 12 May to 2 June 2023.

The purpose of this report is to provide the *2023-24 Annual Business Plan Community Engagement Outcomes Report* (the “ABP Outcomes Report”) in **Appendix 1** and the *Change in Rating Structure Proposal Communication Engagement Outcomes Report* (the “Rating Structure Outcomes Report”) in **Appendix 3** to Council for consideration of the feedback and resulting recommendations for changes to the ABP.



## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
  2. To adopt the outcomes of the *draft Annual Business Plan 2023-24* public consultation undertaken from 12 May - 2 June 2023 as contained in the *Annual Business Plan 2022-23 Community Engagement Outcomes Report* in Appendix 1.
  3. To adopt the outcomes of the *Proposed Rating Structure Change* public consultation undertaken from 12 May - 2 June 2023 as contained in the *Change in Rating Structure Proposal Communication Engagement Outcomes Report* in Appendix 3.
  4. To endorse the following recommended changes to the draft Annual Business Plan 2023-24:
    - a. Adjustments to budget/financial figures to account for:
      - i. Alignment of Budget to the new post 30 June 2023 Electricity contracts requiring an increase in costs of \$57k
      - ii. Solid Waste Levy Budget adjustment: \$23k increase
      - iii. Waste Management User Charges increases for Additional Bins and Hard Waste: \$11k increase
- 

## 1. BACKGROUND

The draft ABP has been developed to be consistent with the financial and strategic goals outlined in the *Strategic Plan 2020-24 – A brighter future*, LTFP and AMP. It has also been aligned with Council's targets for its key financial sustainability ratios i.e. Operating Surplus, Net Financial Liabilities and Asset Renewal Funding ratios. The draft ABP was presented to Audit Committee at their 17 April 2023 meeting. The draft was modelled on the Consumer Price Index (CPI) predictions contained in the LTFP. In consideration of that draft ABP, the Committee resolved:

### 8.4. Draft Annual Business Plan for Consultation

Moved Peter Brass  
S/- Natalie Johnston

AC17/22

#### The Audit Committee resolves:

1. That the report be received and that the Committee notes that the budget contained within the draft *Annual Business Plan 2023-24* (Appendix 1) meets the following financial sustainability targets as set by Council:
  - a. Adjusted Operating surplus ratio of 2.6% (target of 1% to 5%)
  - b. Net financial liabilities ratio of 53% (target of 25% to 75%)
  - c. Asset sustainability ratio of 100% (target of 95% to 105%)
2. To advise Council that the Committee has reviewed the draft Annual Business Plan 2023-24 (ABP), as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That, on the basis of the Committee's review, to recommend the draft ABP to Council for community consultation.

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

Council considered the draft ABP at their 9 May 2023 Council Meeting where it was resolved to approve the ABP for consultation, as follows::

#### **12.6 Draft Annual Business Plan for Consultation**

**Moved Cr Leith Mudge  
S/- Cr Lucy Huxter**

**113/23**

**Council resolves:**

- 1. That the report be received and noted.**
- 2. To endorse the draft *Annual Business Plan 2023-24 (ABP)*, as contained in *Appendix 1* for community consultation in accordance with Section 123 of the *Local Government Act 1999*.**
- 3. That the CEO be authorised to:**
  - a. Make any formatting, nomenclature or other minor changes to the ABP prior to being released for public consultation and**
  - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's *Public Consultation Policy*.**

<b>Carried Unanimously</b>
----------------------------

## **2. ANALYSIS**

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

*Strategic Plan 2020-24 – A brighter future*

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

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

The ABP has been developed from the financial projections and targets of the draft *2023-24 Long Term Financial Plan (LTFP)* and in alignment with the *Strategic Plan 2020-24 –A brighter future* and *Asset Management Plans*.

The LTFP went through community consultation during March with results shared with Council at the 1 April 2023 ABP workshop and a subsequent workshop on 12 April 2023. The final revised LTFP was adopted at the 26 April 2023 Council Meeting.

### **➤ Legal Implications**

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

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

Section 123(3) to (6a) of the Act specifies the actions that Council must take in relation to Consultation:

- (3) Before a council adopts an annual business plan, the council must—
  - (a) prepare a draft annual business plan; and
  - (b) follow the relevant steps set out in its public consultation policy, taking into account the requirements of subsection (4).
- (4) For the purposes of subsection (3)(b), a public consultation policy must at least provide for the following:
  - (a) the publication in a newspaper circulating within the area of the council and on a website determined by the chief executive officer of a notice informing the public of the preparation of the draft annual business plan and inviting interested persons—
    - (i) to attend—
      - (A) a public meeting in relation to the matter to be held on a date (which must be at least 21 days after the publication of the notice) stated in the notice; or
      - (B) a meeting of the council to be held on a date stated in the notice at which members of the public may ask questions, and make submissions, in relation to the matter for a period of at least 1 hour,  
  
(on the basis that the council determines which kind of meeting is to be held under this subparagraph); or
    - (ii) to make written submissions in relation to the matter within a period (which must be at least 21 days) stated in the notice; and
  - (b) the council to make arrangements for a meeting contemplated by paragraph (a)(i) and the consideration by the council of any submissions made at that meeting or in response to the invitation under paragraph (a)(ii).
- (5) The council must ensure that copies of the draft annual business plan are available at the meeting under subsection (4)(a)(i), and for inspection (without charge) and purchase (on payment of a fee fixed by the council) at the principal office of the council and on the website at least 21 days before the date of that meeting.
- (5a) The council must ensure that provision is made for—
  - (a) a facility for asking and answering questions; and
  - (b) the receipt of submissions,on its website during the public consultation period.
- (6) A council may then, after considering—
  - (a) any submission made to the council during the public consultation period; and
  - (b) any new or revised information in the possession of the council that is relevant to the material contained in the draft annual business plan; and
  - (c) such other materials or information as the council thinks fit,adopt its annual business plan (with or without amendment).

(6a) However, if a council proposes to adopt an annual business plan with amendments, the council must include in the adopted business plan a statement—

- (a) setting out any significant amendments from the draft annual business plan; and
- (b) providing reasons for those amendments.

AHC's *Public Consultation Policy* specifies that the period of consultation should be for at least 21 calendar days. As per the Act requirements, consultation will include:

- A newspaper ad announcing consultation as well as website/social media notifications
- A 1 hour session will be scheduled at a Council Meeting
- The community will be invited to submit their responses in writing, online via engagement HQ website or by phone.

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

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

#### Rating Structure Change

As part of the draft ABP development, Council considered its rates structure and determined to explore changes to its differential rating structure. In summary, the proposed changes seek to differentiate nine (9) land use classes for the purpose of assigning rates with a strategy to progressively increase the respective rate above the residential rate for a number of these land uses classes (i.e. Commercial & Light Industrial, Industrial-Other and Vacant Land – Townships).

In accordance with Section 156(14a) of the Act, Council was required to prepare a report on the proposed change and conduct public consultation in relation to the report, this was undertaken concurrently with the draft ABP consultation. The report was titled *2023-24 Annual Business Plan Consultation Change in Rating Structure Report* (the "Rating Structure Report") and has been included as **Appendix 2**.

#### Suspension of Meeting Procedures

Regulation 20 of the *Local Government (Procedures at Meetings) Regulations 2013*, as contained in Council's *Code of Practice for Council Meeting Procedures*, provides for the Presiding Member, with the approval of two-thirds of the Members at the meeting, to suspend the prescribed procedures that apply to Council meetings.

Details of the reason for, and period of, the suspension must be minuted and for the duration a quorum must be maintained and no motions (other than to end the suspension) can be moved. The suspension will come to an end when determined by the Presiding Member or if resolved by two-thirds of the Members present.

Council may determine to suspend meeting procedure utilising the above provisions to facilitate a less formal discussion of the issues raised.

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

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

The draft ABP and Budget was based on the following financial projections:

- Operating Surplus of \$1.297m
- Asset Renewals Capital Expenditure of \$10.4m
- New & Upgrade Assets Capital Expenditure of \$7.5m
- Net Borrowings of \$6.3m, resulting in forecast Borrowings at June 2024 of \$23.1m.

Financial sustainability was also demonstrated in the draft ABP and Budget through our adherence to Council’s agreed target ranges in all of the three key ratios:

- Adjusted Operating surplus ratio of 2.3% (target of 1% to 5%)
- Net financial liabilities ratio of 54% (target of 25% to 75%)
- Asset sustainability ratio of 100% (target of 95% to 105%)

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

At the time of writing this report on the ABP consultation results, Council is now aware of three items impacting on the 2023-24 budget, with the proposed changes reducing the 2023-24 Operating Surplus from \$1.297m to \$1.228m.

These proposed changes still maintain adherence to Council’s agreed target ranges for all three key financial sustainability ratios, with a slight decrease in the Adjusted Operating surplus ratio from 2.3% to 2.2% (target of 1% to 5%).

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

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

➤ **Sustainability Implications**

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

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

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

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

Consultation on the development of this report was as follows:

*Council Committees:* The draft ABP was presented to the Audit Committee at the 17 April 2023 in their capacity as advisors to Council on the consistency and adequacy of the plan in the context of maintaining financial sustainability.

*Council Workshops:* Strategic initiatives included within the ABP were discussed in the Long Term Financial Plan workshop on 11 February 2023. An ABP and budget workshop was held on 1 April 2023 to discuss key budget elements and other related topics. A further workshop was held on 26 April to discuss implications of the CPI rate announcement of 7.9% for SA.

*Advisory Groups:* Not Applicable.

*External Agencies:* The service delivery and budget implications of each of the regional subsidiaries have been considered in the development of the ABP and budget.

*Community:* LTFP Community Consultation feedback was considered during the ABP development

➤ **Additional Analysis**

Community consultation occurred over the period 12 May to 5pm 2 June 2023 (22 days) and included the following promotional activities:

- Advertisement in the Courier (10 May) and Advertiser (12 May)
- Hills Voice: your Adelaide Hills e-Newsletter
- LinkedIn
- Email Campaign via campaign monitor to 7834 Hills Voice Subscribers including businesses.
- Hardcopy information and submission forms available at customer service centres and libraries at Gumeracha, Stirling and Woodside.

### Draft Annual Business Plan and Budget

10 surveys and 7 Emails were submitted with feedback on the ABP. Detailed analysis of the results are contained in the *Annual Business Plan 2023-24 Community Engagement Outcomes Report* in **Appendix 1**.

A summary of the main topics discussed in the 17 pieces of written feedback include:

- Redirect funding from resealing roads to funding better playground resources in Federation Park Gumeracha.
- Do not want to see proposed residential rate increase beyond what is currently proposed.
- Renew play spaces at Woodside and/or Gumeracha.
- Other more worn out courts should be resurfaced before Balhannah courts.
- Increase budget for carbon reduction plan including carbon abatement/transition.
- Footpaths should be a lower priority.
- Increase resources to manage native vegetation/biodiversity including another on-ground biodiversity/bushcare officer.
- Follow up information on a recent request for works.
- Would like to see more details in Annual Plan and Budget including how money will be spent, quarterly division of tasks, how progress will be measured and who is accountable. Would also like to see how quarterly reports could be provided to ratepayers and measured against the Plan including the Strategic Plan, including any variances each quarter and how they will be rectified.
- Maintenance and / or replacement of mature significant trees including at Gilleston Park Balhannah and Camac Reserve Balhannah.
- Seal footpath on northern side of Shannon Street from Cromer Road to Pflaum Street, Birdwood.

Council's proposed response and action in relation to each of the above elements of feedback is contained in Appendix B of **Appendix 1**. Subject to Council concurring with these comments, they will be provided in a more fulfilsome form to each respondent. Further there are additional comments in the feedback, not directly related to the ABP, which will also be addressed in separate correspondence to the respective respondents.

A number of the responses have been identified as being useful input for the upcoming Strategic Plan development and later years' Capital Works Programs.

In summary, no changes are proposed to the draft ABP based on the feedback received.

### Change in Rating Structure Proposal

The focus of this proposal was summarised in a Report provided in relation to differential general rates where Council reviewed its current rating structure for differential rates in comparison to other alternatives to ascertain whether the current rates allocation is equitable and continues to meet Council's rating principles. The Change in Rating Structure Report in **Appendix 2** was not specifically about increasing or decreasing revenue from Council general rates per se, but rather looking at how rates are distributed across the various land use types.

Overall there were a limited number of responses for the Change in Rating Structure Consultation with 9 responses received in total, being 7 online and 2 via email. Detailed analysis of the results are contained in the *Annual Business Plan 2023-24 Community Engagement Outcomes Report* in **Appendix 3**.

These responses reflected a diversity of views in relation to the level of support for the change in rating structure noting that a number of the comments received were general comments relating to the proposed rate increase and other associated rating matters as opposed to specifically commenting on the Change in Differential Rating Structure Proposal.

The general comments on general rating covered:

- Views that the general residential rate increases proposed were too high
- View that some Capital works could be delayed as they didn't see the value for cost compared to some other areas.
- View that Capital values used by Council for rating are not reflective of individual resident's wealth.
- View that Council should spend less on nice to have items to save more money instead of rate increases (i.e. don't need rotunda).
- Whether there were other different methods available to Council to reduce the rate impact to residents.
- Discrepancies between commercial and residential rates classifications and how that can be reviewed.

Those submissions specifically addressing Council's proposal of a Change in Rating Structure for the introduction of differential changes similarly covered a diversity of views. The small number of respondents that proposed changes to the Rating Structure Proposal provided the following comments:

- Support for increases for commercial, industrial and vacant. Further, vacant should increase even more.
- Increased rates for industrial land will be a hindrance and should be reduced.
- Council could refine differential rating for vacant land within townships by:
  - Reviewing the difference between larger subdividable blocks and smaller non-subdividable blocks;
  - Not adding the proposed differential to the smaller non-subdividable blocks
  - Also considering an assessment of vacant blocks depending on what services are provided by Council.

In summary, given the limited and diverse views received, the assessment of individual responses and the strategic direction and intent of Council in terms of the review there was no areas highlighted where it would be considered a change was required from that proposed from the Change in Rating Structure Report.

#### Proposed Changes to Budget since Draft 2023-24 ABP Consultation

As noted above, Council considered the draft ABP at their 9 May 2023 Council Meeting where it was resolved to approve the ABP for consultation.

At the time of writing this report on the ABP consultation results, Council is now aware of three items impacting on the 2023-24 budget, namely that:

- Council has resolved in May 2023 to commit Council to enter into contracts with the successful tenderers for the supply of electricity post 30 June 2023 with an increase in budget of \$57k for the 2023-24 financial year over the amount included in the 2023-24 ABP for Consultation
- Council has been advised that the Solid Waste Levy imposed by State Government will increase by an additional \$23k over the amount included in the 2023-24 ABP for Consultation of \$890k to \$913k.



- As a result of the Solid Waste Levy increases Council officers have reviewed all waste budgets and consider that as an offset the following revenue adjustments can be made:
  - Multiple and Sundry Bin Other Income increase by \$2k from \$110k to \$112k
  - Hard Waste Income increase of \$9k from \$36k to \$45k

Notwithstanding that Council may wish to make further changes to the 2023-24 ABP prior to adoption after considering the results of the consultation and feedback, the above proposed changes will reduce the 2023-24 Operating Surplus from \$1.297m to \$1.228m.

These changes still maintain adherence to Council's agreed target ranges for all three key financial sustainability ratios, with a slight decrease in the Adjusted Operating surplus ratio from 2.3% to 2.2% (target of 1% to 5%).

### **3. OPTIONS**

- I. To receive and note the feedback received during the *draft 2023-24 Annual Business Plan and Proposed Rating Structure Change* community consultation
- II. To endorse the recommended changes to the *draft 2023-24 Annual Business Plan* and Budget resulting from community consultation (Recommended)
- III. To otherwise amend the *draft 2023-24 Annual Business Plan* in response to community consultation
- IV. To not endorse the recommended changes to the draft 2023-24 Annual Business Plan resulting from community consultation (Not Recommended)

### **4. APPENDICES**

- (1) Annual Business Plan 2023-24 Community Engagement Outcomes Report
- (2) Change in Rating Structure Report
- (3) Change in Rating Structure Proposal Communication Engagement Outcomes Report

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# **Appendix 1**

*Annual Business Plan 2023-24 Community Engagement  
Outcomes Report*

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2023

Adelaide Hills Council

[engage.sa.gov.au](http://engage.sa.gov.au)

# Draft Annual Business Plan 2023-24



## Community Engagement Outcomes Report

June 2023

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## 1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 12 May to 2 June 2023 regarding Council's *Draft Annual Business Plan 2023-24* (the "Draft ABP").

This report will be presented to Council on 13 June 2023 and made available to those who participated in the consultation on Council's Engagement Platform after the final Annual Business Plan is adopted on 27 June 2023.

The consultation comprised an opportunity for the Community to provide feedback via hardcopy and online submission as well as providing submissions by email, letter, and phone contact or in person at the ordinary Council meeting, Tuesday 23 May, 6:30 - 7:30pm at the Stirling Council Chamber. A copy of information provided on Council's Engagement Platform and submission form is available in Appendix A.

There were a total of 17 Participants providing feedback on Council's Draft ABP. 10 Respondents provided their feedback on the Draft ABP by submission form (9 online and 1 hardcopy). A further 7 participants provided a response by email.

Comments received through submission forms and emails in relation to the Draft ABP are summarised in Appendix B along with Council responses.

All email submissions are provided in Appendix C.

Social media post and email blast are provided in Appendix D.

## 2 SUMMARY OF ENGAGEMENT

### 2.1 BACKGROUND

Each year Council develops an Annual Business Plan (ABP) and Budget which is a requirement of the *Local Government Act 1999*. It is updated annually and details the programs, projects and services proposed to be delivered to the community in the next financial year and how these will be funded.

It links Council's *Strategic Plan 2020-24 – A Brighter Future*, the Long Term Financial Plan (LTFP) and Asset Management Plans with the annual budget planning process. This ensures that Council continues to develop and maintain essential infrastructure services such as roads, footpaths, bridges, public toilets and open spaces as well as providing important services including libraries, health, planning, support services and waste collection that the community has told us they value, in a way that is fair, responsible and financially sustainable.

The focus in 2023-24 is on continuing to support and strengthen the Adelaide Hills community, environment and economy.

Rate revenue accounts for approximately 80% of Council's operating income and rates are calculated on the capital value of properties. These valuations are undertaken by the Office of the Valuer-General.

### 2.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken with the Community over 22 days from Friday 12 May to midnight, Friday 2 June 2022.

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

### 2.3 ENGAGEMENT APPROACH

The Council's engagement approach aimed to collect and collate community feedback about people's level of support for the Draft ABP including any suggested changes. Feedback could be provided via an online or hardcopy submission form, email, mail, phone or in person at the ordinary Council meeting held on Tuesday 23 May 2023, 6:30pm to 7:30pm.

A simple submission form was developed and provided online and in hardcopy format. It contained 7 questions, including both closed and open style questions. A more detailed submission form was also developed and provided online only. It contained 24 questions (some with multiple parts). Questions were designed to lead participants through key elements of the Plan to assist them to more easily review and understand the many elements of the Plan.

Anyone could participate in the consultation with submission forms and information made available online and in hard copy at our customer service centres and libraries at Gumeracha, Stirling and Woodside.

A copy of the submission form questions is included in Appendix A.

## 2.4 DISTRIBUTION AND PROMOTION

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

- Advertisement in the Courier (10 May) and Advertiser (12 May)
- Hills Voice: your Adelaide Hills e-Newsletter
- LinkedIn
- Email Campaign via campaign monitor to 7834 Hills Voice Subscribers including businesses.
- Hardcopy information and submission forms available at customer service centres and libraries at Gumeracha, Stirling and Woodside.

Email and social media promotion statistics are presented below:

### 12 May 2023

E-blast -  
Businesses  
Sent: 7,834  
Opened: 3,386  
Clicks: 192

### 18 May 2023

LinkedIn  
3,678 Subscribers  
635 impressions (views)  
16 likes  
2 reposts  
Engagement rate 5.67%  
18 clicks  
Click-through rate 2.83%

### 3 PARTICIPANTS

This section provides details about participation during the engagement period and demographic information about Respondents who completed a submission and/or provided an email.

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

*Table 1 Aware, informed and engaged community*

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	7834	635	270
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	192	18	130
Engaged <i>Provided feedback</i>	7		10

An interesting note about the informed group includes that 112 people in this group in the EHQ platform downloaded the Draft ABP. However most did not provide feedback.

#### 3.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

*Table 2 Level of Participation*

Activity	Number Participating
Online submissions	9
Hardcopy submission	1
Written response –email, letter, submission	7
<b>TOTAL CONSULTATION PARTICIPATION</b>	<b>17</b>



## 3.2 PARTICIPANT CHARACTERISTICS

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

### Respondents Suburb

Respondents were asked if they could provide the suburb/township in which they resided. This was a mandatory question with 8 submission responses and mention in 3 emails.

- Mount Torrens (n=3)
- Lobethal (n=2)
- Bridgewater (n=2)
- Gumeracha (n=2)
- Oakbank (n=2)
- Forest Range (n=1)
- Stirling (n=1)
- Birdwood (n=1)
- Greenhill (n=1)
- Inglewood (n=1)

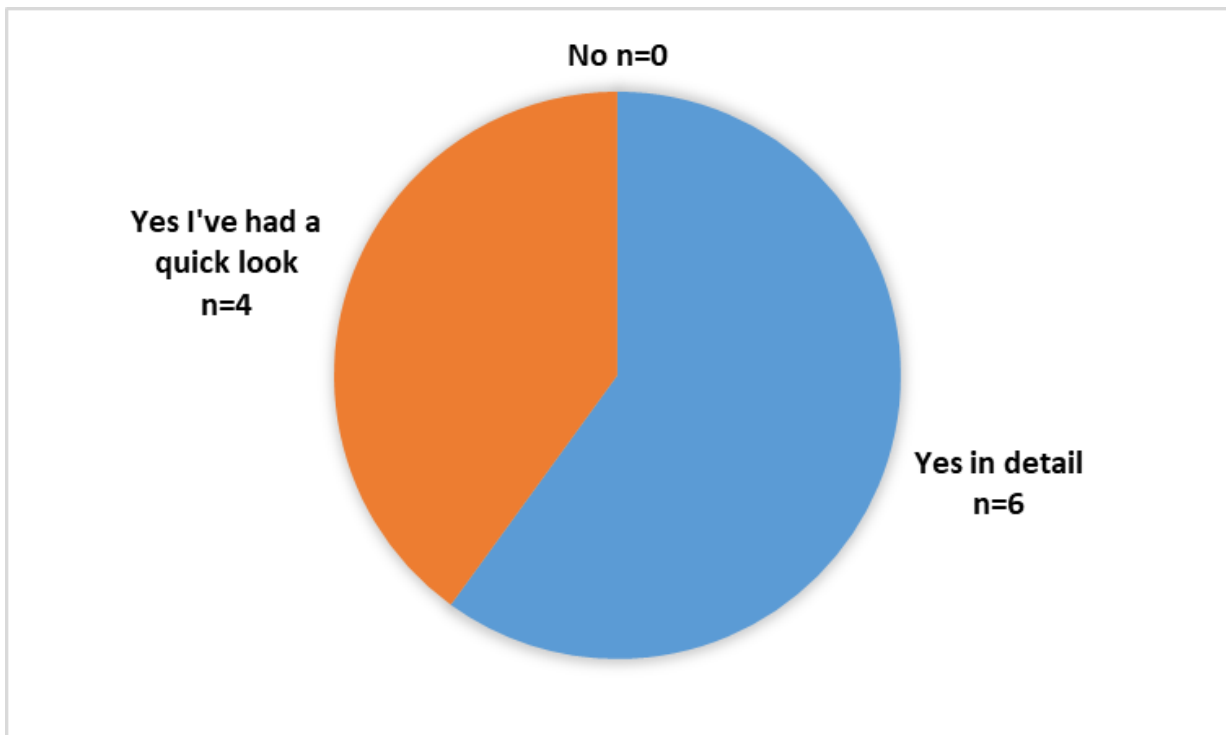
In the detailed submission form in addition to the Respondents Suburb feedback was provided that the 2 Respondents were Residents/Ratepayers of the Adelaide Hills Council area.

## 4 ONLINE SUBMISSION FEEDBACK

10 submission responses (9 online and 1 hardcopy) were received as part of this consultation. 8 responses were from the Annual Budget Submission form and 2 were from the detailed submission form. Analysis of questions in both submission forms on the Draft ABP are provided below.

### 4.1 WHO READ THE DRAFT ANNUAL BUSINESS PLAN

Respondents were asked if they had read the Draft ABP. This was a mandatory question with 10 Respondents. As presented below 60% (n=6) of Respondents said they had read the Draft ABP in detail while 40% (n=4) said they had a quick look.

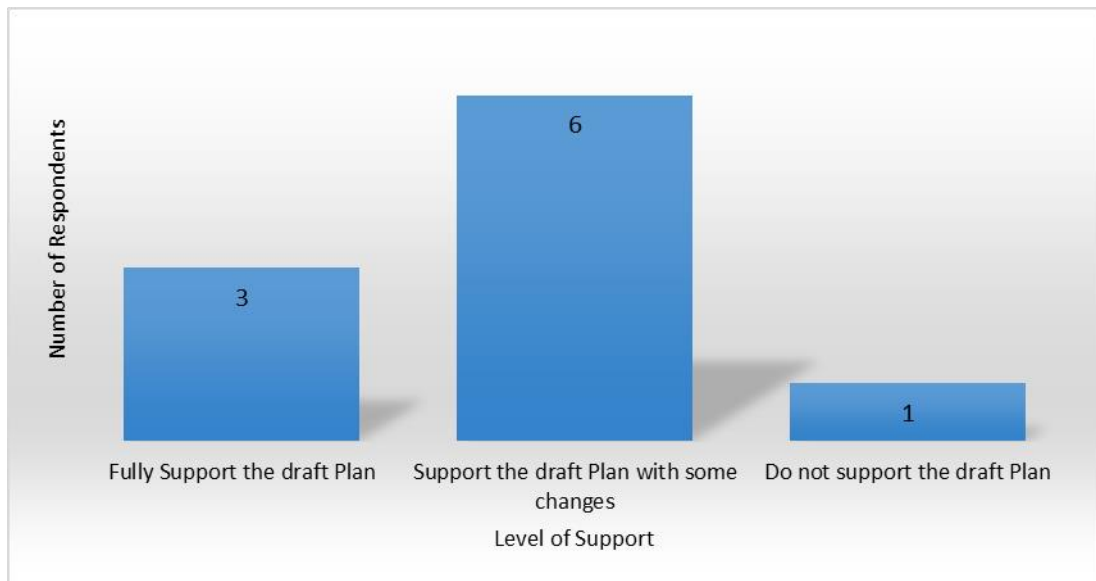


A base level of information and links to direct sections of the Draft ABP was provided with each of the questions asked in the detailed submission form only. This allowed Respondents to have a basic level of understanding of the Plans contents without having to read the full Plan in detail.

## 4.2 LEVEL OF SUPPORT FOR THE DRAFT ANNUAL BUSINESS PLAN

Respondents were asked to what extent they supported the Draft ABP. This was a mandatory question with 10 Respondents. As presented below:

- 60% (n=6) of Respondents supported the Draft ABP with some changes.
- 30% (n=3) said they fully supported the Draft ABP
- 10% (n=1) Did not support the Draft ABP.
- 



### 4.3 EXPLANATION OF LEVEL OF SUPPORT INCLUDING SUGGESTED CHANGES

Respondents were asked if they could explain their level of support for the Draft ABP and include any suggested changes. This question was only asked in the simple submission form and not the detailed submission form. Below is a summary of explanations and suggested changes:

Respondents Summarised Explanation	Respondents Suggested Changes
Redirect funding	Redirect funding from resealing roads to funding better playground resources in Federation Park Gumeracha.
Related to rate changes increasing for industrial land use. This will hinder industry and should be kept lower. Full comment included in Proposed Rating Structure Community Engagement Outcomes Report).	No suggested changes to the Draft ABP – feedback is for the proposed rating structure.
The Draft ABP is a responsible response to managing services and infrastructure in difficult times. It is well structured and provides adequate explanation of what is needed, how it is to be funded and what the cost to ratepayers is likely to be in 2023/24.	No suggested changes
I have had a quick run through and it is clear that continuing exciting and necessary projects have been balanced with rates increases and cost of living pressures. I would not like to see the proposed residential rate increase be increased beyond what is currently proposed.	No suggested changes but do not want to see proposed residential rate increase beyond what is currently proposed.
In next three years can't see allocation to renew neighbourhood playgrounds of either Woodside or Gumeracha, both of these playgrounds are used extensively by locals and others, both have been part of a Masterplan for these areas and haven't been renewed for a long time, looking for when they will be renewed. Believe Balhannah courts were resurfaced within last 10 years, other courts within Council area are more worn and	Renew play spaces at Woodside and/or Gumeracha.

Respondents Summarised Explanation	Respondents Suggested Changes
haven't been resurfaced within same time frame. Support funding for Amy Gillet extension and Croft road sealing.	
Support change in rating given information contained in report i.e. some categories have been paying less so residential was paying more. Would like to see advocacy for Valuer- General to revalue all of a Council at one time , so some parts aren't paying more than others, (especially given the rise in property values in recent times) Given 7% CPI , supportive of residential rate rise of 6.5%, given the initiatives to reduce spending within the organization. 6.5% will impact some residents especially given the increase of everything as well, believe will need to consider in time to cap the impact of such a high increase in CPI this year on future wage increases going forward.	Advocacy for Valuer- General to revalue all of a Council at one time
Excellent balancing of the budget - it is good to see a surplus well within the LTFP parameters. Excellent budget overall - well done everyone. My thoughts for improvement: There is inadequate budget for implementation of the carbon reduction plan. This should be higher. Much higher. Why is it a small fraction of things such as footpaths? Climate change is an emergency. Footpaths etc are not. More resources are needed for maintenance of native vegetation in the custody of AHC. Another on-ground biodiversity/bushcare officer is warranted because AHC has so much land to manage.	Increase budget for carbon reduction plan.  Footpaths should be a lower priority.  Increase resources to manage native vegetation including another on-ground biodiversity/bushcare officer.
Supportive, but disappointed in what appears to be a small allocation of resources to biodiversity and carbon abatement/transition.	Increase resources to biodiversity and carbon abatement/transition.
We have provided a separate submission (via email) related to Tree canopy, sport & recreation planning, community wellbeing and natural environment.	See email section.

Additional feedback was received from 2 Respondents via the detailed Submission form for the Draft ABP. This form led Respondents through detailed parts of the Plan. Feedback included:

#### **4.4 GOALS AND STRATEGIC INITIATIVES – FUNCTIONAL BUILT ENVIRONMENT**

Respondents were asked how they would rate our highlights, services provided and strategic initiatives proposed in the Draft ABP under ‘A Functional Built Environment’ goal where 1 = poor initiatives and 6 = excellent initiatives. Respondents could also select that they were not sure.

This was not a mandatory question. One Respondent indicated a rating of 5 (very good initiatives) in support of the functional built environment highlights, services and initiatives.

Respondents were then asked if they had any comments or concerns in regard to the initiatives listed under the goal ‘A Functional Built Environment’. No further information was received.

#### **4.5 GOALS AND STRATEGIC INITIATIVES – COMMUNITY WELLBEING**

Respondents were asked how they would rate our highlights, services provided and strategic initiatives proposed in the Draft ABP under the ‘Community Wellbeing’ goal where 1 = poor initiatives and 6 = excellent initiatives. Respondents could also select that they were not sure.

This was not a mandatory question. One Respondent indicated a rating of 5 (very good initiatives) in support of the community wellbeing highlights, services and initiatives.

Respondents were then asked if they had any comments or concerns in regard to the initiatives listed under the goal ‘Community Wellbeing’. No further information was received.

#### **4.6 GOALS AND STRATEGIC INITIATIVES – A PROSPEROUS ECONOMY**

Respondents were asked how they would rate our highlights, services provided and strategic initiatives proposed in the Draft ABP 2023-24 under the ‘A Prosperous Economy’ goal where 1 = poor initiatives and 6 = excellent initiatives. Respondents could also select that they were not sure.

This was not a mandatory question. One Respondent indicated a rating of 4 (good initiatives) in support of a prosperous economy highlights, services and initiatives.

Respondents were then asked if they had any comments or concerns in regard to the initiatives listed under the goal 'A Prosperous Economy'. No further information was received.

#### **4.7 GOALS AND STRATEGIC INITIATIVES – A VALUED NATURAL ENVIRONMENT**

Respondents were asked how they would rate our highlights, services provided and strategic initiatives proposed in the Draft ABP under 'A Valued Natural Environment' goal where 1 = poor initiatives and 6 = excellent initiatives. Respondents could also select that they were not sure.

This was not a mandatory question. One Respondent indicated a rating of 5 (very good initiatives) and 1 respondent indicated a rating of 4 (good initiatives) in support of the valued natural environment highlights, services and initiatives.

Respondents were then asked if they had any comments or concerns in regard to the initiatives listed under the goal 'A Valued Natural Environment'. No further information was received.

#### **4.8 GOALS AND STRATEGIC INITIATIVES – A PROGRESSIVE ORGANISATION**

Respondents were asked how they would rate our highlights, services provided and strategic initiatives proposed in the Draft ABP under 'A Progressive Organisation' goal where 1 = poor initiatives and 6 = excellent initiatives. Respondents could also select that they were not sure.

This was not a mandatory question. One Respondent indicated a rating of 5 (very good initiatives) in support of the progressive organisation highlights, services and initiatives.

Respondents were then asked if they had any comments or concerns in regard to the initiatives listed under the goal 'A Progressive Organisation'. No further information was received.

## 5 EMAIL AND WRITTEN FEEDBACK

7 Respondents provided a response by email, written submission or letter.

Key issues raised via emails included:

- Follow up information on a recent request for works.
- Would like to see more details in Annual Plan and Budget including how money will be spent, quarterly division of tasks, how progress will be measured and who is accountable. Would also like to see how quarterly reports could be provided to ratepayers and measured against the Plan including the Strategic Plan, including any variances each quarter and how they will be rectified.
- Maintenance and / or replacement of mature significant trees including at Gilleston Park Balhannah and Camac Reserve Balhannah.
- Seal footpath on northern side of Shannon Street from Cromer Road to Pflaum Street, Birdwood.
- Fidlers Hill Road Inglewood – Installation of a sealed Apron at the Intersection of Fidlers Hill And North East Road.
- Installation of a sealed Apron intersection of Lenger and Lobethal Road. this is in a 100kph.
- Sealed footpath in Tuck Street Mount Torrens on behalf of residents.

All emails are provided in Appendix C.

## 6 PRESENTATION OF FEEDBACK AT COUNCIL MEETING

An opportunity was promoted for members of the community to present feedback in person at the ordinary Council meeting, Tuesday 24 May, 6:30 - 7:30pm at the Stirling Council Chamber. There were no submissions or feedback provided via this opportunity.

## 7 COUNCIL RESPONSE TO COMMUNITY FEEDBACK

A proportion of Community feedback included requests for specific works and queries. Council has provided a response to these queries alongside summarised comments in Appendix B.



## 8 CONCLUSION

A total of 17 people participated in the consultation. Participation this year was low when compared to the previous two years. A key factor which may be attributed to this is that several other significant consultations were undertaken at the same time as this one including the Animal Management Plan and the Community Survey, potentially creating feedback fatigue.

9 out of 10 online submissions either fully supported (n=3) the Draft ABP or supported it with changes (n=6).


The main topics discussed in comments and submissions from the community in which changes could be considered included:

- Redirect funding from resealing roads to funding better playground resources in Federation Park Gumeracha.
- Do not want to see proposed residential rate increase beyond what is currently proposed.
- Renew play spaces at Woodside and/or Gumeracha.
- Other more worn out courts should be resurfaced before Balhannah courts.
- Increase budget for carbon reduction plan including carbon abatement/transition.
- Footpaths should be a lower priority.
- Increase resources to manage native vegetation/biodiversity including another on-ground biodiversity/bushcare officer.
- Would like to see more details in Annual Plan and Budget including how money will be spent, quarterly division of tasks, how progress will be measured and who is accountable. Would also like to see how quarterly reports could be provided to ratepayers and measured against the Plan including the Strategic Plan, including any variances each quarter and how they will be rectified.
- Maintenance and / or replacement of mature significant trees including at Gilleston Park Balhannah and Camac Reserve Balhannah.
- Seal footpath on northern side of Shannon Street from Cromer Road to Pflaum Street, Birdwood.
- Fidlers Hill Road Inglewood – Installation of a sealed Apron at the Intersection of Fidlers Hill And North East Road.
- Installation of a sealed Apron intersection of Lenger and Lobethal Road. This is in a 100kph.
- Sealed footpath in Tuck Street Mount Torrens on behalf of residents.

Feedback and proposed actions will be reviewed and presented to Council for workshopping and then subsequently presented in the Council report for adopting the *Draft Annual Business Plan 2023-24* at the 27 June 2023 Council meeting.

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

## APPENDIX A – INFORMATION PROVIDED AND SUBMISSION FORM



# Draft Annual Budget & Proposed Rating Structure Change

Home / Draft Annual Business Plan 2023 - 2024 and Budget & Proposed Rating Structure Change

### Draft Annual Business Plan 2023 - 2024 and Budget & Proposed Rating Structure Change

**This consultation has now closed. Thank you to those who participated and provided their feedback. We will keep you in the loop with the outcomes shortly.**

**Thank you for taking the time find out more about:**

- Draft Annual Business Plan and Budget 2023-24 / Capital Works Program
- Proposed Rating Structure Change

**Tips for participating**

- We encourage you to review all the documents relating to this consultation before taking the time to provide your feedback (you can find them in the [document library](#)).
- We've also collated some FAQs which may help answer some of your questions.
- Ask us a question using the Q&A tool on this page.
- For feedback to be considered it must be received by Council no later than 5pm, Friday 2 June 2022.**

**Feedback can be provided in a number of ways**

- Preferably using the relevant online feedback forms below
- Email to [ediggs@ahc.sa.gov.au](mailto:ediggs@ahc.sa.gov.au)
- Mail: Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Print and send us a hardcopy feedback form which can be printed from the document library on the right or collected from any AHC Library or Customer Service Centre at Gumeracha, Stirling or Woodside.
- In person, at the Council meeting, Tuesday 23 May, 6:30pm at the Stirling Council Chamber, 63 Mount Barker Rd, Stirling.

**What happens with feedback**

Your input is really appreciated, and all feedback received during the consultation period will be considered.

**Join the May Council meeting**

You have the opportunity to register to attend our public Council meeting on Tuesday 23 May 2022 at 6:30pm at the Stirling Council Chamber, 63 Mount Barker Road, Stirling. Click here to [register](#).

**Accessibility**

If you need assistance to complete the feedback tools or need an alternative format, please email [jpoller@ahc.sa.gov.au](mailto:jpoller@ahc.sa.gov.au) or call 8408 0579.

**Further information**

You can ask us a question using the Q&A tool below, by email [ediggs@ahc.sa.gov.au](mailto:ediggs@ahc.sa.gov.au) or by calling Lachlan Miller on 8408 0400 during business hours.

**Submission Forms**

Q&A    Register to attend the 23 May Council Meeting

CLOSED: This survey has concluded

**Follow Project**

to keep informed

**Share your views in person**

Join the May Council Meeting to share your feedback

Date: Tuesday 23 May, 2023

Time: 6:30pm



Venue: Stirling Council Chambers

**63 Mount Barker Road, Stirling SA 5152**

To register your attendance please complete this short registration form.

**Document Library**

- [DRAFT 2023-24 Annual Business Plan \(with appendices\).pdf \(5.63 MB\) \(pdf\)](#)
- [Capital Works Program 2023-24.pdf \(792 KB\) \(pdf\)](#)
- [Change in Rating Structure Report 2023-24.pdf \(1020 KB\) \(pdf\)](#)
- [Submission form ABP.docx \(42 KB\) \(docx\)](#)
- [Submission form Rating Structure Changes.docx \(41.7 KB\) \(docx\)](#)

### Submission form (Annual Budget)

Thank you for taking the time to consider Council's Draft Annual Business Plan 2023-24. This is a short submission form.

There is a more detailed submission form also available which includes summarised information from the Draft Annual Business Plan. The purpose of the detailed submission form is to assist you in providing feedback.

Accessibility

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE SUBMISSION



CLOSED: This survey has concluded.

### Submission form (Proposed Rating Structure Change)

Thank you for taking the time to consider Council's Proposed Rating Structure Change 2023-24. This is a short submission form.

There is a more detailed submission form also available which includes summarised information from the Draft Annual Business Plan and Change in Rating Structure Report 2023-24. The purpose of the detailed submission form is to assist you in providing feedback.

Accessibility

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE SUBMISSION



CLOSED: This survey has concluded.

### Detailed Budget and Rate Structure Change Feedback Form

Accessibility

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE FORM




**Capital Works Program 2023-24**  
DRAFT

### FAQs

- Why do we have a business plan and budget?
- What are your 2023-24 key projects and activities planned?
- Where can I see a hard copies of the Consultation Documents?
- What can you expect at the public Council meeting on Tuesday 23 May?
- When does this consultation close?
- Can I ask a question about the Annual Business Plan or the Rating Structure Change?
- How did Council develop this year's Draft Annual Business Plan?
- What is an annual business plan?
- What is the budget for the 2023-24 year in summary?
- What will happen to my feedback?
- What is Differential Rating?
- What's an Annual Business Plan and Budget in a nutshell?

### Consultation Timeline

- Open - 12 May 2023**  
The 21 day consultation period runs from Friday 12 May to Friday 2 June 2023
- Public Forum - 23 May 2023**  
Your chance to share your views in person in Stirling Council Chambers 6:30pm on Tuesday 23 May 2023.
- Consultation Closure - 2 June 2023**



## Draft Annual Business Plan and Budget 2023-24



### Submission Form

This form is available online at [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)

**For feedback to be considered it must be received by Council no later than 5pm, Friday 2 June 2022.**

1. **Have you read the Draft Annual Business Plan and Budget 2023-24?**
  - Yes
  - No
  
2. **To what extent do you support the proposed Draft Annual Business Plan and Budget 2023-24?**
  - I fully support the proposed Rating Structure Change with some changes
  - I support the proposed Rating Structure Change with some changes
  - I do not support the proposed Rating Structure Change

3. **Please explain your level of support for the Draft Annual Business Plan and Budget 2023-24 (include any suggested changes)**

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**Please provide your details below:**

4. **Name** \_\_\_\_\_

5. **Email** \_\_\_\_\_

6. **Suburb** \_\_\_\_\_

7. **Would you like to be informed of our Strategic Plan consultation?**
  - Yes
  - No

**Thank you for providing your feedback!**

Your feedback will be considered by the project team. We will keep you informed of the outcome via your email address or you can register yourself in [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)

## APPENDIX B – FEEDBACK AND COUNCILS’ RESPONSES SUMMARY

Summary of comments and Councils’ response and action relating to the Annual Business Plan consultation are listed below.

Summary of feedback / comment	Council response and action
<p><b>Play space upgrades</b></p> <ul style="list-style-type: none"> <li>• Redirect funding from resealing roads to funding better playground resources in Federation Park Gumeracha.</li> <li>• Renew play spaces at Woodside and/or Gumeracha.</li> </ul>	<p>Playspace renewals are prioritised based on a number of criteria, further informed by professional audits and catchment analysis.</p> <p>Adelaide Hills Council has a significant number of (over 30) play spaces that it is responsible for. As such, Council’s play spaces are only generally considered for upgrade at their end of their useful life. At this point in time, the play spaces at Gumeracha and Woodside still have some useful life left in them, with others in the district being of higher priority at this point in time. Consideration for upgrade for the play space at Gumeracha and Woodside should be expected within the next 3-4 years.</p>
<p><b>Court resurfacing</b> Other more worn out courts should be resurfaced before Balhannah courts.</p>	<p>Court resurfacing and remediation works are prioritised based on a number of criteria, which are informed by professional audits which have been undertaken. Council is in the final stages on completing its Court Audit which is assessing the condition of court facilities across the whole Council district. While the courts at Balhannah have been flagged as a potential site for Council contribution this is yet to be confirmed.</p> <p>Upon completion of the Court Audit Council will be able to confirm which sites will receive council support for court resurfacing projects (by end of July). The key factors in making these decision are as follows:</p> <ul style="list-style-type: none"> <li>• Condition of the court surface</li> <li>• Current use of the facilities (organised sport and casual use)</li> </ul>

Summary of feedback / comment	Council response and action
	<ul style="list-style-type: none"> <li>• Appropriate operations and sustainability of host clubs</li> <li>• Ability for the clubs to contribute up to 66% of the total project cost as outlined in the Community and Recreation Facilities Framework</li> </ul> <p><a href="https://engage.ahc.sa.gov.au/community-recreation-facility-framework">https://engage.ahc.sa.gov.au/community-recreation-facility-framework</a></p>
<p><b>Carbon reduction</b></p> <ul style="list-style-type: none"> <li>• Increase budget for carbon reduction plan.</li> <li>• Increase resources to biodiversity and carbon abatement/transition.</li> </ul>	<p>Current implementation of priority Corporate Carbon Management Plan items is funded within the budget and Long Term Financial Plan, however the level of funding is being reconsidered as part of the current Strategic Plan Review.</p>
<p><b>Native vegetation and biodiversity</b></p> <p>Increase resources to manage native vegetation including another on-ground biodiversity/bushcare officer.</p>	<p>Biodiversity Management (including Native Vegetation) and associated activities are funded within the budget and Long Term Financial Plan, however the level of funding will be reconsidered as part of the current Strategic Plan Review.</p>
<p><b>Footpaths</b></p> <p>Footpaths should be a lower priority.</p>	<p>Footpath renewal expenditure is based on detailed asset planning. Funding allocations for footpath expenditure is reviewed each year and is based on detailed consideration of network requirements.</p>
<p><b>Footpath sealing</b></p> <ul style="list-style-type: none"> <li>• Seal footpath on northern side of Shannon Street from Cromer Road to Pflaum Street to address pedestrian access issues.</li> <li>• Installation of a sealed Apron at the Intersection of Fidlers Hill and North East Road.</li> <li>• Installation of a sealed Apron intersection of Lenger and Lobethal Road, this is in a 100kph zone</li> </ul> <p>Sealed footpath in Tuck Street Mount Torrens.</p>	<p>This will be considered in the development of the 2024-25 Annual Business Plan. Asset Management Principles determine the relative priorities and will thus inform when works may be undertaken.</p>



Summary of feedback / comment	Council response and action
<p><b>Tree planting</b></p> <ul style="list-style-type: none"> <li>• Plant mature trees within Gilleston Park, Balhannah to replace any damaged trees, if needed, and to foresee the need for more canopy cover in the district as a whole, in the future. Tree species suggestions provided.</li> <li>• Comments also made about tree replacement in Gilleston Park, Balhannah as fire retardants.</li> <li>• Plant mature trees within the Carawa/Camac Reserve to replace the two trees that have been cut down. Suggested trees species provided.</li> <li>• Suggestion that an area of Carawa/Camac Reserve could be left for a community vegetable garden.</li> </ul>	<p>Resourcing to enable Strategic Tree Planting and replacement will be considered as part of the Strategic Plan Development.</p>
<p><b>Rating and rates</b></p> <ul style="list-style-type: none"> <li>• Would like to see advocacy for Valuer- General to revalue all of a Council at one time, so some parts aren't paying more than others.</li> <li>• No suggested changes but do not want to see proposed residential rate increase beyond what is currently proposed.</li> </ul>	<p>Valuation for rating purposes is undertaken annually by Valuer General across the whole council area.</p> <p>Noted</p>
<p><b>Comments not relevant to ABP consultation</b></p> <ul style="list-style-type: none"> <li>• Request for further information regarding a tree case</li> <li>• Comment about quarterly reporting and strategic plan</li> </ul>	<p>Response provided relating to action taken on tree works – case resolved.</p> <p>Response provided and link to quarterly reports included as well as invitation to provide feedback.</p>

## APPENDIX C – EMAILS AND WRITTEN FEEDBACK

### Draft ABP Email Feedback 1

Id love to give some input but i doubt anything will be done when a simple case action cas-136173-w7tp cant even be looked into.

### Draft ABP Email Feedback 2

TO WHOM IT MAY CONCERN

Comments:

As usual, full of very lovely, general and vague, motherhood statements. Very reassuring, but no detail as to how EXACTLY the money will be spent!

As usual, there no specific benefits to the ratepayers mentioned, so one cannot tell if the mney is actually being spent wisely!

As usual, there is no detail as to quarterly division of tasks so that progress can be measured.

As usual, there is no mention of who will be accountable, even if only by title.

There does not appear to be any timetable for reporting back to ratepayers as to how well the Council is performing during the year. In fact, I don't think ratepayers have ever seen any reports on how well the Council has performed on the previous year's Strategic Plan.

A Strategic Plan is meant to be a quarterly timetable of what will be done, by whom, and how much it will cost. At the end of every quarter there should be a review of where the Council is with the Strategic Plan, explanations for variances, and an explanation of whether/how these variances will be rectified, if necessary, in the future.

This is not a Strategic Plan; merely a vague fluffy document with lots of lovely pictures, which is hoped to make ratepayers feel good. If Councillors themselves don't understand what a Strategic Plan is, then the CEO should!

Kind Regards

### Draft ABP Email Feedback 3

On behalf of \*\*\*\* and \*\*\*\*\* , \*\*\*\*\* Street Birdwood

Seal footpath on northern side of Shannon Street from Cromer Road to Pflaum Street.

\*\*\*\*\* uses a walking frame and finds it difficult to walk on the unsealed footpath.

He is not game to cross over because of traffic concerns (I can appreciate that!)

He said there is another person who experiences the same.

Please consider for sealing in the draft budget .

Draft ABP Email Feedback 4

**ADELAIDE HILLS COUNCIL**  
**Annual Business Plan and Budget 2023-24 and Rating Structure Change Consultation**  
- **Asset Maintenance and Replenishment**  
- **Rating Structure and Changes**

We have reviewed the Annual Business Plan and Budget in relation to any inclusion for the maintenance or replacement of mature significant trees in the District.

We have reviewed:

- Sport & Recreation Planning (Capital Budget)
- Community Wellbeing – Strategic Initiatives
- A valued natural environment

... And cannot see any reference in these sections related to the maintenance or replacement of significant trees to preserve the future tree canopy. Maybe there is reference elsewhere but we cannot see it.

As a result, we send this submission to you for including an appropriate amount within the budget for each of the years in the forward estimates.

**1. Gilleston Park Balhannah**

Gilleston Park, in the centre of Balhannah, is a magnificent asset used regularly by dog walkers and people like ourselves who enjoy the amenity immensely... for walking, socializing and picnicking. It is a wonderful asset for health and wellbeing for everyone.

Within the park, which is well maintained by Council, there are 25 mature Quercus Robur (English Oak) trees, with plantings going back to the 1840's when Balhannah was first established, and some which have diameters up to 1.5meters. Most of these oaks are on the western perimeter of the park, as the Onkaparinga River sweeps around before exiting the park and passing under Greenhill Road and there are 4 scattered in the centre of the park and 1 newly planted tree near the entrance to the park.



(Mature Oaks in Gilleston Park Balhannah

27 May 2023)

Unfortunately, during the last wild wind storm, which occurred a few months ago, a major branch from one of the best oaks and a significant branch on another oak crashed to the ground and this has been fenced off by the Council. Trees were also damaged in many other areas through this storm. The day that branch fell was a **very stormy windy, swirly day**

.....

**Wouldn't this make a wonderful area for dogs and children to play amongst and along the fallen branches, if cleaned up carefully and secured safely.**



(Damaged Mature Oak in Gilleston Park 27 May 2023)

***Tree Replenishment using Oaks as fire retardants.***

**As we are in a fire prone area we thought replacement Oaks would go some way towards being a fire break from western winds, as well as looking absolutely magnificent, and note from the Canberra bush fires of a few years ago:.**

“The three plantations of cork oaks on the western edge of Canberra not only survived the firestorm, but checked its advance; the stand on the northwest corner of Curtin slowed the fire and protected the homes behind, not one of which was damaged.

Further up the hill, where eucalypts took over, several houses were burnt.”

.....

There is also the fantastic opportunity to develop an avenue of Oaks, by planting trees on the eastern side of the path in the corner where the majority of the Oaks currently sit. A planting of different varieties/examples of Oaks in the centre of the area, could also be an interesting and wonderful asset to the park. We already note that the park is used not only by dog walkers, but people (like ourselves) who regularly use the park for exercise. Additionally, we note that from time to time people are seen having picnics under the Oaks, and with further development of the park, many entertainment opportunities could be encouraged.



Sheltered picnics under the Oaks... and the local dogs, interrupting their run to check the food!

In 20 years' time the whole avenue would start to look like Druid Avenues, Stirling and Gawler Street and Druids Avenue Mt Barker ... and the developing canopy would become a feature of the district attracting a huge number of opportunities.

As well as giving families with children and dog walkers and their pets... shade in Summer, beauty in Autumn and a vibrant bright green canopy of shooting leaves in Spring... a photographers dream! Think of Fairs and markets too.

*A true asset for the community!*

**... But action is needed now for future posterity.**

## **Recommendation**

**We hereby recommend** that a provision be made within the Council Budget for 2023-24 and thereafter in the forward estimates, to plant mature trees within the park to replace any damaged trees, if needed, and to foresee the need for more canopy cover in the district as a whole, in the future. Such trees might be:

- *Quercus Rubra (Red Oak)* which is fast growing and long lived growing straight and tall;
- *Quercus Robur (English Oak)* which is large, stately and long lived with a low branching canopy. This is similar to the oaks now in the park;
- *Nuttall Oak* which is the fastest growing oak.



Damaged Trees

Recommended Avenue of replacement Oak Trees  
*(Map courtesy Google Maps)*

## 2. Camac Reserve Balhannah

The Carawa/Camac Reserve sits comfortably behind the Balhannah shopping precinct between Carawa Avenue and Talbot Court. A tributary creek runs along the Carawa side of the park and joins the Onkaparinga River between the Johnston Memorial Park and Gilleston Park.

Whilst significant development of facility assets has been undertaken, particularly for sport, recreation and children’s play area in the Johnston Memorial Park... there is an obvious opportunity to develop the Carawa/Camac Reserve to enhance the area for both local people walking to the shops and bus... and often elderly people with walkers, needing shade in summer.

There is also the possibility to enhance recreational activities like birthday parties, picnics and general, peaceful enjoyment.

Continued planting of deciduous fire retardant trees as an addition to and replacement for the tree canopy in these Parks and the District ... which the Council is custodian of.

Not only would this arrest the depletion of canopy but would provide an improved amenity for the whole of the District into the future. Deciduous European trees which are fire retardants would be an asset for protection of homes in our warming summer fire seasons, which would not only enhance the green coverage of the District, but would also bring further bio-diversity to the region.

Around two years ago, two trees were removed by cutting them level with the ground and nothing has happened to replace them. There is an ideal opportunity to replace these trees in nearby spots in the park.

Whilst the tributary is lined with native species, within the park itself there are Ash and Oak trees... tall canopy trees for pleasure, particularly during Autumn, Spring and Summer for family groups, picnics and walking generally.

Each time Council needs to remove a tree anywhere in the District, for whatever reason, we believe it should replace that tree with at least one other canopy tree, if not more.

The Carawa/Camac Reserve would be an ideal place for this work.



General view of Carawa/Camac Reserve  
(27 May 2023)



Tree Removal (not replaced) Carawa/Camac  
(27 May 2023)

## Recommendation

**We hereby recommend** that a provision be made within the Council Budget for 2023-24 and thereafter in the forward estimates to plant mature trees within the Carawa/Camac Reserve to replace the two trees that have been cut down... and more... to use this area to replace any other trees which are required to be cut down by Council ("An eye for an eye") and to foresee the need for more canopy cover in the district in the future. Such trees might be:

- *Theme of the area... oaks*
- *Acer Saccharinum 'Pyramidale'* which is a large deciduous tree developing a rounded crown in maturity with Autumn foliage turning yellow and bronze.
- *Quercus Rubra (Red Oak)* which is fast growing and long lived growing straight and tall;
- *Quercus Robur (English Oak)* which is large, stately and long lived with a low branching canopy;
- *Quercus Pilastris (Pin Oak)* medium-sized deciduous tree growing to 18–22 metres tall, with a trunk up to 1 m in diameter. It has an 8–14 m spread. A 10-year-old tree grown in full sun will be about 8 m tall. Young trees have a straight, columnar trunk with smooth bark and a pyramidal canopy. By the time the tree is 40 years old, it develops more rough bark with a loose, spreading canopy. This canopy is considered one of the most distinctive features of the pin oak: the upper branches point

upwards, the middle branches are at right angles to the trunk, and the lower branches droop downwards.

- **A group of these would look magnificent with areas for children to play under and elderly to walk their dogs and sit peacefully.**
- *Fraxinus Raywood (Claret Ash)* A beautiful, deciduous, rapid growing shade tree. Developing a lovely shape, and foliage that progress from deep glossy, green pinnate leaves during Summer to claret-red during Autumn.
- *Fraxinus Oxycarpa (Desert Ash)* An attractive, hardy and large spreading tree with a moderate to fast growth rate. Consists of seven leaflets changing to various shades of yellow and gold in Autumn. Inconspicuous flowers appear in late Winter/early Spring when the tree is still leafless.
- *Lagerstroemia indica (species of crepe myrtle)*. 'Natchez' - will eventually reach about eight metres and it's got a clear, white flower as well as quite spectacular markings on the trunk.
- **An area could be left for a community vegetable garden if the residents would like this, as in Woodside and Stirling East...** a great chance to encourage people to enjoy the area together.



Carawa/Camac Reserve 28 May 2023. (Map Courtesy: Google Maps)

**Opportunity for Canopy Development**

.....



---

Draft ABP Email Feedback 5, 6 and 7 via Elected Member



Thu 1/06/2023 8:12 PM

Malcolm Herrmann

Budget Submission

To

Cc

Please accept this a response to the draft ABPlan/budget

1. On behalf of [REDACTED] ( Fidlers Hill Road Inglewood – Installation of a sealed Apron at the Intersection of Fidlers Hill And North East Road. [REDACTED]
2. On behalf of [REDACTED] Lenger Road Mount Torrens – Installation of a sealed Apron intersection of Lenger and Lobethal Road. this is in a 100kph zone [REDACTED]
3. Sealed footpath in Tuck Street Mount Torrens on behalf of residents [REDACTED] of the Mt Torrens District Community Association. To be considered in allocating funds from the global allocation. [REDACTED]

## APPENDIX D - SOCIAL MEDIA POSTS

### 18 May 2022 – Twitter and LinkedIn

Posted by Nathan Till • 5/18/2023

...



Come and ask questions about the Council's 'Annual Business Plan 2023-24' and the proposed changes to the Council rates structure and classes of land use.

Explore how the changes may effect your business this Tuesday 23 May at 6:30pm.

- View the changes <http://ow.ly/9B0w50qKOp>
- Register to attend <http://ow.ly/5OW750qKOq>



Caitlin Duggan and 15 others

2 reposts



Like



Comment

Be the first to comment on this

Organic impressions: 635 Impressions

Hide stats

Organic stats

Targeted to: All followers

635 Impressions	16 Reactions	2.83% Click-through rate	0 Comments
2 Reposts	18 Clicks	5.67% Engagement rate	

Show more analytics

## 12 May 2022 – E-blast Draft Annual Business plan and Proposed Rating Structure Change

Every year, Council develops an Annual Business Plan and Budget and now is your chance to let us know what you think.

No images? [Click here](#)



**Participate:  
Draft Annual Business Plan 2023 - 24  
& Budget and Proposed Rating  
Structure Change**

Dear Adelaide Hills Community

Now is your chance to shape our Annual Business Plan and Budget and let us know what you think of the Proposed Rating Structure Change. There are new initiatives, a list of capital works and details on the proposed rating structure change which will impact vacant land, primary production land, commercial land and more.

You will find all the details on the [Engagement Hub](#) page.

**We encourage you to provide a submission by 5pm, 2 June 2023.**

### **WHAT IS THE ANNUAL BUSINESS PLAN AND BUDGET ABOUT?**

Every year, Council develops an Annual Business Plan and Budget which links our [Strategic Plan 2020-24 – A Brighter Future](#), the Long Term Financial Plan (LTFP) and our Asset Management Plans with the annual budget planning process.

The Annual Budget ensures that we continue to develop and maintain essential infrastructure services such as roads, footpaths, bridges, public toilets and open spaces as well as providing important services including libraries, health, planning, support services and waste collection that our community has told us they value, in a way that is fair, responsible and financially sustainable. Read the [Draft Annual Business Plan 2023-24](#).

### **WHAT IS A RATING STRUCTURE CHANGE PROPOSAL?**

This year we're proposing some Rating Structure Changes. The focus of this review is in relation to differential general rates. This review is not about increasing or decreasing revenue from Council general rates, it looks at how rates are distributed across the various land use types. To improve rating equity, for 2023-24 we propose to differentiate all nine land use classes separately. Read the [Proposed Rating Structure Report](#).

#### TIPS FOR PARTICIPATING IN THE CONSULTATION

- Check out our [Engagement Hub](#) page which provides everything you need to know about this consultation
- We encourage you to review all the documents relating to this consultation before taking the time to provide your feedback (you can find them in the [document library](#))
- We've also collated some FAQs which may help answer some of your questions
- Ask us a question using the [Q&A tool](#)
- **For feedback to be considered it must be received by Council no later than 5pm, Friday 2 June 2022.**

#### FEEDBACK CAN BE PROVIDED IN A NUMBER OF WAYS

- Preferably using the relevant online feedback forms via the [Engagement Hub](#) page
- Email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
- Mail Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Print and send us a hardcopy feedback form which can be printed from the engagement hub page or collected from any AHC Library or Customer Service Centre at Gumeracha, Stirling or Woodside
- In person, at the Council meeting, Tuesday 23 May, 6:30pm at the Stirling Council Chamber, 63 Mount Barker Rd, Stirling. Click here to [register](#).

Your input is really appreciated, and all feedback received during the consultation period will be considered.

#### MAKING THIS CONSULTATION ACCESSIBLE

If you need assistance to complete the feedback tools or need an alternative format, please email [jspier@ahc.sa.gov.au](mailto:jspier@ahc.sa.gov.au) or call 8408 0579. The [Engagement Hub](#) page is translatable into many different languages.

#### HAVE FURTHER QUESTIONS?

Email [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au) or call Lachlan Miller on 8408 0400 during business hours.

Thank you for being a part of our community, we look forward to receiving your feedback.

Kind regards

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# **Appendix 2**

*Change in Rating Structure Report*

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# **2023-24 Annual Business Plan Consultation Change in Rating Structure Report**



**Adelaide Hills**  
COUNCIL



**ADELAIDE HILLS COUNCIL IS  
SEEKING YOUR FEEDBACK ON  
PROPOSED CHANGES TO OUR  
RATING STRUCTURE**



# Background

Councils are responsible for the delivery of a broad range of services to their communities. These services can vary as each community is unique and has different priorities.

Council receive income from a number of sources to pay for the services they provide, and the largest revenue source is rates.

The *Local Government Act 1999* allows councils to raise rates and provides a degree of flexibility in the options used by councils to do this. Councils have a responsibility to determine the best method for their communities and review this from time to time to ensure the system used is relevant.





# Background continued

Adelaide Hills council rates are made up of a fixed charge and a differential rate. There is also additional separate rates such as the Stirling Business Associate separate rate and the Regional Landscape Levy, which councils collect on behalf of the SA Government that is not part of this review.

The focus of this review is in relation to differential general rates. This review is not about increasing or decreasing revenue from Council general rates, it looks at how rates are distributed across the various land use types.



# Background continued

Council has reviewed its current rating structure for differential rates in comparison to other alternatives to ascertain whether the current rates allocation is equitable and continues to meet our rating principles

As a result of this review, Council has considered the impact on various land use types to allow for a staged implementation to best manage rate increases for each property.



# Rates Overview

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

Key elements of Adelaide Hills Council's (AHC) Current Rating Structure are as follows:

- The Council uses the capital value method of valuing properties. This method values the land and all improvements on the land. It is the most widely-used method across South Australian councils.
- Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the Adelaide Hills Council area. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.
- Further, in determining how rates are applied, and the rate in the dollar, Council also makes specific policy choices in relation to the use of **differential rating for each land use category** and a **fixed charge** to allocate the rates burden across the community. Council considers this to be a fair and equitable method of rating for the Adelaide Hills Council.
- Council considers a fixed charge to be the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of council's services and the development and maintenance of the community's infrastructure.



# Rates Context

Adelaide Hills Council (AHC) has a rating policy that aims to balance the five main principles of taxation:

- **Benefits Received** - ratepayers who receive more benefits (services provided, or resources consumed) should pay a higher share of tax.
- **Capacity to Pay** - a person who has less capacity to pay should pay less, and persons of similar means should pay similar amounts.
- **Administrative simplicity** - minimal costs are involved in applying and collecting the tax and the tax is difficult to avoid.
- **Economic efficiency** - whether or not the tax distorts economic behavior.
- **Policy consistency** - taxes should be internally consistent, and based on transparent, predictable rules that are understood and accepted by ratepayers.

In applying these principles, any decision with respect to rating should always consider the financial effects of the decisions made today, on the future generations of tomorrow.



# Rates Context continued

AHC **currently** applies two differential rates for general rates based on the following groupings:

- Residential, Primary Production, Vacant Land and Other
- Commercial and Industrial – (for 2022-23 the rate in the dollar for this group is exactly 15% higher than the residential rate in the dollar)

Due to variability in annual capital valuations provided by the independent Valuer-General, this has resulted in some land uses (and in particular, residential properties) paying a higher average rate increase and other land uses such as Commercial properties paying less than the average rate increase set by Council.

This was particularly evident in the 2022-23 rating period where there was a significant difference in valuation across the various land uses.

In addition, when considering the last 5 years capital valuations this variability of higher residential valuations and lower commercial and industrial valuation increases has occurred.



# 2022-23 Rates by Category Table

Land Use	No	% of Nos	Total General Rates \$000s	% of Rates	Net Differential Rates \$000s
Residential	13,658	75%	31,432	76%	21,282
Primary Production	3,008	17%	7,286	18%	5,214
Vacant Land	641	4%	921	2%	532
Other	179	1%	406	< 1%	115
Commercial (3)	634	3%	1,357	3%	886
Industrial (2)	80	< 1%	197	< 1%	142
<b>Total</b>	<b>18,200</b>		<b>41,600</b>		<b>28,270</b>

Note: Excludes CWMS, Landscape Levy & Separate Rates



# Rationale for Differential Rates

In summary for the 2022-23 rating year:

- Average increase for existing ratepayers across all land uses was 4.9%,
- However, the higher valuation increase in residential valuation resulted in residential ratepayers experiencing an average above 5%
- For the Commercial & Industrial land uses those properties had a below average rate increase (below 2%) due to the impact of lower valuations in those land uses

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency



# Implementation of Differential Rating

Therefore, to improve rating equity, Adelaide Hills Council for 2023-24 proposes to differentiate all 9 land use classes separately as follows:

- Residential
- Commercial – Shop
- Commercial – Office
- Commercial - Other
- Industrial – Light
- Industrial - Other
- Primary Production
- Vacant Land
- Other

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency





# Commercial & Industrial Rates – Council Comparison

## Surrounding Councils 2022-23

- **Barossa** Commercial 54% higher than Residential rate  
Industrial Light 54% higher than Residential rate  
Industrial Other 357% higher than Residential rate
- **Mitcham** Commercial & Industry 153% higher than Residential rate
- **Onkaparinga** Commercial & Industrial 92% higher than Residential rate
- **Tea Tree Gully** Commercial & Industrial 80% higher than Residential rate

Alexandrina, Burnside, Campbelltown, Mount Barker and Mid Murray do not use differential rating

## Metropolitan Councils 2022-23

Out of 18 metropolitan councils, 16 use differential rating for Commercial & Industrial and 14 have a differential of > 60% higher than the Residential rate



# Vacant Rates – Council Comparison

## Surrounding Councils 2022-23

- **Barossa** Vacant is 89% higher than Residential rate
- **Burnside** Vacant is 150% higher than Residential rate
- **Mitcham** Vacant is 153% higher than Residential rate
- **Onkaparinga** Vacant is 33% higher than Residential rate
- **Tea Tree Gully** Vacant is 100% higher than Residential rate

Alexandrina, Campbelltown, Mid Murray and Mount Barker do not have differential rating for vacant land

## Metropolitan 2022-23

Out of 18 metropolitan councils, 15 use differential rating for Vacant Land with 11 of those having a differential of > 60% higher than their Residential rate



# Other Changes in Differential Rating

- Council has considered issues of consistency and comparability of other Councils and across council areas in the imposition of rates on various sectors of the business and wider community.
- Currently Council's average Residential rate is high by comparison to other Councils whereas the average Commercial, Industrial and Vacant Land rate is low.
- As a result Council proposes phasing in higher differential rates in relation to Commercial, Industrial and Vacant Land land use categories across a three-year period.
- These changes allow residential and primary production land uses to have a lower rate increase than otherwise would have occurred with no differential rate changes



# Differential Rating Relativity

Proposed Rating for 2023-24

1. Average of 6.9% across all land use types, and
2. Additional differential rating increases as below:

Land use	No	Rate above residential rate			
		2022-23	2023-24	2024-25	2025-26
Commercial & Industrial Light	667	15%	+15% <b>30%</b>	+10% 40%	+10% 50%
Industrial – Other	47	15%	+20% <b>35%</b>	+20% 55%	+20% 75%
Vacant Land - Townships	373	0%	+10% <b>10%</b>	+10% 20%	+10% 30%

# Commercial & Industrial Light Differential Rate

- Council proposes that those properties categorised as Commercial or Industrial Light will pay a higher differential rate in the dollar than residential with the increase of **35%** relative to the current differential rate to be phased in over **three** years.
- Council has considered the higher amount payable by the commercial and industrial light sectors with reference to the commercial and industrial light differential rates of other councils, costs of the economic development function as well as the services and activities that the sector does not regularly use.

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency

# Commercial & Industrial Light Differential Rate

## 2022-23 Commercial and Industrial Light Rates Profile

	No	Gross Rates \$000s	Variable \$000s	Fixed \$000s	2022-23 Range	
					Lowest	Highest
Commercial Shop	252	534	352	183	277	22,951
Commercial Office	58	93	52	41	270	4,538
Commercial Other	324	731	502	229	84	18,348
Industrial Light	33	51	27	24	824	2,918
TOTAL	667	1,409	933	477		

# Commercial & Industrial Light Differential Rate

Based on the proposed:

- 6.9% increase for all land uses including fixed charge
- Additional 15% increase in the differential rate for Commercial and Industrial Light Land Uses

the 2022-23 average rates payable will be as follows:

	Average Rates 2022-23	Average Rates 2023-24	% increase for 2023-24
Commercial Shop	2,120	2,489	17.4%
Commercial Office	1,598	93	15.6%
Commercial Other	2,257	731	17.7%
Industrial Light	1,538	51	15.3%

# Industrial Other Differential Rate

- It is proposed that those properties categorised as Industrial Other will pay a higher differential rate in the dollar than residential with an increase of **60%** relative to the current differential rate to be phased in equally over **three** years.
- Council has considered the higher amount payable by the Industrial Other land use with reference to the industrial differential rates of other councils, costs of the economic development function, increased environmental impact as well as the higher impact of this sector on Council infrastructure.

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency



# Industrial Other Differential Rate

	No	Gross Rates \$000s	Variable \$000s	Fixed \$000s	Average Rates 2022-23	Range	
						Lowest	Highest
Industrial Other	47	\$147	\$115	\$32	\$3,118	\$1,073 *	\$22,050

Based on the proposed:

- 6.9% increase for all land uses including fixed charge
- Additional 20% increase in the differential rate for Industrial Other

the 2022-23 average rates payable of \$3,118 would be increased to rates payable of \$3,843 for the 2023-24 financial year, being a 23% increase from 2022-23.

\* The lowest range excludes 4 contiguous assessments which form part of larger holdings

# Vacant Land (within townships) Differential Rate

- It is proposed that those properties categorised as Vacant Land **within township** zones as defined by Council will pay a higher differential rate in the dollar than residential with an increase of **30%** relative to the current differential rate to be phased in equally over **three** years.
- Council has considered the higher amount payable by Vacant Land within township zones with reference to the vacant land differential rates of other councils and discouraging ratepayers from long-term speculating (seeking future commercial gains) rather than developing the land for the benefit of the whole community.

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency

# Vacant Land (within townships) Differential Rate

- In defining those vacant land properties within townships Council proposes to use the 'Neighbourhood-type zone' as defined in the Administrative Definitions of the Planning and Design Code.
- Neighbourhood-type zone is the parent term for the neighbourhood and township zones that cover the built up residential areas within the Council area

## Rating Principles

- Benefits Received
- Capacity to pay
- Administrative Simplicity
- Economic Efficiency
- Policy Consistency

# Vacant Land (within townships)

	No	Gross Rates \$000s	Variable \$000s	Fixed \$000s	Average Rates 2022-23	Range	
						Lowest	Highest
Vacant Land (townships)	373	\$539	\$309	\$231	\$1,445	\$736 *	\$4,309

Based on the proposed:

- 6.9% increase for all land uses including fixed charge
- Additional 10% increase in variable rate for Vacant Land within townships

the 2022-23 average rates payable of \$1,445 would be increased to rates payable of \$1,621 for the 2023-24 financial year, being a 12% increase on 2022-23

\* The lowest range excludes contiguous assessments which form part of larger holdings

# Vacant Land (outside townships) Differential Rate

- It is proposed that those properties categorised as Vacant Land outside township zones as defined by Council will pay a differential rate in the dollar similar to Residential but adjusted to take into account valuation changes between the different land uses.
- No of assessments for 2022-23 is 268
- Average Rate increase for Vacant Land (outside townships) proposed to be 6.9%

Based on the proposed 6.9% increase for Vacant Land outside townships the 2022-23 average rates payable of \$1,445 would be increased to rates payable of \$1,545 for the 2023-24 financial year, being an increase of 6.9%

# Residential and Primary Production Differential Rate

- The above proposed differential rate changes allow for those properties categorised as Residential and Primary Production to pay a differential rate in the dollar to provide an Average Rate increase of 6.9%

Based on the proposed change in rating structure for Residential the 2022-23 average rates payable of \$2,301 would be increased to rates payable of \$2,460 for the 2023-24 financial year, being an increase of 6.9%

Based on the proposed change in rating structure for Primary Production the 2022-23 average rates payable of \$2,423 would be increased to rates payable of \$2,591 for the 2023-24 financial year, being an increase of 6.9%

- Without the proposed changes in differential rates for Commercial, Industrial and Vacant (within townships) land uses, the average rate increase would increase for Residential and Primary Production

---

## **Appendix 3**

### *Change in Rating Structure Proposal Community Engagement Outcomes Report*

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**2023**

Adelaide Hills Council

[engage.sa.gov.au](https://engage.sa.gov.au)

# **Change in Rating Structure Proposal**



## **Community Engagement Outcomes Report**

**June 2023**



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## 1 INTRODUCTION

This report presents the qualitative and quantitative feedback from the engagement with the community conducted from 12 May to 2 June 2023 regarding Council's Change in Rating Structure Proposal.

This report will be presented to Council on 13 June 2023 and made available to those who participated in the consultation on Council's Engagement Platform after the final proposed rating structure is adopted on 27 June 2023.

The consultation comprised an opportunity for the Community to provide feedback via hardcopy and online submission, as well as providing submissions by email, letter, and phone contact or in person at the ordinary Council meeting, Tuesday 23 May, 6:30 - 7:30pm at the Stirling Council Chamber. A copy of information provided on Council's Engagement Platform and submission forms is available in Appendix A.

There were a total of 9 Participants providing feedback on Council's Change in Rating Structure Proposal. 7 Respondents provided their feedback on the Change in Rating Structure Proposal by submission (7 online). A further 2 participants provided a response by email.

Comments received from submissions and emails in relation to the Change in Rating Structure Proposal are summarised in Appendix B along with Council responses.

Email submissions are provided in Appendix C.

Social media post and email blast are provided in Appendix D.

## 2 SUMMARY OF ENGAGEMENT

### 2.1 BACKGROUND

Councils are responsible for the delivery of a broad range of services to their communities. These services can vary as each community is unique and has different priorities.

Council receive income from a number of sources to pay for the services they provide, and the largest revenue source is rates.

The *Local Government Act 1999* allows councils to raise rates and provides a degree of flexibility in the options used by councils to do this. Councils have a responsibility to determine the best method for their communities and review this from time to time to ensure the system used is relevant.

The focus of this review is in relation to differential general rates. This review is not about increasing or decreasing revenue from Council general rates, it looks at how rates are distributed across the various land use types.

Council has reviewed its current rating structure for differential rates in comparison to other alternatives to ascertain whether the current rates allocation is equitable and continues to meet our rating principles. As a result of this review, Council has considered the impact on various land use types to allow for a staged implementation to best manage rate increases for each property.

Adelaide Hills Council have presented what they are proposing for future Rating Structure Changes and in particular in relation to different land types.

It is this proposed structure that Council would like to present to the community and receive feedback on. In particular the level of support and any changes for consideration.

### 2.2 COMMUNITY ENGAGEMENT STRATEGY

A community engagement strategy was developed and consultation was undertaken along with the draft Annual Business Plan and Budget Consultation with the Community over 22 days from Friday 12 May to midnight, Friday 2 June 2023.

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

## 2.3 ENGAGEMENT APPROACH

The Council's engagement approach aimed to collect and collate community feedback about people's level of support for the proposed rating structure change, including any suggested changes. Feedback could be provided via an online or hardcopy submission form, email, mail, phone or in person at the ordinary Council meeting held on Tuesday 23 May 2023, 6:30pm to 7:30pm.

A simple submission form was developed and provided online and in hardcopy format. It contained 7 questions, including both closed and open style questions. A more detailed submission form was also developed and provided online only. It contained one question related to the proposed change in rating structure.

Anyone could participate in the consultation which was made available online and in hard copy at our customer service centres and libraries at Gumeracha, Stirling and Woodside.

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

## 2.4 DISTRIBUTION AND PROMOTION

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

- Advertisement in the Advertiser (12 May)
- Hills Voice: your Adelaide Hills e-Newsletter
- LinkedIn
- Email Campaign via campaign monitor to 7834 Hills Voice Subscribers including businesses.
- Hardcopy information and feedback forms available at customer service centres and libraries at Gumeracha, Stirling and Woodside.

Email promotion statistics are presented below:

<b>12 May 2023</b> E-blast - General Sent: 7,834 Opened: 3,386 Clicks: 192
--

Social media promotion statistics are presented below:

**18 May 2023**

LinkedIn

3,678 Subscribers

635 impressions (views)

16 likes

2 reposts

Engagement rate 5.67%

18 clicks

Click-through rate 2.83%

### 3 PARTICIPANTS

This section provides details about participation during the engagement period and demographic information about Respondents who completed an online submission and/or provided an email.

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

*Table 1 Aware, informed and engaged community*

	Email	Social Media	EHQ Platform
Aware <i>Sighted information that the consultation was open</i>	7,834	635	270
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	192	18	130
Engaged <i>Provided feedback</i>	2		7

#### 3.1 PARTICIPATION RATE

The following table displays the level of engaged participation.

*Table 2 Level of Participation*

Activity	Number Participating
Online submissions	7
Written submission –email	2
<b>TOTAL CONSULTATION PARTICIPATION</b>	<b>9</b>

## 3.2 PARTICIPANT CHARACTERISTICS

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

### **Respondents Suburb**

Respondents were asked if they could provide the suburb/township in which they resided. This was a mandatory question with 8 submission responses and mention in 3 emails.

- Mount Torrens (n=1)
- Balhannah (n=1)
- Aldgate (n=1)
- Bridgewater (n=1)
- Gumeracha (n=1)
- Stirling (n=1)
- Lobethal (n=1)

In the detailed submission form in addition to the Respondents Suburb, feedback was provided that the 2 Respondents were Residents/Ratepayers of the Adelaide Hills Council area.

## 4 ONLINE SUBMISSION FEEDBACK

7 online submission responses were received as part of this consultation. Responses were received from 3 different types of submission forms. These included:

- Proposed Rating Structure Submission form - 4 responses received
- Detailed submission form (which received feedback for both the draft Annual Business Plan and the Proposed Rating Structure change combined) - 2 responses received.
- Annual Business Plan Submission Form - 1 response received.

Each submission form was slightly different and not all the same questions were asked in each different type of submission form.

Analysis of all submissions is provided below.

### 4.1 WHO READ THE PROPOSED RATING STRUCTURE REPORT

In the simple submission form only Respondents were asked if they had read the Proposed Rating Structure Report. This was a mandatory question and all 4 Respondents said they had read the report.

This question was not asked in the detailed submission form or the Annual Business Plan Submission Form and therefore it is unknown whether the other 3 Participants had read the report or not.

### 4.2 LEVEL OF SUPPORT FOR THE PROPOSED RATING STRUCTURE

Respondents were asked in the simple submission form and the detailed submission form to what extent they supported the Proposed Rating Structure. This was a mandatory question with 6 Respondents. As presented below:

- 50% (n=3) of Respondents supported the Proposed Rating Structure with some changes.
- 50% (n=3) did not support Proposed Rating Structure.

This question was not asked in the Annual Business Plan Submission Form and therefore the level of support is unknown for the 1 Participant providing feedback via this form.



### 4.3 EXPLANATION OF LEVEL OF SUPPORT INCLUDING SUGGESTED CHANGES

Respondents were asked if they could explain their level of support for the Proposed Rating Structure and include any suggested changes. This question was only asked in the simple submission form and not the detailed submission form. Below is a summary of explanations and suggested changes from 5 Respondents:

Summarised Explanation	Respondent Suggested Changes
<p><b>Respondent 1: Proposed Rating Structure Submission form</b></p> <p>Residential: An increase of 6.9% on all residents across the board irrespective of income is unfair due to - unavoidable increases in the cost of living and increases in property value beyond the owner's capacity to ever buy at that price. Valuations are getting out of control through no fault of the owners. Increases in population are not controllable by the average person and this is increasing the demand for housing and hence prices and thus ratings. I have endured increases for 11 years but now it is time to stop. It is time for Council to curtail unnecessary spending and activities instead. We do not need another rotunda. We can do without things that might be nice but are not necessary when balanced against these costs on average people. Our houses might be worth more in dollar terms than is realistic, but we are not. My income has significantly decreased.</p> <p>Please do not raise rates for residential properties for all under \$1.5 million. I support increases for commercial, industrial and vacant. I think vacant should increase even more.</p>	<p>Do not support across the board residential rate increases. Housing demand and increased values are not reflective of individual resident's wealth.</p> <p>Spend less on nice to have items to save more money instead of rate increases (i.e. don't need rotunda).</p> <p>Support increases for commercial, industrial and vacant allotments.</p>

Summarised Explanation	Respondent Suggested Changes
<p><b>Respondent 2: Proposed Rating Structure Submission form</b></p> <p>To me it makes quite a lot of sense. Using behavioural economics to hasten the use of land within residential areas is good and could be ramped up if deemed necessary. I appreciate that the proposal will be using a smoothed increase to certain differentials. What happened in 22/23 with the valuation changes could similarly be smoothed out by using a rolling average valuation over a period equal to the usual periodicity of the valuations. This would not affect council revenue since the rate in the dollar is determined by the budgeted needs, but it would minimise the shocks and complaints that do occur when individual valuation spikes occur.</p>	<p>Consider a different method to reduce impact to residents.</p>
<p><b>Respondent 3: Proposed Rating Structure Submission form</b></p> <p>I do not support it.</p>	<p>No suggested changes.</p>
<p><b>Respondent 4: Proposed Rating Structure Submission form</b></p> <p>In view of the dire economic climate at present, I think council should delay some capital works rather than raising the rates. 6.9% rise at this time is crippling. In addition, where I live has no pavements or street lighting and no free hard rubbish removal. Why should my rates be astronomical?</p>	<p>Do not do anything that risks rate rises. It will make it difficult for many people. Delay some Capital works. Don't see value for cost compared to some other areas.</p>

Summarised Explanation	Respondent Suggested Changes
<p><b>Respondent 5: Draft Annual Business Plan and Budget Submission form</b></p> <p>It seems that the rates for industrial land use are increasing. This will hinder industry. The rates for industrial land should be reduced to promote industry in the Adelaide Hills. While industrial land use rates are higher in areas such as Mitcham and Tea Tree Gully that makes sense as they are closer to the city and industrial companies should be forced to work in land areas further away from the city where it is less densely populated.</p>	<p>Increase rates for industrial land will be a hindrance and should be reduced.</p>

**Note: The 2 Respondents providing their feedback via the detailed submission form were not asked via that form for their explanation or suggested changes.**

## 5 EMAIL AND WRITTEN FEEDBACK

Two Respondents provided a response by email.

Key issues raised via emails included:

- Discrepancies between commercial and residential rates classifications and how that can be reviewed.
- Vacant allotments should be considered similar to Mount Barker Council considerations and Council could refine its approach to the implementation of differential rating for vacant land within townships by:
  - Reviewing the difference between larger subdividable blocks and smaller non-subdividable blocks; and
  - Not add the proposed differential to the smaller non-subdividable blocks.
- Also consider assessment of vacant blocks depending on what services are provided by Council to vacant holdings:
  - No rubbish collections;
  - No mowing and general property maintenance – that is undertaken by the landholder;
  - No kerbing and footpath works other than in the routine repairs and maintenance charges within the normal rates;

- No drainage into stormwater requiring additional infrastructure; and
- No other services provided.

All emails are provided in Appendix C.

## 6 PRESENTATION OF FEEDBACK AT COUNCIL MEETING

An opportunity was promoted for members of the community to present feedback in person at the ordinary Council meeting, Tuesday 23 May 2023, 6:30 - 7:30pm at the Stirling Council Chamber. There were no submissions or feedback provided via this opportunity.

## 7 COUNCIL RESPONSE TO COMMUNITY FEEDBACK

A proportion of Community feedback included requests for specific works and queries. Council has provided a response to these queries alongside summarised comments in Appendix B.

## 8 CONCLUSION

Participation this year was low when compared to the previous two years. A key factor which may be attributed to this is that several other significant consultations were undertaken at the same time as this one including the Animal Management Plan and the Community Survey, potentially creating feedback fatigue.

There was a diversity of opinion with 3 submissions supporting the proposed rating structure changes and 3 submissions did not.

The main suggested changes or considerations for review included:


- Do not support across the board residential rate increases. Housing demand and increased values are not reflective of individual resident's wealth.
- Spend less on nice to have items to save more money instead of rate increases (i.e. don't need rotunda).
- Support increases for commercial, industrial and vacant allotments.
- Consider a different method to reduce impact to residents.
- Do not do anything that risks rate rises. It will make it difficult for many people. Delay some Capital works. Don't see value for cost compared to some other areas.
- Increase rates for industrial land will be a hindrance and should be reduced.

- Discrepancies between commercial and residential rates classifications and how that can be reviewed.
- Vacant allotments should be considered similar to Mount Barker Council considerations and Council could refine its approach to the implementation of differential rating for vacant land within townships by:
  - Reviewing the difference between larger subdividable blocks and smaller non-subdividable blocks; and
  - Not add the proposed differential to the smaller non-subdividable blocks.
- Also consider assessment of vacant blocks depending on what services are provided by Council to vacant holdings:
  - No rubbish collections;
  - No mowing and general property maintenance – that is undertaken by the landholder;
  - No kerbing and footpath works other than in the routine repairs and maintenance charges within the normal rates;
  - No drainage into stormwater requiring additional infrastructure; and
  - No other services provided.

Feedback and proposed actions were reviewed, summarised and presented to Council at a Council Workshop on 5 June 2023 to be subsequently presented in the Council report reporting back on the consultation results for both the Draft Annual Business Plan 2023-24 and the Change in Rating Structure at the 13 June 2023 Council meeting.

This report will be shared with the wider community and anyone who participated in the consultation via Council’s Engagement Platform after the 27 June 2023.

## APPENDIX A – INFORMATION PROVIDED AND SUBMISSION FORM



# Draft Annual Budget & Proposed Rating Structure Change

[Home / Draft Annual Business Plan 2023 - 2024 and Budget & Proposed Rating Structure Change](#)

### Draft Annual Business Plan 2023 - 2024 and Budget & Proposed Rating Structure Change

[Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)

**This consultation has now closed. Thank you to those who participated and provided their feedback. We will keep you in the loop with the outcomes shortly.**

**Thank you for taking the time find out more about:**

- Draft Annual Business Plan and Budget 2023-24 / Capital Works Program
- Proposed Rating Structure Change

**Tips for participating**

- We encourage you to review all the documents relating to this consultation before taking the time to provide your feedback (you can find them in the [document library](#)).
- We've also collated some FAQs which may help answer some of your questions.
- Ask us a question using the Q&A tool on this page.
- **For feedback to be considered it must be received by Council no later than 5pm, Friday 2 June 2023.**

**Feedback can be provided in a number of ways**

- Preferably using the relevant online feedback forms below
- Email to [es@ahc.adelaide.gov.au](mailto:es@ahc.adelaide.gov.au)
- Walk Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Print and send us a hardcopy feedback form which can be printed from the document library on the right or collected from any AHC Library or Customer Service Centre at Gumeracha, Stirling or Woodside.
- In person, at the Council meeting, Tuesday 23 May, 6:30pm at the Stirling Council Chamber, 63 Mount Barker Rd, Stirling.

**What happens with feedback**  
Your input is really appreciated, and all feedback received during the consultation period will be considered.

**Join the May Council meeting**  
You have the opportunity to register to attend our public Council meeting on Tuesday 23 May 2023 at 6:30pm at the Stirling Council Chamber, 63 Mount Barker Road, Stirling. Click here to [ES@ahc](#).

**Accessibility**  
If you need assistance to complete the feedback tools or need an alternative format, please email [jsp@ahc.adelaide.gov.au](mailto:jsp@ahc.adelaide.gov.au) or call 8408 0579.

**Further information**  
You can ask a question using the Q&A tool below, by email [es@ahc.adelaide.gov.au](mailto:es@ahc.adelaide.gov.au) or by calling Lachlan Miller on 8408 0400 during business hours.

[Submission Forms](#)    [Q&A](#)    [Register to attend the 23 May Council Meeting](#)

CLOSED: This survey has concluded

Follow Project

to keep informed

**Share your views in person**



Join the May Council Meeting to share your feedback

Date: Tuesday 23 May, 2023  
Time: 6:30pm  
Venue: Stirling Council Chambers  
**63 Mount Barker Road, Stirling SA 5152**

To register your attendance please complete this short registration form.

**Document Library**

- [DRAFT 2023-24 Annual Business Plan \(with appendices\).pdf \(5.63 MB\) \(.pdf\)](#)
- [Capital Works Program 2023-24.pdf \(792 KB\) \(.pdf\)](#)
- [Change in Rating Structure Report 2023-24.pdf \(1020 KB\) \(.pdf\)](#)
- [Submission form ABP.docx \(42 KB\) \(.docx\)](#)
- [Submission form Rating Structure Changes.docx \(41.7 KB\) \(.docx\)](#)

### Submission form (Annual Budget)

Thank you for taking the time to consider Council's Draft Annual Business Plan 2023-24. This is a short submission form.

There is a more detailed submission form also available which includes summarised information from the Draft Annual Business Plan. The purpose of the detailed submission form is to assist you in providing feedback.

**Accessibility:**

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE SUBMISSION



CLOSED: This survey has concluded.

### Submission form (Proposed Rating Structure Change)

Thank you for taking the time to consider Council's Proposed Rating Structure Change 2023-24. This is a short submission form.

There is a more detailed submission form also available which includes summarised information from the Draft Annual Business Plan and Change in Rating Structure Report 2023-24. The purpose of the detailed submission form is to assist you in providing feedback.

**Accessibility:**

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE SUBMISSION



CLOSED: This survey has concluded.

### Detailed Budget and Rate Structure Change Feedback Form

**Accessibility**

If you need assistance to complete this survey, or need it in an alternative format, please email [jsoler@ahc.sa.gov.au](mailto:jsoler@ahc.sa.gov.au) or call 8408 0579.

COMPLETE FORM




**Capital Works Program 2023-24**  
DRAFT

### FAQs

- Why do we have a business plan and budget?
- What are your 2023-24 key projects and activities planned?
- Where can I see a hard copies of the Consultation Documents?
- What can you expect at the public Council meeting on Tuesday 23 May?
- When does this consultation close?
- Can I ask a question about the Annual Business Plan or the Rating Structure Change?
- How did Council develop this year's Draft Annual Business Plan?
- What is an annual business plan?
- What is the budget for the 2023-24 year in summary?
- What will happen to my feedback?
- What is Differential Rating?
- What's an Annual Business Plan and Budget in a nutshell?

### Consultation Timeline

- Open - 12 May 2023**  
The 21 day consultation period runs from Friday 12 May to Friday 2 June 2023
- Public Forum - 23 May 2023**  
Your chance to share your views in person in Stirling Council Chambers 6:30pm on Tuesday 23 May 2023.
- Consultation closes - 2 June 2023**

# 2023-24 Annual Business Plan Consultation Change in Rating Structure Report





## APPENDIX B – FEEDBACK AND RESPONSES SUMMARY

Summary of all responses and Councils' response and action relating to rating structure consultation are listed below.

Summary of feedback / comment	Council response and action
Question regarding rating structure impacts on AirB&Bs	Response provided regarding property valuation and land use as determined by Council in conjunction with Valuer-General.
Question for non-profit community sports club rating category	Response provided regarding exemption from general rates under the Recreation Grounds Rates and Taxes Exemption Act 1981
<p>Do not support across the board residential rate increases.</p> <p>Housing demand and increased values are not reflective of individual resident's wealth.</p> <p>Spend less on nice to have items to save more money instead of rate increases (i.e. don't need rotunda).</p> <p>Support increases for commercial, industrial and vacant allotments.</p>	<p>Comment noted. The 2023-24 budget was initially developed from Council's LTFP which had a rate revenue target that incorporated a general rates increase of CPI. Based on the latest CPI (March 2023) and review of updated expenditure requirements and increased savings initiatives, a reduction of 1% below the March CPI figure of 7.9% is considered appropriate to maintain an Operating Surplus in line with financial sustainability indicator targets whilst keeping the impact on Council ratepayers to an acceptable level.</p> <p>As per Rating Policy as based on Council's 5 Rating Principles, Council has adopted the use of capital value as the basis for valuing land. Council considers that this method provides the fairest way to distribute the rates burden across all ratepayers on the following basis:</p> <ul style="list-style-type: none"> <li>• the 'capacity to pay' principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;</li> <li>• the 'property value' is a relatively good indicator of wealth (when lifetime incomes, including incomes from capital gains, are taken into account). Capital value approximates the market value of a property and provides the best indicator of overall property value.</li> </ul> <p>Comment noted</p> <p>Comment noted</p>

Summary of feedback / comment	Council response and action
<p>Consider a different method to reduce impact to residents.</p>	<p>Notwithstanding that Adelaide Hills Council is heavily reliant on rates for funding of Council’s budget, Council has explored a number of options to keep rates at an acceptable level for ratepayers. This included:</p> <ul style="list-style-type: none"> <li>• Change in rating structure for differential rating</li> <li>• Savings strategies</li> <li>• Service changes</li> <li>• Review of fees and charges</li> </ul> <p>Further it is noted that Council’s more ‘discretionary’ expenditure is often more community focused and therefore difficult to reduce/remove without direct customer impact.</p> <p>Notwithstanding, for the 2023-24 financial year Council has implemented specific saving strategies in the order of \$830k to assist in keeping rate increases to the minimum possible whilst also implementing agreed new strategies.</p> <p>In addition, whilst the 2023-24 budget was initially developed from Council’s Long Term Financial Plan which had a rate revenue target that incorporated a general rates increase of CPI (7.9%) Council has reviewed updated expenditure requirements and increased savings initiatives to reduce the average increase by 1% to 6.9%.</p>
<p>In view of the dire economic climate at present, I think council should delay some capital works rather than raising the rates. 6.9% rise at this time is crippling. In addition, where I live has no pavements or street lighting and no free hard rubbish removal. Why should my rates be astronomical?</p>	<p>Comment noted. Council has considered and incorporated changes to the planned Capital Works Program as part of the development of the Proposed 2023-24 Annual Business Plan.</p>
<p>Increase rates for industrial land will be a hindrance and should be reduced.</p>	<p>Without the proposed changes in differential rates for Commercial, Industrial and Vacant (within townships) land uses, the average rate increase would increase for Residential and Primary Production ratepayers.</p>

Summary of feedback / comment	Council response and action
	<p>Given that Council's average Residential rate is high by comparison to other Councils whereas the average Commercial, Industrial and Vacant Land rate is low, it is considered that this would cause more issues in terms of equity and the allocation of rates across land uses.</p> <p>In addition, Council is concerned about the increased environmental impact of Industrial activity within the Council area and as such is proposing an increase in rates for this land use to cover the higher impact of this sector on Council infrastructure and related costs.</p>
<p>Change in Rating Structure - Vacant Land (within townships) Differential Rate</p> <p>Council could refine differential rating for vacant land within townships by:</p> <ul style="list-style-type: none"> <li>• Reviewing the difference between larger subdividable blocks and smaller non- subdividable blocks; and</li> <li>• Not add the proposed differential to the smaller non-subdividable blocks</li> <li>• Also consider assessment of vacant blocks depending on what services are provided by Council.</li> </ul>	<p>Comments noted.</p> <p>Council's policy position for vacant land emphasises development where it is appropriate to do so to provide better social, community and economic outcomes. At this stage it does not have a position on subdivisions of vacant land assessments.</p> <p>It is also considered that that there are significant differences in how development is viewed between Adelaide Hills and other Councils including Mt Barker given the uniqueness of the terrain, highly sensitive water catchment areas, particular drainage issues, large parts of the Council area including the Hills Face zone sensitive to development.</p>
<p>Could use a rolling average valuation over a period equal to the usual periodicity of the valuations. This would not affect council revenue since the rate in the dollar is determined by the budgeted needs, but it would minimise the shocks and complaints that do occur when individual valuation spikes occur.</p>	<p>Comments noted.</p> <p>The proposed change in rating structure to differentiate all land uses separately is aimed at smoothing out valuation spikes across the different land uses. In addition there are moves at a local government sector level to investigate the regularity of valuations for rating purposes along the lines you have proposed.</p>

## APPENDIX C – EMAILS AND WRITTEN FEEDBACK

### Email Feedback 1

Hi

I am wondering where I can access a copy of the new differential rating structure proposal. We live on a property that has offered limited accommodation for 38 s and have always paid commercial rates, although it is our home and we raised our family here. A neighbouring Air B&B accommodates far more guests and as the accommodation is in a separate building they pay residential rates. Will the new changes to the rating structure include AirB&Bs that let entire houses? As a small partnership with no staff, where would that fit in the new proposed structure?

I look forward to receiving reply.

Kind regards

### Email Feedback 2

#### 3. Change in Rating Structure

##### a. Background

In the Adelaide Hills Council 2023-24 Annual Business Plan Consultation Change in Rating Structure Report, it is proposed that those properties categorised as Vacant Land within township zones as defined by Council will pay a higher differential rate in the dollar than residential with an increase of 30% relative to the current differential rate to be phased in equally over three years.

The Report states that Council has considered the higher amount payable by Vacant Land within township zones with reference to the vacant land differential rates of other councils and discouraging ratepayers from long-term speculating (seeking future commercial gains), rather than developing the land for the benefit of the whole community.

In defining those vacant land properties within townships, Council proposes to use the 'Neighbourhood-type zone' as defined in the Administrative Definitions of the Planning and Design Code.

'Neighbourhood Zone' encourages housing that supports a range of needs and complements the existing local context. Services and community facilities contribute to making a convenient place to live without compromising the residential amenity and character of the neighbourhood.

##### b. Change in Rating Structure - Vacant Land (within townships) Differential Rate

We comment on the Council comparison with other Councils and in particular, the Mount Barker Council, which does not have a differential rate for vacant land within township boundaries, despite the considerable area of land which some 10 years ago was rezoned for residential and commercial use and of which only approximately one third has been developed so far – the massive value of support from Council will be needed in the future and will no doubt be recovered from developers and by the increased rates applied when needed and as residential and commercial improvements are made.

We see the Adelaide Hills Council area as being similar to that of Mt Barker. Each of the townships are distinct and are surrounded by rural aspects. Most of the township areas are developed with little possibility of further infill without subdivision. Only rezoning of rural areas, like Mt Barker, would allow further large expansion of the residential base within the towns.

And so we believe it comes down to an assessment of what services are provided by Council to vacant holdings:

- No rubbish collections;
- No mowing and general property maintenance – that is undertaken by the landholder;
- No kerbing and footpath works other than in the routine repairs and maintenance charges within the normal rates;
- No drainage into stormwater requiring additional infrastructure; and
- No other services provided.

We believe that there are two types of vacant land within township boundaries:

- Small blocks which do not fit within the sqm allotment sizes which allow subdivision and development;
- Larger allotments which could be subdivided and which are currently being held for future development and (potentially), gain by subdivision.

Therefore, we believe that further refinement should be considered by Council in relation to the Rating Structure - Vacant Land (within townships) Differential Rate.

c. Recommendation

We hereby recommend that Council refines its approach to the implementation of differential rating for vacant land within townships by:

- Reviewing the difference between larger subdividable blocks and smaller non-subdividable blocks; and
- Not add the proposed differential to the smaller non-subdividable blocks.

## APPENDIX D - SOCIAL MEDIA POSTS

### 18 May 2022 – Twitter and LinkedIn

Posted by Nathan Till • 5/18/2023

...



Come and ask questions about the Council's 'Annual Business Plan 2023-24' and the proposed changes to the Council rates structure and classes of land use.

Explore how the changes may effect your business this Tuesday 23 May at 6:30pm.

- View the changes <http://ow.ly/9B0w50qKOp>
- Register to attend <http://ow.ly/5OW750qKOq>



Caitlin Duggan and 15 others

2 reposts



Like



Comment

Be the first to comment on this

Organic impressions: 635 Impressions

Hide stats

Organic stats

Targeted to: All followers

635 Impressions	16 Reactions	2.83% Click-through rate	0 Comments
2 Reposts	18 Clicks	5.67% Engagement rate	

Show more analytics

## 12 May 2022 – E-blast Draft Annual Business plan and Proposed Rating Structure Change

Every year, Council develops an Annual Business Plan and Budget and now is your chance to let us know what you think.

No images? [Click here](#)



**Participate:  
Draft Annual Business Plan 2023 - 24  
& Budget and Proposed Rating  
Structure Change**

Dear Adelaide Hills Community

Now is your chance to shape our Annual Business Plan and Budget and let us know what you think of the Proposed Rating Structure Change. There are new initiatives, a list of capital works and details on the proposed rating structure change which will impact vacant land, primary production land, commercial land and more.

You will find all the details on the [Engagement Hub](#) page.

**We encourage you to provide a submission by 5pm, 2 June 2023.**

### **WHAT IS THE ANNUAL BUSINESS PLAN AND BUDGET ABOUT?**

Every year, Council develops an Annual Business Plan and Budget which links our [Strategic Plan 2020-24 – A Brighter Future](#), the Long Term Financial Plan (LTFP) and our Asset Management Plans with the annual budget planning process.

The Annual Budget ensures that we continue to develop and maintain essential infrastructure services such as roads, footpaths, bridges, public toilets and open spaces as well as providing important services including libraries, health, planning, support services and waste collection that our community has told us they value, in a way that is fair, responsible and financially sustainable. Read the [Draft Annual Business Plan 2023-24](#).

### **WHAT IS A RATING STRUCTURE CHANGE PROPOSAL?**



This year we're proposing some Rating Structure Changes. The focus of this review is in relation to differential general rates. This review is not about increasing or decreasing revenue from Council general rates, it looks at how rates are distributed across the various land use types. To improve rating equity, for 2023-24 we propose to differentiate all nine land use classes separately. Read the [Proposed Rating Structure Report](#).

### TIPS FOR PARTICIPATING IN THE CONSULTATION

- Check out our [Engagement Hub](#) page which provides everything you need to know about this consultation
- We encourage you to review all the documents relating to this consultation before taking the time to provide your feedback (you can find them in the [document library](#))
- We've also collated some FAQs which may help answer some of your questions
- Ask us a question using the [Q&A tool](#)
- **For feedback to be considered it must be received by Council no later than 5pm, Friday 2 June 2022.**

### FEEDBACK CAN BE PROVIDED IN A NUMBER OF WAYS

- Preferably using the relevant online feedback forms via the [Engagement Hub](#) page
- Email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
- Mail Community Engagement, 63 Mount Barker Road, Stirling SA 5152
- Print and send us a hardcopy feedback form which can be printed from the engagement hub page or collected from any AHC Library or Customer Service Centre at Gumeracha, Stirling or Woodside
- In person, at the Council meeting, Tuesday 23 May, 6:30pm at the Stirling Council Chamber, 63 Mount Barker Rd, Stirling. Click here to [register](#).

Your input is really appreciated, and all feedback received during the consultation period will be considered.

### MAKING THIS CONSULTATION ACCESSIBLE

If you need assistance to complete the feedback tools or need an alternative format, please email [jspier@ahc.sa.gov.au](mailto:jspier@ahc.sa.gov.au) or call 8408 0579. The [Engagement Hub](#) page is translatable into many different languages.

### HAVE FURTHER QUESTIONS?

Email [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au) or call Lachlan Miller on 8408 0400 during business hours.

Thank you for being a part of our community, we look forward to receiving your feedback.

Kind regards

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Responsible Officer:** Melissa Bright  
Manager Economic Development  
Community Capacity

**Subject:** Adelaide Hills Tourism One Year Funding Agreement

**For:** Decision

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**SUMMARY**

Adelaide Hills Tourism (AHT) is an independent regional tourism organisation constituted as an Incorporated Association and covers the geographical areas of the Adelaide Hills Council (AHC) and Mount Barker District Council (MBDC).

AHT provides direction and market intelligence, coordinates marketing and provides connectivity between tourism operators and government. It is governed by a Board comprising tourism operators, industry sector and regional stakeholder representatives, and appointees of the main funding partners (MBDC and AHC).

To enable longer term planning, certainty for AHT and employment security for the project officers engaged to deliver on AHT's strategic priorities it is proposed that a one year funding agreement be considered (refer **Appendix 1**).

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. That the one year funding agreement, as contained in Appendix 1 including a contribution of \$110,900, with the Adelaide Hills Tourism be approved and that the Chief Executive Officer be authorised to make any minor changes or variations to the Agreement before execution by both parties or during the life of the Agreement.**
  - 3. That the Chief Executive Officer be authorised to execute the Agreement on behalf of Council.**
-

## 1. BACKGROUND

Adelaide Hills Tourism (AHT) is an independent regional tourism organisation constituted as an Incorporated Association and covers the geographical areas of the AHC and MBDC. AHT is governed by a volunteer Board comprising appointees of funding partners and other key stakeholders including industry associations, RDA and tourism operators.

Council has a long history of funding AHT with \$50,000 per annum provided since 1997 until a two year funding agreement was approved at the Council meeting on 24 April 2018. In recognition of the fundamental change in the way tourists made decisions and behaved, Council at that time decided to double its contribution to support an increased role for AHT in visitor information servicing including an improved digital presentation of the region and improving the industry's digital capability.

The second and current funding agreement was approved at the Council meeting on 30 June 2020 and will expire on 30 June 2023.

### 7.4 Adelaide Hills Tourism 3 year Funding Agreement 2020

Moved Cr Kristy Parkin

S/- Cr Kirrilee Boyd

128/20

**Council resolves:**

1. That the report be received and noted
2. That the three year funding agreement with the Adelaide Hills Tourism (as contained in Appendix 1), to provide funding of \$106,125 pa (GST exclusive) for 2020/21 and increased annually by an amount equal to the increase in the Consumer Price Index for Adelaide for the 12 months to the end of the preceding December, be approved and that the Chief Executive Officer be authorised to make any minor changes or variations to the Agreement before execution by both parties or during the life of the Agreement.
3. That the Chief Executive Officer be authorised to execute the Agreement on behalf of Council.

<b>Carried Unanimously</b>
----------------------------

It is proposed that the next funding agreement (see **Appendix 1**) is for a one year period. The South Australian Tourism Commission is currently undertaking a review of regional tourism focussing on regional structure management, promotion of regions, product development and industry capability building. We have contributed to this review through our Board member representation. It is considered that information from the review will help inform future longer term funding arrangements that will be considered as part of the funding arrangements beyond 2023-24.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

Goal Economy

Objective E1 Support and grow our region’s existing and emerging industries

Priority E1.1 Support and encourage a compelling reason for both local and international tourists to visit the Adelaide Hills

To establish how best to support economic development in the region, the Council adopted its second Economic Development Strategy (EDS) in February 2021. The EDS recognises the importance of tourism to our regional economy.

It is vital for success that these processes are industry initiated, industry supported and industry led. The EDS therefore recognises Council’s role as largely one of facilitator, information provider, advocate and in some cases, leader. By supporting and working together with AHT, Council’s strategic priorities will be more effectively progressed and achieved through:

- Developing an agreed vision to enable a clear direction for the tourism industry
- Providing a governance structure and a collective commitment to work together in the best interests of the industry within which a consistent and integrated approach to the issues confronting it can be addressed
- Providing information, education, incentives and more effective strategies for the tourism sector.

### ➤ Legal Implications

#### Functions of a council

The *Local Government Act 1999*, Chapter 2, Section 7, Item (g) specifies one of the functions of a council to include:

(g) To promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism.

Council’s *Economic Development Strategy* (EDS) identifies the tourism and primary production sectors as the key focus areas for economic development opportunities in our district, which accords with the abovementioned legislative directive.

#### Disclosures of interest

Pursuant to Section 120(4) of the *Local Government Act 1999*, the Council is advised that:

- The Acting Chief Executive Officer has previously disclosed an interest to the Council as he is a member of the AHT Board. The Council has resolved that the Acting Chief Executive Officer can continue to act in relation to matters concerning AHT.

➤ **Risk Management Implications**

Together with the Council's *Strategic Plan 2020-24*, the preparation of the EDS recognises the role of Council in economic development. Not effectively implementing the strategies, that recognises tourism as one of the key sectors, risks limiting Council's influence in the local economy.

Supporting the AHT through this one year funding agreement will assist in mitigating the risk of:

*Tourism development activities that are uncoordinated, reactive and short-term focussed leading to suboptimal economic development outcomes.*

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

The EDS and the employment of the Economic Development team to implement the strategy is an existing control put in place to address the identified risk.

➤ **Financial and Resource Implications**

Council currently has \$110,900 included in its 2023-24 draft budget for funding of the AHT. This is the same level of funding (ie no CPI increase) that was provided in 2022-23.

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

Many of AHT's key activities are targeted towards improving communication and engagement between the region's tourism sector, other levels of government, key industry groups, regional development bodies, Council and visitor's to our region.

➤ **Sustainability Implications**

By working closely with AHT, Council is able to encourage economic sustainability that supports long-term economic growth without negatively impacting social, environmental, and cultural aspects of the community.

➤ **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>	Annual Business Planning Workshops
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Kelley Jones
<i>Community:</i>	Adelaide Hills Tourism

➤ **Additional Analysis**

Tourism expenditure in the Adelaide Hills (AHC and MBDC combined region) achieved record expenditure levels of \$225 million in 2022, representing 92% of the \$245 million 2025 target. Many businesses have anecdotally reported that the first half of 2023 has seen strong business growth and expenditure until Easter 2023. International visitors are returning slowly, with the main growth driven by local and interstate visitors, representing an almost 50/50 split. Of these numbers, there were 1.2 million day trips and 156,000 overnight visitors (representing 509,000 nights).

There are 1,400 employed directly, 500 indirectly and 900 tourism businesses across the region. One in 17 direct jobs are supported by tourism.

The Board is funded by AHC, MBDC and the South Australian Tourism Commission. Separately, but relevantly, MBDC operates the Adelaide Hills Visitor Centre in the main street of Hahndorf. The Visitor Centre is not part of Adelaide Hills Tourism, but its operation is a contribution to tourism made by MBDC, albeit located in a discrete part of the region.

The strategies and outputs of Adelaide Hills Tourism are driven by the [Adelaide Hills Regional Strategic Plan 2025](#), endorsed by the Adelaide Hills Tourism Board in 2021. The priority is to build a resilient and sustainable industry that capitalises on its proximity to Adelaide, aiming to convert more visitors to stay overnight, encourage day trippers to linger longer, spend more and grow repeat visitation. Key deliverables are focused in the following areas (see **Appendix 2, 3 and 4** for further details):

**Marketing**

- The region leads the way in social media reach and content, with 56,049 instagram followers (number 1 in the state) and 31,449 facebook followers (second to Kangaroo Island).
- AHT leverages the SATC marketing and digital spend by ensuring that all tourism products are listed on the Australian Tourism Data Warehouse. Hills operators were viewed on southaustralia.com 111,231 times, generating 41,296 direct leads to operator products. This has been an intentional strategy by AHT to chase operators whose listings have expired. As of March 2023, there were 55,436 users on the site, visiting 2.63 pages per session with average page duration of 1.02 minutes.
- AHT provide an annual product update to all key marketing and product personnel at the SATC and Tourism Australia to ensure the region's operators are receiving trade and press visits along with being featured across SATC's web and social channels.

**Experience & Supply Development**

- Adelaide Hills secured funding for 13 projects in the Tourism Industry Development Fund. Two operators also received funding through the Nature Based Tourism Fund. Major projects more significant room numbers are currently going through planning and there are many small projects that have been delivered in the boutique accommodation space. AHT has supported the grant applications and improving the digital and marketing capability of many of these operators.
- In 2022, AHT delivered 23 one on one workshops on digital capability, customising each session in line with operator gaps. Through this process, one of the operators

moved through to SATC Trade Events and then the Australian Tourism Exchange in Sydney this year.

- In 2022, the SATC was awarded an Austrade Grant and partnered with AHT to do an audit on Accessibility products in the Hahndorf area (this extended to both councils). Five operators benefited from a detailed audit with recommendations. In 2023, AHT delivered an Accessibility Workshop in partnership with TiCSA.
- The Wellness Wander has been a key project in experience development for the region, with 22 complementary operators working together to deliver unique experiences for visitors. This is supported by an [Adelaide Hills Wellness Tourism Strategy](#).

#### **Industry & Stakeholder Collaboration**

- AHT delivers a monthly newsletter to 736 subscribers, runs an internal facebook site for immediate updates and meets with the industry at least once a year to provide strategic updates.
- The latest industry event was two weeks ago with 100 people in attendance. Emma Terry, the new CEO of the SATC presented to the group.
- Executive officer Tanya Jarman spends a significant amount of time on the ground with operators helping them navigate the industry. Tanya is also a board member of Australian Regional Tourism so represents South Australia's regional tourism interests at a national level.

#### **Business & Leisure Events**

- The Wellness Wander was once again, a great success achieving \$1million in economic benefit (50 businesses, 60 events).
- Events such as Tour Down Under, Vintage Vibes, Oakbank Easter Carnival and the numerous regional events (446 with 6 SATC sponsored) provide new reasons to visit for different target markets.
- The AFL's recent Gather Round attracted more than 7,000 people to the game.

### **3. OPTIONS**

Council has the following options:

- I. To approve the one year funding arrangement (Recommended)
- II. Postpone approval, pending further discussion (Not Recommended), or
- III. To not approve the one year funding arrangement (Not Recommended).

### **4. APPENDICES**

- (1) One Year Funding Agreement
- (2) AHT Annual Business Plan 2022-23
- (3) Annual Deliverables against strategic plan
- (4) Year ending 30 June 2022 Audit Report

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# **Appendix 1**

*One Year Funding Agreement*

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**FUNDING AGREEMENT**

**BETWEEN**

**ADELAIDE HILLS TOURISM ABN 33 213 621 020**

**AND**

**ADELAIDE HILLS COUNCIL ABN 23 955 071 393**

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DATED THE FIRST DAY OF JULY 2023

## PARTIES

ADELAIDE HILLS COUNCIL ABN 23 955 071 393 of 63 Mount Barker Road, Stirling SA 5152 (**Council**)

ADELAIDE HILLS TOURISM INC ABN 33 213 621 020 of PO Box 741, Hahndorf SA 5245 (**Recipient**)

## BACKGROUND

- A. The Recipient operates within the Council's area and since 1997 has received Funding from the Council.
- B. The Council has agreed to provide the Funding to the Recipient on the terms and conditions set out in this Agreement.
- C. The Recipient has agreed to the terms and conditions of this Agreement.

## THE PARTIES AGREE AS FOLLOWS:

### 1 Interpretation

#### 1.1 Introductory

In the Agreement, unless the contrary intention appears:

- 1.1.1 a reference to this Agreement is a reference to this document;
- 1.1.2 words beginning with capital letters are defined in clause 1.2;
- 1.1.3 a reference to a clause, schedule or annexure is a reference to a clause in, or, or schedule or annexure to, this Agreement; and
- 1.1.4 a reference to an Item is a reference to an item in the Schedule.

#### 1.2 Defined Terms

In this Agreement:

- 1.2.1 **Commencement Date** means 1 July 2023.
- 1.2.2 **Funding** means the amount set out in Error! Reference source not found..
- 1.2.3 **Funding Requirements** means the requirements for the Recipient set out in the document contained in **Annexure A**.
- 1.2.4 **Insurances** means those insurances set out in **Item 2**.
- 1.2.5 **Policies** means the policies of the Council as published, and amended from time to time, on the Council's website.
- 1.2.6 **Purpose** means the purpose set out in **Item 3**.
- 1.2.7 **Term** means the term set out in **Item 4**.

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## 2 Funding

2.1 In consideration of the Recipient:

2.1.1 fulfilling the Funding Requirements;

2.1.2 complying with the terms and conditions of this Agreement; and

2.1.3 only using the Funding for the Purpose;

the Council will pay the Funding to the Recipient in the manner set out in **Item 5** of the Schedule.

## 3 Recipient obligations

3.1 The Recipient must render a valid tax invoice to the Council at least 10 Business Days prior to each of the dates set out in **Item 5** for the payment of the Funding.

3.2 The Recipient must perform the Funding Requirements competently and promptly and in accordance with timelines and principles set out in this Agreement, as well as any correspondence between the Parties in relation to the Funding.

3.3 The Recipient must provide the Council with all information regarding the expenditure of the Funding as and when reasonably required by the Council, and not less than quarterly, including cash flow statements and acquittal reports.

3.4 The Recipient must provide its annual report and audited financial statements to the Council within 14 days of being approved by its members, board or management committee (as applicable).

3.5 The Recipient must fulfil the Funding Requirements at its own risk.

3.6 The Recipient may, on an annual basis, submit amendments to the Funding Requirements which may be accepted or refused at the Council's absolute discretion. Upon acceptance by Council, the amendments will form part of the Funding Requirements. The Council may withhold payment of the Funding until the amendments to the Funding Requirements have been agreed.

3.7 If the Funding is not completely expended during the Term, or not expended in accordance with the Funding Requirements or for the Purpose, the unexpended portion of the Funding must (at the Council's absolute discretion):

3.7.1 be returned to the Council; or

3.7.2 credited in the Council's favour for any future contracts entered into between the parties.

3.8 The Recipient must comply with applicable licences, laws and industry standards, as well as the policies and reasonable requests of the Council during the Term.

3.9 The Recipient must maintain the Insurances and any other insurances required by law. On request, the Recipient must provide certificates of currency to the Council prior to the Commencement Date and on each anniversary of the Commencement Date during the Term.

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- 3.10 The Recipient must indemnify the Council against all claims in respect of loss or damage to property, or death or injury to any person, caused or contributed to by the Recipient (or its employees, contractors or agents). The indemnity is reduced to the extent the Council contributed to the event. This clause 3.10 survives the termination of this Agreement.

#### **4 Goods and Services Tax**

- 4.1 In this clause an expression defined in the *A New Tax System (Goods and Service Tax) Act 1999* (Cth) has the meaning given to it in that Act.
- 4.2 If a party makes a supply under or in connection with this Agreement in respect of which GST is payable, the consideration for the supply is increased by an amount equal to the GST payable by the supplier on the supply.
- 4.3 A party need not make a payment for a taxable supply under or in connection with this Agreement, until it receives a tax invoice for the supply.

#### **5 Breach**

- 5.1 The Council may terminate this Agreement if the Recipient breaches a material term of this Agreement, or if the Recipient, in performing the Purpose, causes reputational damage to the Council (as reasonably determined by the Council).
- 5.2 If the Council requires the Recipient to remedy a breach of this Agreement, and the Recipient does not do so within the time specified by the Council, the Council may suspend all or any payments, remedy the breach at the Recipient's cost using Council employees or other contractors, terminate this Agreement, and/or pursue other legal remedies.
- 5.3 The Council may also terminate this Agreement if the Recipient becomes externally administered, insolvent, or actions are taken to wind up the Recipient.
- 5.4 Upon termination of this Agreement for any breach by the Recipient, the Recipient must return any portion of the Funding which has been expended or otherwise allocated at the date of termination, within 14 days of termination of this Agreement.

#### **6 Representations and warranties**

The Recipient represents and warrants to the Council that as at the date of this Agreement and otherwise on each day any Funding is made that:

- 6.1 it has and will continue to have the power to execute this Agreement and to fulfil its obligations under it;
- 6.2 it has taken and will take all necessary action to authorise the entry into and performance of this Agreement and the conduct of the transactions contemplated by this Agreement;
- 6.3 the execution and delivery and the performance of its obligations under this Agreement do not and will not breach contractual restrictions or any existing law, regulation, consent or authorisation binding on it;
- 6.4 no event has occurred and is continuing which constitutes or would constitute, but for

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the requirements of notice or lapse of time or both, an Event of Default; and

- 6.5 it is not in default under any agreement by which it is bound nor in respect of any financial obligation (including contingent obligations).

## **7 Dispute resolution**

- 7.1 If any dispute or disagreement arises between the parties in connection with this Agreement, they agree to undertake to use all reasonable endeavours, in good faith, to settle the dispute or disagreement by negotiation between representatives nominated by each party.
- 7.2 In the event that negotiations do not resolve the dispute within one calendar month, a mediator agreeable to both parties may be engaged to seek a resolution. If the parties cannot agree upon a mediator, the mediator will be appointed by the President or Acting President of the Law Society of South Australia. The cost of the mediator will be borne equally by the parties.
- 7.3 Nothing in this Agreement is intended to limit either party's right to seek a legal remedy for any dispute that arises.
- 7.4 The parties agree that matters arising out of any conflict must be kept confidential.
- 7.5 Irrespective of any dispute, each party will continue to perform its obligations under this Agreement.

## **8 General obligations**

- 8.1 The Recipient must keep confidential any information of a confidential nature supplied by the Council to the Recipient in connection with this Agreement.
- 8.2 The Recipient consents to disclosures by the Council to members of the public as required by it in compliance with *the Freedom of Information Act 1991 (SA)*. For the purposes of that Act, there are no confidential sections.
- 8.3 The Recipient must not sub-contract or assign this Agreement or any right under it, without the expressed consent of the Council.
- 8.4 Each party will bear their own costs in relation to the negotiation, preparation and execution of this Agreement.
- 8.5 A reference to a party includes its executors, administrators, successors and permitted assigns.
- 8.6 If any part of this Agreement is, or becomes, unenforceable or void, or if the Agreement would, if any part were not omitted, be or become unenforceable or void, that part will be severable without affecting the remainder of this Agreement, and the Agreement will be read and interpreted as if the part were not contained in it.
- 8.7 This Agreement is the entire agreement about its subject matter.
- 8.8 Notices and waivers under this Agreement, and amendments of this Agreement, must be in writing.

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- 8.9 The Council enters into this Agreement as a council under sections 7 and 36 of the *Local Government Act 1999* and not in any other capacity under that Act or otherwise. This Agreement does not preclude or pre-empt the exercise by the Council of any other regulatory or statutory power or function.
- 8.10 The Recipient acknowledges and agrees that by entering into this Agreement the Recipient will be deemed to be a public authority for the purposes of the *Independent Commissioner Against Corruption Act 2012 (ICAC Act)*.
- 8.11 The Recipient acknowledges the Funding is public money. In which case, it has an obligation to ensure that any decisions made with respect to the acquittal of the Funding is made in a transparent, informed and accountable manner.
- 8.12 The Council does not warrant or otherwise provide any assurance that this Agreement, and any written communication under this Agreement will be kept confidential and nor will such:
- 8.12.1 qualify as an exempt document under the *Freedom of Information Act 1991*; or
  - 8.12.2 if recorded in minutes of the Council kept under the *Local Government Act 1999*, can or will be prevented from being made publicly available under that Act.
- 8.13 The Recipient acknowledges and agrees that in entering into this Agreement, its Purpose will be deemed to fall within the jurisdiction of the *Ombudsman Act 1972* and it is obliged to comply with that Act, and any direction or requirement issued by the Ombudsman.
- 8.14 This Agreement does not create a relationship of employer and employee, agency, joint venture or partnership between the Council and Recipient.
- 8.15 This Agreement is governed by the laws of South Australia and the parties submit to the exclusive jurisdiction of the courts of South Australia and the Adelaide registries of the Australian Federal Courts.

## **EXECUTION**

**Executed** by the parties as an **Agreement**:

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**EXECUTED** on behalf of **ADELAIDE HILLS COUNCIL** ABN 23 955 071 393 under delegated authority  
by ..... in the presence of:

.....  
**Signature of Witness**

.....  
**Authorised Delegate**

.....  
Name of Witness

.....  
Position

**THE COMMON SEAL OF ADELAIDE HILLS TOURISM INC** ABN 33 213 621 020 was affixed in  
accordance with the Rules of the Association in the presence of:

.....  
**Signature of Authorised Office Bearer**

.....  
**Signature of Authorised Office Bearer**

.....  
Name of Authorised Office Bearer

.....  
Name of Authorised Office Bearer

.....  
Date

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**SCHEDULE**

<b>Item 1 Funding</b>	\$110,900 (GST exclusive) per annum.
<b>Item 2 Insurances</b>	Public Liability - \$20 million per claim Professional Indemnity - \$0.5 million per claim
<b>Item 3 Purpose</b>	The Recipient is funded to support the policies and priorities of the Adelaide Hills Council to create a vibrant and sustainable visitor economy in the Adelaide Hills through leadership, representation, industry engagement and strategic projects.
<b>Item 4 Term</b>	1 July 2023 to 30 June 2024
<b>Item 5 Payment of Funds</b>	2023/24 \$110,900 by 30 September 2023, upon receipt of a tax invoice and resolution of the acquittal responsibilities from the preceding financial year.

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## ANNEXURE A – FUNDING REQUIREMENTS

The following documentation is required by Council:

- Current Strategic Plan that aligns and supports the policies and strategic priorities of the South Australian Government, Tourism Australia, and the Adelaide Hills and Mount Barker Councils' economic development outcomes in terms of tourism in the region
- By 31 July – 12 month Business Plan outlining the proposed activities for the year and the annual budget
- By 30 September – 12 month end of year actuals and a report on the performance of the Recipient in relation to its obligations under this Agreement by reference to the Purpose
- Presentation to Council, as required, on the current status and progress of key strategies and initiatives and proposed plans and projects for the future
- Certificates of currency for the insurances required under this Agreement;
- Organisational documentation and on-going records and reporting in accordance with the requirements of the *Associations Incorporation Act 1985 (SA)*;
- Evidence of governance training undertaken by the Recipient's Executive team during the Term.

## PERFORMANCE CRITERIA

The Performance Criteria may be updated from time to time to reflect changes in priority areas, in writing, jointly signed by the Chief Executive Officer of the Council and the Chairperson of the Recipient.

The parties currently agree the following performance criteria:

- The Recipient must ensure that its organisational documentation is up-to-date and the activities of the Recipient comply with the requirements of the *Associations Incorporation Act 1985 (SA)* (the **Associations Act**)  
**Target Measure:** Providing Council with an updated Constitution and demonstrating on-going compliance with the record-keeping and reporting requirements of the Associations Act as requested by the Council from time to time.
- Annual business planning and annual budgeting.  
**Target Measure:** Presentation to Council on the current status and progress of key strategies and initiatives and proposed plans and projects for the future on or before 1 August 2022, and otherwise within one calendar month of each anniversary of the Commencement Date.
- The Board Executive undergo governance training for not-for-profit associations, and to maintain current governance knowledge relevant to the business of Recipient.

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**Target Measure:** Providing Council with evidence of completed training undertaken within during the Term, or within the two (2) year period immediately before the Commencement Date.

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## **Appendix 2**

*AHT Annual Business Plan 2022-23*

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**Adelaide Hills  
Tourism Annual  
Business Plan  
2022-2023**



# Introduction

Adelaide Hills Tourism's key priorities and actions for 2022-2023 are aligned with the Adelaide Hills chapter of the 2021-2025 South Australian Regional Visitor Strategy (RVS). Published in February 2021, the RVS was developed in collaboration between Adelaide Hills Tourism (AHT) and the South Australian Tourism Commission after extensive regional consultation including a workshop with key industry partners and stakeholders in September 2020.

## Adelaide Hills Tourism's Three Strategic Pillars

- Marketing
- Industry Capacity and Capability Development
- Collaboration

To achieve deliverables under the three strategic pillars the work of Adelaide Hills Tourism is underpinned by strong corporate governance and organisational effectiveness.

## Overarching Priorities

- Build a resilient and sustainable industry in a pandemic environment
- Capitalise on the region's proximity to Adelaide
- Convert more visitors to stay overnight
- Encourage day trippers to stay longer
- Encourage visitors to spend more
- Grow repeat visitation

Strategic Priorities are drawn from the Adelaide Hills Chapter of the RVS. Italicised actions are deliverables of Local Contact Officer grant funding from the South Australian Tourism Commission.

# Marketing

**Drive awareness, appeal and booking of Adelaide Hills experiences, events and accommodation through marketing and PR initiatives that reaffirm the region's brand positioning and messaging.**

## Marketing Priorities

- Capitalise on the region's proximity to Adelaide through leveraging Adelaide marketing initiatives (e.g. Adelaide Visitor Guide), organisations (e.g. Adelaide City Council, Adelaide Convention Bureau), major events and the hotel concierge network.
- Convert more visitors to stay overnight in order to lift occupancies and room rates by showcasing the breadth of experiences available, the benefits of staying overnight, and the quality and diversity of accommodation.
- Encourage day trip visitors to stay longer by showcasing the breadth of experiences available, and highlighting twilight and evening experiences.
- Encourage visitors to spend more (stay longer, disperse further and undertake higher value experiences) by showcasing high-yield experiences (including accommodation) and the region's diversity of experiences and locations (e.g. suggested itineraries and touring routes).
- Grow repeat visitation through delivery on marketing promise (honesty in marketing), giving visitors more reasons to visit (e.g. seasonal and event offerings, revitalised towns and tourism clusters) and engagement with local audiences through traditional media and AHT social media platforms.

## Target Markets

- Effectively target high-yielding travellers to ensure sustainable growth and maximise expenditure outcomes.
- Prioritise domestic markets in the medium term while remaining agile to international market opportunities as they emerge.
  - Local residents and their visiting friends and relatives (VFR)
  - Intrastate (Families with children 5-12, Professional Couples, Groups)
  - Interstate (Professional and Older Couples)

## Key Marketing Partners

- AHT leverages the marketing activities of SA Tourism Commission, Tourism Australia, other SA regions, tourism operators, Adelaide Hills Wine Region, town and business associations, agritourism industry association, local online travel agents and platforms (e.g. RAA SA Experiences), Adelaide Convention Bureau, and StudyAdelaide. As the national database of tourism businesses and events, the Australian Tourism Data Warehouse (ATDW) is a key partner platform.

## Consumer Sentiment

- Due to the COVID-19 global health pandemic visitors are seeking greater connection to nature, open and uncrowded spaces, and experiences that positively impact physical, mental and social wellbeing.
- Due to the avoidance of confined spaces on planes and uncertainty of Covid 19 outbreaks, there is increased demand for self-drive itineraries and touring routes.
- Growing consumer demand for digital channels for trip inspiration, planning, booking and experience sharing.
- Regardless of the experiences on offer, AHT and partners must prioritise the health and wellbeing of our visitors, operators and the community.

Strategic Priority	AHT Actions 2022-2023	KPI's	Timing
<p><b>RVS Key Priority</b></p> <p>Grow visitors to the new Adelaide Hills website (<a href="http://www.visitadelaidehills.com.au">www.visitadelaidehills.com.au</a>) and use site data to better understand visitor behaviour.</p>	<p>Engage with digital specialists to deliver optimum site performance including analysis of website data to assess user experience, search visibility and conversion.</p> <ul style="list-style-type: none"> <li>• Identify and prioritise opportunities for optimisation.</li> <li>• Develop and implement a program for content creation and optimisation with a focus on driving engagement with ideal customers rather than growth in audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage Svelte to deliver a website optimisation programme and benchmark against best practise websites.</li> <li>• Use the Strengthening Businesses support network through Business SA for digital insights.</li> </ul>	Sept 2022
	<ul style="list-style-type: none"> <li>• Build upon 2021/22 rich content curation to continue load rich storytelling content (including video and blogs) and ensure key content is regularly updated, engaging and meets current consumer needs – primarily domestic travellers with emphasis on outdoor and nature activities that support physical, social and mental wellbeing, along with self-drive itineraries and road trips.</li> </ul>	<ul style="list-style-type: none"> <li>• Load 10 new blogs to the AHT website and drive traffic via dedicated social media posts.</li> <li>• Use the Alpaca digital mapping and itinerary platform to create 4 new themed itineraries or mapped collections.</li> <li>• Curate video reels for use on Instagram</li> </ul>	Ongoing

	Leverage SATC digital insights and audience behaviours.	<ul style="list-style-type: none"> <li>Attend fortnightly RTM meetings and briefings with SATC.</li> <li>Review quarterly digital report from SATC.</li> </ul>	Ongoing Ongoing
	Review third party websites and encourage links to AHT website.	<ul style="list-style-type: none"> <li>Review Adelaide Hills content on SATC and Tourism Australia websites quarterly.</li> <li>Review tourism content and links to AHT website quarterly on AHC, MBDC, VIC and Adelaide Hills Wine Region websites.</li> </ul>	Ongoing
	Increase sharing of website content via AHT social media channels.	<ul style="list-style-type: none"> <li>Deliver a quarterly seasonal paid facebook campaign to encourage new reasons to visit.</li> <li>Provide link to relevant AHT content in majority of posts – 8 per month (either operator/event ATDW listing or thematic/seasonal info).</li> </ul>	Ongoing
	Include website URL and/or QR code in as many marketing and PR initiatives as possible including non-traditional business in the visitor economy.	<ul style="list-style-type: none"> <li>Include unique QR code link to AHT website in the Adelaide Hills visitor guide, A3 tear-off maps, other collateral and any advertising features (e.g. Adelaide Hills Herald).</li> </ul>	Ongoing
<b>RVS Key Priority</b> Leverage South Australian Tourism Commission’s marketing initiatives to increase leads to local businesses.	<i>Promote industry sign-on to the Australian Tourism Data Warehouse (ATDW) especially in categories linked to SATC campaigns/initiatives (e.g. Epicurean Way Touring Route, Year of SA Wine, Great State Voucher Programs) with the aim of increasing the number and quality of ATDW listings.</i>	<ul style="list-style-type: none"> <li>Liaise regularly with SATC Online Services re removal of old listings/duplicates etc.</li> <li>Strongly promote ATDW to industry via newsletters, factsheets, website, SATC in-region workshops, and</li> </ul>	Ongoing Ongoing



		<p>assistance/follow-up via email and face-to-face with individual operators/events who have not listed (especially new businesses) or have outdated/expired listings.</p> <ul style="list-style-type: none"> <li>• Maintain a feed of ATDW to the regional website <a href="http://www.visitadelaidehills.com.au">www.visitadelaidehills.com.au</a> for the categories of accommodation, tours, attractions, events and food &amp; drink.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>
	<p><i>Assist the SATC to maintain accurate and up-to-date digital content about the region through regular briefings with SATC staff and support of SATC staff famils.</i></p>	<ul style="list-style-type: none"> <li>• Weekly calls and emails with relevant SATC staff.</li> <li>• Annual regional update to all relevant SATC staff.</li> <li>• Monthly scheduled meeting with Destination Development staff to feed through new product developments.</li> </ul>	<p>Ongoing</p> <p>July 2022 (already delivered)</p> <p>Ongoing</p>
	<p><i>Act as a contact for SATC-referred trade and media familiarisations including some hosting.</i></p>	<p>Provide suggestions and support in a timely manner as opportunities arise.</p>	<p>Ongoing</p>
	<p><i>Assist SATC's PR team with content and contacts for media releases, enquiries etc.</i></p>	<p>Provide suggestions and support in a timely manner as opportunities arise.</p>	<p>Ongoing</p>
	<p><i>Assist SATC's marketing team with development, refinement, industry communication and engagement elements of marketing campaigns.</i></p>	<ul style="list-style-type: none"> <li>• Provide suggestions and support in a timely manner as opportunities arise.</li> <li>• Arrange and host familiarisations for campaign staff (at least two per year).</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>
	<p><i>Assist with regional photo shoots, including identifying products and locations, and assisting with sourcing of props.</i></p>	<ul style="list-style-type: none"> <li>• Provide suggestions and support in a timely manner as opportunities arise.</li> <li>• Finalise support of Tourism Australia's National Experience Content Program</li> </ul>	<p>Ongoing</p> <p>September 2022</p>

		<p>(rolled out in SA by SATC) – as per AHT’s campaign partner agreement:</p> <ul style="list-style-type: none"> <li>- Source and manage local talent</li> <li>- Support on ground logistics, through SATC famil units including liaison with TA representatives as needed</li> <li>- Distribute and collect signed talent agreements and send to TA</li> <li>- Assist with communications to operators in preparation for the shoot.</li> </ul>	
	<p>Align marketing to SATC’s brand pillars and Sector Plans:</p> <ul style="list-style-type: none"> <li>• Natural Therapy - slow down, disconnect and immerse in nature without sacrificing comfort or style</li> <li>• Accessible Provenance - fresh local produce in amazing natural locations – connecting visitors with the source of food and beverages, meet winemakers and food producers</li> <li>• Wildlife Encounters – national parks, with iconic wildlife</li> <li>• The Coolest Boutique Capital – Adelaide focus but opportunity for Adelaide Hills to leverage due to proximity – work with city hotel concierges</li> <li>• Loves a Party – festivals and events, social activities</li> <li>• Sector Plans – Wellness, Cruise, Aboriginal Cultural, Food and Drink + Agritourism, Recreation &amp; Trails</li> </ul>	<p>Maintain strong focus of AHT website and social media on nature-based and wildlife experiences, quality food and beverages, proximity to Adelaide and events.</p>	<p>Ongoing</p>
<p><b>RVS Priority</b> Provide locals with new reasons to explore their own region, which will then enhance the trips of their visiting friends and relatives.</p>	<p>Invest strongly in social media through expert and dedicated resources to target local audiences (Adelaide and Adelaide Hills) – more than 70% of AHT’s Instagram followers and 75% of AHT’s</p>	<p>Facebook: <a href="https://www.facebook.com/visitadelaidhills">https://www.facebook.com/visitadelaidhills</a></p> <ul style="list-style-type: none"> <li>• Maintain content plan</li> </ul>	<p>Ongoing</p>

	<p>Facebook followers are from Adelaide or the Adelaide Hills.</p>	<ul style="list-style-type: none"> <li>• Minimum of 8 posts per week, focusing on key experiences/products/activities/events.</li> <li>• Engage regularly with Adelaide Hills operators and key influencers (like, comment and share).</li> <li>• Maintain 1.2% engagement per post</li> <li>• Maintain average reach of 2200 users per post</li> <li>• Maintain quarterly audience growth of 5%</li> <li>• Monitor key social media metrics and prepare Quarterly Digital Report</li> </ul> <p>Instagram:  <a href="https://www.instagram.com/visitadelaidehills">https://www.instagram.com/visitadelaidehills</a></p> <ul style="list-style-type: none"> <li>• Introduce more regular “reel” content</li> <li>• Maintain content plan</li> <li>• Minimum of 3 posts per week, focusing on high quality aspirational imagery that supports AHT’s messaging around experiences/products/activities/events.</li> <li>• Minimum of 3 Instagram Stories per week</li> <li>• Engage regularly with Adelaide Hills operators and key influencers (like, comment and share).</li> <li>• Maintain 2% engagement per post</li> <li>• Maintain average reach of 8000 per post</li> <li>• Maintain quarterly audience growth of 15%</li> <li>• Increase Facebook audience sharing of Visit Adelaide Hills website content</li> </ul> <p>Monitor key social media metrics and prepare Quarterly Digital Report</p>	
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	Engage regularly with local media (including PR releases for key initiatives) and support tourism features highlighting new or lesser-known experiences.	<ul style="list-style-type: none"> <li>• Support two tourism features in Adelaide Hills Herald (paid advertising, editorial support and promotion of opportunity to industry).</li> <li>• Support new Hill Wander magazine (2 features)</li> <li>• Quarterly (seasonal) update to local media showcasing new experiences and upcoming events and seasonal highlights.</li> <li>• Provide timely suggestions and contacts for media enquiries.</li> </ul>	Ongoing  Ongoing  Ongoing
<b>RVS Priority</b> Encourage greater mid-week visits from key relevant segments: <ul style="list-style-type: none"> <li>• corporate – business meetings, events and incentives</li> <li>• sporting events</li> <li>• interstate and international markets</li> </ul>	Increase content on AHT’s website about meeting and business event venues and activities.	<ul style="list-style-type: none"> <li>• Review and update information at <a href="http://www.visitadelaidehills.com.au/business-events">www.visitadelaidehills.com.au/business-events</a> including ideas for team building and more images.</li> </ul>	Ongoing
	Maintain and leverage membership with Adelaide Convention Bureau.	<ul style="list-style-type: none"> <li>• Provide insights to ACB from Events Working Group</li> <li>• Attend networking events and support ACB familiarisations as resources allow.</li> </ul>	October 2022  Ongoing
	Support and leverage interstate PR and marketing campaign activities with SATC, and international markets as they open	<ul style="list-style-type: none"> <li>• Maintain connection with SATC Global team and undertake training and briefing opportunities.</li> <li>• Establish and maintain Adelaide Hills presence on Tourism Australia’s Australia 360 On Demand platform (information resource and contact directory) for international trade.</li> </ul>	Ongoing  Ongoing (establishment) then ongoing
<b>RVS Priority</b> Boost the promotion of experiences that best match changing visitor needs and are reflective of the Adelaide Hills	Consistently communicate Adelaide Hills Tourism’s branding and Key Interpretive Themes and Messages across all marketing and PR activities.	Focus AHT website and social media content on key themes of: <ul style="list-style-type: none"> <li>• Nature &amp; Wildlife</li> <li>• Towns &amp; Villages</li> </ul>	Ongoing

Tourism Interpretive Themes and Messages (i.e. brand).		<ul style="list-style-type: none"> <li>• Art, Culture &amp; Heritage</li> <li>• “Wellness” including the Wellness Wander 2023</li> <li>• Taste the Adelaide Hills</li> <li>• Accommodation</li> </ul> <p>Underpinned by elevation, seasonality and proximity to Adelaide.</p>	
	Develop an easy reference guide to the Adelaide Hills brand and interpretive themes and messages for industry, partners and stakeholders.	<ul style="list-style-type: none"> <li>• Deliver Brand Project to refine key messages</li> <li>• Produce and distribute guide to industry and stakeholders (including via industry page of AHT website)</li> </ul>	Completed by December 2022
	Regularly review website content to meet increased consumer desire for uncrowded spaces, outdoor activities, reconnection and wellness activities.	Focus on blogs, imagery and itineraries/collections responding to consumer interests	Ongoing
	Continue to grow social media audiences and engagement (Visit Adelaide Hills on Facebook and Instagram) with content aligned with key themes and increased consumer desire for uncrowded spaces, outdoor activities, reconnection and wellness activities.	As per social media targets on pages 6-7.	-
	Review and prioritise Acknowledgement of Country, Peramangk information, and indigenous experiences/events on the website, visitor guide and maps.	<ul style="list-style-type: none"> <li>• Add Acknowledgement of Country to AHT website home page.</li> <li>• Add Acknowledgement of Country to AHT’s A3 Tear-off map pads.</li> <li>• Finalise dedicated Peramangk page of website in collaboration with Ivan Copley.</li> </ul>	December 2022
<p><b>RVS Priority</b></p> <p>Work collaboratively with the South Australian Tourism Commission’s team to adapt visitor target markets and messages based on changing global and local pandemic responses.</p>	<ul style="list-style-type: none"> <li>• Engage regularly with SATC Insights, Marketing and Events teams.</li> <li>• Align AHT marketing with SATC’s priority markets and messaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and support SATC cross-regional meetings including workshops, briefings and fortnightly regional meetings with RTM’s.</li> </ul>	Ongoing

		<ul style="list-style-type: none"> <li>Support SATC Sector Development messaging around sustainability, indigenous and wellness sectors.</li> </ul>	
<p><b>RVS Priority</b> Work with StudyAdelaide to encourage international students to visit and bring their visiting families.</p>	Engage with StudyAdelaide’s student engagement and marketing teams so Adelaide Hills is top of mind for initiatives.	<ul style="list-style-type: none"> <li>Re-engage with StudyAdelaide now borders are open</li> </ul>	Deferred
<p><b>RVS Priority</b> Optimise major Adelaide and cross-regional events including Bay to Birdwood, Tasting Australia and Tour Down Under.</p>	Promote Adelaide Hills elements of state-wide and cross-regional events/programs via AHT consumer and industry channels	<ul style="list-style-type: none"> <li>Ensure event listings are on ATDW and appearing on events page of AHT website.</li> <li>Feature key events on the AHT website homepage and publish a blog if appropriate.</li> <li>Share event information on AHT’s social media platforms (Visit Adelaide Hills on Facebook and Instagram).</li> <li>Highlight opportunities for involvement and promote event to local industry via the AHT industry e-newsletter and closed Facebook group.</li> </ul>	Ongoing
<p><b>RVS Key Priority</b> Embrace new wine events (Chardonnay May and Sparkling Spring) and existing signature wine events (Winter Reds), as well as exploring new agritourism, arts and wellness event opportunities.</p>	<p>Promote and support Adelaide Hills Wine Region Events: Promote and support other key regional events including:</p> <ul style="list-style-type: none"> <li>Pick a Pink Lady Weekend</li> <li>Pome Fest</li> <li>Country Shows – Meadows, Mount Barker, Callington etc.</li> <li>Wellness Wander Weekend</li> <li>Hahndorf Christmas Events &amp; Hahndorf Handmade, Handcrafted, Handpicked</li> <li>English Ale, Mylor</li> <li>Lights of Lobethal</li> <li>Medieval Fair</li> </ul>	<ul style="list-style-type: none"> <li>Ensure event listings are on ATDW and appearing on events page of AHT website.</li> <li>Feature events on the AHT website homepage and publish a blog if appropriate.</li> <li>Share event information on AHT’s social media platforms (Visit Adelaide Hills on Facebook and Instagram).</li> <li>Highlight opportunities for involvement and promote event to local industry via the AHT industry e-newsletter and closed Facebook group.</li> <li>Contribute to planning of Adelaide Hills Wine Region events through AHT</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>• RTBR Grant Funded Events Together, Lobethal Bushland Park, Hahndorf's Hidden Histories</li> </ul>	<p>representation on marketing and events sub-committee.</p> <ul style="list-style-type: none"> <li>• Engage with Events SA (SA Tourism Commission) regarding event opportunities.</li> <li>• Support and promote the Events SA (SA Tourism Commission) Regional Events Fund.</li> </ul>	
<p><b>RVS Key Priority</b> Promote relevant events held at the Mount Barker District Council's new recreation and leisure precinct.</p>	<p>Promote and support relevant events through AHT's consumer and industry channels.</p>	<ul style="list-style-type: none"> <li>• Ensure event listings are on ATDW and appearing on events page of AHT website if relevant.</li> <li>• Feature events on the AHT website homepage and publish a blog if appropriate.</li> <li>• Share event information on AHT's social media platforms (Visit Adelaide Hills on Facebook and Instagram).</li> <li>• Share event information with industry and stakeholders via AHT newsletter and closed Facebook group if relevant.</li> <li>• Promote the venue via AHT website and recommendations to event organisers and Events SA (SA Tourism Commission).</li> </ul>	<p>Ongoing</p>

# Industry Capacity and Capability Development

**Support the sustainable development of, and investment in, existing and new tourism ventures and events that deliver exceptional experiences and bring more people to the region and have them staying longer and spending more.**

## Key Elements of this Strategic Pillar

- Experience & Supply Development - enhance existing tourism experiences and create new offerings that reinforce brand strengths and interpretive themes for the Adelaide Hills and South Australia.
- Industry Capability – deliver and/or support training and business development programs that build business resilience and skills in digital marketing, customer service, experience development and distribution.

## Industry Capacity and Capability Development Priorities

- Capitalise on the region's proximity to Adelaide through development of experiences compatible with Adelaide touring programs.
- Convert more visitors to stay overnight by supporting the improvement of existing accommodation and development of new accommodation.
- Encourage day trip visitors to stay longer by supporting the improvement of existing visitor experiences and development of new visitor experiences including twilight and evening experiences.
- Encourage visitors to spend more by supporting the development of high yield experiences including accommodation that encourage dispersal beyond gateways and established tourism hubs.
- Grow repeat visitation through delivery on marketing promise (e.g. training to develop and deliver exceptional visitor experiences) and giving target markets new reasons to visit (e.g. development of seasonal and event offerings, support town revitalization initiatives).

## Key Industry Capacity and Capability Development Partners

- Tourism Industry Council SA (TiCSA)
- South Australian Tourism Commission (SATC)
- Regional Development Australia (RDA) – Adelaide Hills Fleurieu & Kangaroo Island
- Local Government – Mount Barker District Council and Adelaide Hills Council
- Tourism Australia
- Federal and State Government bushfire recovery grants – Regional Tourism Bushfire Recovery Grants and Local Economic Recovery Program
- Other tourism and business industry associations – Australian Tourism Export Council, Business SA



## Key Consideration

### Workforce Skills Shortage

Many tourism and hospitality businesses are struggling to find qualified, skilled workers to fill open positions. AHT will work with SATC and RDA to better understand the challenges and support possible solutions to address labour shortages.

Strategic Priority	AHT Actions 2022-2023	KPI's	Timing
<b>RVS Key Priorities</b> <ul style="list-style-type: none"> <li>Support the development of existing and new experiences and events that reflect the Adelaide Hills key interpretation themes*.</li> <li>Advocate for the development of 16 new rooms and 22 room upgrades by 2025.</li> <li>Encourage unique, immersive and experiential accommodation linked to trails, nature, wildlife, food, beverage and wellness.</li> </ul>	Support new funding applications through grant advice, introductions and letters of support for projects consistent with consumer demand and regional brand. (likely to be a nature based fund launching in August)	<ul style="list-style-type: none"> <li>Promote funding opportunity (and successful projects) to industry through AHT newsletters, closed industry Facebook group and targeted communications.</li> <li>Provide support to applicants in a timely manner.</li> <li>Remain in top three regions funded in terms of value of funding and projects.</li> </ul>	August 2022 and ongoing
	Support access to capital, government grants and investment including referrals to RDA (Adelaide Hills, Fleurieu & Kangaroo Island).	<ul style="list-style-type: none"> <li>Promote opportunities to industry through AHT newsletters, closed industry Facebook group and targeted communications.</li> <li>Provide support, contacts and referrals in a timely manner.</li> </ul>	Ongoing
	Assist operators to develop strong business cases for investment in new developments and enhancements including referrals to RDA (Adelaide Hills, Fleurieu & Kangaroo Island).	<ul style="list-style-type: none"> <li>Maintain list of grant writers and provide to potential developers.</li> <li>Provide access to relevant data and support services.</li> </ul>	Ongoing
	Develop linkages between experiences and businesses to create clusters and collaborations.	Provide individual introductions and create opportunities for networking (including closed Facebook group and industry events).	Ongoing Industry events (2 this year)

	Support initiatives to address development barriers.	<ul style="list-style-type: none"> <li>• Provide advice to potential developments regarding working with council and provide feedback to council.</li> <li>• Engage with reviews of development approval processes, on request.</li> </ul>	Ongoing
	Support initiatives that streamline regulations to make it easier for operators to innovate and develop sustainable tourism experiences.	<ul style="list-style-type: none"> <li>• Provide feedback around complex regulatory and legislative constraints (e.g. Productivity Commission's Tourism Regulation Review) and promote feedback opportunities to industry/stakeholders.</li> </ul>	Ongoing
	Share consumer research on appealing experiences for different visitor groups to assist experience development and refinement.	<ul style="list-style-type: none"> <li>• Provide information about relevant research through AHT communications channels (newsletter and closed Facebook group) and at industry functions.</li> </ul>	Ongoing
	Support sustainable tourism development that is in keeping with the region's charms and character.	<ul style="list-style-type: none"> <li>• Ensure personal site visit and understanding of proposal before providing AHT letter of support.</li> <li>• Engagement with Tourism Australia and SATC on their sustainability product focus.</li> </ul>	Ongoing
	Foster the development of Peramangk cultural experiences.	<ul style="list-style-type: none"> <li>• Share relevant opportunities with industry (e.g. Indigenous Tourism Fund)</li> <li>• Initiate engagement with new cultural experiences (e.g. Indigenous Tourism Fund recipient in Carey Gully).</li> <li>• Support cultural experiences including events through promotion on AHT website and social media.</li> </ul>	Ongoing
<b>RVS Priority</b> Support Department for Environment and Water (DEW) initiatives such as the reinvigoration of Cleland Wildlife Park.	<ul style="list-style-type: none"> <li>• Engage regularly with DEW Executive and staff on key projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain DEW representation on AHT Board.</li> <li>• Provide letters of support and feedback on Nature-based Tourism Fund applications.</li> </ul>	Ongoing

<p><b>RVS Priority</b> Advocate for improved regional Wi-Fi and telephony connectivity.</p>	<ul style="list-style-type: none"> <li>• Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement.</li> </ul>	<p>Provide feedback to relevant government departments on request.</p>	<p>Ongoing</p>
<p><b>RVS Priority</b> Address infrastructure including touring routes, scenic drives signage, walking and cycling trails and coach and car parking facilities.</p>	<ul style="list-style-type: none"> <li>• Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement (including SATC's brown directional tourist signage improvement project).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide feedback to relevant partners about maintenance requirements for other infrastructure such as road and public amenities (toilets, rubbish bins).</li> <li>• Advocate for high-priority infrastructure development initiatives including:             <ul style="list-style-type: none"> <li>- Trails – access to Heysen Trail from Mount Lofty House Estate, Fox Creek Mountain Bike Trails, Amy Gillett Pathway extension, Hahndorf trails to connect key new attractions (Sidewood Cellar Door &amp; Restaurant, new Udder Delights site, Hahndorf Resort, Ambleside Distillers etc.), Women's Pioneer Trail</li> <li>- Roads and Related Infrastructure – sealing roads to key attractions including Fox Creek, Lot 100 and Mount Barker Leisure Precinct.</li> <li>- Public Amenities - Hahndorf Township Upgrade (car parking, lighting etc.), Amy Gillett Pathway (benches, signage, water points, toilets etc.)</li> </ul> </li> </ul>	<p>Ongoing</p>
<p><b>RVS Priority</b> Address gaps in transport connectivity (e.g. ride sharing services and shuttles).</p>	<ul style="list-style-type: none"> <li>• Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay informed and provide suggestions and feedback as opportunities arise.</li> <li>• Update transport information on AHT website accordingly.</li> </ul>	<p>Ongoing</p>
<p><b>RVS Priority</b> Focus on building skills across digital marketing, customer service, experience development and distribution.</p>	<ul style="list-style-type: none"> <li>• Ensure visitor economy businesses have access to and engage with tools and technologies to maximise their professionalism and profitability.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote capability development opportunities including via the industry and stakeholder newsletter, the industry page of the AHT website and the closed</li> </ul>	<p>Ongoing</p>



<p><b>RVS Key Priority</b> Research and expand the health and wellbeing sector by becoming an incubator for state-wide industry development and positioning the region as a wellness hub.</p>	<ul style="list-style-type: none"> <li>• Deliver the Wellness Wander 2023 Weekend under a new operating model as a sponsor</li> <li>• Refine participant list</li> <li>• Implement findings from 2022 launch event</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain 80% participation levels</li> <li>• Attract interstate market (given first event was in lock down).</li> </ul>	<p>April 2023</p>
<p><b>RVS Priority</b> Advocate for a training centre to upskill local regional tourism and hospitality staff.</p>	<ul style="list-style-type: none"> <li>• Support in-region initiatives that drive tourism and hospitality skills development to help address labour and skills shortages.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide letters of support as required.</li> <li>• Share SATC insights around regional workforce shortages to stakeholders.</li> </ul>	<p>Ongoing</p>
<p><b>RVS Priority</b> Leverage major Adelaide events and maximise Adelaide Hills content in major cross-regional events including Bay to Birdwood, Tasting Australia and Tour Down Under.</p>	<ul style="list-style-type: none"> <li>• Support regional hubs of major Adelaide-based events including Fringe and the Adelaide Festival.</li> <li>• Promote opportunities for tourism businesses and venues to host events as part of major events including SALA, History Festival, Tasting Australia, Adelaide Guitar Festival's Guitars in Bars, Umbrella Music Festival, Nature Festival SA etc.</li> <li>• Work with event organisers including Bay to Birdwood and Tour Down Under to engage wider tourism network and communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Brief SATC on event opportunities and provide input on regional event potential.</li> <li>• Promote opportunities to host events via the industry and stakeholder newsletter and the closed industry and stakeholder Facebook page (Adelaide Hills Tourism Network).</li> <li>• Ongoing contact with major event organisers.</li> </ul>	<p>Ongoing</p>
<p><b>RVS Key Priority</b> Support development of new wine events (Chardonnay May and Sparkling Spring) and enhancement of existing signature wine events (Winter Reds), as well as explore new agritourism, arts and wellness event opportunities.</p>	<ul style="list-style-type: none"> <li>• Build on Chardonnay May insights and focus on Sparkling Spring inaugural event</li> <li>• <i>Provide annual input to the assessments of applications to SATC's Regional Event Fund as required and promote industry engagement with Events SA's major events such as Tasting Australia.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Provide SATC / Events SA with feedback on Regional Events Fund applicants and alignment with key regional priorities and brand.</li> <li>• Promote SATC's Regional Events Fund to Adelaide Hills stakeholders (including events staff at Adelaide Hills Council and Mount Barker District Council) and industry via newsletter, closed industry Facebook group, one-on-one meetings, targeted emails and industry website.</li> <li>• Provide letters of support for events applying for grants where relevant.</li> <li>• Support events to list on the Australian Tourism Data Warehouse (ATDW).</li> <li>• Support events to adapt and innovate with the delivery of COVID-19 safe</li> </ul>	<p>Ongoing</p>

		<p>event experiences for visitors and the community through communication of capability building training, access to tools and support.</p> <ul style="list-style-type: none"> <li>• Encourage the development of packages and offerings around events to help extend stays.</li> <li>• Foster information sharing and collaboration between councils, volunteers, event organisers, AHT and SATC / Events SA.</li> <li>• Advocate for more event skills training and support.</li> </ul>	
<p><b>RVS Priority</b> Drive greater mid-week opportunities through the development of new and enhanced business event venues/services and events.</p>	<p>Identify and support products that have the propensity to host business events, corporate groups or incentives.</p>	<ul style="list-style-type: none"> <li>• Connect relevant businesses to Adelaide Convention Bureau.</li> <li>• Promote MICE sector training and development opportunities.</li> </ul>	<p>Ongoing</p>
	<p>Adelaide Hills Council RTBR Grant – support experience development elements of Amy Gillett Pathway and Lobethal Bushland Park initiatives (e.g. interpretive signage and trail extension).</p>	<p>Provide input to AHC on projects regarding visitor insights.</p>	<p>Ongoing</p>

\* Adelaide Hills Tourism’s Key Interpretation Themes:

- Taste the Adelaide Hills (food and beverage – fresh produce, fruit picking, farmers markets, roadside stalls and farm gates, dining, workshops/masterclasses, wine, craft beer/cider/spirits)
- Heritage, Art and Culture (including Aboriginal, museums, galleries, classes/workshops, sculpture, music)
- Nature and Landscapes (National and Conservation Parks, wildlife parks, gardens, seasonal landscapes, forests)
- Towns and Villages (including twilight activities and shopping)
- Lifestyle and Wellbeing (including wellness, cycling, walking, horse riding, recreation including golf, events, soft adventure)
- Accommodation (esp. experiential connected with activities/wellness/nature)

# Collaboration

**Work closely and align efforts with the tourism industry, partners and stakeholders for an integrated and coordinated tourism region.**

Partners:

- Tourism Operators and Event Managers
- Adelaide Hills Community
- Local Government – Adelaide Hills Council and Mount Barker District Council
- SA Tourism Commission
- RTO network
- Other State Government Departments – DEW, DTI, DPC
- Regional Development Australia (Adelaide Hills, Fleurieu & Kangaroo Island)
- Adelaide Hills Wine Region and other industry associations (e.g. agritourism)
- Federal Government – Tourism Australia, Austrade
- Town/sub-regional tourism and commerce groups

Strategic Priority	AHT Actions 2022-2023	KPI's	Timing
<p><b>RVS Key Strategy</b> Encourage partnerships between local tourism operators and stakeholders via industry networking events, familiarisations, digital platforms, cross-promotion and bundling of commissionable experiences.</p>	<p>Visit and engage regularly with tourism businesses to keep product knowledge and contacts current; facilitate connections between complementary businesses, mentoring, identifying distribution opportunities and sharing case studies.</p>	<ul style="list-style-type: none"> <li>• Develop a more formal schedule for structured sub-regional visits by EO to ensure regular meetings and site inspections across the whole region.</li> <li>• Maximise AHT Board visibility and industry connection through the use of venues around the region.</li> <li>• Hold at least one major industry function (80-100 people).</li> </ul>	<p>July 2022 - ongoing</p> <p>Ongoing</p> <p>December 2022</p>

	<i>Ensure that regional operators and stakeholders are kept fully informed of opportunities and developments in tourism such as grants, strategies, reports, marketing campaigns etc. from SATC, Tourism Australia and other State and Federal agencies.</i>	<ul style="list-style-type: none"> <li>• Communicate with industry and stakeholders via e-newsletter (monthly), closed FB group (Adelaide Hills Tourism Network), LinkedIn, segments at industry events.</li> <li>• Maintain a media and industry page on AHT website featuring strategic plan, RVS information, ATDW help sheet and key opportunities and contacts document.</li> <li>• <i>Help coordinate SATC regional functions such as workshops and Board and CEO visits and itineraries and encourage regional operator participation.</i></li> <li>• Be a point of contact in-region for the regional industry re SATC contacts and resources, referring enquirers on to SATC where appropriate.</li> </ul>	Ongoing
	<i>Contribute to the maintenance of up-to-date key stakeholder databases for both SATC and Adelaide Hills Tourism.</i>	Establish a more formal database / contact management system or CRM software that will allow segmentation of operators along key interpretation themes (including wellness) and sector (e.g. accommodation, touring, attraction), and ideally attachment of correspondence and notes.	December 2022
	Represent the region at key forums and meetings and act as a conduit between government, councils and relevant bodies and local tourism operators.	Attend fortnightly SATC RTM Meetings, AHWR Marketing & Events sub-committee, sub-regional and town association meetings as required.	Ongoing
	Conduct industry and stakeholder survey about preferred communications, challenges and priorities – e.g. best way to communicate, value of visitor guide, VIC.	Survey monkey communication with a target of 50 responses.	February 2022



	Continue to build relationship with Peramangk representatives to ensure improved and appropriate acknowledgements and information.	Work with Ivan Copley on finalising key Indigenous messaging for AHT communications.	November 2022
<p><b>RVS Key Strategy</b> Implement the Visitor Information Services strategy and ensure changing visitor needs are being serviced by local tourism operators and across all digital platforms.</p>	<p><b>For further discussion</b> – subject to outcomes of planned industry survey, board planning workshop and MBDC review:</p> <ul style="list-style-type: none"> <li>• Adelaide Hill Regional Visitor Guide – production (in collaboration with publishing partner at no cost/risk to AHT), storage, distribution</li> <li>• A3 tear-off map pads – production, storage, distribution</li> <li>• Provide key businesses and visitor information outlets (VIOs) with the information, tools and resources they need to help visitors plan their trip - QR code cards and regular visits to update them on new product and itineraries.</li> <li>• Work with MBDC and the accredited Adelaide Hills Visitor Information Centre in Hahndorf (volunteer updates and training?)</li> <li>• Famils for key influencers in visitor info servicing</li> <li>• Support the evolution of the region’s visitor information servicing model as consumer seek timely, inspiring and practical information via multiple channels during their trip – a mix of face-to-face information delivery (VIC, VIOs, individual businesses, locals for VFR market) and digital platforms/mobile phones</li> </ul>	TBC	TBC
<p><b>RVS Strategy</b> Ensure Adelaide Hills is well represented on major cross-regional touring route promotions (e.g. Epicurean Way).</p>	Work closely with SA Tourism Commission on Epicurean Way campaigns and materials including tear-off maps.	<ul style="list-style-type: none"> <li>• Brief SATC on key operators along the route and feed back consumer and business insights regarding touring route experiences.</li> <li>• Distribute recently updated tear-off map pads.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>RVS Strategy</b> Support cross-regional and cross-industry resilience and crisis</p>	Work closely with SA Tourism Commission on coordinated responses to pandemic and natural disaster responses.	Provide input into crisis management and communications plans (e.g. COVID-19 hotspot declaration) and align	Ongoing

management plans to minimise risks for operators and visitors.		communication messaging using SATC as the lead agency.	
	Amplify SATC messaging to industry in relation to support available for bushfire and COVID-19 impacted tourism operators.	Use AHT owned platforms (e-newsletter, closed industry Facebook group and industry page of website) to provide information regarding grants, training programs and relevant restrictions.	Ongoing
<b>RVS Strategy</b> Collaborate with rail, cruise and other specialist tour operators to include Adelaide Hills as part of their extended itineraries or packages.	Develop connections with major national operators including Journey Beyond (rail) and APT and leverage SATC's relationship with key operators.	<ul style="list-style-type: none"> <li>• Bi-annual check-in with Cruise contact (SATC) and Adelaide-based major tour operators (Journey Beyond, SeaLink, APT).</li> <li>• Timely response to enquiries from major tour suppliers around new products and itinerary design.</li> </ul>	Bi-annual  Ongoing
<b>RVS Strategy</b> Collaborate with Mount Barker District Council to attract events to the new recreation and leisure precinct.	Facilitate connections with major event managers and stakeholders including key staff at SA Tourism Commission, Events SA and potential tourism investors.	<ul style="list-style-type: none"> <li>• Feed MBDC updates from SATC Events team around hosting and marketing opportunities.</li> <li>• As new precinct develops, ensure event venues are ATDW ready to leverage digital promotional platforms.</li> </ul>	Ongoing
<b>RVS Strategy</b> Promote the value of tourism in plain accessible language using evidence from highly credible data sources to ensure a solid understanding of the contribution of the visitor economy.	<i>Ensure local councils in the region are kept abreast of key SATC and Adelaide Hills Tourism initiatives and promote the economic value of tourism to councils and other stakeholders, to ensure the visitor economy is considered in local government decision making, build confidence and a positive environment for investment.</i>	<ul style="list-style-type: none"> <li>• Annual AHT briefing of key staff and elected members.</li> <li>• Inclusion of key council representatives at stakeholder and industry events and workshops.</li> <li>• Representatives from both funding councils on AHT Board.</li> </ul>	July 2022 (AHC)  Ongoing  Ongoing
	Educate the community through local media about the breadth of the visitor economy and the diversity of businesses that benefit to drive positive community sentiment towards the visitor economy and encourage locals to be ambassadors for the region.	Leverage relationship with local media (print, radio) to demonstrate tourism's economic, social, cultural and environmental value (e.g. providing careers in the region, better infrastructure for locals to enjoy and protecting natural and man-made heritage assets).	Ongoing

	Share research and performance data demonstrating the value of tourism with industry and stakeholders.	Include the value of tourism information on industry page of website, through e-newsletters, closed Facebook group and LinkedIn.	Ongoing
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## Governance and Organisational Effectiveness

### Best practice AHT performance and governance

Priority	AHT Actions 2022-2023	KPI's	Timing
Monthly board meetings	Manage schedule of meetings, arrangements with meeting venues, meeting requests, apologies, dissemination of agenda and board papers, and minutes.	Deliver board meetings that are well organised and in accordance with AHT constitution.	<ul style="list-style-type: none"> <li>2023 schedule of meetings and meeting requests sent out December 2022.</li> <li>Board agendas, papers and last month's minutes sent out the Tuesday prior to meeting.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Monthly Board report</li> <li>Quarterly Digital Report</li> <li>Annual report to SATC and funding partners</li> </ul>	Compile all reports professionally and provide them in a timely manner.	<ul style="list-style-type: none"> <li>Monthly EO's Report distributed with Agenda on the Tuesday prior to Board meetings.</li> <li>Quarterly Digital Reports distributed with the Agenda on the Tuesday prior to Board meetings in April, July, October and January.</li> <li>SATC Local Contact Officer Grant and Co-operative Marketing Fund Reports due end of July 2022 (proposal for 2022-23 Co-operative Marketing Fund due by September 2022).</li> <li>Reports to funding partners due in August including council presentations.</li> </ul>
IT & Communications	Ensure robust administrative services and back-ups to ensure business continuity, security and data access and accuracy for key personnel.	<ul style="list-style-type: none"> <li>Maintain website domain names and AHT email services for AHT Staff and Project Officers and Chair.</li> <li>Implement cloud-based sharing of files</li> <li>Implement back-up of AHT electronic files and emails.</li> <li>Establish a more formal database / contact management system or CRM software.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>February 2023</p>
Finance	Ensure robust and transparent financial management and reporting in	<ul style="list-style-type: none"> <li>Prepare budget and review monthly.</li> </ul>	Budget approved by Board July 2022 Board Meeting

	accordance with AHT Finance Policy, AHT Constitution and requirements of an Incorporated Association.	<ul style="list-style-type: none"> <li>• Provide a monthly finance report by the Treasurer to AHT Board.</li> <li>• Undertake an annual independent financial audit.</li> <li>• Optimise the use of Xero for more efficiency of sign offs and coding</li> </ul>	<p>Monthly</p> <p>July 2022 (presented by October 2022)</p> <p>August 2022</p>
Plans	Produce an annual business plan.	<ul style="list-style-type: none"> <li>• Develop an annual business plan.</li> </ul>	July 2022
	<i>Contribute to the implementation of the 2025 South Australian Regional Visitor Strategy (RVS)</i>	<ul style="list-style-type: none"> <li>• <i>Disseminate reports and communications to local councils, Regional Development Australia and other relevant stakeholders as may be requested by the SATC.</i></li> <li>• <i>Provide input into a bi-annual 'progress report' in a timely and accurate manner.</i></li> <li>• <i>Present 'progress report' to local councils, Regional Development Australia and other relevant stakeholders.</i></li> <li>• <i>Align local regional tourism plans to the strategic priorities identified in the RVS.</i></li> <li>• <i>Share the RVS with industry through AHT communication platforms.</i></li> </ul>	Ongoing with bi-annual progress report

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## **Appendix 3**

*Annual Deliverables against strategic plan*

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**Deliverables over the last 12 months in line with Regional Visitor Strategic Tourism Plan 2021-2025**

**Key win: Adelaide Hills Tourism Region has achieved record visitor expenditure of \$225 million for the calendar year 2022.**

**The region is on track to meet the 2025 target of \$245 million.**

**Marketing**

Driving awareness, appeal and booking of Adelaide Hills by target consumers through the digital strategy (including social media and website, visitor information servicing support (including visitor guide, maps, signage) and leveraging SATC marketing.

Actions	Supporting Activity/Results	Delivered y/n
Grow visitors to <a href="http://www.visitadelaidehills.com.au">www.visitadelaidehills.com.au</a> and use site data to better understand visitor behaviour	<ul style="list-style-type: none"> <li>• As of March 2023, there were 55,436 users visiting 2.63 pages per session with average page duration of 1.02 minutes.</li> <li>• 93% of visitors are from Australia, followed by US, Singapore, UK, China, New Zealand and Ireland.</li> <li>• 88% were new users, with 11.83% of visitors returning to the site.</li> <li>• 78.6 visitors arrive on site via organic search, 10.1% from social media links, 9.3% entered the url into their browsers and 1.4% via other operators or sites.</li> <li>• Top 10 pages are Hahndorf, Markets, Horse Riding, Fruit Picking, Wineries, Driving, Family Friendly Wineries, Towns &amp; Events</li> <li>• AHT’s social channels are leading the way across regional tourism. 56,049 instagram followers (number 1 in the state) and 31,449 facebook followers (2<sup>nd</sup> to Kangaroo Island).</li> </ul>	Y
Leveraging SATC’s marketing initiatives to increase leads to local businesses	<ul style="list-style-type: none"> <li>• ATDW listings have grown significantly to leverage SATC’s digital marketing spend. Hills operators were viewed on southaustralia.com 111,231 times, generating 41,296 leads. There has been a fast growth in operators now listing on ATDW which only fuels further leads. This has been an intentional strategy by AHT to chase operators whose listings have expired. AHT now has 345 operator listings on the ATDW.</li> <li>• AHT provide an annual product update to all key marketing and product personnel at the SATC to ensure the regoin’s operators are receiving trade and press visits along with being featured across SATC’s web and social channels.</li> </ul>	Y

<p>Provide locals with new reasons to explore their own region, which will then enhance the trips of their visiting friends and relatives</p>	<p>Supported both newspapers, The Courier and The Herald (until it ceased operations) with seasonal features on what there is to see and do in the region. This included a quarterly advertisement in the newly launched “Hills Wanderer” magazine with QR code links to focusing on local stories in line with the change of seasons.</p>	<p>Y</p>
<p>Encourage greater mid-week visits from all groups (corporate, sporting and incentives) and regenerate interstate and international markets</p>	<p>Reconnected with Business Events Adelaide with product updates and famil plans (underway) to showcase new products and characters in the hills for pre and post conference touring, incentives and small group meetings.</p> <p>Plans underway to secure workshops as part of the Australian Tourism Export Council (ATEC) conference in October 2023 (500 international travel buyers).</p> <p>Supported MBDC with Gather Round communications with SATC and the AFL including building a page on the website around local footy culture in the hills, creating a feature link to the event page on AHT home pages and supporting the Game Day marquee area.</p> <p>Trained Tourism Australia key content providers on new product updates including their PR &amp; web team in Sydney and hosting their industry relations team on a sustainable focused famil in the hills.</p>	<p>Y</p>
<p>Boost the promotion of experiences that best match changing visitor needs and are reflective of the Adelaide Hills Tourism Interpretation themes.</p>	<p>Engaged with 160 operators this FY, all of which are aligned with key offerings of the region. Engagement consists of support with marketing ideas, experience offerings, how to package and who their key target markets should be.</p> <p>Wellness Tourism operators continue to grow significantly since the Wellness tourism Strategy launched in 2021 including multiple operator collaborations.</p> <p>Key new products which are in line with consumer trends are Janesce/Claret Ash Cottage, Espira/Casa Freschi, Tagai, Carriage House, Bikeabout and Ebike hire, Piccadilly Wine Trail amongst many others.</p>	<p>Y</p>



<p>Work collaboratively with the SATC's team to adapt visitor target markets and messages based on changing global and local pandemic responses.</p>	<p>AHT meets with SATC fortnightly to ensure that strategic priorities are being delivered regionally. This includes quarterly marketing and insights updates.</p> <p>AHT's social media strategy aligns with SATC's key brand pillars (see Regional Visitor Strategy)</p> <p>AHT continues to hero Agritourism and Wellness tourism products which are in line with Sector Development plans. AHT secured significant matched sponsorship funding from SATC to continue the Wellness Wander weekend given the focus on social, mental and physical wellness post-pandemic.</p> <p>AHT has refreshed its Brand Narrative to build and refine what was originally the Interpretation plan. The final brand refresh will be delivered by the end of this financial year.</p>	<p>Y</p>
<p>Work with StudyAdelaide to encourage international students to visit and bring their visiting families</p>	<p>International visitation is only just beginning to recover with many international students only returning at the beginning of the year. AHT expects to see growth in the second half of this calendar year as families begin to visit.</p>	<p>N</p>

**Experience and Supply Development and Industry Capability**

Cultivating a sophisticated industry that anticipates and exceeds consumer expectations through experience, itinerary and cluster development, event support, crisis management, digital assessments and mentoring and training delivery (or support of third-party training).

<p>Support the development of experiences that reflect the Adelaide Hills Tourism Interpretation Themes.</p>	<p>See Marketing</p>	<p>Y</p>
<p>Support Department for Environment and Water initiatives such as the reinvigoration of Cleland Wildlife Park.</p>	<p>Appointment of Jo Podoliak, Director, Tourism &amp; Commercial Services, DEW (replacing Piers Brissenden who recently retired from DEW) to the board of AHT ensures that the region is across all nature-based developments within the DEW framework. AHT is awaiting the update on the accommodation development following planning approval which is imminent.</p> <p>Cleland supported the Wellness Wander event in 2022 and 2023 by hosting an event.</p>	<p>Y</p>

	AHT support the Nature Based Tourism fund with two companies featuring the Adelaide Hills securing support and the next round is due to be launched in July 2024.	
Advocate for the development of 16 new accommodation rooms and 22 room upgrades by 2025.	<p>The following properties/additions have come online since the targets were set. AHT has worked with all operators through the support of the Tourism Industry Development Fund, SATC or via direct strategic or reactive support;</p> <ul style="list-style-type: none"> <li>• Longview, Macclesfield – Additional 2 bedroom villa (TIDF)</li> <li>• Oakwood Retreat, Oakbank – 1 bedroom retreat (TIDF)</li> <li>• Carriage House, Crafers – 2 bedroom retreat</li> <li>• Espira, Ashton – 1 bedroom retreat</li> <li>• Pavilions at Lenswood – Additional 3 bedrooms (TIDF)</li> <li>• Aberdeen Lane, Woodside – 8 rooms (TIDF)</li> <li>• Randells Mill, Gumeracha – 2 rooms (TIDF)</li> <li>• Adelaide Hills House, Summertown – 2 rooms</li> </ul> <p>Mount Lofty House has renovated additional rooms (in addition to Sequoia coming online).</p> <p>The region has already achieved its 2025 target but is eagerly awaiting The Lane, Cleland National Park, Mount Lofty Golf Course, and Mount Barker Summit accommodation projects. If these projects proceed, it will anchor the region as an overnight leisure and business destination, attracting larger numbers of mid-week visitors from interstate and international markets and therefore distributing economic benefit.</p>	Y
Encourage unique accommodation linked to trails, nature, wildlife, food, beverage and wellness.	The aforementioned projects are all unique accommodation projects supporting many of the State and region's pillars.	Y

<p>Address infrastructure including touring routes, scenic drives signage, walking and cycling trails and coach and car parking facilities.</p>	<p>Online maps have been created through <a href="http://www.visitadelaidenhills.com.au">www.visitadelaidenhills.com.au</a> which feature the key touring routes across the region. Can be viewed at <a href="https://www.visitadelaidenhills.com.au/trails-and-itineraries">https://www.visitadelaidenhills.com.au/trails-and-itineraries</a></p> <p>Delivered the brown sign project in partnership with the SATC which installed 40 new brown directional signs to key tourism attractions across the region.</p> <p>Continually promote the Amy Gillett Bikeway across our website (including promoting AHC Amy Gillett events)</p> <p>AHT has been asked for feedback on the Hahndorf Main Street project and potential Stirling Coach parking.</p>	<p>Y</p>
<p>Address gaps in transport connectivity (eg ride sharing services and shuttles)</p>	<p>AHT has been engaged by various government departments regarding transport gaps in the Hills.</p>	<p>Y</p>
<p>Focus on building skills across digital marketing, customer services, experience development and distribution</p>	<p>In 2022, AHT delivered 23 one on one workshops on digital capability, customising each session in line with operator gaps. Through this process, one of the operators (Bikeabout) moved through to SATC Trade Events then ultimately the Australian Tourism Exchange in Sydney this year.</p> <p>In 2022, the SATC was awarded an Austrade Grant and partnered with AHT to do an audit on Accessibility products in the Hahndorf area (this extended to both councils). Five operators benefited from a detailed audit with recommendations. In 2023, AHT then delivered an Accessibility Workshop in partnership with TiCSA to build on the momentum.</p> <p>The Wellness Wander was a pivotal project in experience development for the region, with 22 complementary operators working together to deliver a richer experience for visitors. This is supported by an <a href="#">Adelaide Hills Wellness Tourism Strategy</a>.</p>	<p>Y</p>

<p>Support industry resilience including developing business cases for grants and investments.</p>	<p>Since 2020, AHT applied for and delivered multiple projects for bushfire resilience grants, with the last of the reports delivered in June 2022.</p> <p>Adelaide Hills secured Tourism Industry Development Funding for 13 projects valued at over \$14 million of which most have now completed construction. The successful recipients can be viewed here.</p>	<p>Y</p>
<p>Research and expand the health &amp; wellbeing sector by becoming an incubator for State-wide industry development and positioning the region as a wellness hub.</p>	<p>AHT has secured rights to deliver Wellness Wander 2024 (subject to board approval and budgets).</p> <p>The Hills are now considered a leader in Wellness Tourism development at a national level, with other STO's (including South Australia) now wanting to implement similar strategic programmes at a regional level. Fleurieu Peninsula has recently done some capability building in this space.</p> <p>Existing and new products are integrating wellness philosophies into their businesses eg Longview have added a day spa, Gatekeepers Spa at Mt Lofty are looking at expanding, Adelaide Hills House (new accommodation) will be providing wellness experiences, Jurlique have expanded their touring programme and staff and The Lane will be heroeing Wellness.</p>	<p>Y</p>
<p>Advocate for a training centre to upskill local regional and tourism hospitality staff.</p>	<p>tbc</p>	<p>N</p>

### Industry Stakeholder and Collaboration

<p>Encourage partnerships between local tourism operators via industry networking events, familiarisations, digital platforms, cross-promotion and bundling of commissionable experiences</p>	<p>In May 2023, hosted an Adelaide Hills industry event which was attended by 90 industry representatives. Presentations on the visitor economy were delivered by the CEO of the SATC, Emma Terry along with Martin Radcliffe, Chair and Tanya Jarman, Executive Officer. The brand narrative was shared with the industry.</p> <p>A monthly industry newsletter is distributed to 736 subscribers which updates the industry on grants, training, events, workshops and general news from across the sector. This has a high click through rate (43%).</p>	<p>Y</p>
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	<p>Representatives of Tourism Australia, SATC and operators who are packaging the hills, are familled regularly in the Hills. Trade and media are regular sent to the region through the SATC and Tourism Australia’s media and trade famils programme.</p> <p>AHT trained a group of 50 Adelaide concierge/customer service teams about new products and how to upsell the hills to guests staying in city hotels.</p> <p>AHT works closely with Forestry SA, Fruit Producers, DEW, and with Council stakeholders to ensure operators are connected to the right people to grow their product.</p>	
<p>Implement the Visitor Information Services strategy and ensure changing visitor needs are being serviced by local tourism operators and across all digital platforms.</p>	<p>Increase in operators who are now ATDW listed.</p> <p>Re-designed the Adelaide Hills Visitor Guide to be more “lifestyle” focused. Re-written by Max Anderson (Adelaide Hills based journalist). 70,000 copies distributed in 10 months throughout Australia and South Australia. New guide about to be produced.</p> <p>A3 maps continue to be distributed in high quantities with operators and VIC’s.</p>	Y
<p>Ensure Adelaide Hills is well represented on major cross-regional touring route promotions</p>	<p>The region remains part of the Epicurean way.</p> <p>AHT works closely with Fleurieu and Barossa on any collaborations or referrals.</p>	Y
<p>Support cross-regional and cross-industry resilience and crisis management plans to minimise risks for operators and visitors</p>	<p>AHT replicate crisis templates used by the SATC comms team to ensure the line of communication is clear during a crisis.</p> <p>AHT also uses the website to post alerts and deliver communications during a crisis.</p>	Y

	AHT has an industry facebook page which is also used for corporate communications, replicating some of the content distributed via the e-newsletter.	
Collaborate with rail, cruise and other specialist tour operators to include Adelaide Hills as part of their extended itineraries and packages	This is ongoing. During covid, there were no packages being created from the interstate and international market. This has now picked up again and AHT are leveraging all trade contacts to ensure new and existing products filter through to the key product directors and the SATC Trade Team.	Y

### Leisure & Business Events

Optimise major Adelaide and cross-regional events including Bay to Birdwood, Tasting Australia and Santos Tour Down Under	<p>AHT's social platforms promote these events in lead up and also during delivery.</p> <p>AHT's website features these events on their landing pages.</p> <p>AHT's industry are communicated with in lead up to and during the events (facebook and industry newsletters).</p>	Y
Embrace new wine events such as Chardonnay May and Sparkling Spring, existing signature wine events as well as exploring new agri-tourism, arts and wellness event opportunities.	<p>AHT's EO sits on the Marketing &amp; Events committee for the Adelaide Hills Wine Region. Through this representation, AHT is part of the planning and consultation process for events and supports the promotion of them through AHT platforms.</p> <p>AHT supports event organisers with guidance and letters of support through SATC's Regional Events Fund.</p>	Y
Drive greater mid-week opportunities from business meetings and events	Addressed previously.	Y
Collaborate with Mount Barker District Council to attract events to the new recreation and leisure precinct.	Continue to work closely with MBDC including supporting the Gather Round and facilitating introductions for potential music events	Y



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# **Appendix 4**

*Year ending 30 June 2022 Audit Report*

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**ADELAIDE HILLS TOURISM  
INCORPORATED**

**AUDITED FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

# Profit and Loss

## Adelaide Hills Tourism Incorporated For the year ended 30 June 2022

	2022	2021
<b>Trading Income</b>		
Grants - Adelaide Hills Council	109,237.50	106,125.00
Grants - Building Better Regions 2020	-	16,555.00
Grants - Bushfire Recovery Amy Gillett Pathway Promotion	-	1,500.00
Grants - Bushfire Recovery Bay to Birdwood Promotion	-	25,000.00
Grants - Bushfire recovery Cherry Map Promotion	-	5,000.00
Grants - Bushfire Recovery Fabrik Christmas Event	-	1,500.00
Grants - Bushfire Recovery Hahndorf's Hidden Histories	-	1,500.00
Grants - Bushfire Recovery Lobethal Bushland Park	-	1,500.00
Grants - Bushfire Recovery Pome Fest Promotion	-	1,500.00
Grants - Mount Barker District Council	57,147.73	54,928.00
Grants - RTBR - Wine Events	16,250.00	88,750.00
Grants - RTBR - Wine Events - unspent at year end	-	(3,500.00)
Grants - RTBR - Wine Events - unspent from previous year	3,500.00	-
Grants - SATC Contact Role	49,927.00	48,948.00
Grants - SATC Marketing Fund	80,000.00	30,000.00
Grants - Wellness Wander Weekend	-	395,000.00
Grants - Wellness-led Resilience Project - unspent at year end	-	(274,040.00)
Grants - Wellness-led Resilience Project - unspent from previous year	274,040.00	-
Grants - XXX Various - unspent at year end	(59,026.04)	-
Interest Income	2.55	59.65
Other Revenue	-	4,358.22
<b>Total Trading Income</b>	<b>531,078.74</b>	<b>504,683.87</b>
<b>Gross Profit</b>	<b>531,078.74</b>	<b>504,683.87</b>
<b>Operating Expenses</b>		
Admin - Car parking	65.44	49.57
Admin - Cloud Subscriptions	-	461.98
Admin - Gifts	695.29	193.94
Admin - IT: email service, domain names	4,122.39	2,284.77
Admin - Meeting costs (not Board meetings)	474.64	405.00
Admin - Memberships	664.00	664.00
Admin - Motor Vehicle/Mobile Phone Allowance	3,269.27	-
Admin - Printing, post, stationery, promotional materials, subscriptions, name badges	770.34	540.90
Admin - Recruitment	-	4,250.00
Admin - Registrations	1,454.90	-
Admin - Superannuation	3,138.54	-
Admin - Wages	31,384.55	-
Admin - Workers Comp Fees	225.00	-
Finance & Professional Costs - Accounting Software & Consultancy	574.55	-
Finance & Professional Costs - Bank fees and charges	-	20.00

## Profit and Loss

	2022	2021
Finance & Professional Costs - Financial audit	1,025.23	780.00
Finance & Professional Costs - Insurance	2,397.04	2,128.80
Finance & Professional Costs - Strategic planning	2,550.00	4,215.00
Governance - Board Meetings	1,761.10	574.64
Governance - Board Reporting	750.00	1,500.00
Governance - Sally Smith	7,982.59	7,975.64
Governance - Tanya Jarman	14,406.77	6,080.00
Industry Capability Building - Digital Assessments	4,400.00	-
Industry Capability Building - LER Wellness Tourism Initiative - AHT Project Officers	8,160.00	-
Industry Capability Building - Sally Smith	8,955.00	14,671.27
Industry Capability Building - Tanya Jarman	8,640.00	17,120.00
Industry Capability Building - Tourism Sentiment	-	5,000.00
Marketing - Wellness Wander Weekend - Droga & Co	266,000.00	120,960.00
Marketing - ATDW Distributor Licence	1,800.00	1,800.00
Marketing - Bay to Birdwood	-	2,843.64
Marketing - Bay to Birdwood National Motor Museum	-	22,000.00
Marketing - Cherry Map Contractor Invoices	-	1,500.00
Marketing - Cherry Map Promotion	-	3,500.00
Marketing - Familiarisations	1,491.36	290.87
Marketing - Hills Sculpture Trail	-	690.68
Marketing - Lachlan Swan	30,720.00	26,880.00
Marketing - Media Advertising and Features	3,181.83	2,203.64
Marketing - Photography/Videography	3,610.00	8,920.00
Marketing - Sally Smith	19,200.00	38,598.18
Marketing - Tanya Jarman	17,280.00	20,480.00
Marketing - VIS Adelaide Hills Visitor Guide Distribution	-	4,284.10
Marketing - VIS Adelaide Visitor Guide Advertising	1,363.64	-
Marketing - VIS Maps Digitisation	7,600.00	6,000.00
Marketing - VIS Maps Printing	-	3,121.96
Marketing - VIS Site Transition	-	340.00
Marketing - VIS Strategy	3,270.54	-
Marketing - Web site content (incl Max Anderson)	-	9,750.00
Marketing - Website - maintenance, optimisation, development	5,800.00	12,800.00
Marketing - Website Marketing/Paid Social media	7,500.00	10,000.00
Marketing - Wine Tourism Adelaide Hills Payment	14,722.73	82,277.27
Marketing - Wine Tourism Events - Contractor Marketing	7,000.00	3,000.00
Stakeholder & Industry Engagement - AHT Functions	3,171.00	6,250.40
Stakeholder & Industry Engagement - Review	-	2,625.00
Stakeholder & Industry Engagement - Sally Smith	12,221.00	17,674.91
Stakeholder & Industry Engagement - Tanya Jarman	17,280.00	17,520.00
<b>Total Operating Expenses</b>	<b>531,078.74</b>	<b>495,226.16</b>
<b>Net Profit</b>	<b>-</b>	<b>9,457.71</b>

# Balance Sheet

## Adelaide Hills Tourism Incorporated As at 30 June 2022

	30 JUN 2022	30 JUN 2021
<b>Assets</b>		
<b>Bank</b>		
WPAC Cash Reserve	13,710.05	13,707.25
WPAC Community Solutions	131,157.61	358,237.01
<b>Total Bank</b>	<b>144,867.66</b>	<b>371,944.26</b>
<b>Current Assets</b>		
Accounts Receivable	45.00	-
<b>Total Current Assets</b>	<b>45.00</b>	<b>-</b>
<b>Total Assets</b>	<b>144,912.66</b>	<b>371,944.26</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	140.00	-
Grants Received Not Yet Spent	59,026.04	277,540.00
GST	(2,475.73)	16,700.49
PAYG Withholdings Payable	8,857.00	-
Superannuation Payable	1,661.58	-
<b>Total Current Liabilities</b>	<b>67,208.89</b>	<b>294,240.49</b>
<b>Total Liabilities</b>	<b>67,208.89</b>	<b>294,240.49</b>
<b>Net Assets</b>	<b>77,703.77</b>	<b>77,703.77</b>
<b>Equity</b>		
Current Year Earnings	-	9,457.71
Retained Earnings	77,703.77	68,246.06
<b>Total Equity</b>	<b>77,703.77</b>	<b>77,703.77</b>

**HAYDEN F. EDWARDS** FCA FTIA  
ABN: 30 717 437 976  
**CHARTERED ACCOUNTANT**  
Liability limited by a scheme approved under  
Professional Standards Legislation.

2ND FLOOR, 345 KING WILLIAM STREET  
ADELAIDE SA 5000  
TEL: (08) 8231 1172  
FAX: (08) 8231 5092  
EMAIL: [hayden@haydenedwards.com.au](mailto:hayden@haydenedwards.com.au)

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADELAIDE HILLS TOURISM INCORPORATED**

### **Report on the Financial Report**

I have audited the accompanying financial report, being a special purpose financial report, of Adelaide Hills Tourism Incorporated (the association) that comprises the Profit and Loss Statement for the year ended 30 June 2022 and Balance Sheet as at that date.

### **Board's Responsibility for the Financial Report**

The board of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Associations Incorporations Act South Australia 1985 and are appropriate to meet the needs of the members. The board's responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

### **Auditor's Responsibility**

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the board's financial reporting under the Associations Incorporation Act South Australia. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
ADELAIDE HILLS TOURISM INCORPORATED**

**Independence**

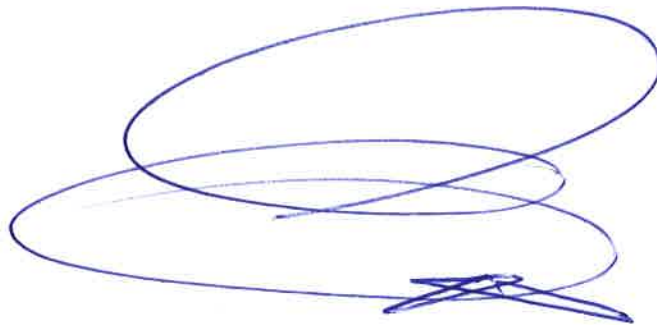
In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements.

**Audit Qualification**

As is common for organisations of this type, it is not practicable for the association to maintain an effective system of internal control over receipts until their entry in the accounting records. Accordingly, my audit in relation to receipts was limited to the amounts recorded.

**Auditor's Opinion**

In my opinion, the financial report of Adelaide Hills Tourism Incorporated presents fairly, in all material respects the financial position of Adelaide Hills Tourism Incorporated as of 30 June 2022 and of its financial performance for the year then ended in accordance with the accounting policies used.



**Name of Firm:** Hayden F Edwards  
Chartered Accountant

**Name of Principal:** Hayden Edwards FCA

**Address:** 2nd Floor 345 King William Street Adelaide SA 5000

**Dated this 21st day of October 2022**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Responsible Officer:** John McArthur  
Manager Sustainability, Waste and Emergency Management  
Infrastructure and Operations

**Subject:** Kerbside Bin System Trial

**For:** Decision

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**SUMMARY**

The purpose of this report is to provide further information on a recommendation to undertake a trial of changes to the kerbside bin system and to allocate budget requirements.

Through a partnership with East Waste, Council engaged Rawtec specialist consultants to investigate options for a kerbside bin change to improve environmental and financial performance and increase landfill diversion through cost effective services for the community. A Long Term Financial Plan (the "LTFP") Council Workshop was held on Saturday 11 February 2023 where three options and the budget associated with the recommended trial was presented. It was decided to include \$150k for the trial within the draft LTFP.

At a Council Workshop on Monday 6 March 2023 an additional option was considered and four options were presented. Preferred options were discussed with equal preference for Option 1 and Option 3 identified. As there was not a clear preferred option the Administration's advice is that both options should be trialled as they both have strong environmental outcomes and varying financial outcomes. This would mean that the trial service provided within the township areas is the same for Option 1 and 3 but would vary in the rural areas.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
2. To endorse Option 1 and Option 3 contained in the Kerbside Bin System Options report and as summarised below as the options to proceed to a 12 month trial of changes to the kerbside bin system over 2023-24 and 2024-25.

**Option 1:**

**Rural properties provided with a Food Organics Garden Organics service**

**Fortnightly collection of comingled recycling and general waste for township and rural properties**

**Weekly collection of Food Organics Garden Organics for township and rural properties**

**Option 3:**

**Rural properties provided with a Food Organics Garden Organics service**

**Fortnightly collection of comingled recycling and general waste for township and rural properties**

**Weekly collection of Food Organics Garden Organics for township properties**

**Fortnightly collection of Food Organics Garden Organics for rural properties**

- 3. To reaffirm the allocation of \$120,000 in the 2023-24 budget and \$30,000 earmarked for the 2024-25 budget to undertake the trial, noting that this is above the usual waste management budget and that some of the usual waste management budget will be expended on the trial.**
- 4. To authorise the Chief Executive Officer, or delegate, to finalise the details of the trial (including trial areas), enter into the necessary agreements and undertake the necessary actions to implement the trial over the 2023-2025 period within the abovementioned funding limits.**

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**1. BACKGROUND**

In townships, Council provides a three bin system to approximately 10,500 properties comprising general (blue lid), comingled recycling (yellow lid) and food organics green organics (FOGO) bins (green lid). In rural areas, general and comingled recycling bins are provided to approximately 6,500 properties. These properties were not provided a FOGO bin when initially rolled out predominantly due to large property size and greater capacity to process green organic material onsite, combined with the relatively disproportionate cost of servicing rural properties due to travel distance between bin pick-ups.

Since the initial roll out of FOGO bins the environmental and potential financial benefits obtained from removing food scraps and other organic material from the landfill bin have become evident. Accordingly, a review of the kerbside bin system was justified with the aim of making material improvements to the landfill diversion rate.

The landfill diversion rate is the volume of material (comprising recycling and green organics) diverted from landfill expressed as a percentage of the total volume of material collected through the three bin kerbside service. The current landfill diversion for Adelaide Hills Council is 53% which has only incrementally increased over the past few years (refer to Figure 1 Kerbside Tonnes and Diversion 2012-13 – 2021-22 below). What increase has occurred can be largely attributed to the increase in FOGO materials presented at the kerbside, rather than a decrease in the quantity of recyclables or general waste.



**Figure 1: Kerbside Tonnes and Diversion 2012/13 – 2021/22**



Audits undertaken on use of the kerbside bin system consistently identified that approximately 40% of FOGO is being disposed of in the general waste bin. These audits were predominantly on households with access to a FOGO bin service. This result is typical of that found in metropolitan Adelaide. For context, Figure 2 outlines the results of a recent audit undertaken on Adelaide Hills Council bins in Lobethal showing the composition of the general waste bin (% weight).

**Figure 2: General Waste Bin Composition (% weight)**



This information along with the increasing waste levy cost and Council’s direction of striving towards carbon neutrality provided the impetus to explore potential changes to the kerbside bin service. With approximately 14,000 tonnes of waste, recycling and green organics collected from the community each year there is an opportunity to make material improvements to the diversion rate.

A budget of \$25k was identified within the Annual Business Plan 2022-23 to explore the feasibility and benefits of potential changes to the kerbside bin service. This budget along with a \$10k contribution from East Waste provided the funds for the completion of a high level study to provide guidance for Council to undertake a change to the kerbside bin collection system.

A Request for Quotation was prepared and Rawtec were the successful consultant who in conjunction with the administration developed the options and prepared the report ***Kerbside Bin System Options*** (refer ***Appendix 1***). This report includes detailed information on the options explored and the trial process and associated costs. In summary, the options involve in one form or another providing a FOGO service to all properties and moving to fortnightly collection of general waste bins and weekly collection of FOGO bins. Recycling bins are proposed to remain unchanged on a fortnightly collection frequency.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

<b>Goal 1</b>	<b>A functional Built Environment</b>
Objective B3	Consider external influences in our long term asset management and adaptation planning
Priority B3.2	Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality
<b>Goal 4</b>	<b>A valued Natural Environment</b>
Objective N4	Reduce the impact of waste to landfill by maintaining a robust waste and resource management framework
Priority N4.1	We will work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service
Priority N4.2	We will explore more Green Organics options to achieve improved environmental and financial outcomes
Priority N4.3	We will provide specific education to the community to increase their level of food scrap recycling
Priority N4.4	Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste services to our community
Objective N5	Assist our community to reduce the impact of waste to landfill on the environment
Priority N5.1	Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse
Priority N5.2	Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins

The introduction of an alternative kerbside bin collection service will assist to provide environmental and potentially financial benefits along with service equity in alignment with numerous priorities within the Strategic Plan. In addition, the diversion of green organics from landfill will reduce the production of methane, a potent greenhouse gas, and carbon emission equivalent.

➤ **Legal Implications**

Kerbside services are delivered in consideration of the *Environment Protection (Waste to Resources) Policy 2010* (EPP). The EPP currently requires metropolitan councils to offer a weekly general waste service. In those circumstances where a council comprises both metropolitan and non-metropolitan areas the whole council area is treated as metropolitan for purposes of the EPP.

As Adelaide Hills Council contains metropolitan and non-metropolitan properties a weekly general waste service must be offered to properties in both areas. Accordingly, at this point in time it is not possible to have different residual waste collection regimes within the metropolitan and non-metropolitan parts of the Council area.

The SA Environmental Protection Agency (EPA) administers the Policy and has recently commenced a review process. There is potential that future requirements within the EPP may change once the review process is finalised (expected to be 2025).

Council Administration and the consultant have engaged with the SA EPA to discuss the requirements and explore a pathway to introduce weekly FOGO and fortnightly general waste services. A key outcome from these discussions was the preference for Council to undertake a community engagement process including a trial for any changes to the kerbside bin system.

Various indications from Government suggest a reluctance to pursue legislative change to enable fortnightly residual waste collections in metropolitan areas.

Under the current EPP the EPA have advised exemptions to the Policy are not allowed. This outcome means that for the proposed trial and any subsequent full roll out of changes Council will need to offer in some form an option for all properties to have access to a weekly residual waste bin service. This requirement has been considered in the work done thus far and will be refined in further detail if Council resolves to undertake the proposed trial.

In addition, there is a clause within Section 8 (Principles to be observed by council) of the *Local Government Act 1999* that stipulates councils need to give due weight to regional, State and national objectives in all its plans, policies and activities. Relevant to kerbside waste services South Australia's Waste Strategy 2020-2025 identifies a 75% diversion rate target by 2025.

Noting the above, in August 2022, South Australia's Auditor General's Department completed an investigation into kerbside waste services provided by two metropolitan councils. The investigation assessed whether the councils had effectively managed their kerbside waste services to work towards achieving their targets and the targets set by the SA Government for diverting waste from landfill. Outcomes of the assessment undertaken included a recommendation for both councils to set local performance targets that support the State's waste strategy targets. The State target and outcomes of the Auditor General's report has been considered in preparing the Kerbside Bin System Options report, options and diversion rates.

Council's *Waste and Resource Recovery Services Policy* identifies that each property is entitled to a weekly 140L general waste collection service. This policy provision, along with obligations of the EPP, can be accommodated within the trial by providing an option for participants to access a weekly waste collection service if required.

➤ **Risk Management Implications**

Undertaking a trial of changes to the kerbside bin collection service will assist in mitigating the risk of:

*Not providing waste and recycling services leading to community dissatisfaction, potential regulatory action against Council and or possible poor community public health and environmental outcomes.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5A)	Low (1E)	Low (1E)

Adoption of the report recommendation will result in a new mitigating action of undertaking a trial of changes to the kerbside bin service.

All options identified involve changes to the current kerbside bin collection service and therefore the entire community will be involved if Council proceeds to a full roll out of changes to the kerbside bin service. To mitigate risks with a service change that impacts the entire community the intention is to undertake a trial of approximately 400 township and rural properties to determine the feasibility and benefits of a full roll out.

It should be noted that there are a number of risks associated with rolling out a new kerbside waste collection regime, and hence the proposal to undertake manageable trials before Council commits to a full roll out.

A significant risk is that consumers will elect to receive weekly residual waste collection, as they are entitled to do under legislation previously discussed. Depending on the scale and spread, the financial benefits of any new service are unlikely to be realised as it will be necessary to have a collection vehicle service those properties regardless of number and location. Again, the trial will help in this regard by establishing community desires and willingness to be part of reducing landfill through behaviour change.

➤ **Financial and Resource Implications**

Financial and resource implications relating to the proposed trial and ultimate full rollout if Council were to resolve this way are summarised below.

Modelled financial impact of full roll out of Option 1 and Option 3

Subject to the trial outcomes and how Council ultimately resolve to proceed if Option 1 is adopted than it is modelled that Council will incur additional costs of \$77k per year and if Option 3 is adopted then a saving of \$257k per year has been modelled. These savings or additional costs however are subject to trial outcomes. For this reason, a trial is strongly recommended so that the model and study assumptions can be applied and evaluated in a real world sense.

### Trial Costs

Information on the options and associated costs for the trial and roll out of an alternative bin collection frequency were presented on Saturday 11 February 2023 at the Long Term Financial Plan (LTFP) workshop. As a result of this workshop \$150k has been included in the adopted 2023-24 LTFP for the planning, design and roll out of a trial to approximately 400 households. The proposed 12 month trial would span two financial years and therefore \$120k has been allocated for 2023-24 and the balance of \$30k in 2024/25.

The Administration has and will continue to explore the grant funding opportunities with Green Industries SA (GISA) for the development and implementation of the trial.

Following the trial if Council resolve to undertake a full roll out of changes to the kerbside bin system there will be further implications for the LTFP and budget but this will not be known until the 12 month trial is completed in the last quarter of 2024 (anticipated to be October 2024). This information can then be considered for the 2025-26 budget.

### Staff Resources

An internal planning team will be formed with representatives from the functional areas of waste, sustainability, customer service and communications. Consultancy services will be engaged as required to complement internal staff input with experience and knowledge in undertaking trials relating to kerbside bin services. Consultancy costs have been included within the \$150k budget. If the trial proceeds it will be the major project of the Sustainability, Waste and Emergency Management area for the next 12 to 18 months resulting in limited capacity to undertake any other waste management and sustainability projects.

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

Undertaking the trial will have customer service and community implications for the 400 households identified as part of the trial. These households will have the opportunity to change their resource recovery and waste disposal approach for the 12 month trial. Those households located within the rural areas of the trial will receive a FOGO bin which they normally would not receive.

A communication and engagement program will be prepared following a Council resolution to proceed with the trial. Examples of what the engagement program would include are:

- All trial participants notified in writing with the opportunity to contact Council and discuss any concerns
- Preparation of a resident information pack to outline the process, the benefits, timing and the participant's role in the trial
- Drop in sessions e.g. coffee morning / sausage sizzle to provide further information and answer questions in a face to face setting
- Questions and Answers for community distribution and discussion
- A social media and media campaign would provide information to the broader community.

If the trial goes ahead all participants will be surveyed on completion of the trial to determine their feedback of the alternative collection service. The information obtained will be used to inform decision making in regard to a broader rollout.

➤ **Sustainability Implications**

The aim of the kerbside bin system change is to substantially improve environmental performance by increasing landfill diversion. This outcome results in a number of positive sustainability outcomes including reduced tonnes to landfill and additional tonnes of organic material converted to higher order products such as compost and mulch.

Significantly, food waste and other decomposing organic material in landfill creates methane gas which is 25 times more harmful than carbon dioxide and contributes to greenhouse gas emissions and climate change. Therefore, if the trial is successful and a full roll out is undertaken a reduction in methane gas equivalent to 1275 to 1555 tonnes of carbon dioxide has been modelled.

Whilst the implementation of the trial will only result in a minimal reduction of tonnes of carbon dioxide over the 12 month trial period the benefits can be expanded if the Council ultimately resolves to proceed with a full roll out.

➤ **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>	Long Term Financial Plan workshop held 11 February 2023 Council Member workshop held 6 March 2023
<i>Advisory Groups:</i>	Sustainability Advisory Group meeting held 8 September 2022
<i>External Agencies:</i>	Ongoing consultation with East Waste, Adelaide Hills Regional Waste Management Authority and the EPA to inform them of the project progress.
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

Three options have been identified within the Kerbside Bin System Options report (refer **Appendix 1, Kerbside Bin System Options Report**) and these, along with a fourth option, were presented at the Council Member workshop on Monday 6 March 2023. A summary of the four options is provided below:

Option 1

- Rural properties provided FOGO
- Weekly collection of FOGO for all
- Fortnightly collection of comingled recycling and general waste for all
- Township properties can opt out and retain current service for a fee
- Increase of bin capacity - townships 100 litres and rural 340 litres

- 72% landfill diversion
- 1555 tonnes CO2 avoided
- \$77k additional cost per year (modelled)

#### Option 2

- Rural properties provided FOGO
- Weekly collection of FOGO for all
- Fortnightly collection of comingled recycling and general waste for all
- Township properties can opt out and retain current service with no fee
- Increase of bin capacity - townships 100 litres and rural 340 litres
- 70% landfill diversion
- 1450 tonnes CO2 avoided
- \$402k additional cost per year (modelled)

#### Option 3

- Rural properties provided FOGO
- Fortnightly collection of comingled recycling and general waste for all
- Weekly collection of FOGO for township properties
- Fortnightly collection of FOGO for rural properties
- Township properties can opt out and retain current service for a fee
- Increase of bin capacity - townships 100 litres and rural 100 litres
- 70% landfill diversion
- 1275 tonnes CO2 avoided
- \$257k savings per year (modelled)

#### Option 4

- Rural properties provided FOGO
- Fortnightly collection of comingled recycling, general waste and FOGO for all (townships and rural)
- Township properties can opt out and retain current service for a fee
- Decrease of bin capacity for townships - 140 litres

- Increase of bin capacity for rural -100 litres
- 61% landfill diversion
- 730 tonnes CO2 avoided
- \$318k savings per year (modelled)

Whilst all options have been modelled on no opt out for rural properties this requires further discussions with the EPA. For the purposes of the trial, rural (and township properties) will be discouraged from opting out of the service. A preferred strategy is to provide rural properties with additional bin options to manage their waste and recycling.

Further information on Option 1-3 can be found in **Appendix 1 Kerbside Bin System Options Report**. Option 4 was considered initially in the study undertaken but not included in the final report given it would result in a service reduction for township properties and unlikely to be supported by the EPA. Option 4 has been included in this report following discussions at the 6 March 2023 workshop.

At the Council workshop on 6 March 2023 the options were presented in detail and then discussed. The discussions resulted in an equal preference for Option 1 and Option 3. As there was not a clear preferred option the Administration's advice is that both options should be trialled as they both have strong environmental and varying financial outcomes. The trial service provided within the township areas is the same for Option 1 and 3 but would vary in the rural areas as follows.

- Township Option 1 and 3 - Weekly FOGO collection, fortnightly general waste and comingled recycling collection

The rural areas is where the different options are evident. Therefore, two different trials will be undertaken in the rural areas which are:

- Rural Option 1 - Weekly FOGO collection, fortnightly general waste and comingled recycling collection
- Rural Option 3 - Fortnightly FOGO, general waste and comingled recycling collection

Preliminary investigation and analysis has been undertaken to determine the possible location for the trial to ensure community diversity, variety of property size, ease of collection and disposal. The intention is to have a total of 400 properties for the trial with 150 of these properties being located in a rural area as a representative sample for the broader community. Whilst further analysis of the trial location needs to occur between Council and East Waste the trial location is likely to be around the Woodside and Lenswood area.

As East Waste have to logistically be able to collect three new collection regimes it is important to consider where and how this will occur. In addition, two other East Waste member councils are undertaking similar trials. As a result, East Waste have identified that the preferred trial collection day for Adelaide Hills Council is a Tuesday which is the Woodside and Lenswood area. Further analysis on this specific area has identified numerous small and larger rural properties providing a diversity of property size. Woodside township (around 250



properties) provides a diversity of newer properties with families, older residential areas and a diverse mix of community facilities.

On the completion of the trial, extensive analysis will be undertaken by the administration, East Waste and consultants that are involved in the process to determine the outcomes including community feedback, diversion rate, financial implications, option difference and collection implications. Information will be provided to Council on the outcomes and a recommendation as to whether to proceed to a full roll out or not provided.

If Council does not resolve to progress to a full rollout of changes to the kerbside bin system then the FOGO bins that were distributed as part of the trial will be collected and the kerbside bin collection service will return to the current system.

### **3. OPTIONS**

Council has the following options:

- I. To improve environmental performance and increase landfill diversion will require a system change to the current kerbside bin collection service. A trial will provide the opportunity to test the options identified to fully understand the feasibility, logistics, financial implications and community opinion.
- II. To not proceed with the trial and continue the current kerbside bin collection system will result in a continuation of the current landfill diversion rate of around 53%. (Not Recommended)

### **4. APPENDIX**

- (1) Kerbside Bin System Options Report

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# **Appendix 1**

## *Kerbside Bin Systems Option Report*

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The image shows two green kerbside bins on a grassy lawn. The bin on the left has a green lid, and the bin on the right has a yellow lid. They are positioned in front of a grey, vertically-ribbed fence. In the background, there are trees with green and yellow leaves. The text 'KERBSIDE BIN SYSTEM OPTIONS' is overlaid in white, bold, uppercase letters on the fence. Below it, 'Adelaide Hills Council' is written in a smaller, white, sans-serif font. The 'rawtec' logo is in the bottom left corner.

# KERBSIDE BIN SYSTEM OPTIONS

Adelaide Hills Council

## Document verification

Date	Version	Title	Prepared by	Approved by
18/11/22	V1.0	AHC - Kerbside Bin System Options   Draft	K. Le Gallou & M. Rawson	M. Rawson
12/12/22	V1.1	AHC - Kerbside Bin System Options   Final Draft	K. Le Gallou & M. Rawson	M. Rawson
10/01/23	V1.2	AHC - Kerbside Bin System Options   Final	K. Le Gallou & M. Rawson	M. Rawson
19/01/23	V1.3	AHC - Kerbside Bin System Options   Final	K. Le Gallou & M. Rawson	M. Rawson

## Acknowledgement of country

*We acknowledge the Kaurna and Peramangk people as the traditional custodians of the land on which we live and work on. We respect their spiritual relationship with Sea and Country and acknowledge their Elders - past, present and emerging. We also pay our respect to the cultural authority of Aboriginal and Torres Strait Islander peoples from other areas of South Australia and Australia.*

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## Executive Summary

Adelaide Hills Council's (AHC) kerbside bin system needs to change to improve performance. Landfill diversion has improved over the last ten years but remains static at just above 50%.

Improving the kerbside bin system is a way for AHC to substantially increase environmental performance and manage service costs.

This investigation, supported by East Waste, identifies ways to increase landfill diversion through cost effective services for the community.

### WEEKLY FOOD AND GARDEN ORGANICS

Tackling food waste is one of most positive environmental actions AHC and residents can take. Food waste decomposing in landfill creates methane which is 25 times<sup>1</sup> more harmful than carbon dioxide and contributes to greenhouse gas emissions and climate change.

Switching the standard bin system so residents receive weekly food organics and garden organics (FOGO) and fortnightly general waste collections will mean:

- residents can regularly recycle their food waste through kerbside bins
- a more cost-effective and environmentally sustainable bin service
- less material is sent to landfill and lower greenhouse gas emissions
- waste levy costs are limited and exposure to future increases is limited
- greater contribution to the South Australian circular economy, support for jobs and local composters to produce nutrient rich compost for farmers.

Weekly FOGO is a service that more closely aligns with the needs of the community, AHC and East Waste:

- Audits in 2022 found 16% of the general waste was garden waste and 24% food waste. More FOGO capacity will help residents recycle this.
- Residents only recycle 8% of their food waste via the FOGO bin.
- Nearly 7% of residents pay for an additional FOGO bin and less than 2% are paying for additional general waste bins.
- Spring garden waste has a significant impact on East Waste's operations.
- Increasing capacity to reduce bushfire risk and the fuel load on properties.

Three weekly food organics and garden organics (FOGO) system options were modelled in detail (Table 1).

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<sup>1</sup> EPA (USA) 2022, <https://www.epa.gov>.

Table 1: Summary of the existing system and three weekly FOGO options

		Fortnightly collection frequency/ bin capacity		Landfil Diversion	Annual cost	Cost difference
<b>Current</b>	<b>Townships</b>	2× General waste 1× Comingled recycling 1× FOGO recycling	760 litres	53%	\$4.22 million	-
	<b>Rural</b>	2× General waste 1× Comingled recycling	520 litres			
<b>Option 1</b>	<b>Townships<sup>^</sup></b>	1× General waste 1× Comingled recycling	860 litres	72%	\$4.29 million	+ \$77,000
	<b>Rural</b>	2× FOGO recycling	860 litres			
<b>Option 2</b>	<b>Townships<sup>*</sup></b>	1× General waste 1× Comingled recycling	860 litres	70%	\$4.62 million	+ \$402,000
	<b>Rural</b>	2× FOGO recycling	860 litres			
<b>Option 3</b>	<b>Townships<sup>^</sup></b>	1× General waste 1× Comingled recycling 2× FOGO recycling	860 litres	70%	\$3.96 million	- \$257,000
	<b>Rural</b>	1× General waste 1× Comingled recycling 1× FOGO recycling	620 litres			

<sup>\*</sup>Township residents can opt out to the 'Current Service'.

<sup>^</sup>Under Option 1 and 3, residents opting out will pay an additional charge to cover the higher cost to deliver the additional general waste to landfill service. This charge is yet to be determined

Note, all options will have additional bin options to further increase capacity.

### OPTION 1

All residents receive a weekly FOGO and fortnightly general waste 'Sustainable Service' as their standard bin system, including rural properties. Township properties can opt-out and choose the 'Current Service' of weekly general waste and fortnightly FOGO for an additional charge which reflects the higher generation of landfill from these households and the higher cost of this. What the additional charge would be is yet to be determined.

Option 1 delivers a kerbside service that significantly increases services for rural properties, delivers a large step change in landfill diversion, reduces greenhouse gas emissions and supports the SA circular economy. The main outcomes of this option each year are:

- 72% landfill diversion
- 5,000 tonnes additional FOGO collected and 2,400 tonnes less general waste
- 1,555 tonnes of carbon dioxide equivalent avoided
- \$77,000 increase in total service costs of per year.

## OPTION 2

This is the same system as Option 1, but township residents can choose the 'Current Service' with no additional charge. The main outcomes of this system are:

- 70% landfill diversion
- 4,600 tonnes additional FOGO collected and 2,000 tonnes less general waste
- 1,450 tonnes of carbon dioxide equivalent avoided
- \$402,000 increase in total service costs of per year.

## OPTION 3

Township residents receive the FOGO 'Sustainable Service' and can choose the 'Current Service' of weekly general waste and fortnightly FOGO for an additional charge (yet to be determined). Rural residents are provided a new FOGO service with all bins collected fortnightly. All residents have the option for additional bins. The main outcomes of this system are:

- 70% landfill diversion
- 4,200 tonnes additional FOGO collected and 2,000 tonnes less general waste
- 1,275 tonnes of carbon dioxide equivalent avoided
- \$257,000 decrease in service costs per year.

## SUMMARY AND RECOMMENDATIONS

Improving the performance of the kerbside system will require AHC to make a systemic change. Transitioning to weekly FOGO is a proven pathway interstate and in SA to significantly improve landfill diversion and manage service costs. Weekly FOGO/Fortnightly general waste provides a cost-effective mechanism to introduce a FOGO service to rural properties, providing much greater equity of service between township and rural residents.

Making these changes to the kerbside system does require an investment of time and money for AHC. However, the short-term cost provides significant long-term benefits of improved landfill diversion, greater service equity between township and rural residents and mitigating the risks of increasing service costs.

Considering the environmental and financial modelling of the three options, AHC can:

1. Consider implementing Option 1 or Option 3
2. Continue working with the South Australia Environmental Protection Agency (SA EPA) to determine a pathway forward that meets the Environment Protection (Waste to Resources) Policy (EPP) legislation requirements.
3. Pilot the preferred option on one or two collection days. This will allow:
  - AHC and East Waste to understand the true costs and logistics.
  - The community to experience the system and build support for a broader rollout.

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## Background

Improving kerbside bin services is a way for councils to substantially increase environmental performance and manage service costs. Systems that encourage greater source separation and reduce material going to landfill deliver circular economy benefits and reduce the significant cost to send material to landfill.





Adelaide Hills Council (AHC) and its kerbside collection contractor East Waste are investigating ways to increase landfill diversion and manage service costs for Council and the community.

This report provides background information on the existing service, legislative requirements and explores various options to improve resource recovery.

### Current system details

Council's current kerbside bin system is different for township and rural properties (Table 2). Township properties have 760 litres of bin capacity over a fortnight collection period and rural properties have 520 litres because they do not have a food organics and garden organics (FOGO) bin.

*Table 2: Current bin system offered to residents*

	 <i>General waste (landfill)</i>	 <i>Comingled recycling</i>	 <i>FOGO recycling</i>	 <i>Fortnightly bin capacity</i>
<b>Townships</b>	Weekly	Fortnightly	Fortnightly	760 litres
<b>Rural</b>			-	520 litres

Material collected from general waste bins is sent to landfill. Most of this material goes to the Brinkley landfill near Murray Bridge. This facility is operated by the Adelaide Hills Region Waste Management Authority (AHRWMA) and AHC is a member council.

Comingled recycling is collected and taken to the Central Adelaide Waste and Recycling Authority materials recovery facility in Adelaide where it is sorted and materials are sent for processing into new products.

FOGO material is sent to Jeffries, a local composting facility in Adelaide and turned into compost that helps improve soils for local agriculture and horticulture industries.

On average, each week an AHC household generates:

8.5 kg of general waste

4.0 kg of comingled recycling

8.8 kg of FOGO recycling (townships only)

## Kerbside performance

AHC’s kerbside performance shows the need for a system change. Landfill diversion has improved over the last ten years but over the past few years remains static at just above 50% (Figure 1). There will be no material improvement in performance without a significant system change.

**Kerbside tonnes and diversion**

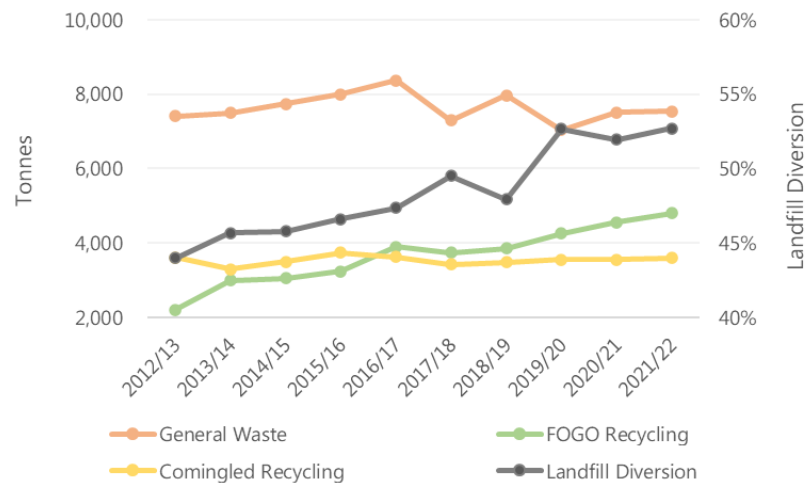


Figure 1: Ten-year performance of the kerbside system - tonnes collected and landfill diversion

In 2022 kerbside audits by East Waste showed that nearly 40% of the general waste could be placed into the FOGO bin (Figure 2):

- Most of this is food waste which is a valuable resource in the composting process. On average AHC residents only recycle 8% of their food waste via the FOGO bin.
- The garden organics component (16%) is much higher than average for other councils.

These results are consistent with previous audits by AHC and with broader statewide trends. It reveals residents require more FOGO capacity and changes to the system are needed to improve performance.

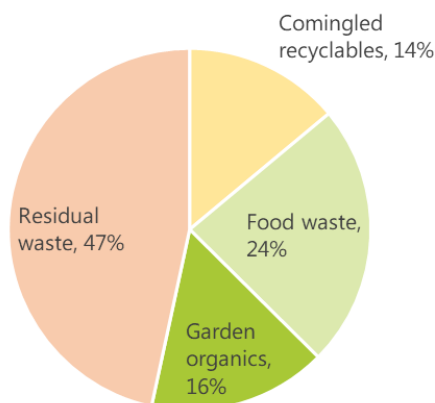


Figure 2: Composition of the general waste bin from the 2022 kerbside audits

## Guiding principles and policies

AHC and East Waste deliver kerbside bin services to the community according to a range of guiding principles and policies.

### State strategies

The SA Waste Strategy<sup>2</sup> developed by Green Industries SA identifies numerous State targets. Some of the relevant targets include:

- Zero avoidable waste to landfill by 2025
- 70 per cent kerbside diversion from landfill for metro Adelaide
- ensure a standard three-bin system is adopted across all metropolitan councils, including a minimum service to all households
- increase the recovery of organics and food waste in the FOGO bin and support greater participation by households in food waste systems
- increase the recovery of recyclables in the yellow bin

### Waste levy

Sending material to landfill is a significant cost for AHC. It includes the cost to dispose of the material and a waste levy charge on every tonne. This levy is adjusted every year and has increased significantly in recent years (Figure 3). AHC pays both the metropolitan and regional levy, depending on the area that bins are collected.

Sending material to landfill is more expensive than recycling. Reducing the cost of landfill by diverting comingled recycling and FOGO recycling materials from landfill is an environmentally and financially responsible opportunity for AHC.

#### SA Landfill Levy

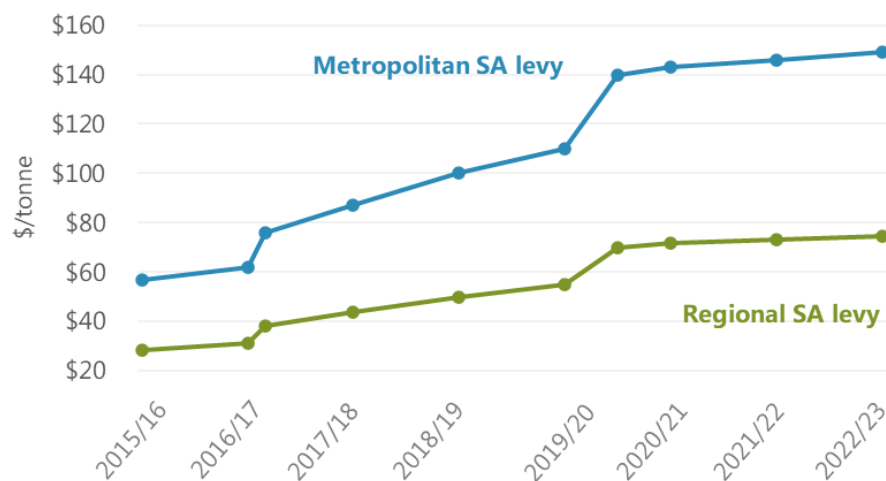


Figure 3: Metropolitan and regional landfill levy

<sup>2</sup> Green Industries SA 2020, *Supporting the Circular Economy: South Australia's Waste Strategy 2020-2025*, [www.greenindustries.sa.gov.au](http://www.greenindustries.sa.gov.au)

## **Legislation**

Kerbside services are delivered in consideration of the Environment Protection (Waste to Resources) Policy 2010 (EPP). The EPP currently requires metropolitan councils to offer a weekly general waste service. AHC includes rural and metropolitan properties and a weekly general waste service must be provided to both.

AHC has engaged with the SA EPA to discuss these requirements and explore a pathway to introduce weekly FOGO that meets the intent of the legislation and gives residents choice and flexibility to have services that match their needs.

The EPA has clearly identified community engagement and support as vital and will work with AHC to consider transition options to move to a weekly FOGO service.

Note, the EPP legislation has also just commenced a review process and there is the potential that future requirement may change once this process is finalised (expected to be 2025).

## **Alternative residential bin systems**

Waste and recycling is managed relatively consistently Australia-wide, but there are a range of systems in place internationally.

This project reviewed alternative systems to identify opportunities for AHC to explore further and systems that are not suitable and should not be pursued.

Systems that were investigated but are not applicable for the AHC context are included in Appendix 1.



## Weekly FOGO options

Reducing food waste and diverting this material from landfill to commercial compost facilities is one of the most positive environmental actions that Council and residents can take. Food waste decomposing in landfill creates methane which is 25 times<sup>3</sup> more harmful than carbon dioxide and contributes significantly to greenhouse gas emissions and climate change.

Switching the bin collection frequency from weekly general waste and fortnightly FOGO to weekly FOGO and fortnightly general waste has many significant benefits:

- Residents can regularly recycle their food waste through kerbside bins.
- A more cost-effective and environmentally sustainable bin service is delivered.
- Diverts material from landfill and reduces the overall amount of material sent to landfill.
- Reduces greenhouse gas emissions from food waste sent to landfill.
- Limits waste levy costs and reduces exposure to future increases.
- Helps develop the SA circular economy, supports jobs and local composters to produce nutrient rich compost for farmers.
- Increases capacity of bins over a fortnight.

Weekly FOGO provides a service that more closely aligns with the needs of the community, AHC and East Waste as identified through the audits:

- More FOGO capacity will help residents as 16% of the general waste was garden waste and 24% food waste.
- Nearly 7% of residents pay for an additional FOGO bin.
- Large volumes of spring garden waste materials collected fortnightly has a significant impact on East Waste operations.
- Increasing capacity to reduce bushfire risk and the fuel load on properties.

### Weekly FOGO in the City of Holdfast Bay

City of Holdfast Bay recently transitioned to weekly FOGO and have achieved a diversion rate of around 70%.

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<sup>3</sup> EPA (USA) 2022, <https://www.epa.gov>.







## Weekly FOGO options

Three bin options have been explored for AHC (Table 3):<sup>4</sup>

- **Option 1** - Weekly FOGO and fortnightly general waste offered as the standard service to all residents. Township residents can choose to return to the 'Current service' by paying an additional charge to cover the higher cost to deliver the service. This charge is yet to be determined.
- **Option 2** - Weekly FOGO and fortnightly general waste offered as the standard service to all residents and township residents can opt-out to the 'Current Service'.
- **Option 3** - Weekly FOGO and fortnightly general waste as the standard service for townships and rural properties have a fortnightly three-bin system. Township residents can choose to return to the 'Current service' by paying an additional charge to cover the higher cost to deliver the service. This charge is yet to be determined.

Table 3: Summary of the existing system and three FOGO options

					
		General waste (landfill)	Comingled recycling	FOGO recycling	Fortnightly bin capacity
<b>Current</b>	Townships	Weekly	Fortnightly	Fortnightly	760 litres
	Rural	Weekly	Fortnightly	-	520 litres
<b>Option 1</b>	Townships <sup>*^</sup>	Fortnightly	Fortnightly	Weekly	860 litres
	Rural	Fortnightly	Fortnightly	Weekly	860 litres
<b>Option 2</b>	Townships <sup>*</sup>	Fortnightly	Fortnightly	Weekly	860 litres
	Rural	Fortnightly	Fortnightly	Weekly	860 litres
<b>Option 3</b>	Townships <sup>*^</sup>	Fortnightly	Fortnightly	Weekly	860 litres
	Rural	Fortnightly	Fortnightly	Fortnightly	620 litres

<sup>\*</sup>Township residents can opt out to the 'Current Service'.

<sup>^</sup>Under Option 1 and 3 residents opting out will pay an additional charge to cover the higher cost to deliver the additional general waste to landfill service. This charge is yet to be determined

<sup>4</sup> We also considered the option for all residents to receive a fortnightly collection of all three bins but it was excluded. Current EPP legislation prevents this option for metropolitan councils and positive community engagement will likely be significantly lower.

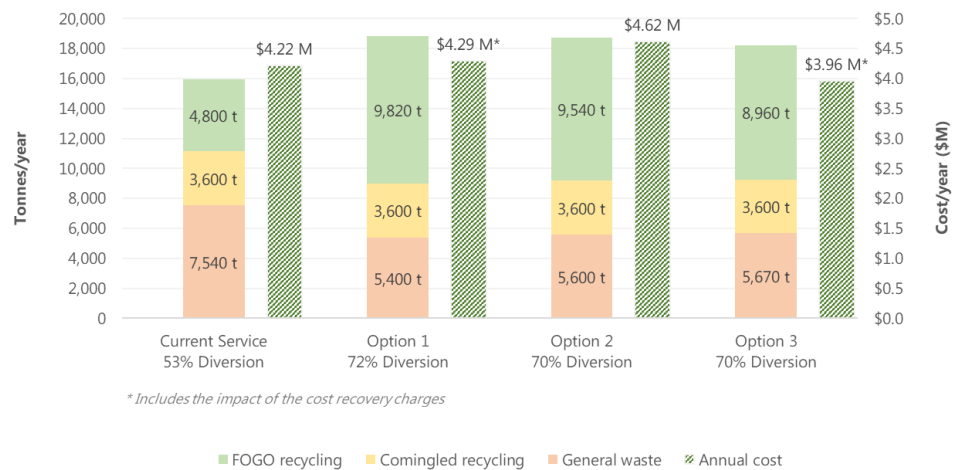
Each option outlines the:

- financial considerations
- environmental benefits
- impacts on East Waste and Adelaide Hills Region Waste Management Authority (AHRWMA)
- community considerations

Figure 4 summarises the waste generation, landfill diversion and costs of the three options and compares them to the existing services:

- Option 1 has the best environmental performance. Service costs are slightly higher than the 'Current Service' due to the introduction of FOGO for rural properties.
- Option 2 models the possibility more residents will choose the 'Current Service' which increases costs by \$402,000 and no opportunity to offset this.
- Option 3 reduces costs and achieves high landfill diversion.

**Annual waste generation, landfill diversion and base service costs comparison of the kerbside system options**



*Figure 4: Summary of the existing kerbside system performance and costs compared to the three alternative options explored in the review*

# Option 1

Option 1 provides weekly FOGO as the standard service for all residents, including rural properties. There are four main components:

- Township residents receive the weekly FOGO 'Sustainable Service' as their standard service. This is an additional 100 litres of bin capacity per fortnight.
- Township residents can opt-out and choose the 'Current Service' for an additional charge that covers the cost of additional landfill they will generate (charge yet to be determined).
- Rural residents are provided the 'Sustainable Service' with no opt-out option. This includes a new weekly FOGO service.
- All residents can also choose to pay for additional bins.








Switching the standard service to weekly FOGO will lead to improved environmental performance whilst managing costs.

Introducing FOGO bins for rural residents provides 340 litres more each fortnight compared to their existing service and improves the equity of services between township and rural properties and mitigates the cost to provide this new service.

## Environmental and state benefits

Option 1 has significant environmental and state benefits and these benefits reflect in AHC's commitment to climate change mitigation and adaptation.

*Table 4: Environmental and state benefits of Option 1*

	72% landfill diversion
	5,000 tonnes of additional FOGO material collected each year
	2,400 tonnes less landfill each year
	1,555 tonnes CO2 equivalent avoided
	Equivalent to taking 359 cars off the road or planting 2,324 trees
	\$1.68 million contribution to gross state product <sup>5</sup>
	3.1 full time equivalent jobs created in the composting industry

<sup>5</sup> The contribution to gross state product considers additional benefits from FOGO materials turned into compost and supporting the productivity of the agriculture industry.



## Financial considerations

### SERVICE COSTS

This option delivers cost-effective services to the community, including introducing FOGO to rural properties. There is a \$77,000 increase compared to current costs once the cost recovery income has been included (Table 5).

*Table 5: Estimated annual costs for Option 1*

	Annual cost
Collection, disposal/processing & admin costs	\$4,373,000
Cost Recovery Income	\$79,000
<b>Additional cost compared to current</b>	<b>\$77,000</b>

The modelling is based on various assumptions:

- Estimated bin lift rates determined by Rawtec and East Waste
- 95% of residents choose the 'Sustainable Service'
- Estimated diversion of food waste diversion and additional garden organics
- Cost recovery charge for the 'Current Service' set at \$150

### Introducing FOGO to rural properties

Making weekly FOGO the standard system is the best time to introduce FOGO to rural properties:

- Increased landfill diversion reduces landfill costs and helps offset the cost of the additional collection service.
- The small overall increase to switch to weekly FOGO delivers positive environmental benefits and a significant increase in services for rural residents.
- Introducing FOGO to rural residents without making any other changes to the bin system would cost AHC close to \$500,000 in service costs each year (excluding the additional cost of the bins).

### COST RECOVERY

Delivering the 'Sustainable Service' as the standard service included in council rates will maximise the number of people that remain on this option.

The cost recovery charge creates a disincentive for residents to choose the 'Current Service' which generates more landfill. The price disincentive considers the higher cost to send material to landfill and encourages residents to keep the 'Sustainable Service', changing their behaviour to recycle more and generate less waste.



The 'Current Service' can be managed in the same way additional bins are managed. Residents contact East Waste and are invoiced directly. East Waste then send bin stickers which will identify it as a weekly general waste and fortnightly FOGO recycling collection.

#### OPT-OUT FOR RURAL PROPERTIES

Rural properties are not given the option to opt-out to the 'Current Service' because of the collection logistics and cost to deliver this service to a small number of residents that may opt out over a large geographical area.

Council could offer this option to rural properties, but it will increase costs to Council by ~\$85,000 and require a cost recovery charge of ~\$260 per year (assuming 5% opt out, ~325 properties).

Providing rural properties with additional bin options is the suggested method to support them to manage their waste and recycling.

#### SUPPORTING MEASURES - ADDITIONAL BINS

Support measures like additional bins can be made available to help residents manage their waste and recycling.

The cost to provide additional bins has been modelled but the charges passed on to residents should be determined by Council with support from East Waste. The modelled costs per year are:

- Weekly General waste - \$270
- Fortnightly General waste - \$100
- Weekly FOGO Recycling - \$87
- Fortnightly Comingled recycling - \$50

There may be a difference between the cost to Council and the charge for residents (e.g. fortnightly general waste could be set at \$80 so there is a greater saving to choose an additional bin compared to the 'Current Service' option).

Council can also provide exemptions and provide additional bins in special circumstances. This may include residents with medical needs or other special requirements.

#### LANDFILL LEVY

Switching to weekly FOGO will reduce current landfill levy payments and mitigate the risk of future landfill levy increases. Modelling shows ~\$301,000 a year is avoided based on the current levy rates.

Over five years, a simple 3% CPI increase to the levy will mean AHC will pay \$1.6 million in levy costs if the FOGO material diverted by weekly FOGO remained in the general waste bin and was sent to landfill instead of a composter.

## AUSTRALIAN CARBON CREDIT UNITS

Australian Carbon Credit Units (ACCUs) may also be available in future for switching to weekly FOGO and diverting significant materials from landfill. This could provide either a carbon offset or financial benefit for AHC.

This will be investigated separately. Note, to be eligible to claim ACCUs AHC or East Waste must register the project prior to any investment decision to implement council wide is made.

## Operational changes for East Waste and AHRWMA

There will be significant operational changes for East Waste:

- Less FOGO material per bin:
  - Increasing the efficiency of collection runs because Weekly FOGO bins have slightly less material collected compared to the current fortnightly collection.
- More general waste per bin:
  - The fortnightly collection of general waste bins means the weight per bin will be slightly higher than the existing weekly collection.
  - Overall, less general waste will be collected because food waste is being diverted from this bin.
- Additional collection runs:
  - A new collection run is required to service the rural FOGO bins. Additional collection vehicles and staff may be required.
  - The 'Current Service' properties will create an additional general waste collection run.
  - Rural 'Current Service' properties will have a significant impact on East Waste which is why this has been excluded.
- Increased administration to manage the 'Current Service' delivery.

AHRWMA have indicated any operational impacts these aspects may have can be managed appropriately. There will be two main considerations:

- Reduced volumes of landfill by diverting additional organics.
- Large delivery of general waste to Brinkley one week and a small delivery the following week for 'Current Service' properties.

AHC should be aware that the landfill disposal cost may increase because less material is being disposed of and therefore less economies of scale. However, any small increase in landfill disposal costs is outweighed by the cost savings from sending FOGO to a composter.



## Community considerations

### COMMUNITY ENGAGEMENT

Any change to the bin system requires extensive community engagement. Completing a pilot to build community support before a broader roll out can help to identify community champions and create acceptance. Attempting to transition without a pilot may lead to higher resident anxiety because they have not had a chance to understand and try the system.

Investing in clear communications of the system and why it is being introduced will help to reduce any negative response. Having Elected Members as champions of the system will be very important and increase the chance of a smooth transition.

#### City of Holdfast Bay Weekly FOGO

City of Holdfast Bay's recent transition to weekly FOGO shows most residents support the new system and ~20% of residents opted for their Old Service (with no cost recovery charge).

There can be a small but loud minority that do not support the change and it is important to appropriately support them with additional education or bins where required. This small number that opposes a change should not stop Council making a positive shift that delivers broad community and environmental benefits.

### CONTAMINATION AND BIN MISUSE

Choice and flexibility for residents to select the system to match their needs should keep misuse of bins low.

Contamination in the FOGO bin may increase initially as more people recycle food waste and learn what materials are accepted. Extensive education with the transition, ongoing support and feedback when contamination does occur will help to reduce this.

Ongoing monitoring and compliance will still be important. East Waste provide regular reports on contamination collected from the data collection system and cameras on the collection vehicles. AHC should refine its system to use this data to communicate with residents to provide friendly reminders of what goes in each bin.

Council should also reserve the right to remove bins and provide an alternate service and recover charges accordingly when there is an ongoing issue of contamination.



## BUSINESSES AND COMMERCIAL PROPERTIES

Transitioning businesses and commercial properties to the 'Sustainable Service' will keep the collections consistent with residents and simplify logistics for East Waste. However, it may not reflect the waste and recycling generated by businesses and the services they require.

An alternative is to initially leave businesses on the 'Current Service' (which is what City of Holdfast Bay has done), with the option to apply to participate in the new 'Sustainable Service' once residents have been transitioned. There may be opportunities to provide some additional supporting mechanisms and if this does not suit their needs, they will need to arrange a commercial service.

Getting a better understanding of the number and types of businesses that have a kerbside service will help to shape what service is offered.










## Option 2

This option is similar to Option 1 where township residents receive weekly FOGO 'Sustainable Service' as their standard service. However, they can choose to opt-out to the 'Current Service' with no additional charge. Rural residents are provided the 'Sustainable Service' with no opt-out option. All residents can pay for additional bins.

### Environmental and state benefits

The environmental and state benefits are still significant when there is no cost recovery charge (Table 6) and the main affect is financial.

*Table 6: Environmental and state benefits of Option 2*

	70% landfill diversion
	4,600 tonnes of additional FOGO material collected each year
	2,000 tonnes less landfill each year
	1,450 tonnes CO2 equivalent avoided
	Equivalent to taking 335 cars off the road or planting 2,167 trees
	\$1.58 million contribution to gross state product
	2.9 full time equivalent jobs created in the composting industry

### Financial considerations

There is no cost-recovery charge to disincentivise the 'Current Service' which will cost around \$402,000 extra each year (Table 7). This is because more residents will opt-out, the collection costs are higher and there is less benefit from reduced landfill volumes and costs and there is no cost recovery income.

*Table 7: Estimated annual costs of Option 2*

	Annual cost
Collection, disposal/processing & admin costs	\$4,619,000
Cost Recovery Income	\$0
<b>Additional cost compared to current</b>	<b>\$402,000</b>

The modelling is based on various assumptions:

- Estimated lift rates determined by Rawtec and East Waste
- 80% of township residents choose the 'Sustainable Service' and 20% choose the 'Current Service'
- Estimated diversion of food waste diversion and additional garden organics

#### OPT-OUT FOR RURAL PROPERTIES

AHC can offer rural properties the option to opt-out to the 'Current Service', but it will increase costs by ~\$337,000 and a total cost of \$739,000 more than the existing system.

Providing rural properties with additional bin options is the suggested method to support them to manage their waste and recycling.

#### LANDFILL LEVY

There is still a significant reduction in landfill levy with the modelling showing ~\$239,000 a year can be avoided.

A 3% CPI increase to the levy means AHC will pay \$1.27 million in levy over five years if the FOGO material diverted by weekly FOGO remained in the general waste bin.

### **Operational changes for East Waste and AHRWMA**

The operational changes for East Waste and AHRWMA will be similar as those outlined previously in Option 1. However, the increased number of 'Current Service' properties means additional general waste collections in the alternative week will be required which will significantly increase the time and resources to service these properties.

### **Community considerations**

#### COMMUNITY ENGAGEMENT

Community engagement will still be very important. This system is still a change for the community. No cost recovery charge may make it more acceptable for residents who do not like the 'Sustainable Service'.

Having no additional charge to opt-out does make it unfair for residents who choose to remain on the 'Sustainable Service' as they subsidise those on the 'Current Service' which is a higher cost to deliver.

#### CONTAMINATION AND BIN MISUSE

Issues with contamination may be lower compared to when there is a cost recovery charge to opt-out. No financial cost for residents to revert to the 'Current Service' may reduce instances where they may have willingly misused or unknowingly contaminated their bins.

## Option 3

This option provides a different level of service between township and rural residents, however rural residents still receive increased bin capacity.

- Township properties receive the 'Sustainable Service' as their standard service (an additional 100 litres per fortnight). They can choose to opt-in for the 'Current Service' for an additional charge to cover the higher service costs.
- Rural properties receive a new FOGO bin and all three bins are collected fortnightly; general waste and FOGO one-week and comingled recycling the following. Residents receive an additional 100 litres of bin capacity each fortnight compared to their existing two-bin system.
- All residents can also choose to pay for additional bins.

The SA EPA will need to be effectively engaged to support this option as it deviates from the EPP. Any council that is partly metropolitan is required to provide the weekly general waste service to all residents. However, the geographical size of AHC significantly impacts service delivery and cost. Providing rural residents with FOGO increases their current services and could allow this option to be delivered.

### Fortnightly collections

Fortnightly collected three-bin systems are becoming common in SA:

- Fleurieu Regional Waste Authority's four Member Councils transitioned to fortnightly three bin system from 2017. Landfill diversion in 2021 was 62%.
- Copper Coast Council moved to a fortnightly three bin system in July 2021 and saw an immediate improvement in landfill diversion.
- Barunga West Council changed from a four-bin system to a three-bin system collected fortnightly in September 2022.
- Clare and Gilbert Valleys Council will introduce FOGO in 2023 and collect all bins fortnightly.












## Environmental and state benefits

The environmental and state benefits are still significant by introducing the fortnightly rural three-bin system and cost recovery charge to opt-out that encourages township residents to keep the 'Sustainable Service' (Table 8).

Table 8: Environmental and state benefits of Option 3

	70% landfill diversion
	4,200 tonnes of additional FOGO material collected each year
	2,000 tonnes less landfill each year
	1,275 tonnes CO2 equivalent avoided
	Equivalent to taking 295 cars off the road or planting 1,908 trees
	\$1.39 million contribution to gross state product
	2.5 full time equivalent jobs created in the composting industry

## Financial considerations

This is the most cost-effective option for AHC. There is no increase in collections by introducing a FOGO bin and collecting the rural general waste fortnightly. Combined with the increase in food waste diverted from landfill and cost recovery income AHC reduce service costs by \$257,000 each year (Table 9).

Table 9: Estimated annual costs of Option 3

	Annual cost
Collection, disposal/processing & admin costs	\$4,039,000
Cost Recovery Income	\$79,000
<b>Reduced cost compared to current</b>	<b>-\$257,000</b>

The modelling is based on various assumptions:

- Estimated lift rates determined by Rawtec and East Waste
- 95% of township residents choose the 'Sustainable Service' and all rural residents have the fortnightly collections
- Estimated diversion of food waste diversion and additional garden organics
- Cost recovery charge for the 'Current Service' set at \$150.

The waste management charge can be administered in the same way as Option 1. Additional bin costs and transition costs will also be the same.

#### LANDFILL LEVY

There is still a significant reduction in landfill levy with ~\$259,000 a year saved. A 3% CPI increase to the levy means AHC will pay \$1.38 million in levy over five years if the FOGO material diverted by weekly FOGO remained in the general waste bin.

### **Operational changes for East Waste and AHRWMA**

The impacts on East Waste and AHRWMA are similar to the weekly FOGO with a cost recovery charge to opt-out.

The main benefit for East Waste is the fortnightly collection for rural properties does not increase collections over a two-week period. This will support East Waste to manage the logistical impact of introducing the FOGO service to rural residents.

### **Community considerations**

#### RURAL PROPERTIES

AHC has a large number of rural properties. Introducing fortnightly collections may be perceived as a loss of services, despite the introduction of a FOGO service.

The risks can be reduced through extensive engagement and offering additional support measures like additional bins, either at cost, a discounted rate or free of charge.

#### REVIEWING TOWNSHIP BOUNDARIES AND SERVICE ENTITLEMENTS

Township boundaries currently dictate the services for township and rural residents. These boundaries are based on the planning systems but can result in a somewhat arbitrary distribution for FOGO bins. Exceptions are reviewed by AHC on request and where the kerbside truck is already travelling and passing a property.

Reviewing service entitlements to increase the number of rural properties that receive a 'Sustainable Service' may increase acceptance of the proposed system and help to avoid significant community resistance by rural residents.



## Transitioning to Weekly FOGO

The transition to a new kerbside system requires significant time and effort and building community support for the change is vital. A suggested pathway is to pilot weekly FOGO and complete a review prior to considering a broader rollout.

A further desktop investigation is not recommended as this would only reinforce the conclusions of this report. This report's investigation has benefited from the recent implementation of weekly FOGO by the City of Holdfast Bay and Rawtec's ability to apply these learnings. However, the context for AHC is very different and completing a pilot as the next step will test the preferred option and provide real data to give confidence to East Waste and AHC on actual costs and logistics. It is also an excellent opportunity for strong community engagement and to build support for a change to the system.

Figure 5 outlines timelines for a pilot and transition to weekly FOGO, if approved.

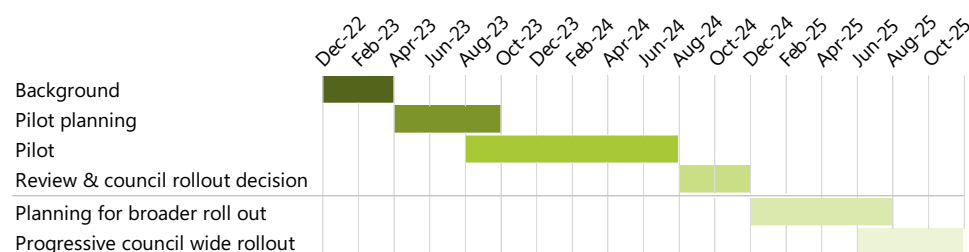


Figure 5: Indicative timelines to introduce Weekly FOGO

### Weekly FOGO pilot

Table 10 provides detail on a pilot that will allow:

- AHC and East Waste to understand the true costs and logistics.
- the community to experience weekly FOGO and build support for a broad rollout.

A pilot can be of any size but should be in a geographically defined area on one collection day. We have considered a pilot of 1,000 households with one third rural properties as a representative sample of the broader community.

Table 10: Estimated pilot timelines and transition steps

Background	
December 2022/January 2023	<ul style="list-style-type: none"> <li>• Finalise background report and pilot details</li> </ul>
February 2023	<ul style="list-style-type: none"> <li>• Workshop to gain Elected Member support</li> <li>• Identify and apply for funding</li> <li>• Coordinate with East Waste on potential pilot area(s)</li> </ul>
Pilot Planning	
March 2023	<ul style="list-style-type: none"> <li>• Procure kitchen caddies, compostable bags and additional FOGO bins</li> </ul>

March/April 2023	Develop: <ul style="list-style-type: none"> <li>• draft pilot plan with East Waste</li> <li>• education and communications strategy, including FAQs and responses</li> <li>• draft communication materials (support from GISA)</li> </ul>
June/July 2023	<ul style="list-style-type: none"> <li>• Finalise and print communication materials</li> <li>• Update AHC website</li> <li>• Finalise pilot plan with East Waste</li> </ul>
July/August 2023	<ul style="list-style-type: none"> <li>• Launch communications</li> <li>• Deliver FOGO bins, kitchen caddies, compostable bags and information pack.</li> </ul>
<b>Commence pilot</b>	
September 2023	<ul style="list-style-type: none"> <li>• Start new collections in pilot area</li> <li>• Provide appropriate resourcing to support roll out and manage any queries/complaints</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>• Early-pilot audits (optional)</li> </ul>
March/April 2024	<ul style="list-style-type: none"> <li>• Mid-pilot audits</li> <li>• Community survey</li> </ul>
<b>Pilot review and broader rollout decision</b>	
August - November 2024	<ul style="list-style-type: none"> <li>• Pilot review and reporting</li> </ul>
November 2024	<ul style="list-style-type: none"> <li>• Decision on broader council-wide roll out</li> </ul>

Table 11 outlines the process for a council wide transition if following the review the Elected Members support and approve this decision.

*Table 11: Pilot review and transition planning steps (pending approval)*

<b>Planning for broader roll out</b>	
January 2025 - June 2025	<ul style="list-style-type: none"> <li>• Procure kitchen caddies, compostable bags and additional FOGO bins</li> <li>• Update education and communications, as required</li> <li>• Finalise roll out plan with East Waste</li> </ul>
<b>Council wide rollout</b>	
July -October 2025	<ul style="list-style-type: none"> <li>• Progressive rollout across collection days</li> </ul>
November 2025	<ul style="list-style-type: none"> <li>• Rollout complete - review and report</li> </ul>



## Communications

Communications and community engagement is central to a pilot's success:

- **Elected members:** recruit Elected Members and the Mayor to become champions of the system change.
- **Community forum:** explain to residents why the change is happening and how it will be implemented. This can help build ownership and support for the change and identify champions who will actively promote the campaign.
- **Staff training:** inform and train customer service staff so they can respond to resident queries.
- **Schools:** work with local schools to help get the message into homes.
- **Promotion of pilot:** develop materials to let residents know about the system change. This can include letter drops and advertising via social media, local radio and print.
- **Ongoing support:** residents will need easy access to AHC to ask questions and get support. This can include via phone, emails, website and Facebook page.

Green Industries SA can support AHC to develop 'Which Bin?' branded communication materials.

## Pilot costs

The estimated costs for the pilot are based on a pilot size of 1,000 households with one third rural properties (Table 12). The costs can be adjusted if the pilot size is increased or decreased.

*Table 12: Estimated costs for the pilot*

Item	Costs
Communication materials and activities	\$20,000
Survey	\$5,000
Kerbside audits	\$15,000
Kitchen caddies	\$5,000
Compostable bags	\$5,000
FOGO Bins	\$20,000
Consultancy and Project Management	\$60,000
East Waste costs	\$20,000
<b>Total</b>	<b>\$150,000</b>



## Council wide transition

A council wide transition is dependant on a review of the pilot and a decision by Elected Members. It is still worthwhile considering transition costs associated with the roll out of a new kerbside bin system.

Transitioning the remaining 16,000 properties to weekly FOGO will cost an estimated \$698,000 and internal staff resources (Table 13). Note:

- FOGO bins for rural properties are a physical asset for AHC. They are a capital cost AHC would have introducing FOGO at any point in the future.
- Grant funding may be available to contribute to the cost of the transition.

AHC should also consider if free rolls of compostable bags will be provided each year or priced at cost recovery.

*Table 13: Estimated costs for the transition to a new kerbside bin system*

Item	Costs
New FOGO bins - rural properties (capital)	\$390,000
Caddies roll out	\$85,000
Compostable bags rollout	\$85,000
Delivery cost	\$42,500
Communications	\$136,000
<b>Transition costs</b>	<b>\$738,500</b>
Less costs for pilot participants	-\$40,000
	<i>Capital costs</i>
	<i>\$370,000</i>
<b>Council wide transition costs</b>	<i>Operational budget costs</i>
	<i>\$328,500</i>
	<b>Total</b>
	<b>\$698,500</b>



## Summary and recommendations

Improving the performance of the kerbside system will require AHC to make a systemic change. Transitioning to weekly FOGO is a proven pathway interstate and in SA to significantly improve landfill diversion and manage service costs. Weekly FOGO/Fortnightly general waste provides a cost-effective mechanism to introduce a FOGO service to rural properties, providing much greater equity of service between township and rural residents.

Making these changes to the kerbside system does require an investment of time and money for AHC. However, the short-term cost provides significant long-term benefits of improved landfill diversion, greater service equity between township and rural residents and mitigating the risks of increasing service costs.

Considering the environmental and financial modelling of the three options, AHC can:

1. Consider implementing Option 1 or Option 3
2. Continue working with the South Australia Environmental Protection Agency (SA EPA) to determine a pathway forward that meets the Environment Protection (Waste to Resources) Policy (EPP) legislation requirements.
3. Pilot the preferred option on one or two collection days. This will allow:
  - AHC and East Waste to understand the true costs and logistics.
  - The community to experience the system and build support for a broader rollout.



## Appendix 1 – Alternative Systems

### Optical sort materials recovery facility and Recycling Stations

The city of Oslo, Norway has a one-bin system that manages four streams. Residents purchase coloured bags to sort plastics, organics, residual and paper/cardboard. The bin is collected and goes to a materials recovery facility and bags are sorted based on their colour. Residents can also drop metal, glass, textiles and other recyclables at collection points.

This system is not viable for AHC as it would require a complete restructure of bin system in place in SA and a significant investment in infrastructure.

### Source separation at the collection vehicle

Kerbside collection in some local councils of the United Kingdom have a single kerbside vehicle to collect multiple streams. Residents are provided multiple bins/containers to separate materials at home, which are collected and placed in compartments of the collection vehicle (Figure 6).

The positive of this system is source separation takes place in the home and recycling streams are clean and materials do not need to go to a MRF. The downside is the labour and time intensive collection would increase costs for AHC and likely be impractical considering the geography of the council area.



Figure 6: Kerbside collection vehicle in Somerset, UK (Image source Somerset County Gazette)

### Energy from waste

Energy from waste (EfW) takes the general waste stream and burns it to generate heat and electricity. This is considered 'recovery' under the waste management hierarchy and is a step higher than landfill. A future facility in South Australia (SA) is possible but there are significant considerations:

- Timelines
  - It will be a significant process to achieve a social license, gain environmental approvals and then design and construction.
  - An EfW facility for SA is at least ten years away.
- Environment Protection Authority requirements



- The SA EPA position paper states that Councils must have a three bin system before material can be sent to EfW.
- Waste levy may still be applicable if state diversion targets are not met.
- Cost
  - Significant investment and will likely require materials from multiple Councils to underpin the investment.
  - A facility being built in Kwinana, Western Australia will cost \$668 million.

It will be at least ten years before AHC could send general waste to an EfW facility. This period can be used to increase source separation and reach the diversion targets to make full use of the EfW opportunity.

### **Pay/Save As You Throw**

Pay as you throw schemes (PAYT – also known as save as you throw) charge residents only for the waste they produce and dispose of. These systems distribute the cost of waste management based on use and encourage residents to save money by generating less waste.

PAYT has many potential environmental benefits and is a system most likely to lead to less waste being generated.

PAYT schemes overseas do achieve landfill diversion around or greater than 70%. This is comparable to the estimated performance for weekly FOGO. Considering this potential performance, the set-up costs and other considerations means this PAYT may not provide the best return of effort and investment.

#### **PAYT in Belgium**

PAYT was adopted widely in Belgium in the 1990s. System details vary between regions, but most household collections are via bins or colour-coded bags purchased from supermarkets. The cost for collections depends on the waste/recycling stream and the size of the bag.

### **Pay by lift**

Pay by lift is where residents are charged an annual charge to cover fixed costs and a variable charge based on how often they present their bins for collection. This is the most viable format of PAYT for AHC.

Modelling of the service costs and benefits of this system is limited because there is no comparable system in Australia. More detail on the potential service structure is needed prior exploring this system further. This includes:

- Collection frequency of each stream- will there be a maximum collection frequency per year (52 general waste collections and 26 comingled recycling collections) or can residents put any of their bins out each week, which will increase collection costs for AHC.

- Invoicing - A system to invoice residents is required. This could be quarterly payments for services or an annual charge with refunds at end of financial year.

Pay by lift will have significant set up costs. To track bins that are presented and charge residents appropriately it requires:

- all bins to have a radio frequency identification tag (RFID) installed
- a RFID reader installed in all collection vehicles.

The estimated cost for this and introducing FOGO bins to rural properties is approximately \$829,000 (Table 14).

*Table 14: Estimated pay by lift set up costs*

Item	Cost
New FOGO bins - Rural properties	\$390,000
Retrofit existing bins with RFIDs	\$415,000
Retrofit collection vehicles - RFID reader	\$24,000
<b>Total</b>	<b>\$829,000</b>

Ongoing operational costs have not been modelled due to the uncertainty of the service model. Expected financial impacts from pay by weight include:

- No real change to collection costs - the collection vehicle would still need to travel the same route and frequency no matter how many bins are presented.
- Disposal and processing costs would likely decrease - pay by lift does encourage residents to reduce the amount of waste and recycling they generate.

Pay by lift may impact East Waste by:

- Reducing bin presentations per week, meaning more efficient collection runs.
- Increasing bin fullness and weight, increasing how quickly a truck reaches capacity.
- Creating an additional collection run per week, if residents can present any bin.

The main impact on AHRWMA is the lower volumes of general waste to landfill anticipated. It is unclear how this would translate to a weekly operational impact on the Brinkley landfill.

Contamination and bin misuse could be a problem if the cost to present comingled recycling and FOGO recycling is significantly lower than general waste. This could create a perverse incentive for some residents to misuse these bins.

### **Pay by weight**

Pay by weight is an alternative PAYT system. The collection vehicle weighs the bins when they are collected and residents are charged on the material stream and they weight of their bin.



Pay by weight will not be feasible in the short to medium term for AHC due to:

- Set-up costs - the cost to implement pay by weight is estimated at \$973,000 (Table 15)
- Scales technology - there are limits to scale technology and challenges to retrofit and integrate the technology on collection vehicles.
- Ongoing maintenance - regular calibration of scales to the National Measurement Institute standards is required to be able to charge by weight. Daily calibration could be required to accurately charge residents.
- Administration - increased administration requirements and the need to determine the appropriate budgeting model to charge residents (e.g.

Another significant barrier may be community acceptance. Charging by weight will likely increase resident anxiety that other people may use their bins and they will be financial disadvantaged.

*Table 15: Estimated pay by weight set up costs*

Item	Cost
New FOGO bins - Rural properties	\$390,000
Retrofit existing bins with RFIDs	\$415,000
Retrofit collection vehicles - RFID reader	\$24,000
Retrofit collection vehicles - Scales	\$144,000
<b>Total</b>	<b>\$973,000</b>





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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Responsible Officer:** Steven Watson  
Governance & Risk Coordinator  
Office of the Chief Executive

**Subject:** Confidential Items Review – June 2023

**For:** Decision

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**SUMMARY**

Section 91 of the *Local Government Act 1999* requires Council to review confidential orders at least once every year.

A review of the Register of Confidential Items has been undertaken and there are seven (7) items that require a new confidentiality order. Council must determine the period of confidentiality for these items.

**NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.**

**RECOMMENDATION**

**DECISION 1**

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

**DECISION 2 – Resolution 171/22 – Ashton Landfill**

3. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:
  - The report , related attachments, minutes and other (presentation, documents or similar) of 28 June 2022, Item No. 18.3, Ashton Landfill, 171/22, unless previously released, remain confidential until this matter has concluded and that this order be reviewed every twelve (12) months.

**On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the matter.**

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

#### **DECISION 3 – Resolution 165/22 – Warren Road Birdwood Blackspot**

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

- The report , related attachments, minutes and other (presentation, documents or similar) of 28 June 2022, Item No. 18.1, Warren Road Birdwood Blackspot, 165/22, unless previously released, remain confidential until this matter has concluded and that this order be reviewed every twelve (12) months.

**On the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.**

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

#### **DECISION 4 – Resolution 236/22 – Ministerial Exemption**

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

- The report , related attachments, minutes and other (presentation, documents or similar) of 23 August 2022, Item No. 18.5, Ministerial Exemption, 236/22, unless previously released, remain confidential until the matter is concluded and that this order be reviewed every twelve (12) months.

**On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the matter.**

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

**DECISION 5 – Resolution 236/21 – Ashton Landfill**

9. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:
- The report, related attachments, minutes and other (presentation, documents or similar) of 26 October 2021, Item No. 18.2, Ashton Landfill, 236/21, unless previously released, remain confidential until the matter is concluded and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the Ashton Landfill.

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

**DECISION 6 – Resolution 238/21 – Electricity Procurement Legal Matter**

11. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(h) of the Act:
- The report , related attachments, minutes and other (presentation, documents or similar) of 26 October 2021, Item No. 18.1, Electricity Procurement Legal Matter, 238/21, unless previously released, remain confidential until the matter is concluded and that this order be reviewed every twelve (12) months.

On the grounds that the document(s) (or part) relates to is legal advice the disclosure of which could reasonably be expected to prejudice Council’s position in future legal proceedings.

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

**DECISION 7 – Resolution 229/22 – East Waste Recycling Contract**

13. Pursuant to Section 91(7) of the *Local Government Act 1999*, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:
- The report , related attachments, minutes and other (presentation, documents or similar) of 23 August 2022, Item No. 18.3, East Waste Recycling Contract, 229/22, unless previously released, remain confidential until 23 August 2024 and that this order be reviewed every twelve (12) months.

**On the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.**

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

**DECISION 8 – Resolution 234/22 – Revised East Waste 2022-23 Annual Plan & Budget**

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

- The report , related attachments, minutes and other (presentation, documents or similar) of 23 August 2022, Item No. 18.4, Revised East Waste 2022-23 Annual Plan & Budget, 234/22, unless previously released, remain confidential until 23 August 2024 and that this order be reviewed every twelve (12) months.

**On the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information.**

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

**1. BACKGROUND**

An Extract of the Confidential Items Register is contained on Council’s website and is reviewed on a monthly basis. Items that have progressed to the specified point and are no longer of a confidential nature are released in accordance with the respective council resolution. Items that remain in confidence are displayed on the Register.

For administrative and Council efficiencies, items may be included in reviews even though they may not be due for such. Processing items in this way eliminates the need for additional reports to Council whilst maintaining the confidential status of items.

**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

The review of Council's *Confidential Items Register* is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

➤ **Legal Implications**

Section 91(7) of the *Local Government Act 1999* sets out the provisions regarding the making of orders to retain documents and discussions considered at Council and Council Committees in confidence.

Section 91(9) requires that these orders must specify the duration of the order or the circumstances in which the order will cease to apply or must be reviewed. Any order that operates for a period exceeding 12 months must be reviewed at least once in every year.

To enable management of any order made under Section (90) a Confidential Orders Register is maintained.

➤ **Risk Management Implications**

Reviewing confidentiality orders assists with mitigating the risks of:

*Confidential information is released which prejudices Council's and/or third parties' interests.*

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

*Information scheduled for release under a confidentiality order is not duly released resulting in a breach of legislation and depriving the community of public information.*

Inherent Risk	Residual Risk	Desired Risk
Extreme (3A)	Low (3E)	Low (3E)

Note: there are a number of other controls that assist with managing these risks.

➤ **Financial and Resource Implications**

Not applicable

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

There is a high expectation that Council has appropriate corporate governance processes in place including effective management and regular review of the Confidential Items Register.

➤ **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>	Not applicable
<i>Community:</i>	Not applicable

➤ **Additional Analysis**

The Register of Confidential Items has been reviewed and there are seven (7) items that require the consideration of a new confidentiality order at this time. An extract of the register is attached (**Appendix 1**) which provides a summary of all existing confidential orders highlighting those orders that require new confidentiality provisions, as follows:

- **Resolution 171/22 – Ashton Landfill**

The Period of Confidentiality for this item concludes 28 June 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter has concluded on the grounds that the document(s) (or part) relates to is legal advice the disclosure of which could reasonably be expected to prejudice Council's position in future legal proceedings and that this order be reviewed every twelve (12) months.

- **Resolution 165/22 – Warren Road Birdwood Blackspot**

The Period of Confidentiality for this item concludes 28 June 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter has concluded on the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and that this order be reviewed every twelve (12) months.

- **Resolution 236/22 – Ministerial Exemption**

The Period of Confidentiality for this item concludes 23 August 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is concluded on the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the matter and this order be reviewed every twelve (12) months.

- **Resolution 236/21 – Ashton Landfill**

The Period of Confidentiality for this item concludes 27 September 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is concluded on the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the Council believes on reasonable grounds will take place, involving the Council or an employee of the Council the disclosure of which could reasonably be expected to prejudice the legal position of the council in relation to the matter and that this order be reviewed every twelve (12) months.

- **Resolution 238/21 – Electricity Procurement Legal Matter**

The Period of Confidentiality for this item concludes 27 September 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter is concluded on the grounds that the document(s) (or part) is legal advice the disclosure of which could reasonably be expected to prejudice Council's position in future legal proceedings and that this order be reviewed every twelve (12) months.

- **Resolution 229/22 – East Waste Recycling Contract**

The Period of Confidentiality for this item concludes 23 August 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter has concluded on the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and that this order be reviewed every twelve (12) months.

- **Resolution 234/22 – Revised East Waste 2022-23 Annual Plan & Budget**

The Period of Confidentiality for this item concludes 23 August 2023.

It is recommended that a new confidentiality order be applied and that the item remain confidential until the matter has concluded on the grounds that the document(s) (or part) is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information and that this order be reviewed every twelve (12) months.

**3. OPTIONS**

Council has the following options:

- I. To extend the period of confidentiality as per the recommendations. (Recommended)
- II. Determine an alternative period of confidentiality. (Not Recommended)
- III. Allow the confidentiality order to expire thus releasing the information. (Not Recommended)

**NB: If the meeting wishes to discuss the status of any items in a manner that will result in the disclosure of information currently under an s91(7) confidentiality order, it should first consider making a s90 order to move into confidence.**

**4. APPENDIX**

- (1) Extract of Confidential Items Register- June 2023

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# **Appendix 1**

*Extract of Confidential Items Register*

*June 2023*

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Extract of Confidential Items Register - June 2023

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act 590 Provision	Release date (no longer than 12 mths)	Original Resolution regarding Period of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)	Notes for Update	Still in confidence
419	23/05/2023	Council	18.2.1		Mike Carey	Terry Crackett	Electricity Tenders Post 30 June 2023	90(3)(k)	30/06/2023	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 contracts are signed, but not longer than 30 June 2023 Related Attachments Nil Minutes Until the contracts are signed, but not longer than 30 June 2023 Other (presentation, documents, or similar) Until the contracts are signed, but not longer than 30 June 2023 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.		30/06/2023	Contract documentation expected to be provided to Council on 9 June 2023 for signing.	Yes
418	23/05/2023	Council	18.1.1	138/23	Jennifer Blake	Rebecca Shepherd	Event Opportunity Santos Tour Down Under	90(3)(j)	30/06/2024	retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024. Related Attachments Not Applicable Minutes Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024. Other (discussion and considerations of the subject matter) Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024. 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.		1/03/2024		Yes
416	9/05/2023	Council	18.1	120/23	Karen Cummings	Terry Crackett	Bridgewater Retirement Village	90(3)(b)	9/05/2024	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 sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024. Related Attachments Until the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024. Minutes Until the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024. Other NIL		1/02/2024		Yes
415	26/04/2023	Council	18.1	104/23	Peter Bice	Peter Bice	Amy Gillett Bikeway Stage 4 Agreement	90(3)(j)	26/04/2024	retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024. Related Attachments Nil Minutes Until execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024. Other (presentation, documents, or similar) Nil		1/01/2024		Yes
413	14/02/2023	Council	9.1		Jennifer Blake	Rebecca Shepherd	9.1South Australian Tourism Commission re Santos Tour Down Under	90(3)(j)	14/02/2024	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 Nil Related Attachments Nil Minutes Nil Other (presentation, documents, or similar) 12 months – 14 Feb 2024		1/12/2023		Yes
410	20/12/2022	Council	18.3		Lachlan Miller	David Waters	Appointment of External Auditor	90(3)(d)	20/12/2023	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		1/09/2023	Partial Release 20 Feb 2023 - Appendix 2 remains in confidence	Yes
408	20/12/2022	Council	18.1	303/22	Karen Cummings	Terry Crackett	18.1Burplus Government Land Notification	90(3)(d)	20/12/2023	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		1/09/2023		Yes
407	12/12/2022	Audit Committee	10.3	AC49/22	Lachlan Miller	David Waters	External Audit Tender	90(3)(d)	12/12/2023	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		1/09/2023	Partial Release 20 Feb 2023 - Appendix 2 remains in confidence	Yes
404	23/08/2022	Council	18.5	236/22	John McArthur	Peter Bice	Ministerial Exemption	90(3)(j)	23/08/2023	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 23 August 2024 Related Attachments 23 August 2024 Minutes 23 August 2024 Other 23 August 2024		1/05/2023		Yes

Extract of Confidential Items Register - June 2023

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act 590 Provision	Release date (no longer than 12 mths)	Original Resolution regarding Period of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)	Notes for Update	Still in confidence
403	23/08/2022	Council	18.4	234/22	John McArthur	Peter Bice	Revised East Waste 2022-23 Annual Plan & Budget	90(3)(d)	23/08/2023	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 Nil Related Attachments Appendix 1 Appendix 2 23 August 2024 Nil Minutes Nil Other Nil		1/05/2023		Yes
402	23/08/2022	Council	18.3	229/22	John McArthur	Peter Bice	East Waste Recycling Contract	90(3)(d)	23/08/2023	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 23 August 2024 Related Attachments 23 August 2024 Minutes 23 August 2024 Other 23 August 2024		1/05/2023		Yes
395	28/06/2022	Council	18.3	171/22	John McArthur	Peter Bice	Ashton Landfill	90(3)(i)	28/06/2023	Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.3 in confidence under sections 90(2) and 90(3)(i) of the Local Government Act 1999, resolves that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report 28 June 2024 Related Attachments 28 June 2024 Minutes 28 June 2024 Other Nil		1/03/2023		Yes
393	28/06/2022	Council	18.1	165/22	Peter Bice	Peter Bice	Warren Road Birdwood Blackspot	90(3)(d)	28/06/2023	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)(i) of the Local Government Act 1999, resolves that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 to retain the Items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until all resolutions are executed, but not longer than 28 June 2023 Related Attachments Until all resolutions are executed, but not longer than 28 June 2023 Minutes Until all resolutions are executed, but not longer than 28 June 2023		1/03/2023		Yes
387	26/04/2022	Council	11.1.2	87/22	Natalie Armstrong	Natalie Armstrong	Property Lobethal Road, Lenswood - Confidential	90(3)(a)	14/03/2024	Report Two year term Related Attachments Two year term Minutes Nil Other (presentation, documents, or similar) Nil	Resolved 14 March 2023  Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(a), (h), and (i) of the Act:  The Report of 26 April 2022, Item No. 11.1, Property Lobethal Road, Lenswood, 87/22 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.  On the grounds that the document(s) (or part) relates to information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person; and information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would waive privilege to legal advice received by the Council; and information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council believes on reasonable grounds will take place, involving the council.  Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2024	Minute not confidential	Yes
382	26/10/2021	Council	18.1	238/21	David Collins	Peter Bice	Electricity Procurement Legal Matter	90(3)(h)	27/09/2023	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined, but not longer than 26 October 2022.	The Report of 26 October 2021, Item No. 18.1, Electricity Procurement Legal Matter, 238/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months.	27/06/2023	Further considered to remain at the 27 Sept 2022 Council Meeting	Yes
381	26/10/2021	Council	18.2	236/21	John McArthur	Peter Bice	Ashton Landfill	90(3)(i)	27/09/2023	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 26 October 2024.	The Report of 26 October 2021, Item No. 18.2, Ashton Landfill, 236/21 remain confidential until 27 September 2023 and that this order be reviewed every twelve (12) months.	27/09/2023	Further considered to remain at the 27 Sept 2022 Council Meeting	Yes
377	25/05/2021	Ordinary Council	18.1.1	105/21	Jennifer Blake	David Waters	Multi-Year Road Rally Proposal	90(3)(d)	14/03/2024	that the report and related attachments of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2023.	Resolved 14 March 2023  Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:  The Report of 25 May 2021, Item No. 18.1.1, Multi Year Road Rally Proposal, 105/21 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.  On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which – (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.  Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2024	PARTIAL RELEASE 08 OCTOBER 2021 Redaction and Appendices Remain Confidential	Yes

Extract of Confidential Items Register - June 2023

Register No	Date of Meeting	Council/Committee	Agenda No	Resolution Number	Officer	Responsible People Leader	Report Title	LG Act 590 Provision	Release date (no longer than 12 mths)	Original Resolution regarding Period of Confidentiality	Revised Period of Confidentiality	Next Review Date (3 mths less than release date)	Notes for Update	Still in confidence
373	27/01/2021	Council	18.2	20/21	David Collins	Peter Bice	CWMS Review	90(3)(d)	14/03/2024	that the report, related attachments and the discussion and considerations of the subject matter be retained in confidence until 30 July 2021.  The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 30 July 2023 and that this order be reviewed every twelve (12) months.	Resolved - 14 March 2023  Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:  The Report of 27 January 2021, Item No. 18.2, CWMS Review, 20/21 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months.  On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which – (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.  Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2024	Last reviewed by Council 14 March 2023	Yes
331	1/08/2018	Special Council	7.2.1	183/18	Terry Crackett	Andrew Aitken	Retirement Village Review	90(3)(b)	14/03/2024	This item has been partially released, given Council's original resolution detailed 'Until settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023'. The Report of 01 August 2018, Item No. 7.1, Retirement Village Review, on the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer. Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 31 July 2023 and that this order be reviewed every twelve (12) months.	Resolved - 14 March 2023 Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(b) of the Act: Clause 8 and Appendix 2 of the Report of 01 August 2018, Item No. 7.2.1, Retirement Village Review, 183/18 remain confidential until 14 March 2024 and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council and would, on balance, be contrary to the public interest. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2024	Last reviewed by Council 14 March 2023	Yes
240	22/04/2014	Council	18.2.1	85/14	John McArthur	Peter Bice	AHRWMA	90(3)(b,d,i)	14/03/2024	That the Report of 22 April 2014, Item No. 18.2Adelaide Hills Regional Waste Management Authority on the grounds that the document(s) (or part): (i) could reasonably be expected to confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct business, or to prejudice the commercial position of the Council; and (ii) would, on balance, be contrary to the public interest. 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. Specifically, the present matter relates to Council considering an offer from a competitor with regard to where to take its waste stream, and to consider the long term implications and options in relation to the Regional Waste Management Authority of which it is a member, and due to the fact that the competitor has initiated legal proceedings against the aforementioned Authority where Council disposes of its waste. This order shall operate until further order of the Council and will be reviewed at least annually in accordance with the Act. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Resolved - 14 March 2023 Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act: The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve (12) months. On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	1/01/2024	220224 Advice from Leah Maxwell, The payments from the settlement finish in 2024, so at this stage it would be appropriate to reconsider in 2 years time. 230123 Item to remain in confidence as settlement payment still in progress.	Yes



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.6

**Responsible Officer:** Steven Watson  
Governance and Risk Copordinator  
Office of the Chief Executive

**Subject:** Delegations Review – *Local Government Act 1999*

**For:** Decision

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**SUMMARY**

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation. The Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Additionally in accordance with *Section 100* of the *Planning, Development and Infrastructure Act 2016*, Council may consider delegating some or all of the powers and functions of *Planning, Development and Infrastructure Act 2016* as a *Relevant Authority*.

This report addresses Instruments of Delegations under the following Acts:

Instrument of Delegation
<i>Local Government Act 1999</i>

Council currently has many delegations in operation and Council must now determine if it will continue to delegate some or all of the powers and functions contained in the attached Instruments.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. That, having considered a review of Council’s Delegations as presented, the Council hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

Instrument of Delegation
<i>Local Government Act 1999</i>

3. That, having considered a review of Council’s Delegations as presented, in exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and statutory instruments made thereunder contained in the proposed Instrument of Delegation attached to the Report dated 13 June 2023 and entitled as detailed in the table below are hereby delegated this 13<sup>th</sup> Day of June 2023 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

<b>Instrument of Delegation</b>	<b>Appendix Number</b>
<i>Local Government Act 1999</i>	Appendix 1

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1. **BACKGROUND**

Legislation is constantly changing and a delegations review is required to ensure Council and staff are working with the updated legislation and have the appropriate delegations to carry out the various legislative functions. Model Delegations are prepared by Norman Waterhouse Lawyers on behalf of the Local Government Association (LGA) and have been used as a basis for this review.

Delegations can be revoked by the Council at any time and Council retains the right to act on any matter even if it has been delegated.

A schedule of review is no longer required, given *Section 44(6) of the Local Government Act 1999* provides that the Council must cause a separate record to be kept of all delegations made under Section 44, and the Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Council considered a report the delegation of powers under the *Local Government Act 1999* at its 23 May 2023 meeting. In consideration of this item Council resolved as follows:

**Moved Cr Kirsty Parkin  
S/- Cr Louise Pascale**

**131/23**

**Council resolves:**

- 1. That the report be received and noted**
- 2. That the matter be deferred until a further Workshop on 5 June 2023 and post Workshop a report be brought to the 13 June 2023 Council meeting.**

<b>Carried</b>
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In accordance with the above resolution, Members were provided with an online opportunity to make further queries in relation to the proposed delgations and these were discussed at the Council’s 5 June 2023 Workshop.

## 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

The review of Council's *Delegations Register* is an important element of Council's commitment to open and transparent decision making which facilitates public accountability.

### ➤ Legal Implications

#### Local Government Act 1999

Section 44 of the *Local Government Act 1999* provides that the Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation.

Delegations made by the Council under Section 44 of the *Local Government Act 1999* can be made to a Council committee, a subsidiary of the Council, an employee of the Council, the employee of the Council for the time being occupying a particular office or position or, an authorised person. Other Acts may specify different delegates than the *Local Government Act 1999*.

A delegation made pursuant to Section 44 of the *Local Government Act 1999* is revocable at will and does not prevent the Council from acting in a matter.

There are a number of powers and functions of the *Local Government Act 1999* which the Council cannot delegate. These are set out in Section 44(3) of the *Local Government Act 1999*. If the Council purports to delegate any of these powers or functions, that delegation would be ineffective with any action undertaken in reliance on that delegation being unauthorised. This may cause legal and administrative problems for the Council.

Pursuant to Section 44(3) of the *Local Government Act 1999* there are a number of matters which Councils cannot delegate. They include the following:

- (a) power to make a by-law or to determine that a by-law applies only within a part or parts of the area of the council
- (b) power to declare rates or a charge with the character of a rate;
- (c) power to borrow money or to obtain other forms of financial accommodation;
- (d) power to adopt or revise a strategic management plan of the council;
- (da) power to adopt or revise an annual business plan or budget of the council;
- (e) power to approve expenditure of money on works, services or operations of the council not contained in a budget adopted by the council;

- (g) power to approve payment or reimbursement of expenses that may be paid at the discretion of the council and for which the council has not adopted a formal policy or made specific financial provision;
- (h) power to establish a subsidiary, or to participate in the establishment of a regional subsidiary;
- (i) power to make an application or recommendation, or to report or to give a notice, to the Governor or the Minister, being an application, recommendation, report or notice for which provision is made by or under this or another Act;
- (j) power to fix, vary or revoke a fee under section 188(1)(d) to (h);
- (ja) the power to revoke the classification of land as community land under section 194;
- (k) a power or function excluded from delegation by the regulation

Section 44 of the *Local Government Act 1999* sets out various other matters in relation to delegations. For example:

Section 44(6) of the *Local Government Act 1999* provides that the Council must cause a separate record to be kept of all delegations made under Section 44.

Section 44 (6a) of the *Local Government Act 1999* provides Council may at any time, and must within 12 months after the conclusion of each periodic election, review the delegations.

Section 101 of the *Local Government Act 1999* provides that the Chief Executive Officer may delegate (or sub-delegate) a power or function vested or conferred in or on the Chief Executive Officer under the *Local Government Act 1999*. Section 101 sets out various other matters in relation to delegations (or sub-delegations) by the Chief Executive Officer.

A delegation by the Chief Executive Officer made under Section 101 of the *Local Government Act 1999* may be made to an employee of the Council, or to the employee for the time being occupying a particular office or position, a committee comprising employees of the Council, or an authorised person.

➤ **Risk Management Implications**

The maintenance of a robust legislative delegation regime is an important control in managing 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	Desired Risk
Extreme (5C)	Medium (3D)	Low (3E)

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

➤ **Financial and Resource Implications**

One of the primary duties of the Governance & Risk Coordinator's (GRC) role is to review and update the council delegations. The GRC utilises a proprietary software package which imports updated Instruments from the Local Government Association. The GRC then liaises with the Chief Executive Officer and People Leaders to review the Instruments before making recommendations back to the Chief Executive Officer for ultimately Council's consideration. The costs for the GRC, the software and the LGA Membership are considered and allowed for in the Annual Business Plan process.

The newly requested practice of providing draft delegations to Council Members online for comment and then scheduling a workshop to discuss the feedback, is an additional resource demand, which if continued will negatively impact on the achievement of other role priorities including, but not limited to, risk management framework implementation.

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

Delegations allow Council's legislative obligations to be discharged in an effective and efficient manner and enable the administration to provide more timely service.

➤ **Sustainability Implications**

There are no direct sustainability implications from this report.

➤ **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>	5 June 2023
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

The following Act(s) and Regulation(s) are being reviewed at this time:

- *Local Government Act 1999*

Following the 5 June 2023 Workshop, changes were made to the following proposed delegations (from the proposed delegations presented at the 23 May 2023 meeting):

- Section 12(11) – condition added – Subject to the approval of Council
- Section 12(16)(b) - condition added – Subject to the approval of Council
- Section 45(3) – condition added - The Director Community Capacity is limited to altering opening hours for once-off planned or unplanned occasions
- Section 120A(1) – condition added - To be provided to Council post-adoption
- Section 200(1) – condition added - Subject to Policy observance and if silent, Council approval.
- Section 270(a1) – condition added - Policy subject to the approval of Council

If the powers contained in the attached instruments were not delegated all decisions must come to Council for its consideration and the Chief Executive Officer will not be empowered to act in relation to such matters.

As with all Council delegations, delegating a power under these Acts does not transfer that power from the Council to the delegate, it merely replicates it. As such, where the situation requires, matters will be brought to Council for decision.

### 3. OPTIONS

Council has the following options:

- I. To determine to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. The previous delegations must be revoked and replaced with the new delegations (Recommended).
- II. To determine not to delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. (Not Recommended).

Should the Council wish to make substantial changes or not delegate the suggested powers and functions contained in the appendices, it is recommended the matter 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. APPENDIX

- (1) Full Instrument of Delegation – **Appendix 1** (detailed in the table below)

<b>Instrument of Delegation</b>	<b>Appendix Number</b>
<i>Local Government Act 1999</i>	<b>Appendix 1</b>

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# **Appendix 1**

*Full Instrument of Delegation  
Local Government Act 1999*

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ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE LOCAL  
GOVERNMENT ACT 1999

13 JUNE 2023



## Delegation Sources

- Local Government Act 1999

### Positions

Abbreviation	Position	Name
Administration Building Support Officer (418)	Administration Building Support Officer (418)	Rebeka Probert
Administration Support Officer (369)	Administration Support Officer (369)	Kim Sharp
Administrative Officer (216)	Administrative Officer (216)	Claire Punter
Adult Collections Officer (226)	Adult Collections Officer (226)	Andrew Loveday
Adult Collections Officer (266)	Adult Collections Officer (266)	Taish Shaw
Arboriculture and Horticulture Officer (120)	Arboriculture and Horticulture Officer (120)	Vacant
Ashton Landfill Project Officer (507)	Ashton Landfill Project Officer (507)	Meridee Jensen
Assessment Manager (72)	Assessment Manager (72)	Deryn Atkinson
Asset and GIS Officer (232)	Asset and GIS Officer (232)	Ari Wilkinson
Asset Management System Analyst (455)	Asset Management System Analyst (455)	Kristy Honor
Biodiversity Officer (327)	Biodiversity Officer (327)	Rena Eden
Biodiversity Officer (510)	Biodiversity Officer (510)	Tonia Brown
Biodiversity Officer (85)	Biodiversity Officer (85)	Steven Brooks
Biodiversity Project Officer (447)	Biodiversity Project Officer (447)	Tonia Brown

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Building Fire Safety Committee	Building Fire Safety Committee	Building Fire Safety Committee
Building Management Coordinator (297)	Building Management Coordinator (297)	Paul Fitzpatrick
Building Management Officer (108)	Building Management Officer (108)	Steven Sauerwald
Building Officer (380)	Building Officer (380)	Thomas Warneke
Building Officer (453)	Building Officer (453)	Viekko Knoop
Building Officer (463)	Building Officer (463)	Vacant
Building Officer (73)	Building Officer (73)	Cathy Clare
Cadet Building Officer (503)	Cadet Building Officer (503)	Jesse Jackson
Cadet Engineer (477)	Cadet Engineer (477)	Maria Coqueco
Cemeteries Officer (478)	Cemeteries Officer (478)	Kylie Hopkins
Chief Executive Officer (95)	Chief Executive Officer (95)	David Waters
Children's Program Support Officer (231)	Children's Program Support Officer (231)	Claire Bushell
Club Support Officer (493)	Club Support Officer (493)	Ty Allen
Collaborative Project Officer (210)	Collaborative Project Officer (210)	Julie Wilhem
Collections Development Coordinator (14)	Collections Development Coordinator (14)	Susan Booth
Collections Support Officer (301)	Collections Support Officer (301)	Michaela Dore

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Communications Officer (377)	Communications Officer (377)	Ebony Priest
Community and Cultural Development Officer (393)	Community and Cultural Development Officer (393)	Lynne Griffiths
Community and Social Planning Officer (465)	Community and Social Planning Officer (465)	Joshua Spier
Community Centre Operations Officer TSCC (406)	Community Centre Operations Officer TSCC (406)	Kerrie Drogemuller
Community Centre Operations Officer TVCC (407)	Community Centre Operations Officer TVCC (407)	Lucy Ellis
Community Centre Support Officer (432)	Community Centre Support Officer (432)	Alison Hahn
Community Dev and Admin Support Officer (404)	Community Dev and Admin Support Officer (404)	Helen Halloran
Community Development Administration Officer (325)	Community Development Administration Officer (325)	Maureen Keighran
Community Development Officer TSCC (405)	Community Development Officer TSCC (405)	Karli Hull
Community Development Officer TVCC (401)	Community Development Officer TVCC (401)	Sarah Hunt
Community Development Officer Y&R (205)	Community Development Officer Y&R (205)	Mark de Lange
Community Engagement Coordinator (445)	Community Engagement Coordinator (445)	Vacant

Abbreviation	Position	Name
Community Recovery Officer Cudlee Creek Fire (461)	Community Recovery Officer Cudlee Creek Fire (461)	
Community Recovery Officer Cudlee Creek Fire (476)	Community Recovery Officer Cudlee Creek Fire (476)	
Community Resilience Officer (475)	Community Resilience Officer (475)	Megan Collins
Community Resilience Officer (Wellbeing) (494)	Community Resilience Officer (Wellbeing) (494)	Sophie Millstead
Community Support and Programs Officer (428)	Community Support and Programs Officer (428)	Jan Macpherson
Community Support and Volunteer Officer (427)	Community Support and Volunteer Officer (427)	Kendra Stephenson
Community Support Officer (328)	Community Support Officer (328)	Paulette Thomason
Community Support Officer (4)	Community Support Officer (4)	Caroline Callaghan
Community Support Officer (438)	Community Support Officer (438)	Sharon Passfield
Coordinator Civil Operations (117)	Coordinator Civil Operations (117)	Joel Eckermann
Coordinator Civil Projects (109)	Coordinator Civil Projects (109)	Oliver Pfueller
Coordinator Property Projects and Maintenance (468)	Coordinator Property Projects and Maintenance (468)	Paul Day
Coordinator Service Strategy and Innovation (362)	Coordinator Service Strategy and Innovation (362)	Vacant
Coordinator Sport and Recreation (391)	Coordinator Sport and Recreation (391)	Renee O'Connor

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Corporate Planning & Performance Coordinator (413)	Corporate Planning & Performance Coordinator (413)	Kira-Marie Laverty
Customer Care Specialist (497)	Customer Care Specialist (497)	Tracey Jaensch
Customer Experience Project Officer (479)	Customer Experience Project Officer (479)	Nikki Batten
Customer Service Officer (11)	Customer Service Officer (11)	Kirsty Wilson
Customer Service Officer (18)	Customer Service Officer (18)	Linda Strevens
Customer Service Officer (23)	Customer Service Officer (23)	Carly Bryant
Customer Service Officer (365)	Customer Service Officer (365)	Caroline Sullivan
Customer Service Officer (382)	Customer Service Officer (382)	Jessica Tonkin
Customer Service Officer (473)	Customer Service Officer (473)	Jasmine Castellano
Customer Service Officer (501)	Customer Service Officer (501)	Emma Tilgals
Customer Service Officer (504)	Customer Service Officer (504)	Lauren Mablesen
Customer Service Officer (59)	Customer Service Officer (59)	Ulyana Barysionak
Customer Service Officer (62)	Customer Service Officer (62)	Diane Towers
Customer Service Officer (66)	Customer Service Officer (66)	Skye Ludzay
Customer Service Officer (68)	Customer Service Officer (68)	
Customer Service Officer (68b)	Customer Service Officer (68b)	Tracey Jaensch

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Customer Service Officer (8)	Customer Service Officer (8)	Skye Ludzay
Customer Service Officer Casual (15)	Customer Service Officer Casual (15)	Emma Tilgals
Customer Service Officer Casual (197)	Customer Service Officer Casual (197)	Elaine Anderson
Customer Service Officer Casual (20)	Customer Service Officer Casual (20)	Jessica Tonkin
Customer Service Officer Casual (21)	Customer Service Officer Casual (21)	Karien Oosthuizen
Customer Service Officer Casual (267)	Customer Service Officer Casual (267)	Nicole Coppola
Customer Service Officer Casual (281)	Customer Service Officer Casual (281)	Tania Davies
Customer Service Officer Casual (359)	Customer Service Officer Casual (359)	Lauren Mabelson
Customer Service Officer Casual (60)	Customer Service Officer Casual (60)	Dely Muskee
CWMS Technical Officer (423)	CWMS Technical Officer (423)	Kimberley Pearson
Deliberately left blank	Deliberately left blank	Deliberately left blank
Depot Supervisor (443)	Depot Supervisor (443)	Christopher Henry
Development Compliance Officer (211)	Development Compliance Officer (211)	Damien Smolski
Development Support Officer (76)	Development Support Officer (76)	Jess Tonkin
Digital Learning Officer (440)	Digital Learning Officer (440)	Kathryn Dawson
Digital Services Officer (390)	Digital Services Officer (390)	Stepehn Klien
Director Community Capacity (350)	Director Community Capacity (350)	Rebecca Shepherd

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Director Corporate Services (41)	Director Corporate Services (41)	Terry Crackett
Director Development and Regulatory Services (70)	Director Development and Regulatory Services (70)	Natalie Armstrong
Director Fabrik (437)	Director Fabrik (437)	Melinda Rankin
Director Infrastructure and Operations (114)	Director Infrastructure and Operations (114)	Peter Bice
Duty Planner (265a)	Duty Planner (265a)	Sebastien Paraskevopoulos
Duty Planner (265b)	Duty Planner (265b)	Alisa Styles
E-Development Officer (417)	E-Development Officer (417)	Delete
Elected Body	Elected Body	Adelaide Hills Council
Environmental Health Officer (241)	Environmental Health Officer (241)	Leanne Thiele-Wittig
Environmental Health Officer (294)	Environmental Health Officer (294)	Stewart West
Environmental Health Officer (91)	Environmental Health Officer (91)	Anastasia Paslavski
Environmental Health Project Officer (97)	Environmental Health Project Officer (97)	Vacant
Events Officer (444)	Events Officer (444)	Stephanie Murgatroyd
Executive Assistant - Mayor and CEO (1)	Executive Assistant - Mayor and CEO (1)	Pam Williams
Executive Assistant Community	Executive Assistant Community	Tara Moyes

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Capacity (354)	Capacity (354)	
Executive Assistant Corporate Services (39)	Executive Assistant Corporate Services (39)	Vacant
Executive Assistant Development and Regulatory Services (69)	Executive Assistant Development and Regulatory Services (69)	Karen Savage
Executive Assistant Infrastructure & Ops (118)	Executive Assistant Infrastructure & Ops (118)	Joanne Driscoll
Executive Manager Governance and Performance (349)	Executive Manager Governance and Performance (349)	Lachlan Miller
Executive Manager Organisational Development (310)	Executive Manager Organisational Development (310)	Vacant
Field Supervisor (381)	Field Supervisor (381)	Paul Liebelt
Field Supervisor (388)	Field Supervisor (388)	Mark Kemp
Finance Officer (346)	Finance Officer (346)	Sonia Cooper
Finance Officer - Accounts Payable (46)	Finance Officer - Accounts Payable (46)	Natasha Holmes
Finance Officer - Accounts Receivables & Treasury (399)	Finance Officer - Accounts Receivables & Treasury (399)	Rhys Elsegood
Governance and Risk Coordinator (414)	Governance and Risk Coordinator (414)	Steven Watson
Home Services Support Officer (25)	Home Services Support Officer (25)	Leonie Woolcock
ICT Coordinator (353)	ICT Coordinator (353)	Nigel Scholz



<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
ICT Support Officer (224)	ICT Support Officer (224)	Mike O'Donnell
Information Management Admin Officer (436)	Information Management Admin Officer (436)	Rachel Weishaupt
Information Management Officer (457)	Information Management Officer (457)	Jason Fisher
Information Management Officer (466)	Information Management Officer (466)	Carolyn Bennie
Information Management Officer Tech Records (434)	Information Management Officer Tech Records (434)	Geraldine Watkins
Landscape Management Project Officer (495)	Landscape Management Project Officer (495)	Pia Charlton
Leading Hand Arboriculture (142)	Leading Hand Arboriculture (142)	Peter Earle
Leading Hand Arboriculture (480)	Leading Hand Arboriculture (480)	Donald Clune
Leading Hand Biodiversity (169)	Leading Hand Biodiversity (169)	Sarah Gordon
Leading Hand Drainage (235)	Leading Hand Drainage (235)	Scott Pittaway
Leading Hand Grading (132)	Leading Hand Grading (132)	Paul Johnson
Leading Hand Grading (315)	Leading Hand Grading (315)	Terry Rothe
Leading Hand Grading (450)	Leading Hand Grading (450)	Kym Carter
Leading Hand Horticulture (165)	Leading Hand Horticulture (165)	Peter Kirk
Leading Hand Ovals and Townships (509)	Leading Hand Ovals and Townships (509)	Anthony Stokes

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Leading Hand Program Maintenance (178)	Leading Hand Program Maintenance (178)	Vacant
Leading Hand Sealed Roads North (156)	Leading Hand Sealed Roads North (156)	Adam Burford
Leading Worker Civil Services (135)	Leading Worker Civil Services (135)	Vacant
Leading Worker Civil Services QR North (137)	Leading Worker Civil Services QR North (137)	Vacant
Leading Worker Civil Services QR South (153)	Leading Worker Civil Services QR South (153)	Simon Hogben
Leading Worker Open Space (Playgrounds and Cemeteries) (471)	Leading Worker Open Space (Playgrounds and Cemeteries) (471)	Luke Nation
Library Acquisitions Officer (181)	Library Acquisitions Officer (181)	Rebecca Van Diemen
Library Support Officer (498)	Library Support Officer (498)	Nicole Coppola
Library Youth Collections Officer (227)	Library Youth Collections Officer (227)	Zoe Lewis
Management Accountant (48)	Management Accountant (48)	Marcela Ardelean
Manager Civil Services (402)	Manager Civil Services (402)	Ashley Curtis
Manager Communications Engagement and Events (439)	Manager Communications Engagement and Events (439)	Jennifer Blake
Manager Community Development (187)	Manager Community Development (187)	Rebecca Shepherd
Manager Development Services (72)	Manager Development Services (72)	Deryn Atkinson

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Manager Economic Development (386)	Manager Economic Development (386)	Melissa Bright
Manager Financial Services (214)	Manager Financial Services (214)	Michael Carey
Manager Information Services (460)	Manager Information Services (460)	Robert (James) Sinden
Manager Libraries and Customer Service (12)	Manager Libraries and Customer Service (12)	Jessica Charlton
Manager Open Space (409)	Manager Open Space (409)	Christopher Janssan
Manager People and Culture (512)	Manager People and Culture (512)	Anne Pett
Manager Property Services (394)	Manager Property Services (394)	Karen Cummings
Manager Strategic Assets (403)	Manager Strategic Assets (403)	David Collins
Manager Sustainability Waste & Emergency Management (93)	Manager Sustainability Waste & Emergency Management (93)	John McArthur
Mobile Library Officer (32)	Mobile Library Officer (32)	Caroline Parr
Organisational Development Advisor (375)	Organisational Development Advisor (375)	Vacant
Organisational Development Officer (334)	Organisational Development Officer (334)	Danielle Simone
Organisational Development Systems Project Officer (481)	Organisational Development Systems Project Officer (481)	Danielle Simone
Parks and Reserves Technical Officer (431)	Parks and Reserves Technical Officer (431)	Andrew Kirkley

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Payroll Officer (50)	Payroll Officer (50)	Natasha Holmes
Procurement Coordinator (412)	Procurement Coordinator (412)	James Greenfield
Project Coordinator AHBTC Divestment Strategy (410)	Project Coordinator AHBTC Divestment Strategy (410)	Nicholas Taarnby
Project Coordinator Business Analyst (456)	Project Coordinator Business Analyst (456)	Nigel Scholz
Project Officer (421)	Project Officer (421)	Craig Cockshell
Project Officer (422)	Project Officer (422)	Haydn Smith
Project Support Officer (Community Resilience) (496)	Project Support Officer (Community Resilience) (496)	Vanessa Inkster
Property Officer (113)	Property Officer (113)	Genevieve Stewart
Property Project Officer (469)	Property Project Officer (469)	Nicholas Work
Public Programs Officer Fabrik (446)	Public Programs Officer Fabrik (446)	Rene Strohmayer
Ranger (333)	Ranger (333)	Scott Caust
Ranger (357)	Ranger (357)	Mathew Kent
Ranger (358)	Ranger (358)	Mark Visser
Rates Officer (43)	Rates Officer (43)	Megan Bayly
Regulatory Support Officer (101)	Regulatory Support Officer (101)	Mignon DuRieu
Roads Officer (416)	Roads Officer (416)	Kylie Curuso

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Senior Civil Engineer (184)	Senior Civil Engineer (184)	Ariyawansa Mudugamuwa Hewage
Senior Community Resilience Officer (474)	Senior Community Resilience Officer (474)	Miranda Hampton
Senior Customer Service Officer (307)	Senior Customer Service Officer (307)	Aleksej Fedcesin
Senior Customer Service Officer (34)	Senior Customer Service Officer (34)	Susan Fimeri
Senior ICT Officer (458)	Senior ICT Officer (458)	Yashmeet Sandhu
Senior ICT Officer (505)	Senior ICT Officer (505)	Jack McCulloch
Senior Information Management Officer (470)	Senior Information Management Officer (470)	Karen Webb
Senior Infrastructure Planning Engineer (264)	Senior Infrastructure Planning Engineer (264)	Craig Marshall
Senior Ranger (99)	Senior Ranger (99)	Simon Horstmann
Senior Rates Officer (45)	Senior Rates Officer (45)	Megan Bayly
Senior Statutory Planner (490)	Senior Statutory Planner (490)	Dragoljub Samardzija
Senior Statutory Planner (80)	Senior Statutory Planner (80)	Melanie Scott
Senior Strategic and Policy Planner (200)	Senior Strategic and Policy Planner (200)	James Szabo
Services Coordinator (35)	Services Coordinator (35)	Jodie Morby
SkyTrust Project Coordinator (442)	SkyTrust Project Coordinator (442)	Vacant

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Sport and Recreation Officer (451)	Sport and Recreation Officer (451)	Stacey Dutton
Statutory Planner (195)	Statutory Planner (195)	Ashleigh Gade
Statutory Planner (215)	Statutory Planner (215)	Darren Smith
Statutory Planner (230)	Statutory Planner (230)	Sebastien Paraskevopoulos
Statutory Planner (462)	Statutory Planner (462)	Sarah Davenport
Statutory Planner (82)	Statutory Planner (82)	Marie Molinaro
Statutory Planning Cadet (355)	Statutory Planning Cadet (355)	Tim Mason
Supervisor Parks and Reserves (115)	Supervisor Parks and Reserves (115)	Nicole Budd
Sustainability Officer (306)	Sustainability Officer (306)	Sharon Leith
System Analyst (384)	System Analyst (384)	Thomas Portas
Team Leader Administration (77)	Team Leader Administration (77)	Sarah Kimber
Team Leader Building Services (286)	Team Leader Building Services (286)	Louis Palumbo
Team Leader Customer Service (389)	Team Leader Customer Service (389)	Melanie Higashioka
Team Leader Digital Services (344a)	Team Leader Digital Services (344a)	Bernadette Vogeslang
Team Leader Digital Services (344b)	Team Leader Digital Services (344b)	Karien Oosthuizen
Team Leader Environmental Health (96)	Team Leader Environmental Health (96)	Alexis Black

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Team Leader Financial Accounting (482)	Team Leader Financial Accounting (482)	Liz Packer
Team Leader ICT (385)	Team Leader ICT (385)	Daniel Souter
Team Leader Information Management (433)	Team Leader Information Management (433)	Jody Atkins
Team Leader Information Systems (459)	Team Leader Information Systems (459)	John Gosbell
Team Leader Outreach Services (203)	Team Leader Outreach Services (203)	Vacant
Team Leader Positive Ageing (208)	Team Leader Positive Ageing (208)	Jessica Sharkie
Team Leader Programs (273)	Team Leader Programs (273)	Nicole Leaver
Team Leader Regulatory Services (196)	Team Leader Regulatory Services (196)	Matthew Ahren
Team Leader Statutory Planning (326)	Team Leader Statutory Planning (326)	James Brooker
Team Member Arboriculture (249)	Team Member Arboriculture (249)	Jarad Mellor
Team Member Arboriculture (250)	Team Member Arboriculture (250)	Mark Maystrenko
Team Member Biodiversity (452)	Team Member Biodiversity (452)	Sarah Gordon
Team Member Civil Services (122)	Team Member Civil Services (122)	Dennis Hamood
Team Member Civil Services (123)	Team Member Civil Services (123)	Billy Gepp
Team Member Civil Services (126)	Team Member Civil Services (126)	George Bobos
Team Member Civil Services (131)	Team Member Civil Services (131)	Edward Kepa

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Team Member Civil Services (136)	Team Member Civil Services (136)	Benjamin Fries
Team Member Civil Services (141)	Team Member Civil Services (141)	Luke Neill
Team Member Civil Services (144)	Team Member Civil Services (144)	Raymond Bugeja
Team Member Civil Services (146)	Team Member Civil Services (146)	Jack Goodfellow
Team Member Civil Services (148)	Team Member Civil Services (148)	Jason Ward
Team Member Civil Services (149)	Team Member Civil Services (149)	Walter Rehn
Team Member Civil Services (157)	Team Member Civil Services (157)	Joshua Hunter
Team Member Civil Services (160)	Team Member Civil Services (160)	Scott Pittaway
Team Member Civil Services (161)	Team Member Civil Services (161)	Dean Bell
Team Member Civil Services (163)	Team Member Civil Services (163)	Jason Lock
Team Member Civil Services (168)	Team Member Civil Services (168)	Jake Rothe
Team Member Civil Services (179)	Team Member Civil Services (179)	Bronte Peter
Team Member Civil Services (236)	Team Member Civil Services (236)	Timothy Langrehr
Team Member Civil Services (238)	Team Member Civil Services (238)	Neil Plummer
Team Member Civil Services (261)	Team Member Civil Services (261)	Steven Winters
Team Member Civil Services (262)	Team Member Civil Services (262)	Scott Meekins
Team Member Civil Services QR North	Team Member Civil Services QR North	Shane Brooks



<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
(130)	(130)	
Team Member Civil Services QR South (234)	Team Member Civil Services QR South (234)	Michael Steele
Team Member Horticulture (145)	Team Member Horticulture (145)	Samuel Hastie
Team Member Horticulture (162)	Team Member Horticulture (162)	Ashley Weckert
Team Member Horticulture (167)	Team Member Horticulture (167)	Thomas Shepard
Team Member Horticulture (171)	Team Member Horticulture (171)	Brad Kenny
Team Member Horticulture (173)	Team Member Horticulture (173)	Sonny Sinclair
Team Member Horticulture (251)	Team Member Horticulture (251)	Anthony Stokes
Team Member Open Space (167)	Team Member Open Space (167)	Thomas Shepard
Team Member Open Space (472)	Team Member Open Space (472)	Joshua Young
Team Member Open Space (Arboriculture) (499)	Team Member Open Space (Arboriculture) (499)	Matthew Rice
Team Member Open Space (Arboriculture) (500)	Team Member Open Space (Arboriculture) (500)	Aileen (Shirley) Ashby
Technical Officer (104)	Technical Officer (104)	Nick Carter
Technical Services Officer (383)	Technical Services Officer (383)	Lara Marich
Trails and Recreation Officer (508)	Trails and Recreation Officer (508)	Meridee Jensen
Trails Officer (454)	Trails Officer (454)	Meridee Jensen

<b>Abbreviation</b>	<b>Position</b>	<b>Name</b>
Volunteering Coordinator (408)	Volunteering Coordinator (408)	Michelle Wende
Waste Coordinator (299)	Waste Coordinator (299)	Aliza Fuller
WHS Advisor (374)	WHS Advisor (374)	Vacant
WHS Officer (492)	WHS Officer (492)	Jake Farrant
Work Group Leader Arboriculture (448)	Work Group Leader Arboriculture (448)	Kym Wightman
Work Group Leader Grading (127)	Work Group Leader Grading (127)	John James
Work Group Leader Horticulture (449)	Work Group Leader Horticulture (449)	Mark Walters
Work Group Leader Program Maintenance North (124)	Work Group Leader Program Maintenance North (124)	Walter Rehn
Work Group Leader Program Maintenance South (151)	Work Group Leader Program Maintenance South (151)	Mark Williams
Work Group Leader Works Planning (430)	Work Group Leader Works Planning (430)	Christopher Henry
Work Group Leader Workshop (441)	Work Group Leader Workshop (441)	Linc Hight
Workshop Mechanic (150)	Workshop Mechanic (150)	Rex Robinson

## Instrument of Delegation under the Local Government Act 1999

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 7(a)	Plan at the local and regional level for the development and future requirements of the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(b)	Provide services and facilities that benefit its area, its ratepayers and residents, and visitors to the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(ba)	Determine appropriate financial contribution to be made by ratepayers to resources of the council	Chief Executive Officer (95), Director Corporate Services (41)	NIL	council
section 7(c)	Provide for the welfare, well-being and interests	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	of individuals and groups within the council's community	Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386),	NIL	

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(d)	Take measures to protect the council area from natural and other hazards and to mitigate the effects of such hazards	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(e)	Manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open	NIL	council



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(f)	Provide infrastructure for the council's community and for development within its area (including infrastructure that helps to protect any	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	part of the local or broader community from any hazard or other event, or that assists in the management of any area)	Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12),		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Manager People and Culture (512)		
section 7(g)	Promote the council area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(h)	Establish or support organisations or programs that benefit people in the council area or local government generally	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(i)	Manage and, if appropriate, develop, public areas vested in, or occupied by, the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 7(j)	Manage, improve and develop resources available to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 7(k)	Undertake other functions and activities conferred by or under an Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		
section 12(1)	Publish a notice in the Gazette altering the composition of the council or dividing, or redividing, the area of the council into wards, altering the division of the area of the council into wards or abolishing the division of the area of the council into wards	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(2)	Publish a notice in the Gazette changing the council from a municipal council to a district	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	council or vice versa, altering the name of the council or the name of the area of the council, or giving a name to, or altering the name of, a ward	and Performance (349)	NIL	
section 12(3)	Undertake a review under section 12 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(4)	Undertake a review under section 12 of the Local Government Act at least once in each relevant period prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(5)	Initiate the preparation of a presentation review report and form the opinion a person is qualified to address the representation and governance issues	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
Section 12(7)	Undertake public consultation	Chief Executive Officer (95), Executive Manager Governance and Performance (349),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Governance and Risk Coordinator (414)		
section 12(11)	Finalise the council report	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the approval of Council	council
section 12(11a)	Refer the report to Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(11e)(a)	Take such action as is necessary (including by altering report)	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(11e)(b)	Comply with requirements of section 12(7)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414)		
section 12(11e)(c)	Refer the report to the Electoral Commissioner under section 12(12)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(12)	Refer report to the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 12(12a)	Include with the report copies of any written submissions if received	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section	Provide for the operation of any proposal	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
12(15)(b)	recommended in the council's report by notice in the Gazette	Executive Manager Governance and Performance (349)	NIL	
section 12(16)(a)	Take action on a report referred back to the council by the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(16)(b)	Refer report back to the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the approval of Council	council
section 12(17)	Comply with requirements of section 12(7) (unless determine alteration of report is of a minor nature only)	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 12(24)	Undertake a review within period specified by the Electoral Commissioner	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(1)	Publish a notice in the Gazette changing the council from a municipal council to a district	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	council or vice versa, altering the name of the council or the name of the area of the council, or altering the name of a ward	and Performance (349)	NIL	
section 13(2)(a)	Give public notice of the proposal to change the council from a municipal council to a district council or vice versa, alter the name of the council or the name of the area of the council, or alter the name of a ward	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(b)	Invite written submissions	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(ba)	Publish a copy of the public notice in a newspaper circulating within the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 13(2)(c)	Give any person who makes a written submission in response to an invitation an opportunity to appear personally or by	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	representative before the council or a council committee to be heard on the submission			
section 28(1)(c)	Refer a proposal for the making of a proclamation under Chapter 3 of the Local Government Act to the South Australian Local Government Grants Commission	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 31(2)(b)	Participate in consultation with the South Australian Local Government Grants Commission on the appointment of an investigator	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 31(10)(c)	Participate in consultation with the South Australian Local Government Grants Commission on a recommendation that a proposal referred to the Commission not proceed	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 36(1)(a)	Exercise the legal capacity of a natural person, including entering into contracts or	Chief Executive Officer (95), Executive Manager Governance	The CEO sub-delegates subject to	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	arrangements, suing and being sued and acting in conjunction with another council or authority or person	and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager	<p>the following conditions and limitations:</p> <p>(a) the sub-delegate must exercise a sub-delegated function or power in accordance with:</p> <p>(i) applicable legislative and other legal requirements; and</p> <p>(ii) due regard to relevant policies and guidelines adopted by the Council; and</p> <p>(iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and</p> <p>(iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and</p> <p>(v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the</p>	



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Economic Development (386), Manager Libraries and Customer Service (12), Procurement Coordinator (412), Manager People and Culture (512)	limits prescribed in the Financial Delegation Register approved by the CEO.	
section 36(1)(c)	Do anything necessary, expedient or incidental to performing or discharging the council's functions or duties or achieving the council's objectives	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Collections Development Coordinator (14), Asset and GIS Officer (232), Asset	The CEO sub-delegates subject to the following conditions and limitations:  (a) the sub-delegate must exercise a sub-delegated function or power in accordance with:  (i) applicable legislative and other legal requirements; and  (ii) due regard to relevant policies and guidelines adopted by the Council; and  (iii) due regard to sub-delegates	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Management System Analyst (455), Biodiversity Officer (327), Biodiversity Officer (85), Biodiversity Project Officer (447), Coordinator Civil Operations (117), Coordinator Civil Projects (109), CWMS Technical Officer (423), Depot Supervisor (443), Executive Assistant Infrastructure & Ops (118), Field Supervisor (381), Field Supervisor (388), Leading Hand Arboriculture (142), Leading Hand Drainage (235), Leading Hand Grading (132), Leading Hand Grading (315), Leading Hand Grading (450), Leading Hand Horticulture (165), Leading Hand Program Maintenance (178), Leading Hand Sealed Roads North (156), Leading Worker Civil Services (135), Leading Worker	employment terms and conditions, position requirements and or contractual arrangements; and (iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and (v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Civil Services QR North (137), Leading Worker Civil Services QR South (153), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Parks and Reserves Technical Officer (431), Project Officer (421), Project Officer (422), Senior Civil Engineer (184), Senior Infrastructure Planning Engineer (264), Sport and Recreation Officer (451), Coordinator Sport and Recreation (391), Supervisor Parks and Reserves (115), Sustainability Officer (306), Technical Officer (104), Trails Officer (454), Waste Coordinator (299), Work Group Leader Arboriculture (448),		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Work Group Leader Grading (127), Work Group Leader Horticulture (449), Work Group Leader Program Maintenance North (124), Work Group Leader Program Maintenance South (151), Work Group Leader Works Planning (430), Work Group Leader Workshop (441), Workshop Mechanic (150), Team Member Biodiversity (452), Assessment Manager (72), Building Fire Safety Committee, Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Statutory Planner (462), Customer Service Officer Casual (197), Finance Officer - Accounts Payable (46), Finance Officer - Accounts Receivables & Treasury (399), ICT		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (353), ICT Support Officer (224), Team Leader ICT (385), Information Management Admin Officer (436), Information Management Officer (457), Information Management Officer Tech Records (434), Management Accountant (48), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Project Coordinator AHBTC Divestment Strategy (410), Project Coordinator Business Analyst (456), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior ICT Officer (458), Senior Rates Officer (45), SkyTrust Project Coordinator (442), System Analyst (384), Team Leader Information Management (433), Information		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Management Officer (466), WHS Advisor (374), Administration Building Support Officer (418), Administration Support Officer (369), Team Leader Administration (77), Building Officer (380), Building Officer (453), Building Officer (73), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Development Support Officer (76), Development Compliance Officer (211), Duty Planner (265a), Duty Planner (265b), E- Development Officer (417), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Executive Assistant Development and Regulatory		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (69), Manager Development Services (72), Regulatory Support Officer (101), Senior Statutory Planner (80), Senior Strategic and Policy Planner (200), Statutory Planner (195), Statutory Planner (215), Statutory Planner (230), Statutory Planner (82), Statutory Planning Cadet (355), Team Leader Building Services (286), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Team Leader Statutory Planning (326), Administrative Officer (216), Arboriculture and Horticulture Officer (120), Director Fabrik (437), Events Officer (444), Executive Assistant Community Capacity (354), Home Services Support Officer (25), Library Acquisitions		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Officer (181), Library Youth Collections Officer (227), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Mobile Library Officer (32), Public Programs Officer Fabrik (446), Senior Customer Service Officer (307), Senior Customer Service Officer (34), Services Coordinator (35), Team Leader Customer Service (389), Team Leader Digital Services (344a), Team Leader Digital Services (344b), Team Leader Outreach Services (203), Team Leader Positive Ageing (208), Team Leader Programs (273), Technical Services Officer		



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(383), Volunteering Coordinator (408), Building Management Coordinator (297), Building Management Officer (108), Cemeteries Officer (478), Executive Assistant Corporate Services (39), Finance Officer (346), Procurement Coordinator (412), Adult Collections Officer (226), Adult Collections Officer (266), Children's Program Support Officer (231), Collaborative Project Officer (210), Collections Support Officer (301), Communications Officer (377), Community and Cultural Development Officer (393), Community Centre Operations Officer TSCC (406), Community Centre Operations Officer TVCC (407), Community Centre Support Officer (432), Community Dev and Admin		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Support Officer (404), Community Development Administration Officer (325), Community Development Officer TSCC (405), Community Development Officer TVCC (401), Community Development Officer Y&R (205), Community Engagement Coordinator (445), Community Support and Programs Officer (428), Community Support and Volunteer Officer (427), Community Support Officer (328), Community Support Officer (4), Community Support Officer (438), Coordinator Service Strategy and Innovation (362), Digital Learning Officer (440), Digital Services Officer (390), Building Officer (463), Corporate Planning & Performance Coordinator (413),		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Customer Service Officer (11), Customer Service Officer Casual (20), Customer Service Officer Casual (21), Customer Service Officer Casual (267), Customer Service Officer Casual (281), Customer Service Officer Casual (359), Customer Service Officer Casual (60), Customer Service Officer (18), Customer Service Officer (23), Customer Service Officer (365), Customer Service Officer (382), Customer Service Officer (59), Customer Service Officer (62), Customer Service Officer (66), Customer Service Officer (68), Customer Service Officer (68b), Customer Service Officer (8), Organisational Development Advisor (375), Organisational Development Officer (334), Payroll Officer (50), Community		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		and Social Planning Officer (465), Senior Information Management Officer (470), Cadet Engineer (477), Team Member Open Space (167), Senior Community Resilience Officer (474), Community Resilience Officer (475), Team Member Civil Services (144), Team Member Civil Services (160), Team Member Civil Services (122), Team Member Civil Services (123), Team Member Civil Services (126), Team Member Civil Services (131), Team Member Civil Services (136), Team Member Civil Services (141), Team Member Civil Services (146), Team Member Civil Services (148), Team Member Civil Services (149), Team Member Civil Services (161), Team		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Member Civil Services (163), Team Member Civil Services (168), Team Member Civil Services (179), Team Member Civil Services (236), Team Member Civil Services (238), Team Member Civil Services (261), Team Member Civil Services (262), Team Member Civil Services QR North (130), Team Member Civil Services QR South (234), Team Member Civil Services (157), Community Recovery Officer Cudlee Creek Fire (461), Community Recovery Officer Cudlee Creek Fire (476), Customer Experience Project Officer (479), Customer Service Officer (473), Coordinator Property Projects and Maintenance (468), Customer Service Officer Casual (15), Property Project		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Officer (469), Team Leader Information Systems (459), Team Member Horticulture (145), Team Member Horticulture (162), Team Member Horticulture (167), Team Member Horticulture (171), Team Member Horticulture (173), Team Member Horticulture (251), Team Member Arboriculture (249), Team Member Arboriculture (250), Organisational Development Systems Project Officer (481) , Team Leader Financial Accounting (482), Senior Statutory Planner (490), Club Support Officer (493), Team Member Open Space (Arboriculture) (499), Team Member Open Space (Arboriculture) (500), Library		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Support Officer (498), WHS Officer (492), Community Resilience Officer (Wellbeing) (494), Landscape Management Project Officer (495), Cadet Building Officer (503), Customer Service Officer (501), Customer Service Officer (504), Customer Care Specialist (497), Senior ICT Officer (505), Ashton Landfill Project Officer (507), Leading Hand Arboriculture (480), Leading Hand Biodiversity (169), Leading Hand Ovals and Townships (509), Biodiversity Officer (510), Project Support Officer (Community Resilience) (496), Trails and Recreation Officer (508), Manager People and Culture (512)		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 36(2)	Act outside the council area to the extent necessary or expedient to the performance of the council's functions or in order to provide services to an unincorporated area of the State	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	<p>The CEO sub-delegates subject to the following conditions and limitations:</p> <p>(a) the sub-delegate must exercise a sub-delegated function or power in accordance with:</p> <p>(i) applicable legislative and other legal requirements; and</p> <p>(ii) due regard to relevant policies and guidelines adopted by the Council; and</p> <p>(iii) due regard to sub-delegates employment terms and conditions, position requirements and or contractual arrangements; and</p> <p>(iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and</p>	council



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
			(v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	
section 37(b)	Authorise an officer, employee or agent to enter into a contract on behalf of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services	<p>The CEO sub-delegates subject to the following conditions and limitations:</p> <p>(a) the sub-delegate must exercise a sub-delegated function or power in accordance with:</p> <p>(i) applicable legislative and other legal requirements; and</p> <p>(ii) due regard to relevant policies and guidelines adopted by the Council; and</p> <p>(iii) due regard to sub-delegates</p>	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)	employment terms and conditions, position requirements and or contractual arrangements; and  (iv) the power to receive or expend funds in the performance or discharge of the council's powers, functions or duties; and  (v) expenditure is limited to funds allocated as part of a budget adopted by the council and to the limits prescribed in the Financial Delegation Register approved by the CEO.	
section 41(1)	Establish a committee	Elected Body	NIL	council
section 41(2)	Determine the role of the committee	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 41(3)	Determine the membership of the committee	Elected Body	NIL	council
section 41(4)	Appoint a presiding member or make provision for the appointment of a presiding member	Elected Body	NIL	council
section 41(6)	Appoint the principal member as an ex officio member of the committee	Elected Body	NIL	council
section 41(8)	Determine the reporting and other accountability requirements applying to a committee	Elected Body	NIL	council
section 42(3)	Obtain the approval of the Minister to the conferral of corporate status on a council subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 43(3)	Obtain the approval of the Minister to the conferral of corporate status on a regional	Chief Executive Officer (95), Executive Manager Governance	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	subsidiary	and Performance (349)		
section 44(6)	Cause a separate record to be kept of all delegations under section 44 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 44(6a)	Review the delegation in force under section 44 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 45(1)	Nominate a place as the council's principal office	Elected Body	NIL	council
section 45(2)	Determine the hours during which the principal office of the council will be open for the transaction of business	Chief Executive Officer (95), Director Community Capacity (350)	The Director Community Capacity is limited to altering opening hours for	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
			once-off planned or unplanned occasions.	
section 45(3)	Consult with the local community regarding the manner, places and times at which the council's offices will be open to the public and any significant changes to these arrangements	Chief Executive Officer (95), Director Community Capacity (350)	<hr/> The Director Community Capacity is limited to altering opening hours for once-off planned or unplanned occasions.	council
section 46(1)	Engage in a commercial enterprise or activity in the performance of the council's functions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	<hr/> Subject to the approval of Council.	council
section 46(2)(a)	Establish a business in connection with a commercial project	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	Subject to the approval of Council.	
section 46(2)(b)	Participate in a joint venture, trust, partnership or other similar body in connection with a commercial project	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)	NIL	council
section 47(2)(b)	Participate in the formation of, or become a member of, a company limited by guarantee established as a national association to promote	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	and advance the interests of an industry in which local government has an interest			
section 48(aa1)	Develop and maintain prudential management policies, practices and procedures for the assessment of projects	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	Policy subject to the approval of Council upon recommendation from Audit Committee.	council
section 48(1)	Obtain a report addressing the prudential issues set out in section 48(2)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	NIL	council
section 48(6)	Take steps to prevent the disclosure of specific information in order to protect its commercial value or to avoid disclosing the financial affairs of a person (other than the council)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41)	NIL	council
section 49(a1)	Maintain procurement policies, practices and procedures directed towards:	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	Policy subject to the approval of	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	(a) obtaining value in the expenditure of public money; (b) providing for ethical and fair treatment of participants; and (c) ensuring probity, accountability and transparency in procurement operations	Services (214), Procurement Coordinator (412), Team Leader Financial Accounting (482)	Council upon recommendation from Audit Committee.	
section 49(1)	Prepare and adopt policies on contracts and tenders, including policies on the following: (a) the contracting out of services; (b) competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; (c) the use of local goods and services; and (d) the sale or disposal of land or other assets.	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	Policy subject to the approval of Council upon recommendation from Audit Committee.	council
section 49(3)	Alter or substitute a policy under section 49 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial	Policy subject to the approval of Council upon recommendation from	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (214)	Audit Committee.	
section 50(1)	Prepare and adopt a public consultation policy	Chief Executive Officer (95)	Policy subject to the approval of Council.	council
section 50(5)	Alter or substitute the public consultation policy	Chief Executive Officer (95)	Policy subject to the approval of Council.	council
section 50(6)(c)	Prepare a document setting out the council's proposal to adopt a public consultation policy or to alter or substitute a public consultation policy	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439)	NIL	council
section 50(6)(e)	Publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		and Events (439)		
section 50(6)(d)	Consider submissions	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439)	NIL	council
section 50(7)	Determine that the alteration of a public consultation policy is of minor significance that would attract little (or no) community interest	Chief Executive Officer (95)	NIL	council
section 50(8)	Provide a copy of a policy of the council under section 50 of the Local Government Act for inspection at the principal office of the council	Chief Executive Officer (95), Director Community Capacity (350), Manager Communications Engagement and Events (439), Community Engagement Coordinator (445)	NIL	council
section 50(9)	Provide for the purchase of a copy of a policy of the council under section 50 of the Local	Chief Executive Officer (95), Director Community Capacity		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	Government Act	(350), Manager Communications Engagement and Events (439), Community Engagement Coordinator (445)	NIL	
section 54(1)(d)	Grant a leave of absence from council	Elected Body	NIL	council
section 54(1)(d)	Remove from office on the ground that the member has been absent from three or more consecutive ordinary meetings of the council	Elected Body	NIL	council
section 57(6)	Recover amount of a liability incurred in contravention of section 57 of the Local Government Act as a debt from the members of the councils at the time the contract was made or lease was entered	Elected Body	NIL	council
section 68(3b)	Apply to SACAT for an order disqualifying member of the council from the office of member	Chief Executive Officer (95), Executive Manager Governance	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	under the Local Government Act	and Performance (349)		
section 70(a1)	Publish prescribed details contained in the Register	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 75F(1)	Prepare and adopt behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 75F(5)	Alter or substitute a behavioural support policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 75F(6)	Undertake public consultation before adopting, altering or substituting a behavioural support policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349),	Consultation to be approved by	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Governance and Risk Coordinator (414)	Council.	
section 75F(7)(a)	Review the operation of the behavioural support policies and consider whether to adopt additional behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Council to determine whether to adopt policies.	council
section 75F(7)(b)	Consider whether to adopt behavioural support policies	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Council to determine whether to adopt policies.	council
section 77(1)	Provide reimbursement of prescribed expenses of a member of council	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 80	Take out a policy of insurance insuring every member of the council and a spouse or domestic	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	partner or another person who may be accompanying a member of the councils against the risks associated with the performance or discharge of official functions or duties by members	and Performance (349), Governance and Risk Coordinator (414)	NIL	
section 80A(1)	Prepare a training and development policy for members	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Policy subject to the approval of Council.	council
section 80A(2b)	Suspend a member from office of member of the council for failure to comply with the prescribed mandatory requirements	Elected Body	NIL	council
section 80A(2e)	Revoke the suspension if satisfied the member has complied with the prescribed mandatory requirements and give public notice of the revocation	Elected Body	NIL	council
section	Apply to SACAT for an order disqualifying the	Elected Body		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
80A(2f)	member from office of member of the council		NIL	
section 80A(3)	Alter or substitute a training and development policy for members	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 80B(1)(a)	Suspend a member subject to a relevant interim intervention order from the office of member of the council where person protected by the order is another member	Elected Body	NIL	council
section 80B(3)	Revoke a suspension	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Delegation only for s80B(3)(a) - interim intervention order is revoked.	council
section 80B(9)	Apply to SACAT for an order disqualifying the member from the office of member of the council	Chief Executive Officer (95), Executive Manager Governance	Subject to the approval of Council.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		and Performance (349)		
section 84(3)	Keep notice on public display and continue to publish notice in accordance with section 132(1)(a) of the Local Government Act until completion of meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Executive Assistant - Mayor and CEO (1)	NIL	council
section 87(1)	Determine the times and places at which ordinary meetings of a council committee will be held	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Subject to the limitations of Chapter 6, Meetings, Local Government Act 1999.	council
section 88(3)	Keep notice on public display and continue to publish notice in accordance with section 132(1)(a) of the Local Government Act until completion of meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Executive Assistant - Mayor and CEO (1)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 89(1)(b)	Determine procedures to apply to a meeting of a council committee	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Policy subject to the approval of Council.	council
section 90A(1)	Hold or arrange for the holding of an information or briefing session to which more than 1 member of the council is invited to attend or be involved in for the purposes of providing information or a briefing	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 90A(4)	Order that an information or briefing session be closed to the public	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 90A(5)	If an order under section 90A(4) of the Local Government Act is made, to make a record of the matters specified in section 90A(5)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414)		
section 90A(7)	Comply with the requirements of the regulations regarding the publication of prescribed information	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 91(3)	Supply each member of the council with a copy of council or council committee minutes within 5 days of the meeting	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 91(9)(c)	Revoke an order made under section 91(7) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 92(1)	Prepare a code of practice relating to the principles, policies, procedures and practices that the council will apply for the purposes of the	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Code subject to the approval of	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	operation of Parts 3 and 4 the Local Government Act		Council.	
section 92(2)	Review code of practice	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 92(3)	Alter or substitute a new code of practice	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	Code subject to the approval of Council.	council
section 92(5)	Undertake public consultation on proposed code, alterations or substitute code	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Consultation to be approved by Council.	council
section 93(1)	Convene a meeting of electors of the council area or part of the council area	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Community Capacity (350)		
section 93(11)	Supply each member of the council with a copy of the minutes of proceedings within 5 days of a meeting of electors	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 93(14)	Determine the procedure to be observed to make a nomination for the purposes of sections 93(3)(a)(ii) or 93(3)(b)(ii) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 94(6)	Make submissions to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		People and Culture (512)		
section 94(7)	Comply with a direction of the Minister under section 94(5) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 97(6)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 98(3)	Invite applications including by advertising on website and take other action	Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager People and Culture (512)	NIL	council
section 98(3)	Determine website to advertise invitation for applications	Executive Manager Governance and Performance (349), Director Corporate Services (41),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Manager People and Culture (512)		
section 98(4a)(a)	Appoint at least one person to selection panel not being a member or employee	Elected Body	NIL	council
section 98(7)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 102A(3)(b)	Determine a person has appropriate qualifications or experience in human resource management	Elected Body	NIL	council
section 106(2)	Pay contribution to another council	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 106(3)	Recover a contribution from another council as a debt	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 106(4)	Provide details of the service of an employees or former employee to another council	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 106(5)	Hold and apply a contribution under section 106 of the Local Government Act as prescribed by regulation	Chief Executive Officer (95), Director Corporate Services (41), Payroll Officer (50), Manager People and Culture (512)	NIL	council
section 111(b)	Declare that an officer or an officer of a class is subject to Division 2, Part 4, Chapter 7 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)		
section 120A(1)	Prepare and adopt employee behavioural standards	Chief Executive Officer (95)	To be provided to Council post-adoption	council
section 120A(4)	Alter or substitute employee behavioural standards	Chief Executive Officer (95)	NIL	council
section 120A(5)	Consult with any registered industrial association that represents interests of employees of councils before adopting, altering or substituting employee behavioural standards	Chief Executive Officer (95), Director Corporate Services (41), Manager People and Culture (512)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 120A(6)a)	Review the operation of the employee behavioural standards	Chief Executive Officer (95), Director Corporate Services (41), Manager People and Culture (512)	NIL	council
section 120A(6)(b)	Consider whether to adopt employee behavioural standards	Chief Executive Officer (95)	NIL	council
section 122(1)	Develop a strategic management plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413), Manager People and Culture (512)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 122(1a)(a)	Develop a long-term financial plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413), Manager People and Culture (512)	NIL	council
section 122(1a)(b)	Develop an infrastructure and asset management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset Management System Analyst (455), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 122(1c)	Provide information relating to long-term financial plan and infrastructure and asset management plan to designated authority	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)	NIL	council
section 122(1e)	Provide to the designated authority all relevant information on the matters specified in this	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	section in accordance with guidelines determined by designated authority	and Performance (349), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)	NIL	
section 122(1h)	Ensure advice provided by designated authority and any response of the Council is published in the Council's annual business plan (draft and adopted) in the relevant financial year and	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	subsequent financial year (until next relevant financial year)	Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(1j)	Provide to the designated authority within time and in manner specified in notice information the designated authority reasonably requires.	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste &	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Corporate Planning & Performance Coordinator (413), Team Leader Financial Accounting (482)		
section 122(4)	Review strategic management plans	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Director Fabrik (437), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Corporate Planning & Performance Coordinator (413), Manager People and Culture (512)		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
section 122(6)	Adopt a process to ensure that members of the public are given reasonable opportunity to be involved in the development and review of the council's strategic management plans	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Communications Engagement and Events (439), Corporate Planning & Performance Coordinator (413)	Subject to Policy observance and if silent, Council approval.	council
section 123(3)(a)	Prepare a draft annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Operations (114), Corporate Planning & Performance Coordinator (413)		
section 123(3)(b)	Follow relevant steps in the public consultation policy in regard to the draft annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council
section 123(5)	Ensure that copies of the draft annual business plan are available at the meeting under section 123(4)(a)(i) of the Local Government Act, and for inspection and purchase (at the principal office of the council and on the council's website)	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)		
section 123(5a)	Provide a facility for asking and answering questions and the receipt of submissions on the council's website	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council
section 123(9)(a)(i)	Prepare a summary of the annual business plan	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)		
section 123(9)(a)(ii)	Provide a copy of the summary of the annual business plan to ratepayers	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Corporate Planning & Performance Coordinator (413)	NIL	council
section 124(1)(a)	Keep accounting records	Chief Executive Officer (95), Executive Manager Governance		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		and Performance (349), Director Corporate Services (41), Management Accountant (48), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	
section 125	Implement and maintain appropriate policies, practices and procedures of internal control	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 127(1)	Prepare financial statements, notes and other statement or documents as required by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 127(3)	Provide statements to auditor	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 127(4)	Submit a copy of audited statements to persons or bodies prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 128(2)	Appoint an auditor on the recommendation of the council's audit committee	Elected Body	NIL	council
section 128(9)	Provide information prescribed in section 128(9) of the Local Government Act in the council's annual report	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Manager Financial Services (214)		
section 130A(1)	Request auditor or other suitably qualified person to examine a report on any matter relating to financial management, or the efficient and economy with which the council manages or uses its resources to achieve its objectives	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 131(1)	Prepare annual report	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council
section 131(4)	Provide a copy of the annual report to each council member	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 131(5)	Submit a copy of the annual report to the persons or bodies prescribed by regulation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council
section 131(7)	Provide an abridged or summary version of the annual report to electors in the council area.	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Corporate Planning & Performance Coordinator (413)	NIL	council
section 131A(1)	Provide to the Minister the material specified in Schedule 4 of the Local Government Act and any other information specified by the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 132(1)(a)	Publish a document referred to in Schedule 5 of the Local Government Act on a website determined by chief executive officer	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications Engagement and Events (439), Manager Libraries and Customer Service (12), Communications Officer (377), Community Engagement Coordinator (445)		
section 132(1)(b)	Provide a printed copy of a document referred to in Schedule 5 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications Engagement and Events (439), Manager Libraries and Customer Service (12), Communications Officer (377)		
section 132(3a)	Publish a document or part of a document on a website determined by the chief executive officer where an order under section 91(7) of the Local Government Act expires or ceases to apply	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Corporate Services (41),	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Executive Assistant - Mayor and CEO (1), Manager Information Services (460), Team Leader Information Management (433), Manager Communications Engagement and Events (439), Manager Libraries and Customer Service (12), Communications Officer (377)		
section 132A	Implement and maintain appropriate policies, practices and procedures to ensure compliance with statutory requirements and achievement and maintenance of good public administration	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information Services (460), Manager Property Services (394), Manager Development Services (72), Director Fabrik (437), Manager Communications Engagement and Events (439), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Manager People and Culture (512)		

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 133	Obtain funds as permitted by the Local Government Act or other Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
section 135(1)	Provide security	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 135(2)(a)	Assign a distinguishing classification to a debenture	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section	Appoint a trustee for the debenture holders	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
135(2)(b)		Director Corporate Services (41), Manager Financial Services (214)	NIL	
section 137	Expend funds in the performance or discharge of the council's powers, functions or duties under the Local Government Act or other Acts	Chief Executive Officer (95), Director Corporate Services (41), Management Accountant (48), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council
section 139(1)	Invest money under the council's control	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 139(5)	Obtain and consider independent and impartial advice regarding the investment of funds	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 140	Review performance of investments at least annually	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	NIL	council
section 141(1)	Accept a gift	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(2)	Carry out the terms of a trust applying to a gift	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(3)	Apply to the Supreme court for an order varying the terms of a trust for which the council is the trustee	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 141(4)	Give notice of an application to the Supreme Court by public notice and in such other manner as directed by the Supreme Court	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 141(6)	Publish an order of the made by the Supreme Court under section 141(5) of the Local Government Act in the Gazette	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 142(1)	Take out and maintain insurance to cover the council's civil liabilities at least to the extent prescribed by the regulations	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 142(3)	Take out membership of the Local Government Association Mutual Liability Scheme	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 143(1)	Write off bad debts	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214)	Amounts less than \$5000 are sub-delegated and amounts above \$5,000 are to be submitted to the Audit Committee prior to	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
			consideration by Council.	
section 144(1)	Recovery of fees, charges, expenses or other amounts as a debt by action in a court of competent jurisdiction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 144(2)	Provide notice of a fee, charge, expense or other amount relating to something done in respect of a rateable property to the owner or occupier of the property	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 144(2)	Recovery of a fee, charge, expense or other amount relating to something done in respect of a rateable property as if the fee, charge, expense or other amount was a rate on the	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	property	(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 151(5)(d)	Prepare a report on a proposed change to the basis of the rating any land, the valuation of land for the purpose of rating or imposition of rates on land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 151(5)(e)	Follow the relevant steps in the public consultation policy with respect to a proposed change to the basis of the rating any land, the valuation of land for the purpose of rating or imposition of rates on land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 151(8)	Provide copies of the report required by section 151(5)(d) of the Local Government Act at the	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	meeting held under section 151(7)(a)(i) of the Local Government Act	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 156(10)	Extend the time period for lodging an objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(11)	Decide an objection to attribution of a particular use to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 156(12)	Participate in a review of an attribution of a particular use to land by South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(14a)(a)	Prepare a report on a proposed change to the differentiating factor in relation to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 156(14a)(b)	Follow the relevant steps in the public consultation policy with respect to a on a proposed change to the differentiating factor in relation to land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 156(14e)	Provide copies of the report required by section 156(14a)(a) of the Local Government Act at the meeting held under section 156(14d)(a)(i) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(1)	Determine the manner and form of an application for a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(3)	Grant a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 159(4)	Increase a rebate of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 159(10)	Determine that proper cause for a rebate of rates no longer applies	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section	Recover rates, or rates at an increased level, proportionate to the remaining part of the	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
159(11)	financial year if an entitlement to a rebate of rates no longer applies	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 161(1)	Grant a rebate of rates greater than 75% on land used for service delivery or administration by a community service organisation	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 165(1)	Grant a rebate of rates greater than 75% on land occupied by a school and being used for educational purposes	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 165(2)	Grant a rebate of rates greater than 75% on land being used by a university or university college to provide accommodation and other forms of support on a not-for-profit basis	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 166(1)	Grant a rebate of rates or service charges in prescribed circumstances	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 166(2)	Attach conditions to the granting of a rebate of rates or service charges under section 166(1) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	Subject to Policy observance and if silent, Council approval.	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 167(1)	Adopt valuations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 167(6)	Publish a notice of the adoption of valuations in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 168(1)	Request the Valuer-General to value land in the council area	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 168(2)	Furnish information to the Valuer-General requested information	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 168(3)(b)	Enter valuation into the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section	Provide notice to the principal ratepayer in	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
168(3)(c)	respect of land of the valuation of that land	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 169(3)(b)	Allow an extension of time in which to object to the valuation of land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(5)	Refer an objection to the valuation of land to the valuer who made the valuation with a request to reconsider the valuation	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 169(7)	Provide written notice to an objector of the outcome of the objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(10)	Refer request for a review of the valuation of land to the Valuer-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(11)	Make representations to the valuer in regard to the valuation of land which is the subject of the objection	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Accounting (482)		
section 169(15)	Participate in a review of a valuation of land by South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 169(16)	Pay the prescribed fee to the Valuer-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 170	Publish a notice of the declaration of a rate or service charge in the Gazette and a newspaper circulating in the council area	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 173(5)	Determine a review of the outcome of a request to alter the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 173(6)	Provide written notice of decision on review	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 173(7)	Participate in a review of decision of council	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 174(1)	Provide the assessment record for inspection at the principal offices of the council	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 174(2)	Provide for the purchase of an entry in the assessment record	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 178(3)	Recover rates as a debt	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 178(4)	Provide written notice requiring a lessee or licensee of land to pay rent or other consideration to the council under the lease or licence in satisfaction of the liability for rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 178(6)	Remit a charge payable under section 178(5) of the Local Government Act in whole or in part	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 179(2)	Adopt a valuation of land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 179(5)	Refund rates that have been paid to a principal ratepayer if land ceases to be rateable land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 180(1)	Provide a rates notice to the principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 181(2)	Determine the day on which an instalment of rates falls due	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(3)	Adjust the months in which instalments of rates are payable	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section	Agree with a principal ratepayer the dates on	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
181(4)(b)	which instalments of rates are payable	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 181(5)	Provide rates notice to principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(7a)	Agree with a principal ratepayer to vary the period for the provision of a rates notice	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 181(9)	Remit the whole or any part of an amount payable under section 181(8) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 181(11)	Grant discounts or other incentives in relation to the payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 181(12)(b)	Impose a surcharge or administrative levy not exceeding 1 per cent of the rates payable in a particular financial year with respect to the payment of rates by instalments	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	Subject to Policy observance and if silent, Council approval.	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 181(13)	Impose different requirements than those under section 181 of the Local Government Act in relation to the payment of separate rates or service rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 181(15)	Determine that rates of a particular kind will be payable in more than four instalments in a particular financial year	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to Policy observance and if silent, Council approval.	council
section 182(1)(a)	Postpone payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 182(1)(b)	Remit the whole or part payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(2)(a)	Impose a condition that the ratepayer pay interest on postponed rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section	Impose other conditions on the postponement of	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
182(2)(b)	rates	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 182(2)(c)	Revoke a postponement of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(3)	Postpone the payment of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 182(4)	Grant a remission of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(5)	Require a ratepayer to verify an entitlement to the remission of rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182(6)	Revoke a determination under section 182(4) of the Local Government Act to remit rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 182A(1)	Receive an application for a postponement of the payment of the prescribed proportion of rates for the current or a future financial year	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182A(2)	Determine the manner and form of an application under section 182A(1) of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 182A(3)(a)	Reject an application under section 182A(1) of the Local Government Act in accordance with the regulations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 182A(3)(b)	Impose conditions on the postponement of rates in accordance with the regulations	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 183	Apply amount received in respect of rates in manner prescribed by section 183 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(1)	Sell land where an amount of rates in respect of the land has been in arrears for more than three	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	years	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 184(2)	Send a notice to the principal ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(3)	Send a copy of the notice sent to the principal ratepayer to any other owner of the land, any registered mortgagee, the holder of any caveat over the land and, if the land is held from the Crown under a lease, licence or agreement to purchase, to the Minister who is responsible for the administration of the Crown Lands Act 1929.	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 184(4)(a)	Place a copy of the notice sent to the principal ratepayer in a newspaper circulating throughout the State	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(4)(b)	Leave a copy of the notice sent to the principal ratepayer at a conspicuous place on the land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(6)	Set a reserve price for the auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 184(7)	Seek the consent of the Minister who is responsible for the administration of the Crown Lands Act 1929 to have the land sold by public auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(8)	Advertise an auction to sell land under section 184 of the Local Government Act in a newspaper circulating throughout the State	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(9)	Call off an auction	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(43), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 184(10)	Sell land by private contract	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 184(11)	Apply money receive in respect of the sale of land under section 184 of the Local Government Act as prescribed in section 184(11)	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section	Deal with money under the Unclaimed Money	Chief Executive Officer (95), Director Corporate Services		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
184(12)	Act 1891	(41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	
section 185(1)	Apply to the Minister who is responsible for the administration of the Crown Lands Act 1929 for an order under section 185 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(2)(a)	Repay an amount of overpaid rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 186(2)(a)	Credit an amount of overpaid rates against future liabilities for rates on the land subject to the overpaid rates	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(2)(b)	Take action to recover an additional amount in arrears payable on account of an alteration of the valuation or decision	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 186(2)(b)	Give notice to recover an additional amount in arrears payable on account of an alteration of the valuation or decision	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Accounting (482)		
section 186(5)	Refund an amount to a person ceasing to be a ratepayer	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 187(1)	Issue a certificate stating the amount of any liability for rates or charges on the land and any amount received on account of rates or charges that is held in credit against future liabilities for rates or charges on the land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45), Team Leader Financial Accounting (482)	NIL	council
section 187A(5)(b)	Receive a report from the Ombudsman	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41),	Where the CEO considers it appropriate, report the matter to	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Community Capacity (350)	Council.	
section 187B(5)	Receive a report from the Ombudsman	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350)	Where the CEO considers it appropriate, report the matter to Council.	council
section 187B(6)	Provide a written response to the Ombudsman and complainant	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350)	Where the CEO considers it appropriate, report the matter to Council.	council
section 187B(7)	Grant a rebate or remission of any rate or service charge, or of any charge, fine or interest	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Rates Officer (43), Senior Rates Officer (45),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Team Leader Financial Accounting (482)		
section 188(1)(a)	Impose fees and charges for the use of any property or facility owned, controlled, managed or maintained by the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council
section 188(1)(b)	Impose fees and charges for services supplied to a person at his or her request	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)		
section 188(1)(c)	Impose fees and charges for carrying out work at a person's request	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council
section 188(3)	Provide for: (a) specific fees and charges; (b) maximum fees and charges and minimum fees and charges;	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	<p>(c) annual fees and charges;</p> <p>(d) the imposition of fees or charges according to specified conditions or circumstances;</p> <p>(e) the variation of fees or charges according to specified factors;</p> <p>(f) the reduction, waiver or refund, in whole or in part, of fees or charges.</p>	(214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	approval.	
section 188(5)(b)	Fix, vary or revoke fees and charges for the purposes of section 188(1)(a), 188(1)(b) and 188(1)(c) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 188(7)	Take reasonable steps to bring a variation of a fee or charge to the notice of a person who may be affected	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Manager Financial Services (214), Manager Property Services (394), Property Officer (113), Rates Officer (43), Roads Officer (416), Senior Rates Officer (45), Team Leader Financial Accounting (482)	Subject to the Fees and Charges Register observance, Policy observance and if silent, Council approval.	council
section 190	Agree to acquire land	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 191(1)	Seek the Minister's consent to acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 191(1)	Acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 191(2)	Acquire land compulsorily	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil	Subject to Council approval.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 192(4)	Publish a copy of a resolution under section 192(1) of the Local Government Act in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 193(2)	Follow steps on public consultation policy in respect of a proposal to exclude land from classification as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 193(3)	Obtain approval of owner of land to exclude land from classification as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(113), Roads Officer (416)		
section 193(6)	Give notice in the Gazette of a resolution to exclude land from classification as community land or to classify land as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 194(2)(a)	Prepare and make publicly available a report on a proposal to revoke the classification of community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 194(2)(b)	Follow steps on public consultation policy in respect of a proposal to revoke the classification of land as community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section	Submit the proposal to revoke the classification	Chief Executive Officer (95),		council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
194(3)(a)	of land as community land with a report on all submissions made in respect of the proposal to the Minister	Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	
section 194(4)	Participate in consultation with the Minister	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 195(2)	Give notice of the revocation of the classification of land as community land to the Registrar-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 196(1)	Prepare and adopt a management plan for community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	Subject to Council adopting.	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(113), Roads Officer (416)		
section 196(1a)	Prepare and adopt a management plan for the Adelaide Park Lands	Deliberately left blank	Deliberately left blank	Adelaide City Council
section 196(4)	Consult with the owner of land at an appropriate stage in the preparation of a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 197(1)(a)	Make copies of a proposed management plan available or inspection of purchase at the council's principal office	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 197(1)(b)	Follow the relevant steps in the council's public consultation policy	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(113), Roads Officer (416)		
section 197(3)	Give public notice of the adoption of the management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 198(1)	Amend or revoke a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 198(2)	Undertake public consultation of a proposal to amend or revoke a management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 198(4)	Give public notice of the adoption of a proposal	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	to amend or revoke a management plan	Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	
section 199	Manage community land in accordance with any relevant management plan	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 200(1)	Approve the use of community land for a business purpose	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Policy observance and if silent, Council approval.	council
section 200(3)	Impose conditions on an approval to use community land for a business purpose	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(113), Roads Officer (416)		
section 201(1)	Sell or otherwise dispose of an interest in land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 202(1)	Grant a lease or licence over community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Policy observance and if silent, Council approval.	council
section 202(2)	Follow the relevant steps in the councils public consultation policy in regard to granting a lease or licence relating to community land	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 207(1)	Keep a register of community land in the council	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	area	Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	
section 207(2)(c)	Determine that the register of community land in the council area will consist of a computer record	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 208(4)	Cause a copy of a resolution declaring a road or land to be a public road or preserving an easement to be published in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 209(3)	Enter an agreement in regard to the ownership of fixture and equipment installed on a public road	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(113), Roads Officer (416)		
section 210(1)	Declare a private road to be a public road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Property Services (394), Property Officer (113), Roads Officer (416)	Subject to Council approval.	council
section 210(2)(a)	Give written notice to the owner of the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(2)(ab)	Give written notice to the holder of a registered interest over the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(113), Roads Officer (416)		
section 210(2)(b)	Give public notice to the owner of the private road of a proposed declaration	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(5)	Publish a declaration under section 210 of the Local Government Act in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 210(7)	Furnish a copy of a declaration under section 210 of the Local Government Act to the Registrar-General	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section	Enter an agreement with the Commissioner of	Chief Executive Officer (95),		council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
211(1)(a)	Highways or other authority that has the care, control and management of a highway	Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	
section 211(1)(b)	Act in accordance with a notice issued by the Commissioner of Highways	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(1)	Carry out roadwork in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)		
section 212(1)	Enter an agreement with another council to carry out roadwork in that other council's area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(2)	Do anything reasonably necessary for, or incidental to, roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)		
section 212(3)(b)	Consult with the Commissioner of Highways	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(3)(c)(i)	Obtain the agreement of the owner of a private road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(409), Senior Civil Engineer (184)		
section 212(3)(c)(ii)	Give notice to the owner of a private road and a reasonable opportunity to make representations on proposed roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 212(3)(c)(ii)	Consider any representations by the owner of a private road on proposed roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 212(3)(d)	Obtain the agreement of the owner of private land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 213(1)	Recover the whole cost or an agreed contribution to the cost of roadworks undertaken by agreement	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 213(2)	Recover the cost of roadwork to repair damage to a road from the person who damaged a road	Chief Executive Officer (95), Director Infrastructure and		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	or is the owner of infrastructure which damaged the road	Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	
section 213(3)(a)	Recover the cost of roadwork on private land or a contribution to the cost of the work determined by the council as a debt from the owner of the private land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 214(2)(a)	Agree the amount of contribution to roadwork with another council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)		
section 214(2)(b)	Seek a determination by a court as to the amount of contribution to roadwork to be paid by another council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 214(3)	Give notice to another council of proposed roadwork and provide reasonable opportunity to that other council to make representations	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(402), Manager Open Space (409), Senior Civil Engineer (184)		
section 215(2)	Carry out roadwork to allow water from a road to drain into adjoining property	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 215(4)	Give notice to the owner of land in regard to the proposed action to drain water into the land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(184)		
section 216(1)	Issue an order requiring the owner of private land to carry out specified road work or improve the road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 217(1)	Issue an order requiring the owner of a structure or equipment installed in, on, across, under or over a road to carry out specified road work by way of maintenance or repair or move the structure or equipment to allow the council to carry out roadwork	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 217(2)(a)	Take action under an order issued under section 217(1) of the Local Government Act if it is not complied with by the owner of the structure or equipment	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 217(2)(a)	Recover the cost of taking action under section 217(2)(a) of the Local Government Act as a debt from the owner of the structure or equipment	Chief Executive Officer (95), Director Infrastructure and Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	council
section 218(1)	Issue an order requiring the owner of land adjoining a road to carry out specified work to	Chief Executive Officer (95), Director Infrastructure and		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	construct, remove or repair a crossing place from the road to the land	Operations (114), Coordinator Civil Operations (117), Coordinator Civil Projects (109), Manager Civil Services (402), Manager Open Space (409), Senior Civil Engineer (184)	NIL	
section 219(1)	Assign a name to a public or private road, or to a public place, or change the name of a public or private road, or a public place	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(1a)	Assign a name to a public road created by land division	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(264)		
section 219(2)(a)	Give notice to an adjoining council of a proposed road name change where the road runs into the adjoining council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(2)(b)	Consider any representations of an adjoining council in response to a notice under section 219(2)(a) of the Local Government Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(3)(a)	Notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a road name or change of a road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	name	Strategic Assets (403), Senior Infrastructure Planning Engineer (264)		
section 219(3)(b)	Provide information to the Registrar-General, the Surveyor-General and the Valuer-General about the name of roads and public places in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(4)	Provide public notice on the assigning or changing of a road name	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(5)	Prepare and adopt a policy on the assigning of	Chief Executive Officer (95), Director Infrastructure and		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	road names	Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	
section 219(6)	Alter or substitute a policy on the assigning of road names	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 219(7)	Publish notice of adopting or altering a policy on the assigning of road name in the Gazette, in a newspaper circulating within the council area and on a website determined by the chief executive	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 220(1)	Adopt a numbering system for buildings and allotments adjoining the road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(1a)	Assign a number to all buildings and allotments adjoining a public road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(2)	Alter or substitute a new numbering system	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(264)		
section 220(3)	Give public notice of the adoption, alteration or substitution of a numbering system for a particular road	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(4)	Notify the Valuer-General of a decision to adopt, alter or substitute of a numbering system	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 220(6)	Request the owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset and GIS Officer (232), Manager	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	approved by the council	Strategic Assets (403), Senior Infrastructure Planning Engineer (264)		
section 221(1)	Grant an authorisation to alter a public road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 222(1)	Grant a permit authorising the use of a public road for business purposes	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 223(1)	Follow the relevant steps in the council's public consultation policy	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 223(2)	Give written notice of the proposal to agencies prescribe by regulation	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 224(1)	Attach conditions to an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 224(2)	Comply with any requirements prescribed by the regulations in relation to attaching conditions	Chief Executive Officer (95), Director Infrastructure and		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	under section 224(1) of the Local Government Act	Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	
section 225(1)	Cancel an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 225(2)(a)	Give the holder of an authorisation or permit written notice of the proposed cancellation of the authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 225(2)(b)	Consider any representation by the holder of an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 225(3)	Determine a shorter period than one month for a response from the holder of an authorisation or permit	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Officer (85), Manager Civil Services (402), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 231(1)	Keep a register of public roads in the council area	Chief Executive Officer (95), Director Infrastructure and Operations (114), Asset Management System Analyst (455), Manager Strategic Assets (403), Senior Infrastructure Planning Engineer (264)	NIL	council
section 232	Plant vegetation on a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 232	Authorise the planting of vegetation on a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 233(2)	Take action to recover damages from a person who without the council's permission intentionally or negligently damages a road of structure belonging to the councils associated with a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 234(1)	Remove and dispose of any structure, object or substance from a road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer (431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 234(2)	Recover the cost of acting under section 234(1) from the person who erected, placed or deposited the structure, object or substance on the road	Chief Executive Officer (95), Director Corporate Services (41), Director Infrastructure and Operations (114), Biodiversity Officer (85), Parks and Reserves Technical Officer	NIL	council



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(431), Technical Officer (104), Manager Property Services (394), Property Officer (113), Roads Officer (416)		
section 234(3)	Clear a road of wreckage, objects or material on the road as a result of a vehicle accident	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 234(3)	Recover the cost of clearing the road from a driver of a vehicle involved in the accident	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 234A(5)	Erect barricades or other traffic control devices as necessary to give effect to a resolution to exclude vehicles from a road or public place	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 234A(6)	Give public notice of a resolution under section 234A(1) or 234A(2) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)		
section 236(2)	Apply to the court for an order that a person convicted of the offence under section 236(1) of the Local Government Act pay any costs incurred by the council in removing or disposing of the abandoned vehicle	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section	Notify the owner of a vehicle of the removal of	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
237(4)(a)	the vehicle by written notice	Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	
section 237(4)(b)	Notify the owner of a vehicle of the removal of the vehicle by public notice published in a newspaper circulating generally within the State	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 237(5)	Sell a vehicle by public auction or public tender	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 237(6)	Dispose of a vehicle	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		(196)		
section 237(7)	Apply the proceeds of the sale of a vehicle as prescribed in section 237(7) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	council
section 238(3)	Erect a notice regarding access to or use of a particular piece of land under a council by-law in a prominent place or in the immediate vicinity of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Ranger (333), Ranger (357), Ranger (358),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Senior Ranger (99), Team Leader Regulatory Services (196)		
section 242(3)	Notify an applicant in writing of a decision or presumptive decision on an application which is subject to section 242 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 242(4)	Fix a date as the 'relevant date' for the purposes of section 242 of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council
section 243(1)	Apply to the Registrar-General for the issue of a certificate of title for land which has vested in fee simple in the council under the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Roads Officer (416)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 245(2)	Take reasonable action to respond to a request by the owner or occupier of property adjacent to a road to avert a risk of damage from a tree	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Biodiversity Officer (327), Biodiversity Officer (85), Biodiversity Project Officer (447), Leading Hand Arboriculture (142), Leading Hand Horticulture (165), Manager Civil Services (402), Manager Open Space (409), Work Group Leader Arboriculture (448), Work Group Leader Horticulture (449), Assessment Manager (72), Manager Development Services (72), Arboriculture and Horticulture Officer (120)	NIL	council
section 245A(1)	Require a person to enter into an agreement with the council in regard to work under an	Chief Executive Officer (95), Director Development and		council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	approval under the Planning, Development and Infrastructure Act 2016 which could cause damage to any local government land (including a road) within the vicinity of the site of the development	Regulatory Services (70), Director Infrastructure and Operations (114), Assessment Manager (72), Manager Development Services (72)	NIL	
section 245A(3)	Participate in the hearing of an appeal by a person against the requirements to enter and agreement of the terms or conditions of the agreement	Chief Executive Officer (95), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Assessment Manager (72), Manager Development Services (72)	NIL	council
section 246(4a)	Publish a notice of a determination under section 246(3)(b) in the Gazette and a newspaper circulating generally in the council area	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 246(5)(b)	Fix an expiation fee for alleged offences against the by-laws	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 249(1)	Make copies of a proposed by-law (and any code, standard or other document proposed to be applied or incorporated by the by-law) available to the public in accordance with section 132(1)	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 249(2)	Consider submissions made on a proposed by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 249(4)	Obtain a certificate signed by a legal practitioner	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 249(5)	Publish a by-law in the Gazette	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 249(7)	Publish a notice of making a by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 250(5)	Publish a resolution adopting a model by-law in the Gazette	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 250(7)	Publish a resolution adopting a model by-law in a newspaper circulating in the council area	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 252(1)	Maintain a register of the by-laws made or adopted by the council	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 252(5)	Provide for purchase a certified copy of a by-law	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 254(1)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(1)	Provide a notice in writing prior to making an order under section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(2)	Serve a copy of a notice under section 255(1) of the Local Government Act on the owner of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 255(3)	Consider any representations made in response to a notice under section 255(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(3)(a)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(3)(b)	Order a person to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 255(3)(c)	Determine not to proceed to make an order to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(7)	Serve an order to do or refrain from doing a thing prescribed in section 254(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 255(8)	Serve a copy of a notice under section 255(1) of the Local Government Act on the owner of the land	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 255(11)	Vary an order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 255(12)	Make an order	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 256(3)	Participate in a review of an order by the South Australian Civil and Administrative Tribunal	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 257(1)	Take action required by an order made under section 255 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 257(2)	Authorise a person to take action under section 257(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 257(3)	Recover the costs of taking action under section 257(1) of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 257(5)	Provide notice fixing a period in which a person must pay an amount recoverable by the council under section 257 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 257(5)(b)	Impose a charge over land for an unpaid amount recoverable by the council under section 257 of the Local Government Act	Chief Executive Officer (95), Director Development and Regulatory Services (70), Ranger (333), Ranger (357), Ranger (358), Senior Ranger (99), Environmental Health Officer (241), Environmental	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Health Officer (294), Environmental Health Officer (91), Environmental Health Project Officer (97), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)		
section 259(1)	Prepare and adopt policies concerning the operation of Part 2, Chapter 12 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	Policy subject to Council approval.	council
section 259(2)(a)	Prepare a draft policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Environmental Health (96), Team Leader Regulatory Services (196)		
section 259(2)(b)	Give notice in a newspaper circulating in the council area of the place or places where copies of the draft policy are available for inspection and purchase and invite written submissions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 259(3)	Consider submissions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 259(4)	Amend a policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 259(5)	Take steps in section 259(2) and 259(3) prior to amending a policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Development and Regulatory Services (70), Team Leader Environmental Health (96), Team Leader Regulatory Services (196)	NIL	council
section 260(1)	Appoint an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 260(2)	Impose conditions or limitations on the appointment of an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 260(3)	Issue an identity card to an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council



Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 260(5)	Revoke the appointment of an authorised person	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Team Leader Environmental Health (96), Team Leader Regulatory Services (196), Manager People and Culture (512)		
section 262A(3)	Deal with a complaint in accordance with the council's behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414)		
section 262B(1)	Prepare and adopt a behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 262B(6)	Alter or substitute a behavioural management policy	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	Policy subject to the approval of Council.	council
section 262B(7)	Review the operation of the behavioural management policy	Elected Body	NIL	council
section 262D	Provide complainant with written reasons for refusal or determination	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Coordinator (414)		
section 262W(3)(b)(ii)	Provide report to the Panel detailing: <ul style="list-style-type: none"> <li>• member's compliance with the Panel's requirement; or</li> <li>• council's compliance with Panel's requirement</li> </ul>	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414)	NIL	council
section 263B(1)(a) and (3)	To act in accordance with a recommendation of the Ombudsman	Elected Body	NIL	council
section 264(1)(a)	Authorise a person in writing for the purposes of this section to lodge a complaint with SACAT	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 270(a1)	Develop and maintain policies, practices and procedures for dealing with requests for the provision of services by the council or complaints about the activities of the council, employees of	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	Policy subject to the approval of Council	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	the council or person acting on behalf of the council	Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)		
section 270(1)	Establish procedures for the review of decisions	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council
section 270(2a)(b)	Allow an application to be made more than 6 months after the reviewable decision	Chief Executive Officer (95), Director Community Capacity (350)	NIL	council
section 270(3a)	Reduce, waive or refund a fee	Chief Executive Officer (95), Director Community Capacity (350)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 270(4)	Refuse an application for the review of a decision	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council
section 270(6)	Amend policies, practices and procedures applying under section 270 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)	NIL	council
section 270(8)	Initiate and consider a report for the purpose of section 270(8) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Governance and Risk	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Coordinator (414), Director Community Capacity (350), Coordinator Service Strategy and Innovation (362)		
section 271(1)	Make provision in a procedure under section 270 of the Local Government Act for disputes between a person and the council to be dealt with under a scheme involving mediation, conciliation or neutral evaluation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271(2)	Constitute panels of mediators, conciliators and evaluators	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271(7)	Pay costs of mediation, conciliation and evaluation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 271A(1)	Provide requested information to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271B(1)(a)	Obtain an independent assessment of the council's probity or compliance with any requirements placed on the council under legislation	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 271B(1)(b)	Take specified action to meet standards in the conduct or administration of the affairs of the council identified by the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 272(3)	Provide an explanation and make submissions to the Minister	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
section 272(5)	Make submissions to the Minister in relation to the subject matter of an interim report	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 273(3)	Make submissions to the Minister in relation to a report under section 273(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Community Capacity (350)	NIL	council
section 275(2)	Make submissions to the Minister in relation to a report under section 274 of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 276(2)(a)	Bring proceedings under section 276(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 276(5)(b)	Take necessary steps for and hold a ballot or poll in accordance with an order of the District	Chief Executive Officer (95), Executive Manager Governance	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	Court	and Performance (349)		
section 276(5)(f)	Produce or deliver books, voting-paper or documents in accordance with an order of the District Court	Chief Executive Officer (95), Executive Manager Governance and Performance (349)	NIL	council
section 279(1)	Serve a document	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager People and Culture (512)	NIL	council
section 281(1)	Notify a lessee or licensee of land to pay the council rent or other consideration payable under the lease or licence in satisfaction of the landowner's liability to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		(350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)		
section 281(2)(b)	Notify the owner of land of the imposition of a requirements under section 281(1) of the Local Government Act	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
section 282(1)	Approve an occupier of land undertaking work	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Infrastructure and Operations (114)		
section 294(1a)	Provide notice to an owner or occupier of land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(a)	Pay rent to the owner of occupier of land as determined by agreement or the Supreme Court	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(b)	Pay to the owner of occupier of land reasonable compensation for damage to any crops on land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(3)(c)(i)	Remedy damage to land caused by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (402)		
section 294(3)(c)(ii)	Pay compensation for any other loss or damage caused by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 294(5)	Erect a fence	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
section 294(7)	Comply with the relevant requirements of the Mining Act 1971	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 296(1)	Recover the cost or a portion of the costs of works as a debt	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (402)		
section 296(3)	Give notice of a valuation to the owner of land	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 296(5)	Participate in an objection or review to a valuation	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402)	NIL	council
section 297	Sell or dispose of rubbish collected by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Sustainability Waste & Emergency Management (93)	NIL	council
section 298(1)	Order action in response to flooding or imminent	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
	flooding	Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409), Manager Sustainability Waste & Emergency Management (93)	NIL	
section 300(1)	Pay the cost of advertising	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114), Manager Open Space (409), Manager Strategic Assets (403), Manager Sustainability Waste & Emergency Management (93), Manager Financial Services (214), Manager Information	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (460), Manager Property Services (394), Manager Development Services (72), Director Fabrik (437), Manager Community Development (187), Manager Economic Development (386), Manager Libraries and Customer Service (12), Team Leader Financial Accounting (482), Manager People and Culture (512)		
clause 13(c), Schedule 1A	Enter an arrangement with the Stormwater Management Authority to make use of council staff, equipment or facilities	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 17(1), Schedule 1A	Prepare a stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil	Notification to Council.	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Services (402), Manager Open Space (409)		
clause 18(1), Schedule 1A	Prepare a stormwater management plan or revise an existing stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 18(2), Schedule 1A	Provide a stormwater management plan to the Stormwater Management Authority for approval	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 19(3), Schedule 1A	Take action required by the Stormwater Management Authority as a condition of approving a stormwater management plan	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 20(1), Schedule 1A	Comply with an order issued by the Stormwater Management Authority under clause 2091), Schedule 1A of the Local Government Act	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 20(5), Schedule 1A	Make submissions to the Stormwater Management Authority	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 20(6), Schedule 1A	Enter into an agreement with the Stormwater Management Authority for the repayment of costs and expenses of the authority by the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 24(1), Schedule 1A	Take action consistent with the provisions of an approved stormwater management plan or a condition imposed on approval of a stormwater	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	<p>management plan or action required by an order under clause 20(a), schedule 1B of the Local Government Act by:</p> <p>(a) entering and occupying any land;</p> <p>(b) constructing, maintaining or removing any infrastructure;</p> <p>(c) excavating any land;</p> <p>(d) inspecting, examining or surveying any land and for that purpose:</p> <p>(i) fixing posts, stakes or other markers on the land;</p> <p>(ii) digging trenches or sink test holes in the land to determine the nature of the top soil and underlying strata; and</p> <p>(iii) removing samples for analysis; and</p> <p>(e) altering water table levels, stopping or reducing the flow of water in a watercourse, diverting water flowing in a watercourse to another watercourse or to a lake or controlling</p>	Services (402), Manager Open Space (409)		

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
	<p>the flow of water in any other manner;</p> <p>(f) holding water in a watercourse or lake or by any other means;</p> <p>(g) diverting water to an underground aquifer, disposing of water to a lake, underground aquifer or the sea, or dealing with water in any other manner;</p> <p>(h) deepening, widening or changing the course of a watercourse, deepening or widening a lake or taking action to remove any obstruction to the flow of water;</p> <p>(i) undertaking any other form of work (including work undertaken for the purposes of stormwater management or flood mitigation);</p> <p>(j) undertaking any testing, monitoring or evaluation; and</p> <p>(k) undertaking any other activity of a prescribed kind.</p>			
clause	Enter into an agreement with the owner of	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
24(2)(a), Schedule 1A	private land	Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	
clause 24(2)(b), Schedule 1A	Acquire an easement or other appropriate interest over land by agreement with the owner or in accordance with the Land Acquisition Act 1969 and any other applicable laws	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 24(3), Schedule 1A	Acquire land by agreement for the purposes of constructing any infrastructure or performing any work	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 25(2), Schedule 1A	Provide notice to the occupier of land of an intention to enter, or to enter and occupy, land in accordance with clause 24	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Space (409)		
clause 25(3)(b), Schedule 1A	Provide notice to the occupier of land of an intention to enter, or to enter and occupy, land in accordance with clause 24	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	council
clause 26(3), Schedule 1A	Make submissions to the Minister regarding the vesting of the care, control and management of infrastructure or land in the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	public authority
clause 26(4), Schedule 1A	Maintain and repair infrastructure and maintain land vested in the council	Chief Executive Officer (95), Director Infrastructure and Operations (114), Manager Civil Services (402), Manager Open Space (409)	NIL	public authority
clause 2(1),	Enter a building upgrade agreement	Chief Executive Officer (95),		council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
Schedule 1B		Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	
clause 2(4), Schedule 1B	Agree to other parties entering a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 4, Schedule 1B	Agree to vary or terminate a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Manager Property Services (394), Manager Development Services (72)		
clause 6(1), Schedule 1B	Declare a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 6(2), Schedule 4B	Provide written notice of the declaration of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 6(4), Schedule 1B	Give notice of each payment of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 7(2), Schedule 1B	Deduct and retain any service fee and late payment fee	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 7(3)(a), Schedule 1B	Hold money pending payment to the finance provider	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

Local Government Act 1999				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 7(3)(b), Schedule 1B	Pay money to the finance provider	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 9(1), Schedule 1B	Sell land if a building upgrade charge remains outstanding for more than 3 years	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 9(2), Schedule 1B	Apply money received on the sale of land as prescribed by clause 9(2), schedule 1B of the Local Government Act	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 9(3), Schedule 1B	Deal with unclaimed money in accordance with the Unclaimed Moneys Act 1891	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 10(2)(a), Schedule 1B	Adjust a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 10(2)(a), Schedule 1B	Give notice to the building owner of the adjustment of a building upgrade charge	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 10(3)(d), Schedule 1B	Refund excess payments to the building owner	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 11(1), Schedule 1B	Recover a building upgrade charge in accordance with a building upgrade agreement	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 13(1), Schedule 1B	Keep a register of building upgrade agreements	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 13(3), Schedule 1B	Provide the register of building upgrade agreements for inspection at the principal office of the council	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 13(4), Schedule 1B	Provide an extract of the register of building upgrade agreements	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 1(4), Schedule 2	Publish a copy of the charter of a subsidiary in the Gazette	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 3(1), Schedule 2	Prepare a charter for a subsidiary	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 3(4), Schedule 2	Review a charter for a subsidiary	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 3(5)(a), Schedule 2	Furnish a copy of an amended charter for a subsidiary to the Minister	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)		
clause 3(5)(b), Schedule 2	Publish a copy of an amended charter for a subsidiary on a website determined by the chief executive officer	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council
clause 3(5)(c), Schedule 2	Publish a notice in the Gazette of the fact of the amendment and website address at which the charter is available for inspection	Chief Executive Officer (95), Director Corporate Services (41), Director Development and Regulatory Services (70), Assessment Manager (72), Manager Property Services (394), Manager Development Services (72)	NIL	council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 4(1), Schedule 2	Determine the membership of the board of management of a subsidiary	Elected Body	NIL	council
clause 4(2), Schedule 2	Appoint members of the board of management of a subsidiary	Elected Body	NIL	council
clause 4(6), Schedule 2	Appoint a deputy of a board member	Elected Body	NIL	council
clause 4(8), Schedule 2	Give directions in relation to an actual or potential conflict of duty and duty between offices held concurrently, or in relation to some other incompatibility between offices held concurrently	Elected Body	NIL	council
clause 5(9), Schedule 2	Act on advice of a board of management that the subsidiary owes a duty of confidence in regard to a matter	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 5(12), Schedule 2	Direct the board of management as to procedures	Elected Body	NIL	council
clause 8(1), Schedule 2	Participate in consultation with a subsidiary on the preparation and adoption of the subsidiary's business plan	Elected Body	NIL	council
clause 8(4), Schedule 2	Participate in consultation with a subsidiary in an annual review of the subsidiary's business plan	Elected Body	NIL	council
clause 8(5), Schedule 2	Participate in consultation with a subsidiary on the amendment of the subsidiary's business plan	Elected Body	NIL	council
clause 9(2)(d), Schedule 2	Fix a date by which a subsidiary's budget must be adopted	Elected Body	NIL	council
clause 9(3), Schedule 2	Approve the amendment by a subsidiary of an adopted budget	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 9(5), Schedule 2	Participate in consultation with a subsidiary on the subsidiary incurring spending before the adoption of its budget for the year	Elected Body	NIL	council
clause 10(1), Schedule 2	Give a direction to a subsidiary	Elected Body	NIL	council
clause 10(2), Schedule 2	Make a copy of a direction given to a subsidiary available at the principal office of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 11(1), Schedule 2	Request a subsidiary to furnish information or records in the possession or control of the subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)		
clause 11(2), Schedule 2	Act on advice of a board of management that information or a record should be treated as confidential	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 12(1), Schedule 2	Request a subsidiary to report on a matter to the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		and Regulatory Services (70), Director Infrastructure and Operations (114)		
clause 12(2), Schedule 2	Receive a report on the work and operations of the subsidiary	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 12(4), Schedule 2	Incorporate a report made under clause 12(2), Schedule 2 into the annual report of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Operations (114)		
clause 13(3), Schedule 2	Determine or approve members of the audit committee of the subsidiary	Elected Body	NIL	council
clause 14(2), Schedule 2	Approve borrowing by a subsidiary	Elected Body	NIL	council
clause 16(1)(a), Schedule 2	Request the Minister wind up a subsidiary	Elected Body	NIL	council
clause 17(4), Schedule 2	Publish (in conjunction with the other constituent councils) a copy of the charter of a subsidiary in the Gazette	Elected Body	NIL	council
clause 19(1), Schedule 2	Prepare (in conjunction with the other constituent councils) a charter of a subsidiary	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 19(4), Schedule 2	Review (in conjunction with the other constituent councils) a charter of a subsidiary	Elected Body	NIL	council
clause 19(5)(a), Schedule 2	Furnish (in conjunction with the other constituent councils) a copy of an amended charter of a subsidiary to the Minister	Elected Body	NIL	council
clause 19(5)(b), Schedule 2	Publish (in conjunction with the other constituent councils) a copy of the amended charter of a subsidiary on a website determined by the chief executive officer	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 20(1), Schedule 2	Determine (in conjunction with the other constituent councils) the membership of the board of management of a subsidiary	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 20(7), Schedule 2	Give directions in relation to an actual or potential conflict of duty and duty between offices held concurrently, or in relation to some other incompatibility	Elected Body	NIL	council
clause 21(8), Schedule 2	Authorise a person to attend a meeting of the board of management and have access to the papers provided to board members for the meeting	Elected Body	NIL	council
clause 21(9), Schedule 2	Act on advice of a board of management that a matter should be treated confidentially	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council
clause 21(12),	Direct (in conjunction with the other constituent	Elected Body		council



<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
Schedule 2	councils) procedures for the board of management		NIL	
clause 24(1), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary in the preparation and adoption of a business plan	Elected Body	NIL	council
clause 24(4), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary in an annual review of the subsidiary's business plan	Elected Body	NIL	council
clause 24(5), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary on the amendment of the subsidiary's business plan	Elected Body	NIL	council
clause 25(2)(d), Schedule 2	Fix (in conjunction with the other constituent councils) a date before which a budget must be adopted by the subsidiary	Elected Body	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 25(3), Schedule 2	Approve (in conjunction with the other constituent councils) the amendment of a budget adopted by the subsidiary	Elected Body	NIL	council
clause 25(5), Schedule 2	Participate (in conjunction with the other constituent councils) in consultation with the subsidiary on incurring spending prior to the adoption of a budget	Elected Body	NIL	council
clause 26, Schedule 2	Issue (in conjunction with the other constituent councils) a direction to the subsidiary	Elected Body	NIL	council
clause 27(1), Schedule 2	Request the subsidiary to furnish information or records in the possession or control of the subsidiary to the council	Elected Body	NIL	council
clause 27(2), Schedule 2	Act on advice of a board of management that information or a record should be treated as confidential	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41),	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
		Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)		
clause 28(1), Schedule 2	Fix (in conjunction with the other constituent councils) a date before which a subsidiary must furnish to the constituent councils report on the work and operations of the subsidiary	Elected Body	NIL	council
clause 28(3), Schedule 2	Incorporate a report under clause 28(1), Schedule 2 of the Local Government Act in the annual report of the council	Chief Executive Officer (95), Executive Manager Governance and Performance (349), Director Corporate Services (41), Director Community Capacity (350), Director Development and Regulatory Services (70), Director Infrastructure and Operations (114)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 30(3), Schedule 2	Determine or approve (in conjunction with the other constituent councils) the members of the subsidiary's audit committee	Elected Body	NIL	council
clause 33(1), Schedule 2	Request (in conjunction with the other constituent councils) the Minister to wind up a regional subsidiary	Elected Body	NIL	council
clause 2(1), Schedule 6	Deliver a notice to the Registrar-General for the purpose of registering a charge over land	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council
clause 3(1)(b), Schedule 6	Exercise the powers of a mortgagee given by the Real Property Act 1886 under a mortgage in respect of which default has been made in payment of money secured by the mortgage	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council

<b>Local Government Act 1999</b>				
<b>Provision</b>	<b>Power and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>	<b>Capacity of Council</b>
clause 4(1), Schedule 6	Provide notice to the Registrar-General that the amount a charge relates to has been repaid and apply for the discharge of the charge	Chief Executive Officer (95), Director Corporate Services (41), Manager Financial Services (214), Team Leader Financial Accounting (482)	NIL	council

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**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

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**SUMMARY**

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

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

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

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. The following completed items be removed from the Action List:
- 3.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI
14/02/2023	Ordinary Council	37/23	Substantive CEO Recruitment Remuneration & Independent Advice	14/02/2023
14/02/2023	Ordinary Council	38/23	Substantive CEO Recruitment Remuneration & Independent Advice Duration of Confidentiality	14/02/2023

9/05/2023	Ordinary Council	107/23	Petition - Sealing of Croft Road Lenswood	9/05/2023
9/05/2023	Ordinary Council	113/23	Draft Annual Business Plan for Consultation	9/05/2023
12/05/2023	Special Council	122/23	Appointment of Substantive CEO	12/05/2023
12/05/2023	Special Council	123/23	Appointment of Substantive CEO	12/05/2023
23/05/2023	Ordinary Council	127/23	12.1 Adelaide Hills Region Waste Management Authority Annual Business Plan & Budget	23/05/2023
23/05/2023	Ordinary Council	128/23	East Waste Annual Business Plan & Budget	23/05/2023
23/05/2023	Ordinary Council	130/23	Budget Review 3	23/05/2023
23/05/2023	Ordinary Council	132/23	GRFMA Rescission of Resolution 14 February 2023	23/05/2023
23/05/2023	Ordinary Council	134/23	Boundary Change Committee meetings venue	23/05/2023

## 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



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# **Appendix 1**

*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	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 5880 Folio 219 identified in red on the plan attached as Appendix 1.	Terry Crackett	In Progress	June 23 - The division survey for the Cromer Cemetery land has been carried out and the final plan of division/boundary realignment by the Crown Solicitor's Office. Council's Surveyor will now submit the Plan to the Lands Titles Office (LTO) for their final approval. Once finalised by the LTO, Crown Lands will then finalise the revised dedications of the new parcel.
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"> <li>That the report be received and noted.</li> <li>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.</li> <li>That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.</li> </ol>	Peter Bice	In Progress	<p>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:</p> <ul style="list-style-type: none"> <li>Kiley Reserve</li> <li>Shanks Reserve</li> <li>Kyle Road Nature Reserve,</li> <li>Leslie Creek Reserve</li> <li>Aldgate Valley 2 Reserve</li> <li>Doris Coulls Reserve</li> <li>Mylor Parklands</li> <li>Heathfield Waste Facility</li> <li>Heathfield Conservation Reserve</li> </ul> <p>Conditionally approved:</p> <ol style="list-style-type: none"> <li>Reserve 26 - "Stock Rd 1". Closed Road Title Certificate to issue a new Certificate of Title for closed roads A1 and B1 in Road Plan 572 has been signed by the Surveyor General and forwarded to Land Services SA. Process can be tracked on SAILIS with dealing number 13991916.</li> <li>Carey Gully. Rededication from recreation to conservation purposes required. Paperwork to amend a dedication submitted to Crown Lands. Awaiting outcome.</li> </ol> <p>NOTES:</p> <p>Heathfield Stone Reserve was successfully rededicated for conservation purposes with Lands Title Office, and is now referred to as Heathfield Conservation Reserve.</p> <p>Heathfield Conservation Reserve and Heritage Mi Mi Reserve Applications have been accepted and signed by CEO, to be countersigned by DEW.</p> <p>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</p>
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	None declared	<p>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</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m<sup>2</sup> to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p> <p>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.</p> <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution.</p>	Terry Crackett	In Progress	June 23 - An extension of time has been received from the boundaries commission and Boral and now working to this timeline.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	That the report be received and noted. To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P – category public streetlights to LED with the funding source to be recommended to Council at its next budget review. That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement. That Council enter into a PLC tariff agreement for public lighting with SAPN until 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020. That Council continues to liaise with SAPN and DPTI on the changeover of Council public lighting on roads under the care and control of the State Government. That a further report be provided to Council on the outcome of the continued discussions with SAPN and DPTI.	Peter Bice	In Progress	Item 1 - 4 of the resolution have been complete for some time.  Items 5 regarding the change over of Council held public lighting on DIT roads is on-going. The Minister has requested that the Department to establish a working group with LGA representatives to investigate options for long term ownership of Council lighting on DIT maintained roads. Adelaide Hills Council will be represented on this working group with the group starting in June 2023. Note that there are only about 100 Council public lights on DIT roads across the Council area and hence the benefits of having this as a priority are minimal in the overall scheme of investment options for energy use reduction. The current status of LED lighting as it relates to items 1 - 4 • 767 LED 17 were rolled out as a bulk rollout program with a \$ 355k investment. Council has entered into PLC tariffs for these lights, that is Council funds the capital investment and receives a lower tariff fee and associated reduce electricity use that provides long term operational costs for providing this service. • A further 29 lights have been upgraded to LED – Located in Aldgate Main Street, Summertown, and Uraidla. • 280 have been changed over by SAPN as part of routine maintenance operations – SAPN policy to change public lights with LED equivalents when existing stocks are depleted. • 324 remain to be converted – cost in the order of 600k – 700k as these are vertical mounted (technical challenges with existing assemblies) or higher-class V Category. The remaining approximately 324 lights are more challenging with higher costs and a lower cost benefit. • We have had 73 additional LED lights transferred to Council by Developers (Crest and Hamilton Hill)
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. 8131 known as 511 Mount Barker Road Bridgewater. The Mayor and CEO be authorised to sign all necessary documentation to give effect to this resolution.	Terry Crackett	In Progress	June 23 - Community land classification was revoked in May 2023 and can now be removed from Action Tracker
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	1. That the report be received and noted. 2. 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	May 23 - sent follow up email to surveyor on 17/04/2023 seeking an update on the lodgement of documents with the surveyor general June 23 - no further update
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	Still to be retained in confidence
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	1. That the report be received and noted 2. That the consultation report (Appendix 1) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:-  i. CR 5752/186, Lot 32 Fullgrabe Road, Crafers ii. CR 5753/725, Section 1609 Illert Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 547 Schuberts Road, Lobethal vi. CR 5753/744, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/746, Section 565 Old Carey Gully Road, Stirling ix. CR 5753/754, Section 531 North East Road, Ingleswood x. CR 5753/758, Section 262 Reserve Road, Forreston xi. CR 5763/631, Section 1591 Silver Road, Bridgewater xii. CR 5763/634, Section 71 Magarey Road, Mount Torrens xiii. CR 5763/635, Section 72 Magarey Road, Mount Torrens xiv. CR 5763/636, Section 84 Forreston Road, Forreston xv. CR 6142/329, Lot 501 Greenhill Road, Balhannah xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA) 4. That a further report be presented to Council once a response from the Minister for Planning is received.	Terry Crackett	In Progress	May 23 - to be discussed at Council workshop on 5 June 2023 June 23 - meeting held with Crown Lands in early June who will be requesting Council's formal support for the Crown Land revocations under the Crown Land Management Act - report to come to Council late June/early July 2023.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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"> <li>1. That the report be received and noted</li> <li>2. To commence a revocation of community land process for the land described as "AA" in Road Plan No. 2142 ("Closed Road"), off Lenger Road, Mount Torrens including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners.</li> <li>3. To commence a revocation of community land process for the land described as "A" and "B" in Road Plan No. 1573 ("Closed Road") adjacent to 105 Nicholls Road, Norton Summit including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of selling the Closed Road to the adjoining owners.</li> <li>4. That a further report be presented to Council at the completion of the consultation.</li> </ol>	Terry Crackett	In Progress	June 2023 - new roads officer has commenced and report will be submitted to Council shortly.
24/08/2021	Ordinary Council	170/21	Road Exchange Aldi Devleopment 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	June 23 - awaiting further advice from Developer's surveyor regarding the status of this matter
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in <i>Appendix 1</i> be adjusted in the 2021-22 financial year at Budget Review 1</li> <li>3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan</li> <li>4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling</li> <li>5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites.</li> </ol>	Terry Crackett	In Progress	June 2023 - remains under internal review
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. To revoke the resolution of Council of 22 May 2001, B129.</li> <li>3. To commence a process to compulsorily acquire, under the <i>Land Acquisition Act 1969</i>, the Charleston Cemetery being the land contained in Certificate of Title Volume 5066 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution.</li> </ol>	Terry Crackett	In Progress	June 2023 - no response received from Minister as yet
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	Peter Bice	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Peter Bice	In Progress	Still to be retained in confidence
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	<ol style="list-style-type: none"> <li>1. The report be received and noted.</li> <li>2. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water.</li> </ol>	Peter Bice	In Progress	An audit of the site was undertaken on Wednesday 4th January 2023, along with other key areas. Report has been received and currently being reviewed.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Nil	<ol style="list-style-type: none"> <li>1. That the report be received and noted</li> <li>2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases</li> <li>3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve</li> <li>4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, say 18 – 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases</li> <li>5. To undertake further investigations in relation to the Mylor bore and tanks and to which properties it supplies water</li> <li>6. The CEO further reports to Council on an annual basis of progress being made on points 2-5.</li> </ol>	Terry Crackett	In Progress	June 2023 - application to purchase land on which bore sits received from owner of Stonehenge property. This request is under consideration.
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Nil	<ol style="list-style-type: none"> <li>1. That the report be received and noted.</li> <li>2. That the sculpture known as <i>The Remoteness</i>, be removed from the area in front of the Coventry Library, Stirling.</li> <li>3. That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating.</li> <li>4. That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognising the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail.</li> </ol>	Terry Crackett	In Progress	June 2023 - sculpture has now been removed. Community services team to Action Item 4 - this part of the resolution/action to be transferred to Community Services team.
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lenswood	Nil	<ol style="list-style-type: none"> <li>1. 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/builder's 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.</li> </ol>	Natalie Armstrong	In Progress	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	<p>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</p>	Natalie Armstrong	In Progress	
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	June 2023 - report for septic system has now been received, and discussions underway with Church regarding land required for transfer to Council. Draft land division plan to be prepared for discussion with Church shortly.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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	June 2023 - new Property Officer (responsible for roads) commenced in early June - for discussion/handover with new officer.
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	Nil	See Confidential Minute	Peter Bice	In Progress	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	In Progress
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	Nil	See Confidential Minute	Peter Bice	In Progress	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)(i) 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	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	June 23 - awaiting signing of external works contract
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.	Rebecca Shepherd	In Progress	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 run or attend.  We will then run a workshop session with Council in the second half of the year to provide details regarding the variety of ways we currently support events and seek input into how we should be supporting them in the future. That feedback will then inform the development of our new policy to come to Council around November 2023.  <a href="https://engage.ahc.sa.gov.au/festivals-and-events-in-the-adelaide-hills">https://engage.ahc.sa.gov.au/festivals-and-events-in-the-adelaide-hills</a>

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
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 2024 Related 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	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	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 releasedReportNil Related Attachments Appendix 1 Appendix 2  23 August 2024 NilMinutesNilOtherNil  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	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	237/22	Ministerial Exemption - 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 2024 Related 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	
20/12/2022	Ordinary Council	303/22	Surplus Government Land Notification	Nil	See Confidential Minute	Terry Crackett	In Progress	
20/12/2022	Ordinary Council	304/22	Surplus Government Land Notification	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 releasedReportUntil 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	Terry Crackett	In Progress	
24/01/2023	Ordinary Council	3/23	Questions adjourned - Options to reduce traffic congestion and improve child safety adjacent to Bridgewater Primary School	Nil	1. That the report be received and noted. 2. That following the completion of the Child Care development, and in liaison with the Department for Education, Council Staff undertake a Traffic Monitoring Study of the local road network in the vicinity of Bridgewater Primary School including Lezayre Avenue, Morella Grove, Trenouth Street and Shannon Road. 3. That a report be brought back to Council within 6 months of the opening of the Childcare Centre.	Peter Bice	In Progress	Report to be brought back to Council within 6 months of the opening of the Childcare Centre.  Staff will progress at the appropriate time once child care centre has been in operation for six months.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
24/01/2023	Ordinary Council	5/23	MON First Nations use of Surplus Land	Material - Cr Adrian Cheater	That the CEO investigates the feasibility, including yet not limited to the implications for Council, of providing preference to traditional custodians and other Aboriginal and Torres Strait Islander stakeholders who live, work or have a strong connection to the Adelaide Hills, to purchase, lease or use vacant land, at no cost to Council, that is: a. owned by Council, or b. crown land under the care and control of Council, that is surplus to Council's needs. 1. The Adelaide Hills Reconciliation Working Group (AHRWG), traditional custodians and other Aboriginal and Torres Strait Islander stakeholders who live, work or have a strong connection to the Adelaide Hills be consulted as part of this investigation. 2. The outcomes of the investigation be discussed at a workshop and a report including recommended changes to relevant policy be presented to Council for consideration not later than 30 June 2023.	Terry Crackett	In Progress	June 23 - Council workshop held on 5 June 2023. Council report scheduled for 27 June 2023.
24/01/2023	Ordinary Council	7/23	First Nations and Australia Day	Nil	That Council 1. Reaffirms its commitment to being an inclusive council that respects First Nations culture and values 2. Acknowledges the 26th of January is a day of mourning for many First Nations people 3. Requests the Chief Executive Officer prepares a report for Council's consideration on the proposal to move citizenship ceremonies, award ceremonies and related events to a date other than 26 January from 2024 onwards.	Rebecca Shepherd	In Progress	Initial discussions regarding stakeholder engagement have occurred. A consultation plan has been developed and appointments are being made with stakeholders. Meetings have been held with the Reconciliation Working Group and two stakeholder groups. 4/4 All stakeholder meeting have been undertaken and results are to be workshopped with Council members. Workshop with Council members is currently scheduled for 5 / 6 / 23 and report tentatively scheduled to go to Council on 13/6 /23 pending the workshop progress.
24/01/2023	Ordinary Council	14/23	37 Yanagin Road Greenhill Revocation of Community Land Classification and Land Swap with Yanagin Reserve	Nil	1. That the report be received and noted. 2. That Council commences a revocation of community land process for the land identified in Appendix 2 including consultation in accordance with Council's Public Consultation Policy and the <i>Local Government Act 1999</i> with the intention of undertaking a land swap with the owners of 37 Yanagin Road, Greenhill, together with varying the existing Heritage Agreement over Yanagin Reserve. 3. That a report be brought back to Council following completion of the Community Consultation process.	Terry Crackett	In Progress	June 2023 - revocation supported by Council end of May 2023 - report to now be submitted to Minister
14/02/2023	Ordinary Council	26/23	Preserving Randell's Workers Cottages 1 Beavis Ct Gumeracha	Nil	1. That the report be received and noted. 2. That the amount of \$20,000 be considered as part of the 2023/24 budget preparation process to prevent further deterioration of Randell's Cottages at 1 Beavis Court, Gumeracha. 3. That Council explores another submission to the State Government in an attempt to excise this parcel of land from the Environmental Food Production Zone.	Natalie Armstrong	In Progress	Funds have been allocated in the draft 23/24FY budget for this project. The State Government reviews the EFPA every 4 years, with the last review being undertaken in 2022. The next review will be due in 2026. A request for review will not be considered until the next review in 2026.
14/02/2023	Ordinary Council	29/23	Policy Review Meeting Procedures	Nil	That the report be received and noted. That in relation to the Code of Practice for Council Meeting Procedures: This Code of Practice be brought to the Elected Body in a Workshop so the newly Elected Body has the opportunity to fully explore and understand both the Code in its current form and the implications of the proposed changes.	David Waters	In Progress	Council Member consultation has been completed and a workshop will be convened at the next available opportunity prior to a report to Council.
14/02/2023	Ordinary Council	30/23	Policy Review Access to Council, Committee, Information or Briefing Sessions	Nil	1. That the report be received and noted. 2. That in relation to the Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents: 3. This Code of Practice be brought to the Elected Body in a Workshop so the newly Elected Body has the opportunity to fully explore and understand both the Code in its current form and the implications of the proposed changes.	David Waters	In Progress	Council Member consultation has been completed and a workshop will be convened at the next available opportunity prior to a report to Council.
14/02/2023	Ordinary Council	37/23	Substantive CEO Recruitment Remuneration & Independent	Nil	See Confidential Minute	David Waters	Completed	Recruitment process has been completed.



Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
14/02/2023	Ordinary Council	38/23	Substantive CEO Recruitment Remuneration & Independent Advice Duration of Confidentiality	Nil	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 the contract execution of the Substantive Chief Executive OfficerRelated AttachmentsUntil the contract execution of the Substantive Chief Executive OfficerMinutesUntil the contract execution of the Substantive Chief Executive OfficerOther (presentation, documents, or similar)Nil	David Waters	Completed	Recruitment process has been completed.
28/02/2023	Ordinary Council	40/23	MON Violence Against Women	Nil	Notes the <i>National Plan to End Violence Against Women and Children 2022-2032 (Appendix 1)</i> ;Recognises that violence against women and children is one of the most widespread violations of human rights in our community;Is committed, where possible, to helping its community end violence against women and children in the Adelaide Hills Council region;Requests that the CEO implement the Our Watch's Prevention Toolkit for Local Government by 31 October 2023 so that they may be able to inform Council on how best to assist in helping its community end violence against women and children within our region.	Rebecca Shepherd	In Progress	The A/CEO has communicated the Council's resolution to the Council's workforce.  A proposed Statement of Commitment and Toolkit Implementation Plan is being prepared for Council feedback at the 20/6 workshop, as well as a guest presentation by Prof Sarah Wendt (Flinders University).  The proposed Statement of Commitment and Toolkit Implementation Plan is scheduled for Council endorsement at the 11/7 meeting.
28/02/2023	Ordinary Council	41/23	MON Hanson Construction Materials Ltd - White Rock Quarry	Nil	1. That the Chief Executive Officer, on behalf of Council, writes to the Chief Executive Officer of the Department for Energy and Mining (Dr Paul Heithersay), requesting: Details on the current status of Hanson Construction Materials Ltd (Hanson) White Rock Quarry (expansion) revised Mine Operations Plan (MOP) that was originally submitted on or about 23 December 2020.Details and outcomes of any and all compliance order(s) that have been issued to Hanson since the subject MOP was submitted on or about 23 December 2020.Details and outcomes of any and all compliance actions that the Environment Protection Authority has undertaken in respect to Hanson since the subject MOP was submitted on or about 23 December 2020.Confirmation that the ultimate decision maker as to whether Hanson's MOP obtains approval is the Minister for Energy and Mining (the Honourable Tom Koutsantonis MP). 2. That once a response is received from the Chief Executive Officer of the Department for Energy and Mining, that response will be tabled at the next scheduled Ordinary meeting of Council.	Natalie Armstrong	In Progress	Letter has been sent and receipt acknowledged. Response received and will be tabled at the 27 June 2023 meeting
28/02/2023	Ordinary Council	45/23	Parking and Road Safety Wattle Tree Road Bridgewater	Nil	That the report be received and notedTo implement the recommended signage addition and vegetation management outlined in the reportIn addition to the recommended signage, to investigate and implement advisory speed signage in the vicinity of the crest, or other appropriate traffic control mechanisms aimed at reducing vehicle speeds That Council ensure the road siding of section 2 is maintained through the regular application of appropriate fillThat parking, access and safety considerations on Wattle Tree Road be monitored again once current residential development on the street is complete.	Peter Bice	In Progress	Location of amended signag to be confirmed onsite on 9 June.
28/02/2023	Ordinary Council	46/23	Coach Parking in Stirling	Nil	The report be received and notedThe merit of coach parking in Stirling be further explored by the administration and the development of costings be consideredThe Stirling Business Association and Adelaide Hills Tourism be consulted as part of this processA report be brought back to Council by December 2023.	Rebecca Shepherd	In Progress	

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
14/03/2023	Ordinary Council	52/23	Heritage Agreements	Nil	That the report be received and noted. That the Chief Executive Officer further investigate and where feasible and eligible, be authorised to enter: Bridgewater Recreation Reserve, Cave Reserve, Bridle Path & Walking trails at Cave Ave, Ayr Street, Anzac Ridge Road, BridgewaterRAA Tower Reserve at 21 Hillcrest Avenue Crafers WestHeron Reserve at 21 Onkaparinga Rd, BridgewaterCharleston Waste Facility (Mt Charles) at Harrison Road, CharlestonThe Deanery, Old Mount Barker Rd, BridgewaterGraby Reserve at Pye Road, BalhamahHilliday Reserve at Wright Rd, StirlingRudall Reserve at 7-9 Rudall Ave, CrafersSmith Rd/Stone Quarry Reserve at South Para Rd, KersbrookHampton Reserve at Hampton Rd, MylorCooper's Reserve at Silver Lake Rd, MylorGurr Rd Reserve parcel at Gurr Rd North, BradburyHeathfield/Longwood Reserve, Corner of Heathfield & Longwood Rd, HeathfieldAldgate Tennis Courts at 180 Mt Barker Rd, AldgateChapman Water Reserve at Chapman Road, InglewoodAldgate Valley Wildlife Corridor, aka "Bandoocot Lane" Stock Road to Stevens Rd, MylorSilver Rd Reserve at 34 Silver Rd BridgewaterPitt Reserve at Pitt Rd, ParacombeHead Rd Reserve at Head Road North, HoughtonFermwood Reserve at Fermwood Way, Upper Skurfound reserve, Marble Hill and Pound Rd, AshtonMt Bold Cutting, Mount Bold Road Cut, Dorset ValeStirling Cemetery, Strathalbyn Rd, AldgateAldgate Valley Reserve, 96 Aldgate Valley Rd, AldgateWindmill Reserve, 151 Norton Summit Rd, Woodfordebeing of significant or high potential biodiversity value, into Heritage Agreements. That the Heritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, while retaining any existing dog access and established recreational use arrangements in place for each of those reserves.	Peter Bice	In Progress	Initial feedback from Native Vegetation Council's Heritage Agreement Officer received and included in summary developed for internal consultation with key Council staff. Workshop scheduled in May to determine which sites may be appropriate to be the first ones to enter into HA.
28/03/2023	Ordinary Council	64/23	Fire Water Tank Upper Hermitage	General - Cr Pauline Gill General - Cr Malcolm Herrmann General - Cr Adrian Cheater	1. the report be received and noted. 2. Council acknowledges the fundraising efforts by Ms Jan Verrall and Ms Denise Elland. 3. in view of advice by letter dated 21 February 2023 received from the CFS Regional Commander Region 2, summarised as follows:the whole of the land is needed for CFS volunteers to exercise and train;the tank would not be used or maintained by the CFS, andthe Upper Hermitage site is a dangerous location to place a community water tank for use during a time of fire;  Council respectfully declines the offer for the donation and placement of a fire water tank at the corner of Range Road North and Warner Road Upper Hermitage. 4. That Council staff continue to work with the CFS across the Regions to support firefighting, fire prevention and fire educational efforts. 5. That the CEO or his delegate formalises the use of the land described as allotment 5 in Filed Plan 218343 and contained in Certificate of Title S854 Folio 841, commonly known as the Upper Hermitage tennis courts and CFS land, to the SA Country Fire Service (CFS) for its purposes.	Terry Crackett	In Progress	June 2023 - progressing
28/03/2023	Ordinary Council	66/23	MON - Community Event Electrical Certificates of Compliance Subsidies	Material - Cr Malcolm Herrmann Material - Cr Adrian Cheater	1. That in relation to Anzac Day 2023, NAIDOC Week and National Reconciliation Week 2023, Council subsidises the cost of obtaining licenced electricians to review and certify electrical installations in respect to community groups holding dawn services and other commemorative events on Council land (including roads) to a limit of \$150 per event. 2. That as part of the current review of the Council's Festivals and Events Policy, consideration be given to the feasibility (including costings) of: Financial subsidies for the attainment of a Certificate of Compliance (CoC) for community groups conducting activities on council lands and utilising council electrical outlets.That subsidies only apply for community events held on prominent national or local commemoration days including, but not limited to, ANZAC Day, NAIDOC Week and Remembrance Day, noting that the Council's position on events normally held on Australia Day (26 January) is currently under review. 3. The report be made available for Council's consideration by 22 August 2023.	Rebecca Shepherd	In Progress	Three community groups took up the subsidy for ceremonies at Stirling, Houghton and Norton Summit CoCs.
28/03/2023	Ordinary Council	67/23	Adelaide Hills Subzone Code Amendment	General - Cr Nathan Daniell General - Cr Leith Mudge	That the report be received and noted. That the CEO progress preliminary investigations including pre-engagement with affected residents and landowners, to inform Council's position on whether a formal Code Amendment process for the Adelaide Hills Subzone will be initiated, with the CEO to table a report for Council's consideration on the matter by 23 May 2023. To instruct the CEO to inform the State Planning Commission and the Minister of Planning of Council's intention to progress preliminary investigations in preparation for a Code Amendment process for the Adelaide Hills Subzone, including the rationale.	Natalie Armstrong	In Progress	Preliminary Engagement has commenced with 84 survey responses already returned. The delay in going live was to accommodate other planning and engagement priorities which has pushed the project schedule back. The report including a Code Amendment proposal and an engagement summary and proposal will be brought back to Council in July rather than as first scheduled for May.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
11/04/2023	Ordinary Council	76/23	Bike Lockers for Personal Use	Nil	the CEO prepare a report for Council's consideration examining installation of bike lockers or cages for public use including: key locations on council land where bike lockers or bike cages could strategically be placed, taking into consideration public transport stops and cycleways, including but not limited to: Verdun Junction, Woodside Main Street, Balhannah Main Street, Kayannie Corner (intersection of Woodside Road and Onkaparinga Valley Road), Aldgate Bus Depot and/or Main Street, Bridgewater Oval, Steamroller Park, Stirling, Uraidla Main Street. The initial installation cost and ongoing maintenance costs of bike lockers and cages, any other implications for Council resources. The report be presented to Council no later than September 2023.	Peter Bice	In Progress	Information gathering and preliminary investigation commenced.
11/04/2023	Ordinary Council	77/23	Uluru Statement from the Heart and Voice Referendum	Nil	<ol style="list-style-type: none"> <li>Acknowledges the Uluru Statement from the Heart and acknowledges that the Statement seeks to have, amongst other things, a First Nations Voice to Parliament enshrined in the Australian Constitution.</li> <li>Notes the passage of the First Nations Voice Bill 2023 through State Parliament and assent by Her Excellency the Governor of SA.</li> <li>Is supportive of the upcoming Federal referendum, proposing a law; "to alter the Australian Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice".</li> <li>Acknowledges and accepts that such a decision to approve this proposed law to alter the Australian Constitution is a matter for the Australian people.</li> <li>Resolves to submit an item of business for the Greater Adelaide Region of Council's consideration for the Local Government Association to support the positions set out in points 1 – 4 of this resolution.</li> <li>Requests that the Mayor write to the Federal Member for Mayo, Rebekha Sharkie MP, the Hon. Peter Malinauskas MP, Premier of South Australia, the Hon. David Speirs MP, Leader of the State Opposition, and the Co-Parliamentary Leaders of The Greens SA, informing them of this resolution.</li> </ol>	David Waters	In Progress	<p>Letters to MPs sent 20/4/23</p> <p>Lachlan Miller drafting GAROC item of business. 230518 response received from Hon Kyam Maher acknowledging Council response and advising to view the Attorney-General's Dept website for information.</p> <p>Currently delayed due to other priorities and resource constraints.</p>
11/04/2023	Ordinary Council	78/23	Illegal Native Vegetation Clearance	Nil	<ol style="list-style-type: none"> <li>Condemns the unapproved and excessive clearance of remnant native vegetation at 104 Mount Lofty Road, Crafers.</li> <li>Reaffirms its unwavering commitment to protecting and restoring the Adelaide Hills natural environment.</li> <li>Requests the Mayor write to the Minister for Climate, Environment and Water, Hon Dr Susan Close MP to request: <ol style="list-style-type: none"> <li>The <i>Native Vegetation Act 1991</i> be amended to increase penalties associated with the illegal clearance of native vegetation;</li> <li>The budget allocated to the <i>Native Vegetation Council</i> be increased to enable appropriate resources to be allocated to compliance and enforcement</li> </ol> </li> <li>Requests the CEO review legislative options available to strengthen Council's compliance and enforcement efforts in preventing and addressing illegal clearance of native vegetation. That as part of this review: <ol style="list-style-type: none"> <li>A workshop be conducted with elected members.</li> <li>A report be provided to Council by 30 June 2023 including options that would improve Council's ability to ensure prevention, compliance, and enforcement, associated with the illegal clearance of native vegetation.</li> </ol> </li> <li>Requests the CEO investigate any scope for the inclusion of additional Council owned properties to be assessed for suitability to be encumbered by a Heritage Agreement for the additional protection of native vegetation on that land. That as part of this investigation: <ol style="list-style-type: none"> <li>A workshop be conducted with elected members (at the same time as 4(a) above).</li> </ol> </li> </ol>	Natalie Armstrong	In Progress	Letter has been sent to Minister Close. Workshop and Council report are on schedule
26/04/2023	Ordinary Council	91/23	MON Western Border Suburbs of Council	General - Cr Louise Pascale	<ol style="list-style-type: none"> <li>That the Adelaide Hills Council undertake a safety audit with footpath study for Heather Ave connecting Kintyre Road and Morialta Road, Woodforde, with the outcome informing future capital works budget proposals.</li> <li>That the Adelaide Hills Council audit the suburb signage for Woodforde, Rostrevor and Teringle and the CEO report to Council costs and logistics for increasing signage along the western border of Adelaide Hills Council.</li> <li>That Adelaide Hills Council invite Managing Director Damon Nagel from Kite Property to present to Council the planning and design of Hamilton Hill at a Councillors Workshop held at the Norton Summit Community Centre prior to the Regional Planning briefing Workshop.</li> </ol>	Peter Bice	In Progress	Actions now in progress.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
26/04/2023	Ordinary Council	91/23	MON Western Border Suburbs of Council	General - Cr Louise Pascale	4. That the Chief Executive Officer form an internal working group to explore opportunities to establish and support connections between the residents of the newly developed part (Hamilton Hill) and established part of Woodforde by July 2023 and report back to Council in a workshop on the outcome.	Rebecca Shepherd	In Progress	Met with Councillor Pascale to discuss ideas. Internal working group members identified.
26/04/2023	Ordinary Council	93/23	PLEC and Main Street Projects	Nil	<ol style="list-style-type: none"> <li>The report be received and noted.</li> <li>Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be workshopped with Council Members to guide implementation priorities moving forward.</li> <li>Council staff submit an application for undergrounding of power lines for Lobethal Stage 3 for construction following 2024-25, as well as requesting Mount Torrens and Woodside Stages to be considered for future rounds.</li> <li>The refurbishment of the southern side of Aldgate Main Street and the roundabout at the intersection of Mount Barker Road and Strathalbyn Road, be undertaken in 2023-24 in a style consistent with paving and landscaping on the northern side, with funding obtained from Local Roads and Community Infrastructure Program Phase 4 supplemented by operational budgets where appropriate.</li> </ol>	Peter Bice	In Progress	Actions to address each part of the resolution are now underway.
26/04/2023	Ordinary Council	94/23	Development of Behavioural Support Policy	Nil	<ol style="list-style-type: none"> <li>That the report be received and noted.</li> <li>To determine not to develop a Behavioural Support Policy at this point in time.</li> <li>To request the Chief Executive Officer to prepare a report on the operation of the Behavioural Management Framework, specifically as it relates to the Adelaide Hills Council, for its April 2024 meeting.</li> <li>That the Chief Executive Officer (or another person delegated by them) may make public comment and/or statements to the media on behalf of the Council relating to the policy of Council, its position on particular issues, and operational matters.</li> </ol>	David Waters	In Progress	Parts 1 and 2 - completed Part 3 - item will stay open on the action list until report provided to Council in April 2024. Part 4 - process to be put in place regarding delegations to officers.
26/04/2023	Ordinary Council	98/23	Coronation of King Charles III	Nil	That, from existing tree planting resources and with support from local community groups, the A/CEO arranges for the planting of a suitable native tree in Federation Park Gumeracha to commemorate the coronation of King Charles III.	Peter Bice	In Progress	Tree has been planted and plaque being sourced
26/04/2023	Ordinary Council	102/23	Confidential Item - Amy Gillett Bikeway Stage 4 Agreement	General - Cr	Refer to Confidential Minute	Peter Bice	In Progress	As per confidential minute
26/04/2023	Ordinary Council	104/23	Confidential - Amy Gillett Bikeway Stage 4 Agreement	General - Cr Melanie Selwood	retain the items in confidence as detailed in the Duration of Confidentiality Table below: Item Duration of Confidentiality NB: Item to be reviewed every 12 months if not released Report Until execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024. Related Attachments Nil Minutes Until execution of necessary funding deeds and a public announcement of the project by the State Government (whichever is the later), but no later than 26 April 2024. Other (presentation, documents, or similar) Nil	Peter Bice	Not Started	As per confidential minute
9/05/2023	Ordinary Council	107/23	Petition - Sealing of Croft Road Lenswood	Nil	That the petition signed by 285 signatories requesting the sealing of Croft Road Lenswood from Coldstore Road to at least the Fox Creek Bike car park be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and that the Council has applied for Special Local Roads Program funding for 50% of the cost of sealing the road and that the remaining 50% is included in the Council's Draft Capital Works Budget for 2023-24.	David Waters	Completed	
9/05/2023	Ordinary Council	108/23	Burning on Private (Council) Lands Program	Nil	That the report be received and noted. To endorse the investigation of additional Council sites under the DEW Burning on Private Lands Program: Bradwood Park (Heritage Agreement #1266) Red Hill Road, Bradbury (Heritage Agreement #1594) Sedum Place Reserve, Crafers West Mylor Parklands (Heritage Agreement #1264) Camp Gooden (Heritage Agreement #1232) Stock Road, Mylor (Blue Marker Site NVMSS2)	Peter Bice	Not Started	Investigation ongoing

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
9/05/2023	Ordinary Council	109/23	Library Opening Hours	Nil	That the report be received and noted. With an effective date of 1 July 2023, to adopt the <i>Final Proposal – Libraries Opening Hours</i> , as contained in <i>Appendix 1</i> , with the alteration that the Woodside Library be open from 11am to 7pm on Thursdays, to provide the following opening hours: (table inserted)That the Chief Executive Officer be authorised to make any (minor) changes to library opening hours provided they do not increase or decrease the total weekly staffed opening hours at each library branch. That nothing in this resolution derogates from the Chief Executive Officer's ability to change library opening hours from time to time for operational reasons.	Rebecca Shepherd	In Progress	Staff are currently completing necessary actions for the new opening hours to commence from 1 July, including staffing changes and communication to the community via a range of channels.
9/05/2023	Ordinary Council	110/23	Building Upgrade Finance	Nil	1. That the report be received and noted. 2. To undertake a two year pilot program of Environmental Upgrade Agreements, nominally commencing 1 July 2023. 3. To appoint Sustainable Australia Fund, trading as Better Building Finance, to work collaboratively with Council to establish, administer and support the delivery of Environmental Upgrade Agreements. 4. To delegate the power to the Chief Executive Officer to finalise the commencement date for the pilot program into an Environmental Upgrade Agreement on behalf of Council and declare and levy an environmental upgrade charge. 5. To report back to Council on the outcomes of the two year pilot by 30 June 2025.	Rebecca Shepherd	In Progress	Service agreement currently receiving legal review.
9/05/2023	Ordinary Council	111/23	Revocation of Community Land - Bridgewater Retirement Village	Nil	That the report be received and noted.  That the Community Land classification over the land comprised in Certificate of Title Volume 5488 Folio 788 being Allotment 220 in filed plan 8131, known as the Bridgewater Retirement Village, be revoked.  That a report be provided to Council which: a. Includes the outcomes of the 2021 consultation process regarding the Proposed upgrades for Caripook Park b. Provides options for the upgrade of Caripook Park or another Park in Bridgewater.	Terry Crackett	Not Started	June 2023 - not yet progressed
9/05/2023	Ordinary Council	113/23	Draft Annual Business Plan for Consultation	Nil	That the report be received and noted. To endorse the draft <i>Annual Business Plan 2023-24 (ABP)</i> , as contained in <i>Appendix 1</i> for community consultation in accordance with Section 123 of the <i>Local Government Act 1999</i> . That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the ABP prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's <i>Public Consultation Policy</i> .	David Waters	Completed	Public consultation completed. Consultation report to be considered at 13 June 2023 Council meeting.
9/05/2023	Ordinary Council	114/23	Strategic Plan Engagement Strategy	Nil	That the report be received and noted. To endorse the draft <i>Strategic Plan – engagement strategy</i> , as contained in <i>Appendix 1</i> to guide the development of the Strategic Plan.	David Waters	In Progress	Phase 1 of the Engagement Strategy has commenced.
9/05/2023	Ordinary Council	119/23	Bridgewater Retirement Village	Nil	Refer to confidential minute	Terry Crackett	Not Started	
9/05/2023	Ordinary Council	120/23	Bridgewater Retirement Village duration of confidentiality	Nil	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 the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.Related AttachmentsUntil the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.MinutesUntil the sale has been finalised, but not longer than 12 months from the date of this report being 9 May 2024.OtherNIL 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.	Terry Crackett	Not Started	
12/05/2023	Special Council	122/23	Appointment of Substantive CEO	Nil	Refer to confidential minute	David Waters	Completed	Recruitment process has been completed.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
12/05/2023	Special Council	123/23	Appointment of Substantive CEO	Nil	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 ReportUntil the execution of the Employment Agreement for the Substantive Chief Executive Officer Related AttachmentsUntil the execution of the Employment Agreement for the Substantive Chief Executive Officer MinutesUntil the execution of the Employment Agreement for the Substantive Chief Executive Officer Other (presentation, documents, or similar)Nil	David Waters	Completed	Recruitment process has been completed.
23/05/2023	Ordinary Council	127/23	12.1 Adelaide Hills Region Waste Management Authority Annual Business Plan & Budget	Nil	That the report be received and noted. To advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority Draft Annual 2023-24 Business Plan and Budget (incorporating updated Long Term Financial Plan).	Peter Bice	Completed	
23/05/2023	Ordinary Council	128/23	East Waste Annual Business Plan & Budget	Nil	That the report be received and noted. To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2023-24.	Peter Bice	Completed	
23/05/2023	Ordinary Council	129/23	12.3 Managin Road Consultation Outcomes & Revocation of Community Land Classification	Nil	That the report be received and noted. To apply to the Minister for Local Government to revoke the Community Land Classification over portion of allotment 7 in File Plan 129661 as hatched in purple, in land division dated 14/10/2022 and as shown in Appendix 1 of this Report. Following a response from the Minister a report be submitted back to Council outlining the outcome of the Minister's decision.	Terry Crackett	Not Started	
23/05/2023	Ordinary Council	130/23	Budget Review 3	Nil	1. That the report be received and noted. 2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2022-23 financial year which result in: An increase in the Operating Surplus from \$830k to \$970k for the 2022-23 financial year. No overall change to the Capital Works capital expenditure budget for 2022-23 thus maintaining a budget of \$19.369m which takes into account estimated carry forwards of \$8m in capital expenditure. A change in Council's current Net Borrowing Result from \$342k to \$202k for the 2022-23 financial year as a result of the proposed operating adjustments. Financial sustainability indicators within Council's agreed targets as follows: Operating Surplus Ratio 1.8% (Target 1% to 5%) Net Financial Liabilities Ratio 46% (Target 25% to 75%) Asset Renewal Funding Ratio 104% (Target 95% to 105%)	Terry Crackett	Completed	Council's 2022-23 Operating & Capital Budget has been updated for Budget Review 3 in accordance with Council resolution.
23/05/2023	Ordinary Council	131/23	Delegations Review - Local Government Act	Nil	That the matter be deferred until a further Workshop on 5 June 2023 and post Workshop a report be brought to the 13 June 2023 Council meeting.	David Waters	In Progress	Workshop held on 5 June and report for consideration at 13 June 2023 meeting
23/05/2023	Ordinary Council	132/23	GRFMA Rescission of Resolution 14 February 2023	Nil	1. That the report be received and noted. 2. To rescind the resolution made on 14 February 2023 and numbered 28/23. 3. Decline the request to provide funding of \$100,000 to the Gawler River Floodplain Management Authority in support of a Business Case, but instead offer a contribution of \$10,380 in line with the Council's percentage share of capital works costs as per the adopted GRFMA charter, on the proviso that the subject business case proceeds, prior to any funds being paid to the GRFMA.	Peter Bice	Completed	
23/05/2023	Ordinary Council	134/23	Boundary Change Committee meetings venue	General - Cr Louise Pascale	That from its next meeting and until its dissolution all Boundary Change Committee meetings be held at either the Norton Summit Community Centre or a venue in the affected area, when available.	David Waters	Completed	Arrangement in place.
23/05/2023	Ordinary Council	137/23	18.1 Event Opportunity – Santos Tour Down Under 2024 -	Nil	Refer to Confidential Minute	Rebecca Shepherd	Not Started	This item remains in confidence.

Meeting Date	Meeting	Res No.	Item Name	Previously Declared	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)
23/05/2023	Ordinary Council	138/23	18.1Event Opportunity – Santos Tour Down Under 2024 - duration of confidentiality	Nil	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 Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.Related AttachmentsNot ApplicableMinutesUntil Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2024.Other (discussion and considerations of the subject matter)Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 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.	Rebecca Shepherd	Not Started	The item remains in confidence.
23/05/2023	Ordinary Council	141/23	Electricity Tenders Post 30 June 2023 – Confidential Item	Nil	Refer to Confidential Minute	Terry Crackett	In Progress	Council has been advised that it is expected that the Electricity contracts Post 30 June 2023 will be sent out to Councils to execute by mid June 2023.
23/05/2023	Ordinary Council	142/23	Electricity Tenders Post 30 June 2023 - Duration of Confidentiality	Nil	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 the contracts are signed, but not longer than 30 June 2023Related AttachmentsNILMinutesUntil the contracts are signed, but not longer than 30 June 2023Other (presentation, documents, or similar)Until the contracts are signed, but not longer than 30 June 2023 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.	Terry Crackett	In Progress	Confidential Item is to be released upon either the signing of the contract, or on 30 June 2023. Council has been advised that it is expected that Electricity contracts will be sent out to Councils by mid June 2023.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

**Item:** 13.1

**Responsible Officer:** Karen Cummings  
Manager Property Services  
Corporate Services

**Subject:** Kersbrook Cemetery – Natural Burial Ground Update

**For:** Information

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**SUMMARY**

The purpose of this report is to provide Council will an update in relation to the establishment of a Natural Burial Ground at the Kersbrook Cemetery.

**RECOMMENDATION**

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

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**1. BACKGROUND**

In response to a resolution arising from a Motion on Notice on 24 August 2021, Council staff undertook investigations in relation to the establishment of a natural burial ground in the Council area.

A report was presented to Council on 28 June 2022 to summarise those investigations and seek Council support to progress the establishment of a natural burial ground. At this meeting Council resolved the following.

**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.**

<b>Carried Unanimously</b>
----------------------------



The *Cemetery Operating Policy* was updated to include provisions for natural burials. The Australasian Cemeteries & Crematoria Association Guidelines for Natural Burials formed the basis of the update to Council's *Cemetery Operating Policy*. The Policy was presented to Council for adoption at the 20 December 2022 meeting, where Council resolved:

**12.4 Cemetery Operating Policy**

Moved Cr Pauline Gill  
S/- Cr Kirrilee Boyd

295/22

**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.

Carried Unanimously
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**2. ANALYSIS**

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

*Strategic Plan 2020-24 – A brighter future*

Goal 4 A valued Natural Environment.

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

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

➤ **Legal Implications**

Natural Burials are legislated under the *Burial and Cremation Act 2013* (“Act”) with natural burials and burial grounds being defined as below:

***natural burial*** of human remains means burial in the ground—

- (a) without preparation of the remains using chemical preservatives; and
- (b) by containment of the remains only in a shroud or biodegradable coffin;

***natural burial ground*** means a place at which human remains are interred by natural burial but does not include a place of a prescribed kind;

As the Cemetery Authority (The 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*.

➤ **Risk Management Implications**

The establishment of a natural burial ground in the Council district will assist in mitigating the risk of:

*Failure to meet community needs and expectations leading to possible loss of confidence in the Council.*

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

➤ **Financial and Resource Implications**

The initial costs required to establish the natural burial ground within Kersbrook Cemetery will be managed within existing cemetery capital allocations for the 2022-23 financial year with the allocated amount to be carried forward to 2023-24. Pricing is currently being sought for implementation of the design. It is anticipated that a contractor will be appointed by the end of June 2023, with work commencing later in the year as weather permits.

Given the very limited demand for natural burials in South Australia at the moment, it is not anticipated that the provision of this additional offering will provide significant revenue in the 2023-24 financial year. However, the offering of this service will be advertised in due course which may result in interest from community members outside of the Council district that could increase uptake of this service. It is expected that there will be increased interest in this service once it is established and revenue will increase over the coming years.

A fee for interment rights for natural burials will be considered as part of the 2023-24 Fees & Charges. An introductory fee for a 100-year interment right (lesser terms of interment rights are not offered for natural burials) will be recommended for the 2023-24 year and will equate to the cost of a current 50-year interment right in Council cemeteries (currently \$3,141 for resident and \$3,539 for non-resident).

The set up operating costs for the equipment required to manage natural burials which includes handheld scanners, pole reader, and 50 sets of microchip pegs will be approximately \$3,500. Additional microchips will cost approximately \$40 per pair.

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

As people seek more environmentally conscious options for many services, natural burials are gaining popularity. Whilst any burial in a cemetery can be a natural burial, people are seeking natural environments for consideration for burials where there is limited, or no infrastructure and the burials occur in natural spaces.

There are a few designated natural burial grounds in South Australia, however there are none within the Adelaide Hills Council district. Whilst there is still small demand for natural burials at this time, it is expected to increase in popularity as the offering becomes more widely known in the community. The Council district is likely to be an attractive option for those community members looking to do a natural burial given the natural bushland areas.

The natural burial ground at Kersbrook will enable the provision of this service.

➤ **Sustainability Implications**

Natural burials are a more sustainable alternative to traditional burials and are considered a much kinder option for the environment. The prohibition of chemical preservatives and the requirement for bio-degradable shrouds/coffins ensures that there is limited impact to the environment due to the burial. There is still a requirement for a non-biodegradable nameplate to be buried with the deceased.

Properly planned and prepared, the deceased can return to the earth naturally. In addition to this, traditional headstones are not used.

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 are avoided.

➤ **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>	Cemetery Advisory Group
<i>External Agencies:</i>	Adelaide Cemeteries Authority
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

Council staff engaged Nielsen Architects to complete a full working design for the project (**Appendix 1**) and we are currently seeking quotes for installation. It was important to incorporate suitable access for gravediggers and funeral companies into the design whilst still maintaining a natural look and feel to the proposed area. Other considerations for the design included car parking, water runoff and driveway access. An entry wall is also proposed on which naming of the areas will be affixed.

Section 6.8.12 of Council's *Cemetery Operating Policy* states that 'No memorials, ornamentation or planting will be allowed on burial plots other than that prescribed for the site by The Authority.'

As The Authority, consideration is being given to the installation of a natural stone/s memorial, similar to those at Wirra Wonga, the natural burial ground located within Enfield Memorial Park. At Wirra Wonga, writing is etched directly onto the stone.

Another alternative is a natural stone/s, similar to those at the Aldinga Arts Eco Village Natural Burial Ground where a small plaque is affixed.

Pricing is currently being sought and purchase and installation will be subject to future budget considerations. There is currently no funding within the existing budgets for the purchase and installation of the stone.



Source: *The Natural Funeral Company*



Source: *Aldinga Arts Eco Village*

The Kersbrook Cemetery forms part of the Kurna Native Title Determination Area. Accordingly, consistent with Council's *Aboriginal Place Naming Action Plan 2022 to 2025*, the use of an Aboriginal name is being sought for naming of the natural burial ground.

The following Kurna names are currently being considered (English translation in *italics*):

- Martungka – *In remembrance of*
- Turlatina – *Peaceful, Calm, Placid*
- Pilyu – *Peace*

Kurna stakeholders will be consulted to gauge the level of community support for the use of a specific name. In relation to Kurna language there is a clear pathway to consult and seek assistance in identifying and seeking direction and permission in the use of language through Kurna Warra Pintyanthi. Kurna Warra Pintyanthi is a partnership between the Kurna community and the University of Adelaide as a recognised Kurna naming authority in South Australia. The timeline for naming of the site will be dependent on consultation with Kurna Warra Pintyanthi.

### **3. OPTIONS**

Council has the following options:

- I. Receive the report (Recommended)
- II. Not receive the report (Not Recommended)

### **4. APPENDICES**

- (1) Kersbrook Cemetery – Natural Burial Ground Design

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# **Appendix 1**

*Kersbrook Cemetery – Natural Burial Ground Design*

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EXISTING CEMETERY

PERIMETER ROCK FILLED SWALE  
APPROX. 1500W X 400D (MAX)  
ADJACENT PATH

SUGGESTED SET OUT POINT

LOW STONEMWORK WALL AT ENTRY  
2400w x 900h WITH LASER CUT CORTEN  
STEEL SIGN ON WALL

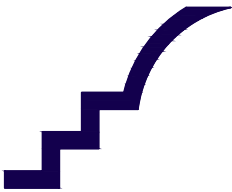
PERIMETER AND ENTRY PATH.  
STRIP 200MM TOPSOIL DOWN TO VIRGIN  
GROUND AND REPLACE WITH 3X 100MM  
LAYERS OF PM2 /20 COMPACTED BASE  
COURSE. PROVIDE 30MM CRUSHED  
GRANITE WEARING LAYER OR AS  
SELECTED. PATH 1500MM WIDE.

PROVIDE 150MM CONCRETE PIPE  
UNDER PATH, ALIGNED WITH PERIMETER  
SWALE

PERIMETER ROCK FILLED SWALE  
APPROX. 1500W X 400D (MAX)  
ADJACENT PATH

PROVIDE 2X DEPRESSIONS IN PATH  
APPROX. 400MM WIDE X 200MM DEEP  
TO ENCOURAGE WATER RUN OFF

**PARTIAL SITE PLAN**  
SCALE 1 : 500



NIELSEN ARCHITECTS

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REV	DESCRIPTION	BY	DATE
C	CLIENT AMENDMENTS	ED	26.04.23
B	CLIENT AMENDMENTS	ED	31.03.23
A	CLIENT AMENDMENTS	ED	30.03.23
-	ISSUED FOR APPROVAL	LT	22.03.23

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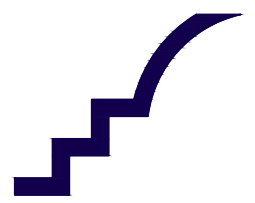
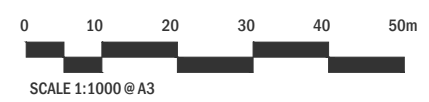
**SCHEMATIC DESIGN**

PROJECT: <b>KERSBROOK NATURAL BURIAL GARDEN</b>	DRAWING: <b>PARTIAL SITE PLAN</b>	SCALE: <b>1:500</b>	DRAWN BY: <b>LT</b>
CLIENT: <b>ADELAIDE HILLS COUNCIL</b>	PROJECT NO: <b>2910</b>	CHECKED: <b>ED</b>	DRAWING NO: <b>SD001</b>
ADDRESS: <b>CALM Ln, KERSBROOK</b>		DATE: <b>26.04.23</b>	REV: <b>C</b>



- EXISTING CIRCUIT TO REMAIN. REGRADE TO REMOVE POTHOLES/ RUTS ONLY
- PROPOSED ENTRY TO CEMETERY
- PROPOSED ROCK SWALE
- PROPOSED SITE FOR CEMETERY
- PROPOSED PATH

**SITE PLAN**  
SCALE 1 : 1000



**NIELSEN ARCHITECTS**

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 www.nielsenarchitects.com.au  
 ABN: 85 008 122 352

REV	DESCRIPTION	BY	DATE
C	CLIENT AMENDMENTS	ED	26.04.23
B	CLIENT AMENDMENTS	ED	31.03.23
A	CLIENT AMENDMENTS	ED	30.03.23
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SCHEMATIC DESIGN			
PROJECT: <b>KERSBROOK NATURAL BURIAL GARDEN</b>	DRAWING: <b>OVERALL SITE PLAN</b>	SCALE: <b>1:1000</b>	DRAWN BY: <b>LT</b>
CLIENT: <b>ADELAIDE HILLS COUNCIL</b>	PROJECT NO: <b>2910</b>	CHECKED: <b>ED</b>	DRAWING NO: <b>SD000</b>
ADDRESS: <b>CALM Ln, KERSBROOK</b>	DATE: <b>26.04.23</b>	REV: <b>C</b>	

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## **Item 17 Minutes of Committees**

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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
MONDAY 30 MAY 2023  
SUMMIT COMMUNITY CENTRE**

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In Attendance

**Presiding Member:** Cr Mark Osterstock

**Members:**

Cr Nathan Daniell	
Cr Kirsty Parkin	
Cr Leith Mudge	

In Attendance:

David Waters	A/Chief Executive Officer
Peter Bice	Director Infrastructure & Operations
Lachlan Miller	Executive Manager Governance & Performance

**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

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Presiding Member \_\_\_\_\_ ...

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
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**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 Boundary Change Committee – 25 August 2022**

Moved Cr Nathan Daniell  
S/- Cr Leith Mudge

**BCC1/23**

**That the minutes of the Boundary Change Committee meeting held on 25 August 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried</b>
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**4. PRESIDING MEMBER'S OPENING COMMENTS**

Cr Mark Osterstock welcomed the seven visitors in the gallery.

**5. DELEGATION OF AUTHORITY**

The Boundary Change Committee operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

**6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE**

Nil

**7. PUBLIC FORUM**

Nil

**8. MOTIONS ON NOTICE**

**8.1 Campbelltown City Council Boundary Change Proposal**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

**BCC2/23**

1. **That the Committee recommends to Council that the CEO engage a suitably qualified person to forensically examine the Campbelltown City Council (CCC) boundary change proposal that was submitted to the Boundary Change Commission (and CCC's subsequent submissions), with a view to identifying the proposal's weaknesses (critical flaws), errors, omissions, and factual inaccuracies. That the examination also identifies areas of focus for Council to make its own case against the proposal, should the opportunity arise through a Stage 3 Inquiry.**

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2. That once this examination has been completed that a report be presented to the Committee for consideration.

Carried Unanimously

**8.2 Community Engagement**

Moved Cr Mark Osterstock

S/- Cr Leith Mudge

BCC3/23

That the Committee recommends to Council that the CEO develop a communication and engagement strategy, which targets the affected communities of Woodforde and Rostrevor, the subject of the Boundary Change Proposal, with a view to building a powerful community narrative, including yet not limited to:

- regularly informing these communities of the status of the proposal (in writing, social media, AHC website, Hills Voice newsletter, media)
- reinforcing with the communities the outcomes of the two community surveys that have been previously conducted (AHC and CCC) rejecting the proposal
- highlighting the advantages and benefits of remaining a part of the Adelaide Hills Council
- informing the communities of the services available to them that the Adelaide Hills Council has to offer and provides (community services)
- direct consultation with significant key community stakeholders

Once this strategy has been completed, a report be presented to the Committee for consideration.

Carried Unanimously

**9. OFFICER REPORTS – DECISION ITEMS**

**9.1 Correspondence with the Local Government Boundaries Commission**

Moved Cr Leith Mudge

S/- Cr Kirsty Parkin

BCC4/23

The Boundary Change Committee resolves that the report be received and noted.

Carried Unanimously

**ADELAIDE HILLS COUNCIL  
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**10. SUSPENSION OF MEETING PROCEDURE FOR DISCUSSION**

6.56pm – Leave of meeting granted to adjourn meeting procedure for the purposes of discussing the following items:

- Service Levels and Expectations (e.g.: verge maintenance)
- Infrastructure
- Community Council Meetings bringing Council to the community by potentially holding Council meetings closer to the communities of interest (e.g.: Rostrevor, Norton Summit)

7.15pm - The Presiding Member drew to the discussion to a close and resumed meeting procedure.

**11. MOTIONS WITHOUT NOTICE**

Nil

**12. QUESTIONS WITHOUT NOTICE**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

The next ordinary meeting of the Boundary Change Committee will be held at a date and time to be advised.

**15. CLOSE MEETING**

The meeting closed at 7.17pm.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>17.4.1</b>
<b>Responsible Officer:</b>	<b>Lachlan Miller Executive Manager Governance &amp; Performance Office of the Chief Executive</b>
<b>Subject:</b>	<b>Boundary Change Committee recommendations to Council – 30 May 2023</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The Council’s Boundary Change Committee (the “Committee”) met on 30 May 2023 at the Summit Community Centre, Norton Summit.

The Committee made recommendations to Council in relation to two decision items. Each item is briefly summarised in this report and the Boundary Change Committee Report is included as an appendix.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. That the CEO engage a suitably qualified person to forensically examine the Campbelltown City Council (CCC) boundary change proposal that was submitted to the Boundary Change Commission (and CCC's subsequent submissions), with a view to identifying the proposal’s weaknesses (critical flaws), errors, omissions, and factual inaccuracies. That the examination also identifies areas of focus for Council to make its own case against the proposal, should the opportunity arise through a Stage 3 Inquiry.**
  - 3. That the CEO develop a communication and engagement strategy, which targets the affected communities of Woodforde and Rostrevor, the subject of the Boundary Change Proposal, with a view to building a powerful community narrative, including yet not limited to:**
    - regularly informing these communities of the status of the proposal (in writing, social media, AHC website, Hills Voice newsletter, media)**
    - reinforcing with the communities the outcomes of the two community surveys that have been previously conducted (AHC and CCC) rejecting the proposal**
    - highlighting the advantages and benefits of remaining a part of the Adelaide Hills Council**
    - informing the communities of the services available to them that the Adelaide Hills Council has to offer and provides (community services)**
    - direct consultation with significant key community stakeholders.**
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## 1. BACKGROUND

### Boundary Change Committee Role and Functions

The Committee's role is to assist Council to fulfil its role and functions by providing advice regarding the operation and implications of Chapter 3 – Constitution of councils, Part 2 – Reform proposals of the Act associated with the Campbelltown City Council Woodforde/Rostrevor boundary change proposal.

The Committee considers matters within the following specific functions and, where appropriate, makes recommendations to Council on matters which are outside of its delegation to approve:

- 3.1.1 To review and provide advice to Council regarding any correspondence or reports produced by the South Australian Boundaries Commission (the 'Boundaries Commission');
- 3.1.2 To oversee and provide advice to Council on:
  - 3.1.2.1 the development of submissions to the Boundaries Commission or its associated parties;
  - 3.1.2.2 the development of communications strategies to the affected residents and ratepayers;
  - 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; and
  - 3.1.2.5 other matters as the Committee may determine
- 3.1.3 To seek legal and/or other professional advice to enable the Committee to discharge its role and functions within the limits of its applicable financial delegation.

## 2. ANALYSIS

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal 2	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.1	Work with community to provide a range of programs and opportunities to connect and engage around shared interests
Priority C2.3	Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community
Priority C2.4	Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them.
Objective C3	A community that grows together
Priority C3.3	Empower our community groups and leaders to shape and determine change in their community through the provision of training opportunities, grants that meet strategic priorities, building relationships and supporting communities to be cohesive in progressing local projects

Priority C3.4	Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive
Goal 5	A Progressive ORGANISATION
Objective O4	We actively represent our community
Priority O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region
Priority O4.4	Explore council boundary reform options that best serve the community.
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**

As per the individual items in the appendices.

➤ **Risk Management Implications**

Receiving specialist advice and recommendations from the Committee 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 (3E)	Low (3E)

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

Further risk assessments are as per the individual items in the appendices.

➤ **Financial and Resource Implications**

As per the individual items in the appendices.

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

As per the individual items in the appendices.

➤ **Sustainability Implications**

As per the individual items in the appendices.

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

As per the individual items in the appendices.

➤ **Additional Analysis**

Item 8.1 - Campbelltown City Council Boundary Change Proposal

This was a Motion on Notice from Cr Mark Osterstock seeking the Committee’s consideration to make a recommendation to Council for a resolution to forensically examine the key three boundary change proposal documents lodged by Campbelltown City Council (the “CCC”) to identify the proposal’s weaknesses (critical flaws), errors, omissions, and factual inaccuracies.

The Committee considered the report at its 30 May 2023 meeting (see **Appendix 1** – please note that the Appendices to the report have been removed due to size but are available in the 30 May 2023 Boundary Change Committee Agenda on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)). The mover added additional wording to the initial motion to recognise the economies of scale associated with examining the proposal documents and utilising the research to also identify areas of focus for Council to make its own case against the proposal, should the opportunity arise through a Stage 3 Inquiry.

The report advises that the internal resource capacity to undertake this work is limited due to other priorities. Further this is particularly so due to required leave being taken by Council’s specialist on boundary reform in the months of July and August and other temporary vacancies in the Governance & Performance Department over the same period.

The report further identifies that the Boundaries Commission is still finalising the cost estimate for the Inquiry and that figure needs to be communicated to CCC. From there, a resolution is required from CCC to continue with the proposal and to fund the cost estimate. If CCC resolves to proceed, the Inquiry investigators will need to be appointed and they can commence implementing the approved Inquiry Plan.

Given the timeframes involved in the above process to commence the Inquiry, if Council resolves as per the Committee’s recommendation, procurement for the proposed forensic examination would commence in September 2023.

In consideration of the item, the Committee resolved:

**8.1 Campbelltown City Council Boundary Change Proposal**

**Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell**

**BCC2/23**

- 1. That the Committee recommends to Council that the CEO engage a suitably qualified person to forensically examine the Campbelltown City Council (CCC) boundary change proposal that was submitted to the Boundary Change Commission (and CCC’s subsequent submissions), with a view to identifying the proposal’s weaknesses (critical flaws), errors, omissions, and factual inaccuracies. That the examination also identifies areas of focus for Council to make its own case against the proposal, should the opportunity arise through a Stage 3 Inquiry.**
- 2. That once this examination has been completed that a report be presented to the Committee for consideration.**

**Carried Unanimously**



## Item 8.2 – Community Engagement – Woodforde and Rostrevor

This was a Motion on Notice from Cr Mark Osterstock seeking the Committee’s consideration to make a recommendation to Council for a resolution to develop a communication and engagement strategy which targets Woodforde and Rostrevor with a view to building the community narrative.

The Committee considered the report at its 30 May 2023 meeting (see **Appendix 2** – please note that the Appendices to the report have been removed due to size but are available in the 30 May 2023 Boundary Change Committee Agenda on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)).

The report advises that the internal resource capacity to develop the strategy is limited due to current commitments on priority engagement projects and these would either need to be expanded or an external consultant engaged. Further, the delivery of the communications strategy would require an estimated budget of \$5,000.

There is potential to share resourcing of the internal working group (resolved by Council on 26 April 2023 as shown below) and general Council Placemaking initiative with this recommended piece of work, given the strategy would most likely fall under the remit of the working group and could also serve as a template for future placemaking projects.

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ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
WEDNESDAY 26 APRIL 2023  
63 MT BARKER ROAD STIRLING

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### 11. MOTIONS ON NOTICE

#### 11.1 Western Border Suburbs of Council

Moved Cr Louise Pascale  
S/- Cr Mark Osterstock

91/23

I move that:

1. That the Adelaide Hills Council undertake a safety audit with footpath study for Heather Ave connecting Kintyre Road and Morialta Road, Woodforde, with the outcome informing future capital works budget proposals.
2. That the Adelaide Hills Council audit the suburb signage for Woodforde, Rostrevor and Teringie and the CEO report to Council costs and logistics for increasing signage along the western border of Adelaide Hills Council.
3. That Adelaide Hills Council invite Managing Director Damon Nagel from Kite Property to present to Council the planning and design of Hamilton Hill at a Councillors Workshop held at the Norton Summit Community Centre prior to the Regional Planning briefing Workshop.
4. That the Chief Executive Officer form an internal working group to explore opportunities to establish and support connections between the residents of the newly developed part (Hamilton Hill) and established part of Woodforde by July 2023 and report back to Council in a workshop on the outcome.

Carried Unanimously

In consideration of the item, the Committee resolved:

**8.2 Community Engagement**

Moved Cr Mark Osterstock  
S/- Cr Leith Mudge

BCC3/23

That the Committee recommends to Council that the CEO develop a communication and engagement strategy, which targets the affected communities of Woodforde and Rostrevor, the subject of the Boundary Change Proposal, with a view to building a powerful community narrative, including yet not limited to:

- regularly informing these communities of the status of the proposal (in writing, social media, AHC website, Hills Voice newsletter, media)
- reinforcing with the communities the outcomes of the two community surveys that have been previously conducted (AHC and CCC) rejecting the [proposal](#)
- highlighting the advantages and benefits of remaining a part of the Adelaide Hills Council
- informing the communities of the services available to them that the Adelaide Hills Council has to offer and provides (community services)
- direct consultation with significant key community stakeholders

Once this strategy has been completed, a report be presented to the Committee for consideration.

Carried Unanimously
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Should Council resolve to adopt the Committee’s recommendation, the Administration will further investigate the financial and resource implications and, if necessary, prepare an item for a future budget review.

**3. OPTIONS**

Council has the following options:

- I. To resolve as recommended in relation to each item (Recommended)
- II. To determine an alternative course of action in relation to each item (Not Recommended)

**4. APPENDICES**

- (1) Item 8.1 - Campbelltown City Council Boundary Change Proposal
- (2) Item 8.2 – Community Engagement – Woodforde and Rostrevor

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# **Appendix 1**

*Item 8.1 - Campbelltown City Council Boundary  
Change Proposal*

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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE MEETING  
Tuesday 30 May 2023  
AGENDA BUSINESS ITEM**

**Item:** 8.1 Motion on Notice

**Originating from:** Cr Mark Osterstock

**Subject:** Campbelltown City Council Boundary Change Proposal

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**1. MOTION**

1. That the Committee recommends to Council that the CEO engage a suitably qualified person to forensically examine the Campbelltown City Council (CCC) boundary change proposal that was submitted to the Boundary Change Commission (and CCC's subsequent submissions), with a view to identifying the proposal's weaknesses (critical flaws), errors, omissions, and factual inaccuracies.
  2. That once this examination has been completed that a report be presented to the Committee for consideration.
- 

**2. BACKGROUND**

Nil

**3. OFFICER'S RESPONSE – Lachlan Miller, Executive Manager Governance & Performance**

➤ **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 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

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

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**

Council boundary reform provisions are contained within Chapter 3 - Constitution of councils, Part 2 – Reform proposals of the *Local Government Act 1999* (the “Act”). The current iteration of these provisions came into effect on 1 January 2019.

Collectively these provisions establish the LGBC as the body that receives, assesses and makes recommendations to the Minister for Local Government on proposals developed in accordance with principles set out in the Act and procedures developed by the Commission.

There are two categories of proposal: Administrative Proposals (these are minor boundary adjustments to correct anomalies and to facilitate a development that has been granted authorisation under the *Planning, Development and Infrastructure Act 2016*) and General Proposals (which are all proposals that are not Administrative Proposals - in practice these are for the more substantial council boundary changes and amalgamations). Proposals can be initiated by one of more councils, the public, the Minister or either House of Parliament.

In accordance with s27(2) of the Act, the LGBC has prepared and published a series of guidelines for the purposes of processing reform proposals.

As this report deals with a General Proposal submitted by a council, subsequent information will focus on the processes associated with this form of proposal only.

The following is a brief overview of the General Proposal process as contained in the Commission’s guidelines:

**Stage 1** *Submission by the initiating council containing brief overview of the reform proposal*

- The LGBC reviews the submission and if it considers it has merit it will advise the initiating council that they can refer a Stage 2 proposal to the LGBC.

**Stage 2** *Detailed submission by the initiating council addressing the 12 principles set out in s26 and the additional requirements of the application guidelines*

- The LGBC reviews the proposal against the principles and guidelines and will advise the initiating council:
  - That the proposal lacks merit (and will not be continued in its current form); or
  - That additional information is required to establish merit; or
  - The proposal has merit.
- Where the LGBC determines that a proposal has merit it will advise the initiating council that the LGBC intends to (independently) inquire into the proposal, the initiating council will be provided with an estimate of the cost of the independent inquiry and will need to resolve to process (and fund the inquiry).

**Stage 3** *Inquiry by LGBC-appointed investigators into the merits of the proposal*

- The investigators will assess the proposal against the s26 principles, financial and resource implications, extent of community support, employment implications, etc.

- Affected councils are able to make submissions to the investigators and to provide information to assist inquiry, as requested.

**Stage 4** *The LGBC prepares a reform Proposal Report and this is provided to the Minister and is published on the Commission's website*

- The Minister may request consideration of suggestions for report resubmission, if resubmitted the revised report is also a public document
- If the Minister accepts the recommendations, it is sent to the Governor for proclamation and comes into effect

➤ **Risk Management Implications**

Examining the veracity of the CCC boundary reform proposal could assist in mitigating the risk of:

*Realignment of Council boundaries bordering Campbelltown City Council leading to financial, resource allocation, social and representation changes*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	High (4C)	Medium

➤ **Financial and Resource Implications**

At its 26 July 2022 meeting, Council considered a Motion on Notice regarding the establishment of the Boundary Change Committee and resolved (179/22) in part:

**2.3 A budget allocation of \$10,000 (exclusive of GST), will be made to enable the Committee to seek external advice in order to assist the Committee in fulfilling its objectives.**

Should the Motion on Notice for a suitably qualified person to be engaged to forensically examine the Stage 2 proposal be successfully recommended to Council, as per resolution 179/22, there will likely be sufficient funds allocated to undertake the said examination.

The resource implications are that, given other priorities, it is unlikely that an internal resource would have the capacity to undertake the examination and therefore an external resource would need to be procured and managed. This work would likely impact on the progress of other key priorities in the Governance & Performance Department given current and foreseeable resource levels.

To be clear and, as distinct from the above, the potential outcomes of the boundary reform proposal could have significant financial and resource implications.

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

There are minimal community implications associated with the Motion on Notice.

To be clear and, as distinct from the above, the potential outcomes of the boundary reform proposal could have significant community implications.

➤ **Sustainability Implications**

There are no direct sustainability implications from this report however there may be financial sustainability implications from a boundary change.

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

There was no direct consultation in the development of this report.

#### 4. **ANALYSIS**

##### Background

On 1 January 2019, new provisions in the *Local Government Act 1999* regarding boundary reform came into effect (Chapter 3, Part 2). The provisions fundamentally changed the way boundary reform proposals would be managed.

Two of the key changes were as follows:

- The Local Government Boundaries Commission (LGBC) was established to oversee boundary change proposals undertaken under Part 2; and
- Boundary reform proposals could be initiated by one council without the consent of a neighbouring 'affected' council.

At its 22 January 2019 meeting, the CCC resolved to submit a Stage 1 proposal to the LGBC. The submission was for the boundary between CCC and AHC to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC's area.

##### CCC Boundary Reform Proposal Stages and Timeframes

The CCC proposal has progressed through each of the boundary reform stages (see Legal Implications below for a description of the key stages of the boundary reform process).

Unfortunately, the legislated process does not enable the 'affected' council to have any formal role in the process until a proposal has progressed to the Inquiry (investigation) stage other than the LGBC notifying the council on the progression of the proposal through the process stages. Notwithstanding this lack of formal 'status', AHC has been very active in communicating with the LGBC regarding the CCC proposal.

As such it should be noted that there have been many other actions and interactions in relation to the proposal between AHC, CCC and LGBC however the table below only deals with milestones related to the stages of the process.

**Appendix 1** of this report provides the formal proposals (Stage 1, Stage 2 and Supplementary Information to Stage 2) while broader documentation associated with communications between AHC and LGBC is in Appendix 1 of Item 8.1.

19 Feb 2019	CCC lodges its Stage 1 proposal with the LGBC
21 Mar 2019	LGBC considers the CCC Stage proposal at its meeting and determines that CCC may refer a Stage 2 proposal to the LGBC
6 Apr 2022	CCC resolves to proceed with the submission of a Stage 2 proposal and advises LGBC of such on 14 April 2022
14 Apr 2022	CCC lodges Stage 2 proposal with LGBC
18 May 2022	LGBC considers the CCC Stage 2 proposal at its meeting
6 Jun 2022	LGBC advises CCC that before the Commission considers whether to inquire (Stage 3) into the proposal CCC needs to provide: <ul style="list-style-type: none"> <li>• further information about the advantages and disadvantages of the proposal; and</li> <li>• clear cadastral and topographic maps of the subject areas clearly displaying the proposed boundary alignment</li> </ul> The further information was to be provided by 20 June 2022.
28 Jun 2022	CCC lodges its Supplementary information to the Stage 2 proposal
20 Jul 2022	LGBC consider CCC Supplementary information to the Stage 2 proposal at its meeting and determines that the proposal progress to the Inquiry (Stage 3) phase
29 Jul 2022	LGBC advises AHC and CCC that it has determined that the Stage 2 proposal meets the requirements of the applicable LGBC Guideline and s26 of the Act and that an Inquiry into the proposal may proceed. Further, LGBC invites AHC and CCC to provide comment on the draft Inquiry Plan (which set out the matters that the independent investigator(s) will examine in assessing the proposal against the provisions of s26)
26 Aug 2022	AHC provides extensive feedback on the draft Inquiry Plan
18 Oct 2022	LGBC provides AHC and CCC with the final Inquiry Plan (accepting all AHC's feedback). Further LGBC advises that it would seek cost estimate from suitable consultants for the inquiry based on the Inquiry Plan and that once the estimates were known these would be provided to CCC post-2022 LG election. The inquiry would only proceed is CCC provides clear direction to do so including accepting to fund the inquiry costs.
27 Jan 2023	AHC requests status update from LGBC regarding inquiry
14 Feb 2023	LGBC advises AHC that a cost estimate has not yet been determined and therefore it has not been provided to CCC for decision
24 May 2023	LGBC advises AHC that a cost estimate has not yet been finalised and therefore has not been provided to CCC for decision

### Stage 2 Proposal

The proposal document itself (**Appendix 1**) is 342 pages however this mostly consists of appendices with the actual body of the proposal being 39 pages. Within the body it addresses the principles contained in s26 in what could arguably be described as being vague and nebulous in manner and significantly lacking in robustness and substance for a matter with such a significant implication.



The appendices which form the bulk of the document ironically contain the AHC Community Survey and the CCC Community Survey results which both demonstrate that the majority of respondents (affected residents) do not support the proposal. Concerningly, the body of the proposal (at section 6) refers to the two survey results but does not, in any reasonable manner, acknowledge the views of the residents and analyse the implications of this opposition to the veracity of their proposal and the fundamental claim that the 'community of interest' would be better served being part of CCC.

On 15 July 2022, Mayor Wisdom wrote to LGBC (**Appendix 2**) highlighting a significant number of deficiencies in the Stage 2 proposal. The LGBC advised receipt of the correspondence and an undertaking for the correspondence to be tabled to the LGBC at its upcoming meeting on 20 July 2022. As per the table above, the 20 July 2022 meeting was when the LGBC determined that the proposal progress to the Inquiry phase.

The LGBC's letter of 29 July 2022 advising that the proposal would proceed to the Inquiry stage did not reference the 15 July 2022 correspondence or provide any commentary on the numerous deficiencies identified in that correspondence.

#### Motion to forensically examine the Stage 2 Proposal

The motion to forensically examine the Stage 2 proposal *'with a view to identifying the proposals weaknesses (critical flaws), errors, omissions, and factual inaccuracies'* is entirely reasonable in concept.

The LGBC's apparent reluctance to require any depth of information, provision of evidence or substance for justification has resulted in proposal documents that a forensic examination would likely conclude are manifestly inadequate but not necessarily containing errors or factual inaccuracies.

Notwithstanding the results of any forensic examination, the LGBC's seeming ambivalence to the proposal deficiencies, even when they are highlighted, would suggest that the proposed examination report would not be heeded, particularly in light of the LGBC having already progressed the proposal to the Inquiry stage. Rather, the report may at best provide Adelaide Hills Council with some areas to focus on when making its own case against the proposal when (and if) the opportunity arises in a Stage 3 Inquiry.

Further, should the Inquiry proceed, AHC will likely need to engage specialist advice to assist with preparing responses to some of the areas contained in the Inquiry Plan (see 18 October 2022 LGBC letter in Appendix 1 in Item 8.1).

## **5. APPENDICES**

- (1) Compilation of Campbelltown City Council Stage 1, Stage 2 and Supplementary information to Stage 2 proposals
- (2) AHC - Campbelltown City Council – Stage 2 Boundary Change General Proposal - 15 July 2022

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## **Appendix 1**

*Compilation of Campbelltown City Council Stage 1, Stage 2  
and Supplementary information to Stage 2 proposals*

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APPENDIX 1

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**Appendix 2**  
*AHC - Campbelltown City Council – Stage 2 Boundary Change  
General Proposal - 15 July 2022*

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APPENDIX 1

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## **Appendix 2**

*Item 8.2 – Community Engagement – Woodforde and  
Rostrevor*

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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE MEETING  
Tuesday 30 May 2023  
AGENDA BUSINESS ITEM**

**Item:** 8.2 Motion on Notice

**Originating from:** Cr Mark Osterstock

**Subject:** Community Engagement – Woodforde & Rostrevor

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**1. MOTION**

That the Committee recommends to Council that the CEO develop a communication and engagement strategy, which targets the affected communities of Woodforde and Rostrevor, the subject of the Boundary Change Proposal, with a view to building a powerful community narrative, including yet not limited to:

- regularly informing these communities of the status of the proposal (in writing, social media, AHC website, Hills Voice newsletter, media)
- reinforcing with the communities the outcomes of the two community surveys that have been previously conducted (AHC and CCC) rejecting the proposal
- highlighting the advantages and benefits of remaining a part of the Adelaide Hills Council
- informing the communities of the services available to them that the Adelaide Hills Council has to offer and provides (community services)
- direct consultation with significant key community stakeholders

Once this strategy has been completed, a report be presented to the Committee for consideration.

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**2. BACKGROUND**  
Nil

**3. OFFICER'S RESPONSE – Jennifer Blake, Manager Communications, Events & Engagement**

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

*Strategic Plan 2020-24 – A brighter future*

Goal Community Wellbeing

Objective C2 A connected, engaged and supported community

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

➤ **Legal Implications**

Council boundary reform provisions are contained within Chapter 3 - Constitution of councils, Part 2 – Reform proposals of the *Local Government Act 1999* (the “Act”). The current iteration of these provisions came into effect on 1 January 2019.

Collectively these provisions establish the LGBC as the body that receives, assesses and makes recommendations to the Minister for Local Government on proposals developed in accordance with principles set out in the Act and procedures developed by the Commission.

There are two categories of proposal: Administrative Proposals (these are minor boundary adjustments to correct anomalies and to facilitate a development that has been granted authorisation under the *Planning, Development and Infrastructure Act 2016*) and General Proposals (which are all proposals that are not Administrative Proposals - in practice these are for the more substantial council boundary changes and amalgamations). Proposals can be initiated by one of more councils, the public, the Minister or either House of Parliament.

Campbelltown City Council (CCC) resolved to submit a boundary reform proposal to the Local Government Boundary Commission (LGBC) on 22 January 2019. The submission was for the boundary between CCC and Adelaide Hills Council (AHC) to be realigned to the eastern and southern side of Woodforde and Rostrevor suburbs, effectively moving those suburbs into CCC’s area. The CCC lodged a Stage 2 Proposal on 18 May 2022 and on 29 July 2022 LGBC advised AHC and CCC that it has determined that the Stage 2 proposal meets the requirements of the applicable LGBC Guideline and s26 of the Act and that an Inquiry into the proposal may proceed.

➤ **Risk Management Implications**

Developing a communication and engagement strategy with a view to building a powerful community narrative regarding AHC’s response to the CCC boundary reform proposal could assist in mitigating the risk of:

*Failure to consider the views of sectors of the community leading to loss of confidence in the Council representing the views of the community.*

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

➤ **Financial and Resource Implications**

Council’s Community Engagement Coordinator currently works three days per week (0.6 FTE) and is at full capacity managing the ‘business as usual’ engagement projects and special projects including the Community Survey, Strategic Plan, Redi Communities, and Subzone Planning in addition to supporting the planning and execution of community engagement processes relating to other projects across the organisation.

It is recommended that internal capacity be expanded at an approximate cost of between \$55 and \$75 per hour to deliver a Boundary Reform Communication and Engagement Strategy and during the life of the campaign. Alternatively a consultant could be employed to prepare the Strategy at an approximate cost of \$250 per hour. A brief would need to be prepared for estimates of expected time to prepare the strategy.

In addition, it is expected that delivery of the communication plan initiatives would require budget of \$5,000 to cover communication materials, postage/hand delivery, events, forums or other communications.

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

The intent of the motion is clearly to initiate a mechanism to engage with the affected part of the district in a targeted manner, which in turn leads to benefits by way of the target audience having better information about Council and the potential boundary reform process.

However, the potential outcomes of delivering the Boundary Reform Communication and Engagement Strategy could have significant community implications.

➤ **Sustainability Implications**

There are no direct sustainability implications from this report.

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

There was no direct consultation in the development of this report.

#### 4. ANALYSIS

##### Background

CCC proposed to incorporate Woodforde and Rostrevor suburbs entirely into the Campbelltown Council area in January 2019.

Based on the views of the affected residents, Council adopted a position not to support the boundary realignment. Both the AHC (late 2019) and the CCC (late 2020) have conducted surveys of residents in Woodforde and Rostrevor. The majority of respondents to both surveys (65% and 62% respectively) were not in favour of the boundary change proposal.

In January 2020, the Council resolved to request CCC to withdraw the proposal. Further and stated our position with the Ministers for Local Government and the LGBC. The request to withdraw the proposal has not been accepted and CCC has continued to progress the matter.

The LGBC has accepted CCC's 'Stage 2' proposal and preparations for a formal investigation are underway.

AHC resolved to conduct a survey and the Administration developed an engagement strategy in September 2019 which outlined engagement options and a further strategy which focused on the execution of the Boundary Change Proposal Survey (**Appendices 1 and 2**).

##### Communications and engagement undertaken to date

Council's engagement approach to date has been:

- Keep our residents and rate payers informed about the Boundary Change Proposal Project – explaining the process and providing updates when milestones are reached.
- Enable our residents and rate payers to have an opportunity to express their thoughts (survey, mail and email options)
- Understand what key concerns are so Council can consider these in shaping our position.

A number of communication pieces have been shared with the Woodforde, Hamilton Hill and Montacute communities.

Communications to date have included: resident letters, stakeholder letters, factsheets, hard copy survey with return envelope, online survey, newsletter articles, media releases, website news items, social media, survey outcome report (**Appendix 3**), and a Council run community information evening at Rostrevor College. Examples can be seen on the Engagement Hub Document Library: <https://engage.ahc.sa.gov.au/boundaryreview> and <https://engage.ahc.sa.gov.au/boundaryreview2020>

Council currently has a page on the Community Engagement Hub which includes information on process and copies of relevant communications – the page can be found here: <https://engage.ahc.sa.gov.au/boundaryreview2020> and has had 1,700 visitors.

The page contains a registration form to be kept up to date on the project. Building a digital mailing list has been an important part of this project. Council has collated 259 registered emails for the Boundary Change Proposal updates (29 via engagement page, 24 via the community information evening, 206 via survey).

After the survey was undertaken in 2019 all feedback was analysed and a report shared with the community - 562 people have downloaded the Survey Outcomes Report which is available on the engagement hub page.

#### Examples of key communications schedule to date

<b>Dates</b>	<b>Material</b>
February 2019	CCC lodges its Stage 1 proposal with the LGBC
March 2019	LGBC considers the CCC Stage proposal at its meeting and determines that CCC may refer a Stage 2 proposal to the LGBC
August 2019	Invitation to community to attend Community information meeting
September 2019	Community information meeting held by AHC at Rostrevor College to anyone who wanted to know more about the Boundary Change Proposal. 122 community members attended.
September 2019	Letter to residents providing meeting summary
September 2019	Email to all who have asked to be kept informed about the project
September 2019	Updates to the YourSay webpage (Notes from meeting and FAQs)
October 2019	Letter from Mayor CCC to our Mayor
November 2019	Letter from Acting Mayor on Update ahead of CCC survey



25 November - 8 Dec 2019	AHC undertakes a survey of residents and ratepayers (hand delivered to post boxes and by mail) of Rostrevor and Woodforde affected by the CCC boundary change proposal. 268 responses received
November 2019	Dedicated engagement site set up on AHC website
November 2019	Email from Sarah Hill AHC Engagement to mailing list of people who asked to be kept informed on the boundary change proposal.
January 2020	Boundary Change Proposal Survey Outcomes Report prepared and shared with Council
January 2020	Campaign Monitor email update about results from survey
June 2020	Campaign Monitor email update to subscribers about Deputation to CCC
June 2020	Media Release – AHC asks Campbelltown to withdraw proposal
October 2020	Media Release – Report explores strategic options for Council boundaries
November 2020	Letter from Deputy Mayor Nathan Daniel (hand delivered to post boxes and by mail) to residents of Woodforde and Rostrevor with an update of AHC's position in response to letter sent by Mayor of CCC.
November 2020	Campaign monitor email update to subscribers
March 2021	Letter from Mayor Jan-Claire Wisdom (hand delivered to post boxes and by mail) to residents of Woodforde and Rostrevor.
April 2021	Media Release - Council stands united with residents over boundary changes
May 2022	Media release – Council supports residents in opposing boundary proposal
August 2022	Media release – Council responds swiftly to defend its communities' boundaries
October 2022	Letter to residents from AHC Acting CEO updating residents of progress of proposal and next steps.

*Updates to the engagement page have been made at major milestones.*

#### Motion to develop a Communication and Engagement Strategy

The motion to develop a Communication and Engagement strategy, *'which targets the affected communities of Woodforde and Rostrevor, the subject of the Boundary Change Proposal, with a view to building a powerful community narrative'* would provide a clear pathway to improve engagement with impacted residents and assist in building confidence in AHC's commitment to representing them.

The proposed update to the Boundary Reform Engagement Strategy involves a more proactive approach that could reinforce the outcomes of the two community surveys, highlight the advantages and benefits of remaining a part of the AHC, provide information on services available to the community, and include direct consultation with significant key community stakeholders.

## 5. APPENDICES

- (1) Engagement Strategy Boundary Reform Options
- (2) Engagement Strategy Boundary Reform Survey Approach
- (3) Boundary Change Proposal Survey Results

APPENDIX 2

APPENDIX 2

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**APPENDIX 1**  
Engagement Strategy Boundary Reform Options

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APPENDIX 2

**APPENDIX 2**  
Engagement Strategy Boundary Reform Survey  
Approach

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APPENDIX 3

Engagement Strategy Boundary Change Proposal  
Survey Results

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APPENDIX 3

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 13 June 2023  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 18.1

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

**Subject:** Sale of Land for the Recovery of Unpaid Rates

**For:** Decision

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**1. Sale of Land for the Recovery of Unpaid Rates – 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
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Manager Financial Services, Mike Carey
- Minute Secretary, Tara Moyes

be excluded from attendance at the meeting for Agenda Item 18.1: (Sale of Land for the Recovery of Unpaid Rates) in confidence.

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

Section 90(3)(i) of the *Local Government Act 1999 (SA)*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds that we take place, involving the Council or an employee of the Council, the disclosure of which could reasonably be expected to prejudice the legal processes required to progress the sale of land.

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. Sale of Land for the Recovery of Unpaid Rates – 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)(k) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
<b>Report</b>	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
<b>Related Attachments</b>	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
<b>Minutes</b>	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
<b>Other (presentation, documents, or similar)</b>	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.