



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Acting Mayor Nathan Daniell

Councillor Kirrilee Boyd
Councillor Adrian Cheater
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 22 August 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.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 22 August 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
Apologies were received from
- 3.2. Leave of Absence
Mayor Jan-Claire Wisdom 14 August – 24 September 2023, approved at Council 11 April 2023.
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 8 August 2023
That the minutes of the ordinary meeting held on 8 August 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. PRESIDING MEMBER'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. Department of Environment Gawler River Flood Management Business Case
(Katherine Ward)

10. QUESTIONS ON NOTICE

- 10.1. Community & Recreation Facilities Framework (Cr Melanie Selwood) – **to be provided as a late item.**

11. MOTIONS ON NOTICE

- 11.1. Bringing Community Groups together (Cr Nathan Daniell)

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Recovery Ready Halls Grant
Refer to Agenda
- 12.2. Preliminary End of Year Financial Results and Carry Forwards
Refer to Agenda
- 12.3. Appointment to Adelaide Hills Reconciliation Working Group
 - 1. *That Cr be appointed to the Reconciliation Working Group for the term 9 August 2023 to 28 February 2025.*
 - 2. *That Cr be appointed as Proxy to the Reconciliation Working Group for the term 9 August 2023 to 28 February 2025.*

- 12.4. Accredited Professionals Policy
 1. *That the report be received and noted.*
 2. *With an effective date of 5 September 2023, to revoke the 23 June 2020 Accredited Professionals Policy and to adopt the 22 August 2023 Accredited Professionals Policy as contained in Appendix 1.*
 3. *The Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft Accredited Professional Policy contained in Appendix 1*
- 12.5. Code of Practice for Access to Meetings and Documents
 1. *That the report be received and noted.*
 2. *That in relation to the Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents:*
 - a. *With an effective date of 23 August 2023, adopt the Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents as contained in Appendix 1.*
 - b. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents prior to the date of effect.*
- 12.6. Delegation Review
Refer to Agenda

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Quarterly Council Performance Q4
- 13.2. Service Review Biannual Report – Civil Services

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 – 9 August 2023
That the minutes of the CAP meeting held on 9 August 2023 as supplied, be received and noted.

17.2. Audit Committee
Nil

17.3. CEO Performance Review Panel
Nil

17.4. Boundary Change Committee
Nil

18. CONFIDENTIAL ITEMS
Nil

19. NEXT MEETING

Tuesday 12 September 2023, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING

Council Meeting & Workshops 2023

DATE	TYPE	LOCATION	MINUTE TAKER
SEPTEMBER 2023			
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
Tues 26 September	Council	Stirling	Kylie Hopkins
Thur 28 September	CEOPRP	Stirling	TBA
OCTOBER 2023			
Tues 3 October	Workshop (moved due to public holiday)	Woodside	N/A
Tues 10 October	Council	Stirling	TBA
Wed 11 October	CAP	Stirling	Karen Savage
Mon 16 October	Audit Committee	Stirling	TBA
Tues 17 October	Professional Development	Stirling	N/A
Tues 24 October	Council	Stirling	Kylie Hopkins
NOVEMBER 2023			
Mon 6 November	Workshop	Woodside	N/A
Wed 8 November	CAP	Stirling	Karen Savage
Tues 14 November	Council	Stirling	Kylie Hopkins
Mon 20 November	Audit Committee	Stirling	TBA
Tues 21 November	Workshop	Stirling	N/A
Tues 28 November	Council	Stirling	Kylie Hopkins

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

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

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

8.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 8 AUGUST 2023
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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:

Greg Georgopoulos	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
David Waters	Director Community Capacity
Matthew Ahern	A/Director Development & Regulatory Services
Lachlan Miller	Executive Manager Governance & Performance
Deryn Atkinson	Manager Development Services
Jen Blake	Manager Communications Engagement & Events
Melissa Grimes	Consultant - Governance
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.31pm with Cr Malcolm Herrmann out of the Chamber.

2. OPENING STATEMENT

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 8 AUGUST 2023
63 MT BARKER ROAD STIRLING**

3. Apology

Cr Kirrilee Boyd

Cr Pauline Gill

3.1 Leave of Absence

Mayor Jan-Claire Wisdom 14 August – 24 September 2023, approved at Council 11 April 2023.

3.2 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS**4.1 Council Meeting – 25 July 2023****Moved Cr Chris Grant****S/- Cr Louise Pascale****208/23**

**That the minutes of the Ordinary Council meeting held on 25 July 2023 as supplied,
be confirmed as an accurate record of the proceedings of that meeting.**

..

6.33pm Cr Malcolm Herrmann entered to the Chamber.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**5.1 General Conflict of Interest, Cr Leith Mudge Item 11.1 Proposed OTR Development Heathfield**

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 11.1 Proposed OTR Development Heathfield, the nature of which is as follows:

- This item relates to a decision of the Council Assessment Panel (CAP) of which I am a member. Under CAP's Code of Conduct I am not allowed to make public comment on CAP decisions outside of CAP meetings.

Cr Leith Mudge intends to leave the meeting when this item is discussed.

**ADELAIDE HILLS COUNCIL
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5.2 General Conflict of Interest, Cr Melanie Selwood Item 12.2 Road Closures Young Drivers Awareness Course

Under section 75B of the *Local Government Act 1999* Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.2 Road Closures Young Drivers Awareness Course, the nature of which is as follows:

- I live in Charleston which is close to where the course will be conducted.

Cr Melanie Selwood intends to stay in the meeting when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

Nil

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

Christopher Wyndham and Annie Wyndham, Stirling, Koala Rescue SA Inc re proposed Mt Lofty Golf Resort

Prue Otto, Stirling, Golflinks community re proposed Mt Lofty Golf Resort

9. PRESENTATIONS

Nil

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10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

Cr Leith Mudge declared a General Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to item 11.1.

6.50pm Cr Leith Mudge left the Chamber.

11.1 Proposed OTR Development Heathfield

Moved Cr Mark Osterstock
S/- Cr Chris Grant

209/23

1. Council endorses the recent decision of the Council Assessment Panel (CAP) in relation to DA 21031284, Proposed OTR Development at Heathfield (the applicant) dated the 26th day of July 2023. (Appendix 1)
2. Council confirms, that in the event that the applicant for DA 21031284 appeals the CAP's refusal, and notwithstanding the Council's obligations under section 83(1)(h)(ii) of the Planning, Development and Infrastructure Act 2016, the Council is supportive of the CAP and its decision-making process in this matter.
3. Further, the Council extends its encouragement to the Assessment Manager, in her role in assisting and supporting the CAP, under section 87 of the PDI Act, and by extension, if necessary, in defending the CAP's refusal of the subject application to the fullest extent possible.

Carried Unanimously

6.55pm Cr Leith Mudge returned to the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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12. OFFICER REPORTS – DECISION ITEMS

Cr Adrian Cheater declared a General Conflict of Interest in relation to item 12.1 as he is a member of the SA Country Fire Service which may have a role in assessing fire safety, and will stay in the Meeting.

12.1 Mt Lofty Golf Resort Stirling

Moved Cr Nathan Daniell
S/- Cr Chris Grant

210/23

Council resolves:

- 1. That the report be received and noted.**
- 2. To delegate to the CEO and Mayor to lodge a submission in response to the Development Report including a letter of response to the State Planning Commission/Department for Trade and Investment outlining the comments of Council and Council Assessment Panel, with a copy of the staff planning report (*Appendix 1*) in relation to the Mount Lofty Golf Resort by 16 August 2023, with the Council submission to highlight its and its communities concerns regarding the following in particular:**
 - a. Golflinks Road is not considered suitable as the main traffic entrance to the development site given the increased number of vehicles, size of vehicles, current sightlines and current road width which is limited by topography and native vegetation, as well as the risks to all persons in the event of evacuation for a fire or other reason and pedestrians/cyclists. Noting that the Council has commissioned an independent traffic study/assessment which will be provided to the State Planning Commission as soon as it is received.**

An Infrastructure Agreement is required to be negotiated between Mount Lofty Golf Estate Pty Ltd and the Adelaide Hills Council to finance any necessary upgrades of Golflinks Road and the intersection of Golflinks and Carey Gully Roads. The Infrastructure Agreement terms should be agreed prior to the final assessment of the development, and entered into, should the Minister for Planning grant Planning Consent to the development.
 - b. Loss of significant amount of native vegetation without inclusion of a revegetation plan that looks to increase native vegetation plantings on the site.**
 - c. Stormwater management of additional water into Cox Creek which is already above capacity during rain events.**

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- d. **Wastewater disposal may not be viable in Council's CWMS system without significant upgrades to the infrastructure.**

An Infrastructure Agreement is required to be negotiated between Mount Lofty Golf Estate Pty Ltd and the Adelaide Hills Council to finance any necessary upgrade of the Council's Community Wastewater Management System infrastructure to accommodate the development. The Infrastructure Agreement terms should be agreed prior to the final assessment of the development, and entered into, should the Minister for Planning grant Planning Consent to the development.

- e. **Proposal to subdivide the land to separate out the golf course & club, accommodation building and Perfumery/function centre to enable lease arrangements.**
- f. **Existing gazettal notice registered on the title that prohibits land division to ensure protection of the open space.**
- g. **Visual amenity of the local residents with the scale of the buildings and separate pods, particular concerns about light spill at night.**
3. **To authorise the CEO to make any changes to the staff planning report (Appendix 1) as may be required prior to the date of lodgement.**
4. **To authorise the administration to engage with Mount Lofty Golf Estate Pty Ltd to negotiate the required Infrastructure Agreement(s) and**
5. **To authorise the CEO to send a written request to the Native Vegetation Council for funds paid as the Significant Environmental Benefit associated with the development to be spent on projects within the Adelaide Hills Council.**

Carried Unanimously

Cr Adrian Cheater voted "for" the motion. The majority of persons who were entitled to vote at the meeting voted in favour of the motion.

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12.2 Road Closures Young Drivers Awareness Course 2023-24

Cr Melanie Selwood declared a General Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to item 12.2.

Moved Cr Malcolm Herrmann

S/- Cr Kirsty Parkin

211/23

Council resolves

- 1. That the report be received and noted.**
- 2. To, pursuant to Section 33(1) of the Road Traffic Act 1961 and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013:**
 - a. Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the Road Traffic Act 1961 applies.**
 - b. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 11 October 2023, and 9.00am and 6.00pm Wednesday 24 April 2024.**
 - c. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road).**
 - d. To make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.**

Carried Unanimously

Cr Melanie Selwood voted "for" the motion. The majority of persons who were entitled to vote at the meeting voted in favour of the motion.

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12.3 CEO Appointment to Southern & Hills Local Government Association

Moved Cr Louise Pascale
S/- Cr Mark Osterstock

212/23

Council resolves:

1. That the report be received and noted.
2. With an effective date of 8 August 2023, to revoke the appointment of David Waters and appoint Greg Georgopoulos to the Board of Southern and Hills Local Government Association as the Council's employee or elected member nominee until the conclusion of the 2022 – 2026 Council term.

Carried Unanimously

12.4 Appointment to Adelaide Hills Reconciliation Working Group Method of Voting

This item was deferred to the 22 August Council meeting.

12.5 Status Report – Council Resolutions Update

Moved Cr Nathan Daniell
S/- Cr Lucy Huxter

213/23

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
4/08/2022	CEO Performance Review Panel	PRP16/22	CEO Performance & Remuneration Report – Confidential Item	Nil
14/02/2023	Ordinary Council	29/23	Policy Review Meeting Procedures	Nil
28/02/2023	Ordinary Council	40/23	MON Violence Against Women	Nil
28/02/2023	Ordinary Council	41/23	MON Hanson Construction Materials Ltd - White Rock Quarry	Nil

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9/05/2023	Ordinary Council	109/23	Library Opening Hours	Nil
9/05/2023	Ordinary Council	114/23	Strategic Plan Engagement Strategy	Nil
15/05/2023	Audit Committee	AC20/23	Budget Review 3	Nil
23/05/2023	Ordinary Council	131/23	Delegations Review - Local Government Act	Nil
23/05/2023	Ordinary Council	137/23	18.1 Event Opportunity – Santos Tour Down Under 2024 - Confidential Item	Nil
23/05/2023	Ordinary Council	138/23	18.1 Event Opportunity – Santos Tour Down Under 2024 - duration of confidentiality	Nil
23/05/2023	Ordinary Council	141/23	Electricity Tenders Post 30 June 2023 – Confidential Item	Nil
23/05/2023	Ordinary Council	142/23	Electricity Tenders Post 30 June 2023 - Duration of Confidentiality	Nil
27/06/2023	Ordinary Council	172/23	Discretionary Rate Rebate	Nil
27/06/2023	Ordinary Council	174/23	2023-24 Fees & Charges for Adoption	Nil
11/07/2023	Ordinary Council	186/23	Statement of Commitment and Our Watch Prevention Toolkit Implementation Plan	Nil

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. QUESTIONS WITHOUT NOTICE

Cr Malcolm Herrmann – Incorrect reporting by Advertiser re resolution concerning 26 January & Civic Awards 25 July 2023

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15. MOTIONS WITHOUT NOTICE

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

15.1 Corporate Carbon Management Plan

**Moved Cr Chris Grant
S/- Cr Nathan Daniell**

214/23

- 1. That AHC recognises that climate change is already having a negative impact on AHC communities and this will continue with increasing severity;**
- 2. That AHC recognises local government has a leadership role to play in reducing greenhouse gas emissions as a matter of urgency, as well as attempting to address the effects of climate change on our community, and;**
- 3. That staff hold workshops with elected members to explore options available to address both the causes and effects of climate change, including:**
 - a. How we can incorporate actions to address the causes and effects of climate change in our Strategic Plan;**
 - b. Present progress in implementing the recommended actions in the Corporate Carbon Management Plan in the time since that plan was adopted;**
 - c. Present planned actions and other feasible options, with timelines and cost benefit analyses, that can reduce the carbon footprint of the AHC and the AHC area;**
 - d. Present planned actions and other feasible options, with timelines and cost benefit analyses, that can reduce the impacts of climate change on our communities; and**
 - e. Discuss the best strategy to continue to progress AHC action on this urgent issue.**

Carried Unanimously

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16. REPORTS

16.1 Council Member Function or Activity on the Business of Council

Cr Melanie Selwood

- 7 August, SALA at the Summit, Adelaide Hills Renewal Exhibition Opening

Cr Louise Pascale

- 3 June, represented the Mayor at Hill Environment Committee Quiet Achiever Awards
- 28 July, met with Member for Morialta John Gardner
- 29 July, met with Chris West of Koala Life at Cleland National Park

8.08pm Cr Adrian Cheater left the Chamber

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

Cr Malcolm Herrmann

- 27 July, Gawler River Flood Management Authority, Elizabeth
- 07 August, Gawler River Flood Management Authority Audit Committee, North Adelaide

16.3 CEO Report

Greg Georgopoulos, CEO, provided Council with a verbal update, including:

- Communication strategy
- Country Cabinet
- Strategic Plan

8.11pm Cr Adrian Cheater returned to the Chamber

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17. REPORTS OF COMMITTEES

17.1 Special Council Assessment Panel – 26 July 2023

Moved Cr Leith Mudge
S/- Cr Nathan Daniell

215/23

That the minutes of the Special Council Assessment Panel meeting held on 26 July 2023 as distributed, be received and noted.

Carried Unanimously

17.2 Audit Committee

Nil

17.3 CEO Performance Review Panel – 27 July 2023

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

216/23

That the minutes of the CEO Performance Review Panel meeting held on 27 July 2023 as distributed, be received and noted.

Carried Unanimously

17.4 Boundary Change Committee

Nil

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18. CONFIDENTIAL ITEMS

18.1 Country Cabinet August 2023 – Exclusion of the Public

Moved Cr Mark Osterstock
S/- Cr Adrian Cheater

217/23

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

- Chief Executive Officer, Greg Georgopoulos
- Director Community Capacity, David Waters
- Director Corporate Services, Terry Crackett
- Director Infrastructure & Operations, Peter Bice
- Executive Manager Governance & Performance, Lachlan Miller
- A/Director Development & Regulatory Services, Matt Ahern
- Governance Support, Melissa Grimes
- IT Systems Analyst, Tom Portas
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: Chief Executive Officer Country Cabinet presentation 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 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 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.

Carried Unanimously

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18.1.2 Country Cabinet August 2023 – Duration of Confidentiality

Moved Cr Nathan Daniell
S/- Cr Chris Grant

220/23

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	24 August 2023 but not longer than 30 June 2024
Related Attachments	Nil
Minutes	24 August 2023 but not longer than 30 June 2024
Other	Nil

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

Carried Unanimously

19. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 22 August 2023 from 6.30pm at 63 Mt Barker Road, Stirling.

20. CLOSE MEETING

The meeting closed at 8.47pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Nathan Daniell

Subject: Bringing our Community Groups together

1. MOTION

I move that:

- 1. Council convenes an inaugural gathering of our local community groups whose primary focus is to assist and promote a vibrant and thriving community for their local area.**
- 2. The inaugural gathering has two key objectives, to provide:**
 - a. An opportunity for information sharing between different community groups;**
 - b. To provide both the administration and elected members with insight into how the community groups are supporting their local area, along with current opportunities and challenges they face.**
- 3. Council engages with local community groups to inform the format of the event.**
- 4. Once the event has been held the CEO prepare a report which:**
 - a. Reviews and reports on the success (or otherwise) of the event;**
 - b. Considers the merits and feasibility of holding semi-regular events such as this into the future.**

2. BACKGROUND

We are fortunate to have many incredible community groups throughout our Council. Just a few examples include Imagine Uraidla, Love Woodside, Lobethal Community Association, Morialta Residents Association, Gumeracha Community Association, and Hello Mount Torrens. There are many more. While the formation of each group may have been for different reasons, and each have their own priorities, they all have the overarching purpose of positively contributing to their local area.

This motion has two key objectives, to provide:

1. an opportunity for community groups to share information.
2. the administration and elected members with further insight about the activities of our local community groups.

There is no obvious medium for our community groups to share information with one another. Each group is filled with passionate people who have a range of skills and ideas. Each group also has their own challenges. Providing the opportunity for all groups to come together and share information will likely have many positive effects for our Council area. When I recently met with Jess De Campo, Chair of Imagine Uraidla, we discussed their desire to engage with other community groups and Council in a more strategic way.

As elected members, we all have varying levels of knowledge as to what each community group does, and how they operate. This event will provide us with greater insight about their vision and focus, along with the opportunities and challenges they currently face. It will help inform our decision making and hopefully improve the way we support community groups across our Council.

To further highlight the need for this initiative I draw your attention to Imagine Uraidla's 'Vision Project 2022'. This project involved in-depth interviews with community leaders, a local business event with over 50 business owners, and 180 'letters to the future' from residents in their local area.

One of the six key themes which emerged from this visioning exercise was **Council as a conduit**. Community members desire a closer relationship with Council. Their vision report states, "For a small community like Uraidla, AHC is a key stakeholder, and we want to strengthen the conduit between our community and Council staff and Elected Members."

The motion purposefully avoids dictating the format of the event – this should be informed by engaging with relevant community groups. This motion also calls for a review of the event and an assessment of the merits in continuing the initiative into future years.

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

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	Community Wellbeing
Objective 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 project.

The motion on notice aims to support community groups by providing opportunities to network and learn from one another as well as build stronger connections with Council.

- Goal A Functional Built Environment
- Objective B2 Preserve and enhance the unique character of the Hills for current and future generations.
- Priority B2.1 Continue to embrace and support community led public place revitalisation across our district.

Community plays a crucial role in invigorating community spaces and the motion on notice supports that role.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

The facilitated gathering of local community groups will assist in mitigating the risk of:

Community groups lacking the relevant networks and supports to peruse desired outcomes leading to less optimal outcomes and community frustration.

Inherent Risk	Residual Risk	Target Risk
3C	2D	2D

➤ **Financial and Resource Implications**

The planning and delivery of a community group gathering would require staff to be diverted away from other activities for a short period of time but should Council resolve to endorse the motion, the requirements could be achieved with some reprioritisation. Budget may be required to support venue hire and catering.

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

The facilitation of a community group gathering is likely to be seen as a positive offering by interested community groups and provides staff and Council Members with another avenue for community engagement.

➤ **Sustainability Implications**

A gathering of community groups will be aimed at supporting the progression of the groups aims relating to thriving and vibrant communities. Community groups have a significant role to play in the sustainability of community.

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

There has not been any formal engagement or consultation conducted in the preparation of this report, however, it will form a significant aspect of the implementation of the motion should it be endorsed by Council.

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

Bringing together community groups in the proposed manner provides opportunities for groups to network and learn from each other as well as a means for staff and Council Members to engage with groups to better understand their goals and aspirations.

At present, the Council does not provide a service or allocate resources to support community groups in general to network with each other. The Council does, for the sake of clarity, support some networks of particular interest, such as the Adelaide Hills Community Action Bushfire Network which brings together representatives from local groups focused on developing disaster resilience.

The motion aligns well with Council's strategic plan and in particular work that the Community Development Team undertakes in building community connections.

In the mid-late 2010s, Adelaide Hills Council had partnered with District Council of Mt Barker through a collaborative project to provide two community group forums which were well attended and supported by community groups from across the broader Adelaide Hills Region. These were conducted as 3-hour forums, held on a weekday evening, with a number of groups invited to present on their achievements and aspirations and some facilitated networking and information sharing exercises. Target groups were those with a focus on public place revitalisation, reinvigorating community spirit and connections and improving communities broadly. For those events, the Adelaide Hills Convention Centre was hired to provide a suitable venue and catering.

Given previous experience and the significant number of community groups in the Adelaide Hills Council area it would be expected that a gathering of this nature would be well attended, especially as it would be designed to meet the needs of community interest and need.

As called for in the motion, it would be appropriate to consult with a selection of existing community groups to determine a model and format that is best suited to their needs. It could include some local speakers, an opportunity to network and an interactive means of identifying barriers and opportunities experienced by groups in achieving desired outcomes. Depending on feedback from groups, it may also be of value to have a guest speaker from a relevant organisation or field of endeavour. It is noted in this instance the emphasis will be on engaging groups with a broad community focus to improve their local community. It will be important to hone the target audience for the forum to ensure it is relevant and engaging for those who attend.

The gathering would be timely in that information provided by groups could help to inform the development of Council's next Strategic Plan and the model that Council uses to support community groups moving forward.

It is reasonable to suggest that the holding of the proposed forum may create an expectation that the Council will provide higher levels of service and support to community groups than it does at present. Attendee expectations will need to be carefully managed in this regard and this will happen through clear agenda planning and communication.

The proposal to review the event after it is conducted prior to any commitment to future forums of this nature is supported.

5. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item:	12.1
Responsible Officer:	Rebecca Shepherd Manager Community Development Community Capacity
Subject:	Recovery Ready Halls Funding Recommendations
For:	Decision

SUMMARY

Adelaide Hills Council was awarded a grant of \$250,000 through the Black Summer Bushfire Recovery Grants Program to fund the Recovery Ready Halls project.

The aim of the project is to support community facilities to be used as community recovery support hubs during recovery periods following disasters such as bushfires. Community Recovery Support Hubs can provide support to community members after the threat from a disaster has passed, with basic needs including clean water, electricity, first aid supplies, shelter and information. Some communities may choose (if they have capacity) to offer further comfort to community members, including light refreshments, soap and hot water. The Recovery Ready Halls project funds the purchase and installation of relevant amenities and equipment for eligible community facilities. Examples of eligible works include the purchase and installation of items such as rain water tanks, water filters, generators and defibrillators.

Key project activities outlined in the grant agreement with the Commonwealth include:

- Undertaking community consultation to determine participating communities
- Developing a detailed scope of works
- Complete planning, approval and design requirements; and
- Managing and undertaking minor improvements identified by communities themselves, for example air-conditioning, improving accessibility, upgrading bathrooms, signage, etc. (not including building extensions or new construction).

The project is due for completion in March 2025.

Expressions of interest opened on 26 June 2023 and closed 28 July 2023. Three Community Information sessions were held (one of which was held online), to inform community members about the Recovery Ready Halls concept and funding opportunity and to begin working with council officers to shape their projects. The Project Support Officer (Community Resilience) and Senior Community Resilience Officer continued to support applicants after these sessions, talking through potential projects on the phone and via email. Community Resilience Officers have also been working with local communities through the RediCommunities workshop series. These processes have contributed to the planning and shape of projects for several of the community groups that have submitted an expression of interest.

Of the \$250,000 Commonwealth Grant approximately \$22,000 has been allocated to cover staff time in supporting the implementation of the funding particularly as it relates to requirements in managing projects on council owned facilities. If the funds required for staff time are less than those allocated any remaining funds can be channeled into additional support for selected projects.

Council received 14 Recovery Ready Halls expressions of interest, totalling \$602,024.85 The Project Support Officer liaised with applicants where more information was required to assist the assessment process. An assessment panel consisting of the Senior Community Resilience Officer, Project Support Officer (Community Resilience), Team Leader Statutory Planning and Acting Coordinator Property Projects Maintenance reviewed the expressions of interest on Monday 7 August 2023 against eligibility and assessment criteria aligned with project requirements. On the basis of this assessment it is recommended that 12 of these expressions of interest be awarded Recovery Ready Halls funding, to a total amount of \$228,000.

The purpose of this report is to seek Council approval of the recommendations on the awarding of Recovery Ready Halls funding in 2023 as contained in **Appendix 1**.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. That Council approve the awarding of Recovery Ready Halls funding totalling \$228,000.00 as follows:**

Charleston Community Centre	Kitchen upgrade, UHF radios, internal electrical upgrade	\$25,000
Houghton Inglewood & Hermitage Memorial Park Inc	Solar panels, battery & Generator	\$15,000
Mylor Citizens Friendship Club Inc	Replacement rainwater tank	\$10,000
Longwood Bradbury Progress Association	Servery window & community noticeboard	\$3,000
Uraidla & Summertown Horticultural & Floricultural Society	Ember proofing works to roof	\$27,000
Upper Sturt Community Association Inc	Planning & engineering docs for accessibility works, website upgrade, generator & BBQ	\$10,000
Basket Range war memorial hall Inc	Solar panels & battery	\$30,000

Piccadilly Community Hall Inc	Access ramp, handrails & compliant doors	\$18,000
Uraidla Institute	Electrical upgrade & air-conditioning units	\$35,000
Gumeracha & District Town Hall Committee Inc	Electrical upgrade	\$25,000
Mount Torrens Soldiers Memorial Hall Inc	Electrical upgrade	\$22,000
Scott Creek Progress Association	Kitchen upgrade	\$8,000

- 3. That Council authorises the Chief Executive Officer to amend specific financial allocations to each recipient if required due to changes in circumstances, (including but not limited to: reduced project management costs, applicants' ability to commit to the scope of work for the allocated funding and projects not proceeding) not exceeding total funding amount of \$250,000.**
-

1. BACKGROUND

The Recovery Ready Halls program is the result of a successful grant application via the Black Summer Bushfire Recovery Grants Program, offered through the (then) Department of Industry, Energy, Science and Resources. The purpose of the Black Summer Bushfire Recovery program is to:

- support recovery and resilience of communities impacted by the 2019-20 bushfires
- build stronger communities by supporting social, economic and built environment recovery
- empower local communities to address bushfire recovery priorities, including through creation of jobs, sustainable infrastructure and community investment targeted at the specific needs of the community and,

Guidelines for the Expression of Interest Application were developed in consultation with the following departments:

- Property Services
- Sport and Recreation
- Community Development
- Development Services.

The Local Government Association's Community Support Hub guide was also used as a key document to inform the Recovery Ready Halls guidelines development and was made available on council's website to provide further background for community groups to understand the purpose of a community recovery support hub.

It is the intention of this program to assist groups that:

- Demonstrate significant community benefit for future disaster recovery
- Facilitate improvements to meet Legislation and/or align with the National Strategy for Disaster Resilience
- Provide evidence of community support, engagement and involvement in their project
- Demonstrate a suitable rationale for choice of project
- Demonstrate an ongoing commitment and capacity to operate facilities as Community Recovery Support Hubs during recovery, following a disaster
- Are based within the Adelaide Hills Council district.

The Recovery Ready Halls program is a one off funding opportunity. In offering this funding, Adelaide Hills Council is bound by the conditions outlined in the Simple Grant Agreement between Adelaide Hills Council and the Department of Industry, Science, Energy and Resources (**Appendix 2**).

Expressions of interest for funding have been considered by an Assessment Panel based on the Council's Grant Giving Policy, Recovery Ready Halls Grant Guidelines and Eligibility and Assessment Criteria. This report presents the recommendations of the Assessment Panel.

The Assessment Panel consisted of:

Miranda Hampton	Senior Community Resilience Officer
Vanessa Inkster	Project Support Officer (Community Resilience) Property Officer
James Booker	Team Leader Statutory Planning
Steve Sauerwald	Acting Coordinator Property Projects Maintenance

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

Recovery Ready Halls funding offers a key opportunity to work with the community in providing diverse programs and opportunities that foster connections and engagement within communities. By equipping local facilities, they can serve as gathering spaces prior to disasters, enhancing community resilience. They can provide a sense of security, knowing that essential needs such as power, water, accurate information, and connectivity may be met in their local community. Promoting awareness of Recovery Ready Halls also increases communities' understanding of fire danger, leading to improved individual and community preparedness. By leveraging this funding and collaborating with the community, Recovery Ready Halls facilitate connection, engagement, and preparedness, creating a more resilient and cohesive community.

Goal 2	Community Wellbeing
Objective C4	An active, healthy, thriving and resilient community
Priority C4.1	Support community wellbeing through our contribution to public health planning, disaster recovery activities and the implementation of strategies that aim to measure and enhance wellbeing

Recovery Ready Halls funding can assist community members to connect locally, promoting the bolstering of community networks and increasing the capacity of the community to provide support during recovery. The increased focus on planning for future recoveries in turn, will increase the resilience of local communities. Additionally, the capacity for some halls, the ability to host community events with organisations such as the CFS, to raise awareness about disaster preparedness will be increased through this project.

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

Disasters pose significant risks to the safety and wellbeing of the community. The awarding of these funds assists communities to reduce their risk by providing opportunities for resilience building community events, distribution of information and advice and in providing support for impacted community members following a disaster.

The area of grant giving attracts a significant level of community scrutiny. There is an expectation that the awarding of these funds will deliver good outcomes and value for money. There is also an expectation that the grant giving process will be fair, transparent and accountable.

There is a risk to Council’s reputation that the community may perceive that Council is not delivering a due level of fairness and equity in awarding this funding.

The use of robust eligibility criteria and selection processes will assist in mitigating the risk of:

grant giving that is inappropriate or does not reflect Council’s strategic directions or community expectations.

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

➤ **Financial and Resource Implications**

The Recovery Ready Halls program is the result of a successful grant application via the Black Summer Bushfire Recovery Grants Program, offered through the (then) Department of Industry, Energy, Science and Resources. A portion of the grant awarded will be used to manage successful projects for works on community facilities owned by Adelaide Hills Council. Should these costs be less than anticipated, surplus funds can be reallocated to eligible project elements not included in this report. There are no financial implications for Adelaide Hills Council resulting from this project.

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

Recovery Ready Halls funding gives Council the opportunity to support and encourage community led initiatives that build resilience, support recovery and facilitate a wide range of beneficial community outcomes.

Council Grant Giving attracts considerable interest and scrutiny and a high priority is placed on ensuring equitable and transparent processes. It is also a process that some in the community find difficult to navigate. Council has a number of measures in place to support community groups through this process including:

- Grant Giving Policy
- Grant Guidelines
- Public information sessions
- Direct support from Council staff
- Smarty Grants for online applications and reporting.

Community groups can apply for funding to establish Community Recovery Support Hubs that will make a positive contribution to resilience and recovery of the community following a disaster, through:

- Equipping community facilities with items such as generators, rainwater tanks, children’s books, defibrillators, first aid kits to ensure comfort for a recovering community
- Undertaking works to community facilities such as electrical upgrades, installation of solar panels, internet connection, PA equipment to foster community connection and enhance comfort of Community Recovery Support Hubs for the community following a disaster.

➤ **Sustainability Implications**

Grant applications that have positive outcomes in relation to sustainability and environment are encouraged. Two projects recommended for this funding include the installation of solar panels.

In assessing project proposals, consideration is given to the sustainability and ongoing impact of projects and the applicants ability to continue projects beyond the terms of the grant.

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

Consultation was undertaken with staff in relation to grant applications that related to their areas of expertise or to seek information relating to property or sites pertaining to these applications.

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

While community engagement did not occur specifically in relation to the evaluation of grant applications and the forming of recommendations, it is noted elsewhere in this report that significant engagement has occurred with communities by way of the RediCommunities program and a number of information sessions were held in relation to this grant program.

➤ **Additional Analysis**

Feedback from communities following previous fires included that people wanted a safe place to go after an event, without leaving their local community.

Community Recovery Support Hubs can enhance community connection before a disaster, and therefore promote a community understanding of its strengths and vulnerabilities. This allows work to be done in preparation for future events which in turn increases community resilience.

The significant interest in this project by community groups has resulted in oversubscription for the available funds. In addition the work that the administration are doing with community in resilience and recovery planning is expected to identify further opportunities for hall upgrades. The administration will continue to seek out opportunities to source additional funding for future projects.

Due to the oversubscription for the available funds, additional conversations were held with each applicant to determine their willingness to accept and ability to deliver discrete elements that made up part of their overall proposals. The applicants were also asked to nominate priority elements.

The recommendation to part fund the 12 eligible projects has been informed by these conversations and the prioritisation of project elements that will enable progression of remaining project components in future.

3. OPTIONS

Council has the following options:

- I. That the Recovery Ready Halls funding Recommendations as detailed in **Appendix 1**, and determined in accordance with a robust assessment process be endorsed (Recommended)
- II. That the Community Development Grant Recommendations as detailed in **Appendix 1**, are not endorsed, and the Assessment Panel reconsiders their recommendations (Not Recommended).

4. APPENDICES

- (1) Recovery Ready Halls Funding Recommendations 2023
- (2) Commonwealth Simple Grant Agreement between the Commonwealth represented by Department of Industry, Science, Energy and Resources and Adelaide Hills Council.

Appendix 1

Recovery Ready Halls Funding Recommendations 2023

Recovery Ready Halls Grant Applications and Recommendations 2023

Applicant	Project Description	Outcome area	Amount Recommended	NOTES (including conditions or requirements)
Charleston Community Centre	<p>Charleston Community Emergency Response and Recovery Plan</p> <p>Electrical upgrades internal and external Various kitchen/catering items and appliances First Aid kits (including animal first aid) Portable shelters Assorted hardware Site safety equipment Flooring, storage, office furniture Beds, bedding, tables, chairs & privacy screen</p>	Community resilience and recovery	\$25,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Determined that funding would be awarded to complete kitchen upgrades, UHF radios and works to upgrade to internal electrical safety. Charleston community centre can demonstrate detailed planning, including volunteer roles.
Houghton Inglewood & Hermitage Memorial Park Inc	<p>Houghton Hub Community Recovery Support</p> <p>Electronic trailer sign Solar powered battery backup Generator</p>	Community resilience and recovery	\$15,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Solar powered battery backup and generator provide assurance that centre can operate as a recovery centre through power failure resulting from emergency.
Mylor Citizens Friendship Club Inc	<p>Recovery Ready Mylor Hall</p> <p>Rainwater Tank Defibrillator & training for use Generator & Transfer switch installation</p>	Community resilience and recovery	\$10,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. New rainwater tank will provide safe drinking water and water for kitchen facilities. Funding awarded with priority given to purchase of a larger rainwater tank. Ongoing discussion regarding appropriate tank size. Clear recovery hub concept demonstrating significant community benefit.
Longwood Bradbury Progress Association	<p>Outdoor village square and servery</p> <p>Increasing the footprint, hall is limited due to size in its ability</p>	Community resilience and recovery	\$3,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Servery window allows community access from outside of building, decreasing congestion within hall. Community noticeboard will allow for greater engagement with community.

	<p>to operate as a Recovery Support Hub</p> <p>Increases useability of outdoor area for enhanced community connection and comfort</p> <p>Inclusion of community noticeboard to enhance communications</p>			
Uraidla & Summertown Horticultural & Floricultural Society	<p>Ember Proofing Uraidla Show Hall</p> <p>Replace existing wood roof vents with Colourbond vents including fly mesh wire, as well as fly wire along the walls and under gutters</p>	Community resilience and recovery	\$27,000.00	<p>Panel agreed to provide part funding due to over subscription of funding Expressions of Interest.</p> <p>Ember proofing the show hall will safeguard this building, located in a bushfire safer place with ample parking, multiple access roads for community and surrounding community and a committee that have done significant planning for disaster. This work will increase the likelihood the hall will be available for community during Recovery.</p>
Upper Sturt Community Association Inc	<p>Upper Sturt Community Recovery Centre</p> <p>Installation of accessible shower and toilet to meet access standards</p> <p>Petrol Generator</p> <p>BBQ</p> <p>Upgrade to halls website</p> <p>First Aid Kit</p>	Community resilience and recovery	\$10,000.00	<p>Panel agreed to provide part funding due to over subscription of funding Expressions of Interest.</p> <p>Priority given to preparation of planning documents and engineering for proposed accessibility works, a website upgrade and purchase and installation of a generator. These priorities will provide benefit to the community by working toward accessibility, increasing engagement, and safeguarding power in the event of an emergency.</p>
Basket Range War Memorial Hall Inc	<p>Basket Range Hall Community Recovery Support Hub</p> <p>Solar and associated battery storage</p> <p>Undersink water filter</p> <p>Dishwasher</p>	Community resilience and recovery	\$30,000.00	<p>Panel agreed to provide part funding due to over subscription of funding Expressions of Interest.</p> <p>Funding for Solar panels and associated battery storage awarded as priority to safeguard power to the hall in the event of an emergency.</p>
Piccadilly Community Hall Inc	<p>Piccadilly Recovery Ready Hall</p> <p>Accessible ramp, handrails, and compliant doors</p> <p>Generator</p> <p>Air conditioning</p> <p>Portable partitions</p>	Community resilience and recovery	\$18,000.00	<p>Panel agreed to provide part funding due to over subscription of funding Expressions of Interest.</p> <p>Funding provided for accessibility works. Committee provided findings of an audit undertaken for accessibility needs. Good planning and significant benefit for community members with accessibility needs.</p>

Uraidla Institute	Uraidla Institute Recovery Centre Project Electrical Upgrades Installation four air-conditioning units Hot water system Defibrillator Eyewash station Tables and Chairs, Urn Battery System Bi-directional charger Heat pump Accessible ramp PA system Restoration following works	Community resilience and recovery	\$35,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Electrical upgrade awarded funding and prioritised to enhance existing solar panels. Important work prior to committee proceeding with other priority works such as installation of air conditioners. Funding pending acquittal of previous grant.
Gumeracha & District Town Hall Committee Inc	Empowering Gumeracha District Hall and Facilities Purchase and Installation of a generator, replacement of heaters (request for AHC property to look at electricals to ensure no upgrade required first)	Community resilience and recovery	\$25,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Electrical upgrade awarded funding. This work will need to be completed so committee can work toward their proposal for purchase and installation of generator and replacement of heaters.
Summertown and Uraidla Uniting Church	Summertown Uniting Church Recovery Ready Hall Development Water tank, pump, and filtration unit Generator Fire pump and fire hose		\$0.00	No funding awarded. Concentration of Community Recovery Support Hubs in area (Uraidla x 2, Basket Range & Piccadilly). This facility may have opportunity to seek funding through the Uniting Church Australia.
Mount Torrens Soldiers Memorial Hall Inc	Mount Torrens Soldiers Memorial Hall Community Recovery Centre Purchase of generator and upgrade to power board Signage First Aid Kits	Community resilience and recovery	\$22,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Electrical upgrade awarded funding. This work will need to be completed so committee can work toward their proposal for purchase and installation of a generator.

The Hut Community Centre Inc	Aldgate Oval Hall Recovery Support Hub Upgrade to kitchen including removal and replacement of wall cladding Purchase of a generator		\$0.00	No funding awarded. No evidence of planning for operation as a Recovery Community Support Hub or of community support and no quotes for proposed works provided.
Scott Creek Progress Association	Making Scott Creek Hall Recovery Ready Portable storage units Toys and Books Camp shower kits A frame signs Built in data projector Satellite installation Dishwasher Lockable cabinets Top up of previously secured grant funding for completion of kitchen upgrade	Community resilience and recovery	\$8,000.00	Panel agreed to provide part funding due to over subscription of funding Expressions of Interest. Committee received a previous grant through Sport and Recreation for kitchen upgrade, which does not cover works. Decision to award funding for completion of kitchen upgrade to better facilitate community engagement. Community has demonstrated significant planning for recovery.
		TOTAL RECOMMENDED	\$228,000.00	

Appendix 2

*Commonwealth Simple Grant Agreement between the
Commonwealth represented by Department of
Industry, Science, Energy and Resources and
Adelaide Hills Council*



Australian Government
**Department of Industry, Science,
Energy and Resources**

Commonwealth Simple Grant Agreement

between the Commonwealth represented by

Department of Industry, Science, Energy and Resources

and

ADELAIDE HILLS COUNCIL

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Grant Agreement BSBR000721

Once completed, this document, together with the Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	ADELAIDE HILLS COUNCIL
Legal entity type (e.g. individual, incorporated association, company, partnership, etc)	Local Government Entity
Trading or business name	ADELAIDE HILLS COUNCIL
Any relevant licence, registration or provider number	Not applicable
Australian Business Number (ABN) or other entity identifiers	23955071393
Australian Company Number (ACN)	Not applicable
Registered for Goods and Services Tax (GST)?	Yes
Date from which GST registration was effective?	7/07/2000
Registered office address	63 MOUNT BARKER RD STIRLING SA 5152 Australia
Relevant business place	36 Nairne Rd WOODSIDE SA 5244 Australia

The Commonwealth

The Commonwealth of Australia represented by the
Department of Industry, Science, Energy and Resources
of 10 Binara Street CANBERRA ACT 2600
ABN 74 599 608 295

The Department of Industry, Science, Energy and Resources will manage the Agreement on behalf of the National Recovery and Resilience Agency.

Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with a Grant for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the Commonwealth General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to the Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details BSBR000721

A. Purpose of the Grant

The Grant is being provided as part of the Black Summer Bushfire Recovery Grants Program grant opportunity.

The objectives of the grant opportunity are to:

- support recovery and resilience of communities impacted by the 2019-20 bushfires, and
- build stronger communities by supporting social, economic and built environment recovery.

The intended outcomes of the grant opportunity are to:

- empower local communities to address bushfire recovery priorities, including through creation of jobs, sustainable infrastructure and community investment targeted at the specific needs of the community, and
- rebuild and grow the economy of the local communities impacted by the bushfires.

B. Activity

The Activity is made up of the Grantee's project and all eligible project activities as specified in these Grant Details.

Project title

Recovery Ready Halls

Project scope and description

Recovery Ready Halls will be managed via the AHC Property Team and will upgrade infrastructure, thereby enabling facilities to be used as recovery 'hubs' for future disasters. Feedback from communities after previous fires was that people wanted a safe place to go after an event without leaving their local community. This project will provide improved local amenities that are community managed and that can be used by community members who have been fire affected.

Key project activities include:

- undertaking community consultation to determine participating communities;
- developing a detailed scope of works;
- complete planning, approval and design requirements; and
- managing and undertaking minor improvements identified by communities themselves, for example air-conditioning, improving accessibility, upgrading bathrooms, signage, etc. (not including building extensions or new construction).

Project outcomes

This project will provide improvements to local facilities that are community managed.

Staff will undertake:

- community consultation to determine the communities to participate;
- work with communities to define improvements required;
- project manage the upgrades including quotes, design plans and building permits; and
- reporting requirements.

You project must include activities delivered in a Local Government Area (LGA) that activated Disaster Recovery Funding Arrangements (DRFA) as a consequence of the 2019-20 Bushfires:

1) Adelaide Hills

In undertaking the Activity, the Grantee must comply with the requirements of the grant opportunity guidelines (as in force at the time of application).

The Grantee must notify the Commonwealth about events relating to the project and provide an opportunity for the Minister or their representative to attend.

C. Duration of the Grant

The Activity starts on 01 April 2022 and ends on 31 March 2024, which is the **Activity Completion Date**.

The Agreement ends on 07 September 2024 which is the **Agreement End Date**.

Activity Schedule

In undertaking the Activity, the Grantee will meet the following milestones by the due dates.

Milestone number	Milestone name and description	Due date
001	Milestone 1 Define scope, identify community halls that meet criteria and that can be set up as recovery hubs.	08/10/2022
002	Milestone 2 Develop work schedule, obtains quotes and approvals and develop plan.	01/04/2023
003	Conditions of Funding The grant is defined by the funding agreement to deliver the improvements to community infrastructure.	31/03/2024
004	Milestone 3 Commence and complete project works.	31/03/2024

D. Payment of the Grant

The total amount of the Grant is \$250,000 (plus GST if applicable).

The Grant will be provided at up to 100.00 per cent of eligible expenditure as defined in the grant opportunity guidelines.

The Grant will be paid over the following financial years subject to sufficient Program funding being available. The Commonwealth is not obliged to make a payment if it would result in the amount paid in a financial year exceeding the annual capped amount for that financial year as specified in this table.

Financial year	Annual capped amount (GST excl)
2021/22	\$100,000
2022/23	\$75,000

2023/24	\$75,000
2024/25	\$0
Total	\$250,000

The Grant will be paid according to the following schedule. Payments are subject to satisfactory progress on the project and compliance by the Grantee with its obligations under this Agreement.

Payment event	Payment amount (GST excl)	Anticipated payment date
Initial payment	\$100,000	21/04/2022
Progress payment 1	\$75,000	20/12/2022
Progress payment 2	\$50,000	20/07/2023
Final payment	\$25,000	20/05/2024
Total	\$250,000	

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

The Grantee agrees not to issue tax invoices in respect of any taxable supplies.

The Grantee acknowledges that where it is registered for Goods and Services Tax (GST) it will notify the Commonwealth if it subsequently ceases to be registered for GST.

GST means a tax that is payable under GST law as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

E. Reporting

The Grantee agrees to provide the following reports to the Commonwealth representative in accordance with the reporting requirements (Schedule 2).

Report type	Period start date	Period end date	Agreed evidence	Due date
Progress report 1	01/04/2022	31/10/2022	Progress Report	30/11/2022
Compliance with working with children obligations 1	01/04/2022	31/03/2023	Compliance with working with children obligations	30/04/2023
Progress report 2	01/10/2022	31/05/2023	Progress Report	30/06/2023

Report type	Period start date	Period end date	Agreed evidence	Due date
Compliance with working with children obligations 2	01/04/2023	31/03/2024	Compliance with working with children obligations	30/04/2024
End of project report	01/04/2022	31/03/2024	End of Project Report	30/04/2024

During the Agreement period, the Commonwealth may ask the Grantee for ad-hoc reports on the project. The Grantee must provide these reports in the timeframes notified by the Commonwealth.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Miranda Hampton
Position	Senior Community Resilience Officer
Address	PO Box 44 Woodside SA 5244
Business hours telephone	
Mobile	0437123904
Email	mhampton@ahc.sa.gov.au

Commonwealth representative and address

Name of representative	Samuel Asplund-Meinecke
Position	
Postal address	GPO Box 2013 CANBERRA ACT 2601
Physical address	10 Binara Street CANBERRA ACT 2600
Business hours telephone	
Email	BSBR@industry.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

G. Supplementary Terms

G1 Other Contributions

Not applicable

G2 Activity Budget

G2.1 The Grantee agrees to use the Grant and any Other Contributions and undertake the Activity consistent with the following budget:

Financial year 2021/22

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Administrative support/overheads (including project management or project co-ordination)	\$0
Project expenditure	Contingency	\$0
Project expenditure	Contracts	\$2,500
Project expenditure	Domestic travel	\$0
Project expenditure	Equipment/ Materials (purchase or hire)	\$0
Project expenditure	Infrastructure / Building, including approvals	\$0
Project expenditure	Other	\$7,500
Project expenditure	Planning, environmental or other regulatory approvals	\$0
Project expenditure	Report on project outcomes	\$0
Project expenditure	Salary	\$7,000
Project expenditure	Staff training	\$0
Project expenditure	Workshops, conferences and events	\$0
Financial year total		\$17,000

Financial year 2022/23

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Administrative support/overheads (including project management or project co-ordination)	\$0
Project expenditure	Contingency	\$0
Project expenditure	Contracts	\$25,000
Project expenditure	Domestic travel	\$2,000
Project expenditure	Equipment/ Materials (purchase or hire)	\$1,000

Project expenditure	Infrastructure / Building, including approvals	\$12,500
Project expenditure	Other	\$7,500
Project expenditure	Planning, environmental or other regulatory approvals	\$0
Project expenditure	Report on project outcomes	\$0
Project expenditure	Salary	\$50,000
Project expenditure	Staff training	\$7,500
Project expenditure	Workshops, conferences and events	\$3,500
Financial year total		\$109,000

Financial year 2023/24

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Administrative support/overheads (including project management or project co-ordination)	\$0
Project expenditure	Contingency	\$0
Project expenditure	Contracts	\$10,000
Project expenditure	Domestic travel	\$1,500
Project expenditure	Equipment/ Materials (purchase or hire)	\$500
Project expenditure	Infrastructure / Building, including approvals	\$63,000
Project expenditure	Other	\$7,500
Project expenditure	Planning, environmental or other regulatory approvals	\$0
Project expenditure	Report on project outcomes	\$0
Project expenditure	Salary	\$35,000
Project expenditure	Staff training	\$5,000
Project expenditure	Workshops, conferences and events	\$1,500
Financial year total		\$124,000

All financial years

Head of expenditure	Breakdown of expenditure	Agreed project cost
Project expenditure	Administrative support/overheads (including project management or project co-ordination)	\$0
Project expenditure	Contingency	\$0

Project expenditure	Contracts	\$37,500
Project expenditure	Domestic travel	\$3,500
Project expenditure	Equipment/ Materials (purchase or hire)	\$1,500
Project expenditure	Infrastructure / Building, including approvals	\$75,500
Project expenditure	Other	\$22,500
Project expenditure	Planning, environmental or other regulatory approvals	\$0
Project expenditure	Report on project outcomes	\$0
Project expenditure	Salary	\$92,000
Project expenditure	Staff training	\$12,500
Project expenditure	Workshops, conferences and events	\$5,000
All financial years total		\$250,000

Figures in the above table are GST inclusive amounts less GST credits that can be claimed in relation to the expenditure.

G3 Audit and acquittal

G4.1 The Grantee may be required to provide the Commonwealth with an independent audit report verifying that the Grant was spent in accordance with this Agreement.

G4.2 Independently audited financial acquittal reports must be audited by:

- (a) a Registered Company Auditor under the *Corporations Act 2001* (Cth); or
- (b) a Certified Practising Accountant; or
- (c) a member of the Institute of Public Accountants; or
- (d) a member of Chartered Accountants Australia and New Zealand

who is not a principal member, shareholder, officer or employee of the Grantee or a related body corporate.

G4 Activity Material

Not applicable

G5 Access

Not applicable

G6 Equipment and Assets

G7.1 The Grantee agrees to obtain the Commonwealth's prior written approval to use the Grant to purchase any item of equipment or Asset for more than \$5,000 (including GST), apart from those listed in the Activity Budget and/or detailed below:

- (a) Not applicable

G7.2 The Grantee agrees to maintain a register of all Assets with a value of \$5,000 (including GST) or more at the time of the Asset's purchase, lease, creating or bringing into existence in the form specified below and to provide the register to the Commonwealth upon request.

Item number	Description	Total cost (including GST)
<i>Reference</i>	<i>Description of the equipment or asset</i>	<i>Total cost of the equipment or asset</i>

G7.3 The Grantee agrees to use the equipment and assets for the purposes of the Activity.

G7.4 The Grantee must ensure that it owns any equipment and Assets purchased with the Grant for the purposes of the Activity

G7.5 The Grantee agrees that the proceeds of any equipment and assets purchased with the Grant disposed of during the Activity, must be treated as part of the Grant and used for the purposes of the Activity.

G7 Relevant qualifications or skills

Not applicable

G8A Child safety

G8A.1 If the Activity or any part of the Activity involves the Grantee employing or engaging a person (whether as an officer, employee, contractor or volunteer) that is required by State or Territory law to have a working with children check to undertake the Activity or any part of the Activity, the Grantee agrees:

- (a) to comply with all State, Territory and Commonwealth law relating to the employment or engagement of people who work or volunteer with children in relation to the Activity, including mandatory reporting and working with children checks however described; and
- (b) if requested, provide the Commonwealth, at the Grantee's cost, with an annual statement of compliance with clause G8A in such form as may be specified by the Commonwealth.

G9 Activity specific legislation, policies and industry standards

G9.1 Without limiting the generality of Item G11 below, the Grantee agrees to comply with the requirements of the following legislation, policies and industry standards when undertaking the Activity:

- (a) The *Work Health and Safety Act 2011 (Cth)*, any corresponding regulations made under that Act and any relevant Code of Practice approved for the purpose of that Act ('WHS Laws').

Note: The Grantee must ensure the Activity is undertaken in a safe manner. The Grantee must not, and must ensure its Personnel do not, by act or omission place the Commonwealth in breach of its obligations under the WHS Laws or any other relevant State or Territory legislation

- (b) [The Building Code 2016](#)¹ (Building Code) and the Australian Government's [Work Health and Safety Accreditation Scheme](#)² (the Scheme).

¹ The Building Code 2016 can be found at <https://www.abcc.gov.au/building-code/building-code-2016>

² The Work Health and Safety Accreditation Scheme can be found at <https://www.fsc.gov.au/what-accreditation-1>.

G9A Fraud

Not applicable

G10 Commonwealth Material, facilities and assistance

Not applicable

G11 Jurisdiction

G11.1 This Agreement is governed by the law of the Australian Capital Territory.

G12 Grantee trustee of a Trust (if applicable)

G12.1 In this clause, 'Trust' means the trust specified in the Parties to the Agreement section of this Agreement.

G12.2 The Grantee warrants that:

- (a) it is the sole trustee of the Trust
- (b) it has full and valid power and authority to enter into this Agreement and perform the obligations under it on behalf of the Trust
- (c) it has entered into this Agreement for the proper administration of the Trust;
- (d) all necessary resolutions, consents, approvals and procedures have been obtained or duly satisfied to enter into this Agreement and perform the obligations under it;
and
- (e) it has the right to be indemnified out of the assets of the Trust for all liabilities incurred by it under this Agreement.

Signatures

Executed as an agreement:

Commonwealth

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Industry, Science, Energy and Resources.

Name	Noel Taloni
Position	NSW State Manager
Date	08 April 2022

Grantee

Full legal name of the Grantee	ADELAIDE HILLS COUNCIL ABN: 23955071393
Name of Authorised Representative	David Waters
Date	07 April 2022

Schedule 1 Commonwealth General Grant Conditions

1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

3.1 Each Party agrees to notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of its other requirements under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

3.3 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 7

4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

5. Subcontracting

5.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

7. Variation

This Agreement may be varied in writing only, signed by both Parties.

8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Agreement.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

12. Intellectual Property

12.1 Subject to clause 12.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

12.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

12.3 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any

Existing Material that is incorporated in or supplied with the Activity Material.

- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.

- **Agreement End Date** means the date or event specified in the Grant Details.

- **Asset** means any item of property purchased wholly, or in part, with the use of the Grant, excluding Activity Material and Intellectual Property Rights.

- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.

- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.

- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Commonwealth General Grant Conditions** means this document.

- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.

- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.

- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee.

- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Grant Details** means the document titled Grant Details that forms part of this Agreement.

- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).

- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.

- **Party** means the Grantee or the Commonwealth.

- **Personal Information** has the same meaning as in the *Privacy Act 1988*.

- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

Schedule 2 Reporting requirements

Appendix 1

Black Summer Bushfire Recovery Grants Program - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

Project achievements

- a. Complete the following table, updating for all milestones shown in the Activity Schedule of your grant agreement.

Milestone	Agreed end date	Actual/ anticipated end date	Current % complete	Progress comments – work undertaken and impact of any delay

- b. Where applicable, describe any project activities completed during the reporting period that are not captured in the table above.

Project outcomes

- a. Outline the project outcomes achieved by the project end date.
- b. Do the achieved project outcomes align with those specified in the grant agreement?
If no, explain why.
- c. Are there any planned events relating to the project that you are required to notify us about in accordance with your agreement?
If yes, provide details of the event including date, time, purpose of the event and key stakeholders expected to attend.
- d. How many jobs (headcount) have been created or retained, as a result of your project?
- new full-time jobs created or jobs retained
 - new part-time jobs created or jobs retained
 - new contract/casual jobs created or jobs retained
- e. How many of these jobs are community-based?
- new full-time jobs created or jobs retained

- new part-time jobs created or jobs retained
 - new contract/casual jobs created or jobs retained
- f. If applicable, describe any overall economic recovery and resilience outcomes for the community attributable to the project such as increase in business activity – please provide examples. Were there any unexpected outcomes (positive or negative)?
- g. If applicable, describe the social and community wellbeing recovery and resilience outcomes attributable to the project – please provide examples. Were there any unexpected outcomes (positive or negative)?
- h. If applicable, describe the restoration, recovery and resilience of the built environmental outcomes attributable to the project– please provide examples. Were there any unexpected outcomes (positive or negative)?

Project benefits

- a. What benefits has the project achieved for the community? Describe economic, social, built environment and community wellbeing outcomes as relevant with examples.
- b. What ongoing impact will the project have for the community?
- c. Did the project result in any unexpected benefits?
If yes, explain why.
- d. Did the project result in any unexpected negative impacts?
If yes, explain why.
- e. Is there any other information you wish to provide about your project?
If yes, provide details.

Total eligible project expenditure

- a. Indicate the total eligible project expenditure incurred. Eligible expenditure is divided into the same categories as the budget in your application.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We may ask you to provide evidence of costs incurred.

Refer to the grant opportunity guidelines or contact us if you have any questions about eligible expenditure.
- b. Provide any comments you may have to clarify any figures.
- c. Was the expenditure incurred in accordance with the activity budget in the grant agreement?

If no, explain the reason for a project underspend or overspend, or any other significant changes to the budget.

Project funding

- a. Provide details of all contributions to your project other than the grant. This includes your own contributions as well as any contributions from project partners or others.

Updated business indicators

- a. Provide the following financial data for your organisation for your latest complete financial year

These fields are mandatory and entering \$0 is acceptable if applicable.

- Financial year completed
- Sales revenue (turnover)
- Export revenue
- R&D expenditure
- Taxable income
- Number of employees including working proprietors and salaried directors (headcount)
- Number of independent contractors (headcount)

Attachments

- a. Attach any agreed evidence required with this report to demonstrate progress or successful completion of your project.
- b. Attach copies of any published reports and promotional material, relating to the project.

Declaration

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Appendix 2

Black Summer Bushfire Recovery Grants Program - Compliance with working with children obligations

Where applicable, you will need to answer the following questions in your annual statement of compliance. The Commonwealth reserves the right to amend or adjust the requirements.

You must submit your annual statement of compliance as you would a report on the [portal](#).

Statement of compliance

- 1 Is the organisation, and persons working with children on behalf of the organisation in relation to the Activity, compliant with Commonwealth, state or territory legislation?
- 2 Has the organisation completed a risk assessment in relation to the Activity and all persons who may engage with children in association with the Activity?
- 3 Has the organisation put in place an appropriate strategy to manage risks identified through the risk assessment?
- 4 Has the organisation delivered training and established a compliance regime to ensure that all persons who may engage with children are aware of, and comply with:
 - the National Principles for Child Safe Organisations
 - the risk management strategy in item 3 above
 - relevant legislation relating to requirements for working with children, including working with children checks
 - relevant legislation relating to requirements for working with vulnerable people, including working with vulnerable people checks; and
 - relevant legislation relating to mandatory reporting of suspected child abuse or neglect however described?

Declaration

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- I am aware of the grantee's obligations under their grant agreement.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item:	12.2
Responsible Officer:	Liz Packer Acting Manager Financial Services Corporate Services
Subject:	2022-23 Preliminary End of Year Financial Results and Proposed Carry Forwards Budgets
For:	Decision

SUMMARY

This report provides Council with a preliminary view of Council's financial performance to budget for the year ended 30 June 2023.

Whilst the preliminary operating surplus result of \$1.362m is currently \$392k favourable to budget, there are several key movements associated with grant programs (including the Local Roads & Community Infrastructure Program and Community Resilience Grants) that will result in the carry forward of expenditure requirements that will largely offset this variation. These key movements are explained in more detail within this report.

The preliminary results indicate a capital spend of \$15.136m against a budget of \$19.368m. From the overall underspend of \$4.232m, it is proposed to carry forward capital expenditure in the order of \$4.488m. Whilst Capital Income is unfavourable as at 30 June by \$2.256m a carry forward of \$2,919m is proposed. The overall capital result is therefor favourable at end of year by \$407k.

From an overall Net Lending/Borrowing result perspective, Council's result at end of year is also favourable to budget by \$1,296k, however after accounting for the proposed carry forward items the estimated borrowings as at 30 June 2024 will remain in line with original expectations.

As indicated above this report proposes updates to the 2023-24 Budget to account for the proposed carry forwards to be undertaken in the 2023-24 financial year. Taking the changes into account, the operating surplus will reduce marginally to \$1,223k (down from \$1,228k) and the Operating Surplus Ratio will reduce to 2.1% (down from 2.2%) as a result of the additional revenue being carried forward. Importantly there is no change to the Underlying Operating Surplus Ratio of 2.2% as the carry forward amounts are not ongoing.

It should be noted that further changes to Council's financial results will occur following the finalisation of Council's statutory accounts and subsequent audit. The finalisation of the accounts will address matters still outstanding which include the landfill remediation provisioning, accounting for Council's subsidiaries' results as well as depreciation and other asset revaluation adjustments.

Council's preliminary end of year result was presented to the Audit Committee at its 21 August 2023 meeting.

RECOMMENDATION

Council resolves:

1. That the report be received and the preliminary end of year financial results for 2022-23 be noted.
2. That the following Carry Forward amounts from 2022-23 (*Appendix 1* of this report) be approved for inclusion in the 2023-24 Budget:
 - a. Additional Capital expenditure of \$4,488,377
 - b. Additional Capital Income of \$2,919,143
 - c. Additional Operating expenditure of \$439,736
 - d. Additional Operating income of \$434,636
3. To note that changes to the 2023-24 Budget as a result of the proposed Carry Forward amounts will result in Financial sustainability indicators within Council's agreed targets as follows:

i. Operating Surplus Ratio	2.1%	(Target 1% to 5%)
ii. Operating Surplus Ratio (underlying)	2.2%	(Target 1% to 5%)
iii. Net Financial Liabilities Ratio	54%	(Target 25% to 75%)
iv. Asset Renewal Funding Ratio	100%	(Target 95% to 105%)

1. BACKGROUND

Council's preparation of the Annual General Purpose Financial Reports on a timely basis is affected by, but not limited to:

- external audit timelines
- resourcing, both internal and external
- Infrastructure assets validation

A timetable has been prepared to document and streamline the end of year progress during July and August, and the confirmed final audit visit commencing on 18 September 2023.

The purpose of this report is to provide Council with a preliminary view of the actual financial performance compared to budget for the year ending 30 June 2023 and to seek approval to carry forward previously approved budget funding to the 2023-24 financial year.

Council's preliminary end of year result was presented to the Audit Committee at its 21 August 2023 meeting. Given the Audit Committee meeting was after this Agenda issued, an update from the Audit Committee will be provided to Council on consideration of this report.

It should be noted that further changes to Council's operating and net lending result is likely following the finalisation of Council's statutory accounts and subsequent audit. The finalisation of the accounts will address matters including asset revaluation, landfill provisions, adjustments for Council's subsidiaries results as well as depreciation and other asset adjustments. The external auditors are scheduled to commence the audit process in September 2023.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

Objective 05 We are accountable, informed, and make decisions in the best interests of the whole community

Priority 05.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.

Priority 05.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community

➤ Legal Implications

Chapter 8 of the *Local Government Act 1999* (the “Act”) addresses Administrative and Financial Accountability under Part 2 Annual Business Plan and Budget and Part 3 Accounts, financial statements and audit.

More specifically:

- Under Section 123 (13), a council must, as required by the regulations, and may at any time, reconsider its annual business plan or its budget during the course of a financial year and, if necessary or appropriate, make any revisions.
- Under Section 127 of the Act, Council must prepare for each financial year financial statements and notes in accordance with standards prescribed by the regulations as soon as is reasonably practicable after the end of the relevant financial year
- Regulation 10 of the *Local Government (Financial Management) Regulations 2011* requires Council to report on the financial results of Council by no later than 31 December in each year.

➤ Risk Management Implications

Monitoring and reporting on Council’s financial results will assist in mitigating the risk of:

Inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.

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

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

➤ **Financial and Resource Implications**

Council's Operating Result for 2022-23 has been significantly impacted by one off grants, which are accounted for in accordance with Accounting Standards (AASB 1058 Income of Not-for-Profit Entities and AAS 15 Revenue from Contracts with Customers) which means that the grant and associated expenditure are not aligned in terms of operating and capital or are not necessarily matched in the same year. Further details in relation to key operating budget variations are provided in the analysis section of this report.

Taking the changes into account, the operating surplus will reduce marginally to \$1,223k (down from \$1,228k) and the Operating Surplus Ratio will reduce to 2.1% (down from 2.2%) as a result of the additional revenue being carried forward. There is however no change to the Underlying Operating Surplus Ratio of 2.2% as the carry forward amounts are not ongoing.

Council will continue to review and monitor future financial results and its financial position in conjunction with its Long Term Financial Plan (LTFP).

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

Council Committees: Council's Preliminary End of Year Results were considered by the Audit Committee at its 21 August 2023 meeting as part of an End of Financial Year Update Report.

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

➤ **Additional Analysis**

Overall Preliminary Result compared to budget.

\$'000	Actual 2022-23 \$'000	Budget 2022-23 \$'000	Variance Fav/(Unfav) \$'000
Operating income	54,265	53,512	753
Operating expenditure	52,903	52,542	(361)
Operating Surplus before Capital	1,362	970	392

Council's preliminary Operating Surplus before Capital is \$1.362m which is \$392k favourable to Council's budget.

This preliminary result is largely driven by:

- the early receipt of \$1.932m for the 2023-24 Financial Assistance Grant in June 2023 offset by \$1.488m for the 2022-23 Financial Assistance Grant which was received in June 2022. This had a favourable impact on Council's Operating result against budget by \$278k.
- the finalisation of Phase 1 and Phase 2 of the Federal Government Local Roads and Community Grant Program had a favourable impact of \$235k in 2022/23. It should be noted that for LRCIP funding is treated as operating revenue, but much of the associated expenditure is treated as Capital.
- a favourable one-off amount of \$500k of unbudgeted funds received as settlement proceeds following the finalisation of a legal dispute.
- a transfer of \$410k in unbudgeted expenditure from capital to operating (including historical balances) following a detailed review of all Works in Progress (WIP) accounts. These funds were previously included in capital budgets.
- A reduction in employee costs against budget because of vacancies that were more than both expectations and original savings targets established. These reductions were largely offset through expenditure on contract labour as well as salary costs that were not capitalised at end of year following a review of project delivery for ICT and HR projects.
- Under expenditure totalling approximate \$500k on a range of grant funded projects (the Community Resilience and Bushfire Program). This expenditure, as well as the associated revenue, will be carried forward into 2023/24 to enable completion of the projects.
- an increase in the provision for remediation of landfill sites of \$500k following a review of anticipated future expenditure requirements.
- other favourable variances in statutory fees, regulatory fees, and reduced finance costs.

Further changes to Council's financial results will occur following the finalisation of Council's statutory accounts and subsequent audit. Finalisation of the accounts will address such matters as:

- reviewing the landfill remediation provisioning.
- accounting for Council's subsidiaries' results.
- accrual of tied grant funding where expenditure has not yet been undertaken.
- accounting for final depreciation and leasing adjustments (noting that preliminary results are in line with budget forecasts).
- A review of costs held in WIP associated with disposal of land and buildings at the Adelaide Hills Business & Tourism Centre (AHBTC)
- undertaking remaining asset revaluation adjustments for buildings.

As noted previously in this report, Council's underlying end of year financial position is expected to remain favourable against budget largely because of favourable variances in statutory fees, employee costs and finance costs.

Overall Capital Result

\$'000	Actual 2022-23 \$'000	Budget 2022-23 \$'000	Variance Fav/(Unfav) \$'000
Capital Income	5,495	7,751	(2,256)
Capital Expenditure	15,136	19,368	4,232
Net expenditure - Capital projects	9,641	11,617	1,976
Proposed Capital Expenditure Carry Forwards			(4,488)
Proposed Capital Income Carry Forwards			2,919
Overall Capital Result - favourable			407

The preliminary results show a capital spend of \$15.136m against a budget of \$19.368m. From the overall underspend of \$4.232m, it is proposed to carry forward capital expenditure in the order of \$4.488m across approximately 35 projects.

Capital Income is also proposed to be carried forward in the amount of \$2.919m. This income relates to unspent grant income received for FABRIK and funding yet to be received from the Department for Infrastructure and Transport for Council's Black Spot Roads Program. Projects identified under this program are expected to be completed in 2023-24.

Net Borrowings Position

Excluding leases, borrowings on 30 June 2023 were \$14.7m, represented by two (2) fixed term, LGFA Cash Advance Debenture, interest only loans of \$7.7m and a short-term drawdown facility with Westpac, drawn down to \$7.0m at year end.

\$'000	Actual June 23 \$'000	Budget June 23 \$'000	Variance \$'000	June 2022 Balances \$'000
Cash & Investments	489	515	(26)	3,216
Short term drawdown	(7,025)	(8,347)	1,322	(9,206)
Fixed Term Loans	(7,729)	(7,729)	0	(5,000)
Total Borrowings	(14,754)	(16,076)	1,322	(14,206)
Net Position	(14,265)	(15,561)	1,296	(10,990)

Other Year End Matters

Other specific matters currently being worked through as part of the year end process include:

- ensuring all grants are accounted for in accordance with AASB 1058 Income of Not-for-Profit Entities and AAS 15 Revenue from Contracts with Customers.
- finalisation of the capitalisation of project costs.
- review of final depreciation amounts including lease adjustments
- subsidiary results and the calculation of equity share for these investments.

- A review of costs held in WIP associated with disposal of land and buildings at the Adelaide Hills Business & Tourism Centre (AHBTC)
- finalisation of asset revaluations.

In summary

Council's overall preliminary result for operating is favourable to budget by \$392k and capital is favourable to budget by \$407k, noting that there is still some end of year adjustments required to the amounts presented.

Whilst these favourable variations have attributed to a Net Borrowing Position that is also favourable to forecast as at 30 June 2023 by \$1.296m, after accounting for the proposed carry forward items the estimated borrowings as at 30 June 2024 will remain in line with original expectations.

An updated financial summary against budget will also be included in the report on the Annual Financial Statements for the information of Council.

3. OPTIONS

Council has the following options:

- I. To resolve that the report be received and that the proposed carry forward budget amounts from 2022-23 be endorsed for inclusion in the 2023-24 Adopted Budget (Recommended); or
- II. To defer this report in order for further information to be provided.

The recommended option will ensure that the budget for incomplete projects is available to complete these projects in the 2023-24 financial year.

As the carry forward projects' budgets were approved in 2022-23, the majority of these projects already have contractual commitments entered into prior to 30 June and/or expenditure incurred subsequent to 30 June.

4. APPENDICES

- (1) 2022-23 Carry Forwards (Operating and Capital)

Appendix 1

2022-23 Carry Forwards (Operating and Capital)

APPENDIX 1: ADELAIDE HILLS COUNCIL 2022-23 CARRY FORWARD REQUESTS

CAPITAL EXENDITURE							
Proj #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
3510	Buildings General Upgrades	Building	\$123,700	\$62,667	\$61,033	\$60,000	Funding held pending finalisation of the Building Audit recommendations that will be undertaken following completion of the Building Asset Management Plan.
3706	Workflow System Development-Regionwide	Building	\$30,000	\$0	\$30,000	\$30,000	Funds will integrate the property team onto Confirm Enterprise so that program and defect work information is captured against specific assets.
3741	FABRIK - Activation of Arts & Heritage Hub	Building	\$3,375,000	\$1,744,738	\$1,630,262	\$1,630,262	Funding required to complete the project during 2023/24. Budget was required in 2022/23 to enable construction orders to be placed.
4028	Energy Upgrade, Battery & Efficiency Actions	Building	\$220,000	\$7,149	\$212,851	\$212,851	Funding required in 2023/24 for continued energy upgrades, battery and efficiency actions.
3903	Stirling Rotunda Replacement	Buildings	\$177,000	\$5,972	\$171,028	\$170,000	Funding required for completion of the Master Planning of Coventry Library lawn space, for site drainage upgrade works and/or additional upgrades which may include installation of smaller shade or rotunda structures.
3991	Building Renewals	Buildings	\$640,000	\$228,414	\$411,586	\$263,000	Funding held pending finalisation of the Building Audit recommendations that will be undertaken following completion of the Building Asset Management Plan. Note: A proportion of the original budget was assigned to other existing projects to complete associated building works in 2022/23.
4078	Mount Torrens Coach House Public Toilets	Buildings	\$65,000	\$12,446	\$52,554	\$52,000	Project only recently commenced following revised scope of works necessary to deliver required outcomes.
4079	Lobethal Centennial Hall	Buildings	\$49,500	\$0	\$49,500	\$49,500	Works yet to be completed, but have been agreed with the Hall Committee.
3176	Cemeteries Upgrade	Cemeteries	\$9,000	\$0	\$9,000	\$9,000	Funding has been committed to install table & benches at Kersbrook & Mt Torrens Cemetery .
3928	Cemetery Renewal	Cemeteries	\$30,000	\$4,123	\$25,877	\$25,000	Works recently completed and will require funds to be carried forward for payment.
4082	Kersbrook Natural Burial Ground	Cemeteries	\$30,000	\$1,288	\$28,712	\$28,700	Project now almost complete. Will require remaining funds in 2023/24.
4003	Birdwood Treatment Plant	CWMS	\$13,700	\$0	\$13,700	\$13,700	Final scope of works was completed in 22/23 with Council's appointed maintenance contractor, and can now be delivered early in 23/24 FY.

Proj #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
4004	Woodlot Management - Renewal	CWMS	\$10,000	\$0	\$10,000	\$10,000	Following review it was determined it would be more efficient to deliver these works in conjunction with broader works at Birdwood WWTP that are scheduled for 23/24 FY.
4057	Kersbrook Treatment Lagoons Liner	CWMS	\$50,000	\$0	\$50,000	\$50,000	These works were unable to proceed in 22/23 FY due to lack of contractor availability and persistent wet weather. A contractor has now been engaged and is ready to start as soon as the site dries out.
3160	Plant Replacement Program	Fleet	\$1,947,000	\$851,794	\$1,095,206	\$1,095,200	Budget required to pay for orders raised but not delivered yet.
3996	Electric Vehicle	Fleet	\$73,000	\$0	\$73,000	\$73,000	Budget required to pay for orders raised but not delivered yet.
4029	Installation of Electric Vehicle charging stations	Fleet	\$62,282	\$12,192	\$50,090	\$50,000	Works were scoped in the 22/23 financial year and will be constructed in the 23/24 financial year.
3952	ICT Systems	ICT	\$53,000	\$32,033	\$20,967	\$20,967	Work in Progress - Network and switching renewal program designed and now progressing through hardware renewal of switching equipment across Council Sites.
3955	Council Website	ICT	\$33,500	\$21,087	\$12,413	\$32,413	Funding required to progress phase 2 of the Council Website & the Customer Relationship Management System (CRM) implementation components related to integration between the Website and CRM. Note: Offset by \$20k reduction in operating cost for the Customer Experience Project.
4031	Information Systems	ICT	\$78,700	\$11,013	\$67,688	\$67,688	Work in Progress with the renewal of ERP solutions for Payroll and Human Resource Systems.
4060	Microsoft O365 - SharePoint & Teams Migration	ICT	\$48,500	\$34,264	\$14,236	\$14,236	Work was in progress as at 30 June with regards to sharepoint & teams migration.
4075	Stormwater upgrade Western Side near Childcare Oak	LRCIP	\$100,000	\$21,181	\$78,819	\$78,810	These works were designed in 22/23, and are planned to be delivered in 23/24.
4077	Woodside School Crossing	LRCIP	\$50,000	\$0	\$50,000	\$50,000	These works were designed in 22/23, and are planned to be delivered in 23/24.
3750	Upgrade Council Signage & Branding	Other	\$49,700	\$30,900	\$18,800	\$18,800	Funds required in 2023/24 to finalise project.
4009	Corporate Signs Council reserves	Other	\$30,000	\$18,809	\$11,191	\$11,190	Works were in progress as of 30 June 2023.
4010	Resilient community facilities	Other	\$35,800	\$0	\$35,800	\$35,800	Funding to be applied to construct shelters at the upcoming play space upgrades (Protea and Sherry Pk).
4061	Aboriginal Place Naming	Other	\$8,000	\$0	\$8,000	\$8,000	Project work not undertaken in 2022/23 but proposed to be undertaken in 2023/24.
4063	Feasibility Studies	Other	\$100,000	\$64,182	\$35,818	\$35,800	Remaining funds of \$35,000 required to complete Woodside Pool Feasibility project .
4043	Blackspot 21/22 - Montacute Rd Montacute	Roads	\$1,141,882	\$955,322	\$186,560	\$186,550	Works were in progress as of 30 June 2023.

Proj #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
4067	DDA Upgrades Minor access upgrades region wide	Roads	\$20,000	\$0	\$20,000	\$20,000	A priority list of projects was developed for this program, with scoping completed in 22/23 ready for delivery in 23/24.
4081	Mount Bold Road Bradbury - Road Rehabilitation	Roads	\$90,000	\$63,060	\$26,940	\$26,930	These works were under construction as of 30 June 2023, with the balance of funds required to pay invoices expected in August 2023.
4017	Irrigation & Drainage Projects	S&R	\$16,600	\$12,392	\$4,208	\$4,200	Upgrade of irrigation systems at Gumeracha Oval, Bradwood Park and Mylor Oval yet to be completed.
3619	Aldgate Bridgewater Crafers & Stirling SMP	Stormwater	\$50,000	\$30,503	\$19,497	\$19,490	This carry forward of unspent funds represents the balance of Council's commitment to the multi-year Stormwater Management Plan preparation, in partnership with/ co-funded by the Stormwater Management Authority.
4047	AHBTC Culvert Replacement	Stormwater	\$11,000	\$3,504	\$7,496	\$7,490	Minor works that were in progress as of 30 June.
4076	West Terrace Balhannah	Stormwater	\$40,000	\$12,193	\$27,807	\$27,800	These works were completed in part, with the balance to be incorporated in the broader West Tce Balhannah stormwater works, to be undertaken in 23/24 FY.
Total 22-23 Capital Expenditure Carry Forward						\$4,488,377	

OPERATING EXPENDITURE (Offset by Income)							
Account #	Account Description		Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
119.205.329	COLLABORATIVE HILLS POSITIVE AGEING: Aged Friendly: Salaries Office		\$50,000	\$1,937	\$48,063	\$48,063	This grant funding covers a program which runs over several years.
126.018.072	COMMY - MANGT: Community Recovery: Contractors		\$6,200	\$1,070	\$5,130	\$4,800	Carry forward required to pay for work completed by filmmaker Ben Crossley to capture the story of the public art installed at Lobethal Bushland Park.
126.745.072	Community Resilience: Contractors		\$23,000	\$16,446	\$6,554	\$6,553	Actual costs were not as much as anticipated as landscaping around the sculpture at Lobethal Bushland Park was not undertaken as this could lead to ongoing maintenance and resource requirements for Open Space. Rolled over funds can be used in the Community Resilience program.
141.114.072	COMMY – YOUTH DEV: Programs: Contractors		\$8,600	\$0	\$8,600	\$8,818	Earmarked for development of AHC online youth hub ('Hills Hangs') <i>plus</i> an additional \$1000 to be received in 23/24.
241.251.144	BIODIVERSITY: Bushland Park: Grant Expense		\$18,360	\$12,160	\$6,200	\$6,200	Grant funding for Bushland Park is allocated across a calendar year. Grant revenue and associated expense budget to be carried forward to the 23/24 financial year.
241.292.144	BIODIVERSITY: Grassroots: Grant Expense		\$10,000	\$0	\$10,000	\$10,000	Grant funding for Grassroots is allocated across a calendar year. Grant revenue and associated expense budget to be carried forward to the 23/24 financial year. Expected to be completed by Dec 2023.

Proj #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
Various	Preparing Australian Communities		\$408,700	\$247,577	\$161,123	\$161,123	Payment for large pieces of work, including payment for two consultancies and significant works with external contractors have not yet been made, but will be in the 23/24 FY.
Various	Black Summer Bushfire Recovery		\$175,000	\$1,400	\$173,600	\$173,600	The Recovery Ready halls funding opportunity has just opened, this money should be mainly spent in Sept-Dec 2023.
Various	Wellbeing SA Partnership		\$80,000	\$64,521	\$15,479	\$15,479	Salary line is underspent due to late start of employee. This underspend will be needed in 23/24 however to cover salary increases due to CPI.
Total 22-23 Operating Expenditure Carry Forward						\$434,636	

OPERATING EXENDITURE (Not Offset by Income)

Account #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
150.096.209	GOVERNANCE: Operations: Legal Fees		\$14,359	\$6,896	\$7,464	\$2,500	Carry forward OPEX budget. Second and final progress payment for OTR Planning Consultancy by Kelledy Jones Lawyers.
150.729.072	GOVERNANCE: EM Induction : Contractors		\$10,000	\$2,224	\$7,776	\$2,600	Carry forward OPEX budget. Final induction modules.
Total 22-23 Operating Expenditure Carry Forward						\$5,100	

CAPITAL REVENUE

Account #	Account Description	Asset Class	Annual Budget	Actual to EOFY	Available Budget	CFWD	Comments
120286164	FABRIK: Activation of Arts & Heritage Hub: Grant - Capital		(\$2,700,000)	(\$1,744,738)	(\$955,262)	(\$955,261)	Carry forward the balance of Grant Income received for FABRIK.
221276164	ROADS-SEALED: Blackspot Program: Grant - Capital		(\$1,963,882)	\$0	(\$1,963,882)	(\$1,963,882)	Capital income invoiced to Department for Infrastructure & Transport for Black Spot Program upon completion of works and acquittal submitted. WIP not completed in 2022/23, will be completed 23/24.
Total 22-23 Capital Revenue Carry Forward						(\$2,919,143)	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item:	12.3
Responsible Officer:	Lynne Griffiths Community & Cultural Development Officer Community Capacity
Subject:	Appointment of Council Member to the Adelaide Hills Reconciliation Working Group
For:	Decision

SUMMARY

Cr Adrian Cheater submitted his resignation as the Council Member representative on the Adelaide Hills Working Group (AHRWG). The Reconciliation Working Group Terms of Reference membership includes an Elected Member from each Council and requires the appointment to be by resolution of Council.

MEMBERSHIP

The RWG shall comprise of an Elected Member from each Council, and up to eight (8) community members. In addition to selected community members a place at each meeting will be available to Traditional Custodians.

An Elected Member from each Council will be appointed to the RWG by resolution of the respective Council. The term of office for Elected Members will as resolved by the respective Council.

Terms of Reference [AHRWG-TOR-2021.pdf \(ahc.sa.gov.au\)](https://www.ahc.sa.gov.au/files/2021/08/AHRWG-TOR-2021.pdf)

RECOMMENDATION

Decision 1

Council resolves:

- 1. That the report be received and noted.**
- 2. To determine that the method of selecting the Adelaide Hills Reconciliation Working Group members to be by an indicative vote to determine the preferred persons for the positions utilising the process set out in this Agenda report.**
- 3. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Adelaide Hills Reconciliation Working Group Member role and for the meeting to resume once the results of the indicative voting for the Member roles has been declared.**

Decision 2

Council resolves:

1. That Cr be appointed to the Reconciliation Working Group for the term 9 August 2023 to 28 February 2025.
 2. That Cr be appointed as Proxy to the Reconciliation Working Group for the term 9 August 2023 to 28 February 2025.
-

1. BACKGROUND

At its meeting held on 28 August 2018 Council endorsed the establishment of an Adelaide Hills Reconciliation Working Group (AHRWG) in partnership with Mount Barker District Council.

The AHRWG continues to play a fundamental role in advising on the development of Council's Innovate Reconciliation Action Plan (RAP) and in advising on Reconciliation matters.

Council at its meeting on 24 January 2023 appointed Cr Adrian Cheater to the Adelaide Hills Reconciliation Working Group (AHRWG).

12.1.1 Adelaide Hills Reconciliation Working Group, AHC Representative - Appointment

Moved Cr Chris Grant

S/- Cr Leith Mudge

9/23

1. That Cr Adrian Cheater be appointed to the Reconciliation Working Group for the term 28 February 2023 to 28 February 2025.
2. That Cr Kirrilee Boyd be appointed as Proxy to the Reconciliation Working Group for the term 28 February 2023 to 28 February 2025.

Carried Unanimously

Cr Adrian Cheater advised Administration of his resignation from the group on the 27 July 2023.

Cr Kirrilee Boyd remains the proxy member as per the resolution, minute number 9/23, for the term 28 February 2023 to 28 February 2025.

This report seeks the appointment of a Council Member representative to fill the vacant position.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C5 Respect for Aboriginal Culture and values

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

The AHRWG is a key reference point for insight and expertise in relation to Reconciliation initiatives and planning. This group is fundamental to developing and implementing Councils Innovate Reconciliation Action Plan and future Reconciliation Action Plans.

➤ Legal Implications

The Terms of Reference for the Reconciliation Working Group (RWG) prescribe the membership of the group as follows:

The RWG shall comprise of an Elected Member from each Council, and up to eight (8) community members

➤ Risk Management Implications

The involvement of Aboriginal stakeholders in the development of RAPs is fundamental to achieving a culturally appropriate approach and fostering community support. The AHRWG is the means of achieving this engagement and advice. Without this level of engagement there is a significant risk that the Aboriginal community and other stakeholders will not support Council RAPs.

The current Terms of Reference for the group determine that:

An Elected Member from each Council will be appointed to the RWG by resolution of the respective Council. The term of office for Elected Members will as resolved by the respective Council.

The appointment of an Elected Member to the AHRWG will assist in mitigating the risk of not meeting the Terms of Reference required to continue the AHRWG and achieve a well regarded Reconciliation Action Plan.

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

➤ **Financial and Resource Implications**

Community members who participate in the RWG are reimbursed for any out of pocket expenses such as mileage. These and any other costs are within existing budget and shared with Mount Barker District Council.

Costs associated with the participation of the appointed Elected Member are provided for in the *Council Member Allowances & Benefits Policy* and are provided for in the Governance & Performance Department budget.

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

Appropriate recognition of and engagement with the Aboriginal community and other key stakeholders is essential to the success of Council's Reconciliation Action Plan.

The community members of the RWG are all residents of the Adelaide Hills the majority of whom identify as Aboriginal and bring a highly regarded and credentialed level of skills and expertise across health, education, governance and business. Members also have considerable networks and connections across both the Aboriginal and non-Aboriginal community.

The inclusion of an Elected Member from both Adelaide Hills Council and Mount Barker District Council reinforces a level of commitment and respect for Reconciliation.

➤ **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 proposed Indicative Vote Process below is based on the Appointments to Positions Process contained in Clause 4.7 Council's *Code of Practice for Code of Practice for Council Meeting Procedures* with modifications to suit the legislative requirements of the conflict of interest and informal gatherings provisions.

4.7.10 The Indicative Voting Process is:

- a. The Mayor seeks a motion to adjourn the meeting for the purpose of conducting an Indicative Voting Process.
- b. Once the meeting is adjourned (and the Information or Briefing Session has commenced), the Chief Executive Officer calls for self-nominations for the position(s). If Council Officers or Independent Committee Members are eligible for appointment to the position, they can also self-nominate. If Council Officers are being put forward for consideration by the CEO this will be included in the report.
- c. If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- d. The CEO will appoint a Council Officer as the Returning Officer and may enlist other Council Officers to assist with the conduct of the vote and the count.
- e. The method of voting will be by secret ballot utilising the preferential counting system
- f. Each Council Member (including the Mayor) shall have one vote.
- g. Ballot papers will be provided to each Council Member
- h. The nominee's names will be drawn by the Returning Officer to determine the order on the ballot paper.
- i. Each Member will write the nominee's names on the ballot paper in the order they are drawn.
- j. Each nominee will have two (2) minutes to speak to the Information or Briefing Session in support of their candidacy. The speaking order will be as listed on the ballot paper.
- k. Members will cast their votes and the completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer [another Council Member (not being a nominee for the position being determined) or an Officer] present.
- l. In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- m. After all votes have been counted, the Returning Officer shall return to the Gathering and publicly declare the result of the election (i.e. the preferred person).
- n. The ballot papers will be shredded.
- o. With the conclusion of the Indicative Voting Process, the Council meeting will resume in accordance with the adjournment resolution.
- p. Upon resumption, any Council Members who nominated for the positions would be advised to consider their obligations under s75B or s75C of the Act (as applicable).
- q. Council can then consider a motion for the preferred person to be appointed to the position(s)

3. OPTIONS

- I. That Council appoint a Council Member to the Adelaide Hills Reconciliation Working Group as described in the Terms of Reference (Recommended)

4. APPENDIX

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Deryn Atkinson
Manager Development Services
Development & Regulatory Services

Subject: Review of Accredited Professionals Policy

For: Decision

SUMMARY

The review of the *Accredited Professionals Policy* (the Policy) is being undertaken in accordance with the regular administrative review process for Council policies. This includes an update of the policy format to align with the current policy template and policy amendments to reflect legislation changes.

In review of the Policy regard has been given to changes made to the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* on 26 May 2023. No legislation changes are considered to impact on the content of the Policy and the Policy remains substantially the same. The revised Policy is updated to reflect the style and format of the current policy template and the title has been adjusted to be simply Accredited Professionals.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. With an effective date of 5 September 2023, to revoke the 23 June 2020 Accredited Professionals Policy and to adopt the 22 August 2023 Accredited Professionals Policy as contained in *Appendix 1*.
 3. The Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the draft Accredited Professional Policy contained in *Appendix 1*.
-

1. BACKGROUND

On 23 June 2020 the Council adopted the *Accredited Professionals Policy* (the Policy) in readiness for full commencement of the *Planning, Development & Infrastructure Act 2016* and the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019*. The new system requires professionals undertaking certain roles and duties to be accredited by the Accreditation Authority.

A copy of the Council resolution adopting the current Policy detailing responsibilities and obligations of accredited professionals employed, appointed or engaged by Council, is below.

12.7 Policy of Notification – Accredited Professionals

Moved Cr Linda Green
S/- Cr John Kemp

109/20

Council resolves:

1. That the report be received and noted
2. To adopt the draft Policy of Notification – Accredited Professionals as detailed in *Appendix 2* of this report with a commencement date being the designated date of Phase 3 of the Planning & Design Code (and full implementation of the PDI Act) to be announced by the Minister for Planning in due course.
3. That the CEO be permitted to make any formatting, nomenclature or other minor changes to the Policy before the designated date for Phase 3 of the Planning & Design Code.

Carried Unanimously

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

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

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

The Accredited Professionals Policy is an existing Council Policy.

➤ **Legal Implications**

Section 88 of the *Planning Development & Infrastructure Act 2016* (the Act) established the Accredited Professionals Scheme.

The Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019 (the Regulations) came into operation on 1 April 2019. On 26 May 2023 there was an update to the Regulations.

The independent members of the Council Assessment Panel appointed by Council, the Assessment Manager and building surveyors employed by Council are required to hold accreditation as Accredited Professionals under the Accredited Professional Scheme.

➤ **Risk Management Implications**

The review of the Accredited Professional Policy will assist in mitigating the risk of:

Accredited Professionals employed or appointed or engaged by Council not having the required accreditation to undertake their role and duties leading to a loss of stakeholder confidence in council decision making.

Inherent Risk	Residual Risk	Target Risk
High (4C)	Low (2E)	Low (2E)

The Accredited Professional Policy is an existing control to assist with managing this risk.

➤ **Financial and Resource Implications**

There is a budget allocation to cover the cost of accreditation necessary to staff roles. The cost of accreditation under the Accredited Professional Scheme is discounted when a professional is also a member of a professional body.

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

Not applicable.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

The review of the Policy is being undertaken in accordance with the regular administration review process. This includes an update of the policy format to align with the current policy template and policy amendments to reflect legislation changes.

In review of the Policy regard has been given to changes made to the Regulations on 26 May 2023. None of the legislation changes are considered to impact on the content of the Policy and the Policy remains substantially the same.

Accordingly the amendments to the revised Policy in **Appendix 1** relate to the style and format of the Policy.

3. OPTIONS

Council has the following options:

- I. Resolve to revoke the existing *Accredited Professionals Policy* and adopt the updated *Accredited Professionals Policy* in accordance with Council policy review practice (Recommended)
- II. To make amendments to the draft updated *Accredited Professionals Policy* (Not Recommended without the implications being considered by staff)

4. APPENDIX

- (1) Updated Draft Accredited Professionals Policy

Appendix 1

Updated Draft Accredited Professionals Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2 style="margin: 0;">Accredited Professionals</h2>
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Policy Number:	DEV-14.
Responsible Department(s):	Development & Regulatory Services
Relevant Delegations:	Nil
Other Relevant Policies:	Nil
Relevant Procedure(s):	Nil
Relevant Legislation:	<i>Planning, Development & Infrastructure Act 2016 Planning, Development & Infrastructure (General) Regulations 2017 Planning, Development & Infrastructure (Accredited Professionals) Regulations 2019</i>
Policies and Procedures Superseded by this policy on its Adoption:	Previous Policy adopted 23 June 2020.
Adoption Authority:	Council
Date of Adoption:	<i>23 June 2020</i>
Effective From:	<i>05 September 2023</i>
Minute Reference for Adoption:	<i>To be entered administratively following Council Meeting</i>
Next Review:	No later than August 2026 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
<i>1.0</i>	<i>23/06/2020</i>	<i>New Policy</i>	<i>Council - Res Item 12.7 109/20</i>
<i>2.0</i>	<i>22/08/2023</i>	<i>Policy Review</i>	<i>Council - Res</i>

DRAFT

ACCREDITED PROFESSIONALS POLICY

1. INTRODUCTION

- 1.1 This Policy provides Council and its administration with guidelines for the responsibilities of Accredited Professionals who require accreditation by the Accreditation Authority to carry out the functions and/or duties associated with their employment or appointment by, the Council (Accredited Professionals).

2. OBJECTIVES

- 2.1 To detail the responsibilities expected of Accredited Professionals regarding changes in accreditation.

3. DEFINITIONS

“Act” means the *Planning, Development and Infrastructure Act 2016*;

“accreditation authority” means the Chief Executive of the Planning Land Use Services Department;

“accredited professional” means a person who is accredited in one of the classes of accreditation defined by Regulation 5 of the Regulations as:

- (a) Accredited professional – planning level 1
- (b) Accredited professional—planning level 2
- (c) Accredited professional—planning level 3
- (d) Accredited professional—planning level 4
- (e) Accredited professional—surveyor
- (f) Accredited professional—building level 1
- (g) Accredited professional—building level 2
- (h) Accredited professional—building level 3
- (i) Accredited professional—building level 4

“notifiable event” means:

- (a) A change to the class of accreditation
- (b) The addition, substitution or deletion of a condition or limitation specified pursuant to Regulation 17 of the Regulations
- (c) The surrender by an accredited professional of their accreditation pursuant to Regulation 20 of the Regulations
- (d) The cancellation or suspension of the accredited professional’s accreditation by the Accreditation Authority
- (e) The provision of notice to an accredited professional by the Accreditation Authority of the intention to suspend or cancel the accredited professional’s accreditation
- (f) The provision of a final report by a qualified auditor pursuant to Regulation 27(13) of the Regulations, where a copy of the report is provided to the accredited professional
- (g) Any action taken by the Accreditation Authority (including giving directions to an accredited professional) pursuant to Regulation 27 (14), (15) or (16) of the Regulations

- (h) The provision of notice to an accredited profession of a decision by the Accreditation Authority to investigate a complaint made against the accredited professional under Regulation 28 of the Regulations which relates to an act or omission of the accredited professional in the course of their employment with, or engagement or appointment by, the Council
- (i) The provision of a final report of an investigator to the Accreditation Authority pursuant to Regulation 28(11) (b) of the Regulations, or the outcome of any process that the Accreditation Authority has adopted to investigate a complaint made against an accredited professional pursuant to Regulation 28 of the Regulations
- (j) Any action taken by the Accreditation Authority against an accredited professional pursuant to Regulation 28 (13) of the Regulations following the investigation of a complaint
- (k) Any decision made by the South Australian Civil and Administrative Tribunal (SACAT) or an South Australian Court in relation to an accredited professional's accreditation
- (l) A finding of guilt for an offence against the Act or the Development Act 1993 (Repealed Act) and
- (m) A finding of guilt for an offence against any regulations under the Act or the Repealed Act, including the Regulations.

“Regulations” means *Planning, Development & Infrastructure (Accredited Professionals) Regulations 2019*

4. SCOPE

4.1 The policy applies to:

- Employees of the Council who are required to be an Accredited Professional to carry out the functions and/or duties of their position
- Contractors engaged by the Council
- Members of the Council Assessment Panel.

5. POLICY STATEMENT

5.1 The Council is committed to maintaining a robust and integrated Governance Framework that assures stakeholders that it is pursuing its objectives and fulfilling its responsibilities with due diligence and accountability.

5.2 Responsibilities of Accredited Professionals

All accredited professionals must take the necessary steps to gain and maintain accreditation at the class required under the Regulations for the role they have been employed, engaged, or appointed, to perform.

Without limited Clause 5.1, all accredited professionals must:

- 5.2.1 Take all necessary steps to maintain their accreditation by applying for continuation of their accreditation annually as required under the Act and Regulations.
- 5.2.2 Ensure they fulfil the requirements of continuing professional development (CPD) under the Regulations.

- 5.2.3 Act in accordance with the Accredited Professionals Scheme Code of Conduct adopted by the Minister under Schedule 3 of the Act (Code of Conduct) when carrying out their functions and duties as an accredited professional.

5.3 Obligations of Accredited Professionals

- 5.3.1 An accredited professional must, within five (5) business days of the occurrence of one of the following events, provide a copy of his or her certificate of accreditation to the Council CEO, including any conditions or limitations imposed by the accreditation authority, unless already provided.
- Becoming registered as an Accredited Professional
 - Commencing employment with the Council
 - Being engaged by the Council to act as, or provide advice to the Council in the person's capacity as an Accredited Professional
 - Accepting an appointment to the Council Assessment Panel
- 5.3.2 An accredited professional must, within five (5) business days of receiving confirmation of their continuance of certificate of accreditation, provide a copy of this to the Council CEO.
- 5.3.3 An accredited professional must within five (5) business days of the occurrence of a notifiable event, provide the Council CEO written advice of the notifiable event and a copy of any correspondence or other documentation received from the Accreditation Authority in relation to the notifiable event.

6. **NON-COMPLIANCE WITH POLICY**

- 6.1 The CEO may take such action as is reasonable and appropriate in relation to:
- 6.1.2 Failure of an accredited professional to comply with their responsibilities and obligations of this Policy; or
- 6.1.2 Written advice from an accredited professional of a notifiable event.

7. **DELEGATION**

- 7.1 The Chief Executive Officer has the delegation to:
- Approve, amend and review any procedures that shall be consistent with this Policy; and
 - Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

8. **AVAILABILITY OF THE POLICY**

- 8.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item:	12.5
Responsible Officer:	Melissa Grimes Governance Officer Chief Executive
Subject:	<i>Policy Review – Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents</i>
For:	Decision

SUMMARY

Council resolved at its 11 July 2023 Council meeting:

1. *That Council in relation to the Code of Practice for Access to Council and Council Committee and Information or Briefing Session Meetings & Documents:*
 - a. *Approve the proposed Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents, as contained in Appendix 2, for public consultation in accordance with the provisions of Council's Public Consultation Policy and for the further report to be provided to Council following the consultation process.*

Public consultation period was between 26 July 2023 and 16 August 2023 with one response being received.

RECOMMENDATION

Council resolves:

1. **That the report be received and noted.**
 2. **That in relation to the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents*:**
 - a. **With an effective date of 23 August 2023, adopt the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents* as contained in Appendix 1.**
 - b. **That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents* prior to the date of effect.**
-

1. BACKGROUND

This Code sets out the commitment of Council to provide public access to Council, Council Committee, Information Briefing Sessions and documents and outlines the policies and procedures contained within the *Local Government Act 1999*, to restrict public access when necessary.

In consultation with Council Members, the Administration reviewed the document and pursuant to Section 92(5) of the *Local Government Act 1999*, Council undertook public consultation on the draft review of the Code for a period of not less than 21 days.

It is mandatory requirement under the *Local Government Act 1999* – Section 92, for Council to prepare and adopt a code of practice relating to the principles, policies and procedures and practices that the Council will apply for the purposes of access to meetings and documents. At AHC, this document is named the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents* (the “Code”)

One response was received during public consultation in support of the draft Code of Practice. The comment provided in the response was:

The concern I have is regarding Delegation Powers the Draft Policy provides to the CEO to make certain alterations.

In response to the comment, the delegation within the Code is to allow for any legislative, formatting, nomenclature or other minor changes to the code only, all other amendments to the code will be bought back to the Chamber for decision.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

Council, committee and information or briefing session meetings are an important window for the community to see these principles in action and the adoption of a robust and legislatively compliant suite of meeting procedures facilitates this process.

➤ **Legal Implications**

Section 92 of the *Local Government Act 1999* (the Act) sets out the provisions relating to the Code as follows:

92—Access to meetings and documents—code of practice

- (1) A council must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that the council will apply for the purposes of the operation of Parts 3 and 4.

- (2) A council must, within 12 months after the conclusion of each periodic election, review the operation of its code of practice under this section.
- (3) A council may at any time alter its code of practice, or substitute a new code of practice.
- (4) A code of practice must include any mandatory provision prescribed by the regulations.
- (5) Before a council adopts, alters or substitutes a code of practice under this section it must undertake public consultation on the proposed code, alterations or substitute code (as the case may be).

➤ **Risk Management Implications**

Ensuring the currency of practical and legislatively compliant meeting and document access arrangements will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

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

➤ **Financial and Resource Implications**

Costs and resourcing associated with Council meetings are accommodated in the Governance & Performance Department budget and establishment.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that the public have a reasonable opportunity to engage and observe with these meetings and access documents.

➤ **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: While the Code applies to council committees, they were not consulted in the preparation of the report.

Council Workshops: A workshop/professional development session was held with Council Members on 17 January 2023 and 3 July 2023 in relation to the provisions of the Code.

Advisory Groups: While the Code applies to advisory groups, they were not consulted in the preparation of the report given they are currently suspended.

External Agencies: Local Government Association

Community: Public Consultation period of between 26 July 2023 and 16 August 2023 in accordance with Council's *Public Consultation Policy*.

➤ **Additional Analysis**

The key changes proposed to the Code (**Appendix 1**) are as follows:

1. Clarification of applicable legislative provisions relating to Information or Briefing Sessions (clause 5.2)
2. Clause 6.5 amended wording to clarify meeting will be recorded and updated references to streaming platform rather than social media channel.
3. Clause 6.6 clarify workshop will be recorded.
4. Clause 8.2 to include relevant section of *Local Government Act 1999*
5. Clarification regarding the review and release provisions of confidentiality orders – Clause 12
6. Clause 14 to included references for what is considered a Council document.
7. Clause 14.6.3 updated to reflect current address to receive Freedom of Information requests.

Public consultation on the draft Code was undertaken in accordance with the provisions of Council's *Public Consultation Policy* with one response received.

3. OPTIONS

Council has the following options:

- I. That in relation to the *Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents*:
 - i. to approve the proposed Code. (Recommended)
 - ii. To determine not to approve the proposed Code at this time, potentially to make further changes to the Code.

4. APPENDICES

- (1) Public consultation response
- (2) Code of Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents

Appendix 1

Public Consultation Response

From: Adelaide Hills Council: Community Engagement Hub
<notifications@engagementhq.com>
Sent: Sunday, 13 August 2023 4:32 PM
To: Melissa Grimes
Subject: Anonymous User completed Submission form draft Code of Practice

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL]

Anonymous User just submitted the survey Submission form draft Code of Practice with the responses below.

Your name

Grant Cooper

Your email

[REDACTED]

Your suburb / post code

PARACOMBE, SA

Do you support the draft Code of Practice?

Yes

Please provide any further comments relating to your submission here:

The concern I have is regarding Delegation Powers the Draft Policy provides to the CEO to make certain alterations.

Appendix 2


Code of Practice for Access to Council, Council Committee and Designated Informal Gathering Meetings & Documents

Council Policy

Code of Practice for Access to Council,
Council Committee and Information or
Briefing Session Meetings & Documents



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<p>CODE OF PRACTICE FOR ACCESS TO COUNCIL, COUNCIL COMMITTEE AND INFORMATION OR BRIEFING SESSION MEETINGS & DOCUMENTS</p>
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Policy Number:	GOV-17
Responsible Department(s):	Governance & Performance
Relevant Delegations:	As per the delegations schedule and as included in this Code
Other Relevant Policies:	<i>Code of Practice for Meeting Procedures Council Member Conduct Policy Information or Briefing Sessions Policy Advisory Group Operation and Conduct Policy</i>
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999 Local Government (General) Regulations 2013</i>
Policies and Procedures Superseded by this policy on its Adoption:	<i>Code of Practice for Access to Council, Council Committee and Information or Briefing Sessions Meetings & Documents - 23 April 2019, Item 12.7, 75/19</i>
Adoption Authority:	Council
Date of Adoption:	<i>To be updated administratively</i>
Effective From:	<i>To be updated administratively</i>
Minute Reference for Adoption:	<i>To be updated administratively</i>
Next Review:	No later than February 2027 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	23/4/2019	Code adopted	Council – Res75/19
1.1	21/4/2020	Amendments to provide consistency with <i>Electronic Participation in Council Meetings Notice (No 1) 2020</i>	Council – 63/20
1.2	22/9/2020	Amendments to provide for the broadcasting of Council meetings	Council – 198/20
1.3	9/11/2021	Consequential amendments from adoption of Information or Briefing Sessions Policy	Council – Res 226/21
1.4	26/11/2021	Updated legislative references relating to publication of Electronic Participation in Council Meetings Notice (No 5) 2021	N/A
1.5	21/6/22	Provisions relating to Notice No 5 (electronic participation) removed following 28 day elapsed period after Public Health Emergency Declaration cessation	N/A
1.6	<i>To be updated administratively</i>	Minor updates to legislative provisions and terminology	<i>To be updated administratively</i>

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CODE OF PRACTICE FOR ACCESS TO COUNCIL, COUNCIL COMMITTEE AND INFORMATION OR BRIEFING SESSION MEETINGS & DOCUMENTS

1. INTRODUCTION

1.1. This Code sets out the commitment of Council to provide public access to Council, Council Committee and Information or Briefing Session meetings and Council and Council Committee documents and outlines the policies and procedures contained within the Act, to restrict public access. The Code includes:

- information on the relevant provisions of the Act;
- Council's policy on public access and participation;
- the process that will be adopted where public access to a meeting or a document is restricted;
- grievance procedures to be followed if a member of the public believes that the Council has unreasonably restricted public access on a particular matter.

1.2. This Code sets out the policy of Council for access to meetings and documents and includes information relating to:

- access to the agenda for meetings;
- public access to meetings;
- livestreaming/broadcasting of meetings;
- the process to exclude the public from meetings;
- matters for which the Council, a Council Committee, or an Information or Briefing Session can order that the public be excluded;
- how the Council will approach the use of the confidentiality provisions in the Act;
- public access to documents, including minutes;
- review of confidentiality orders;
- accountability and reporting to the community, and the availability of the code; and
- grievances about the use of the code by Council.

1.3. On 15 September 2020, Council resolved (198/20) to commence broadcasting the proceedings of Council meetings.

2. STATEMENT OF PRINCIPLE

2.1. In fulfilling the role of an effective council that is responsive to the needs of the community and which operates within the legal framework prescribed by the Act, the Adelaide Hills Council (Council) is fully committed to the principle of open and accountable government.

2.2. However, Council also recognises that on a limited number of occasions it may be necessary, in the public interest, to restrict public access to discussion/decisions and/or documents.

3. OBJECTIVES

3.1. The objectives of the *Code of Practice for Access to Council and Council Committee¹ and Information or Briefing Session² Meetings & Documents* (Code) are:

- Clearly outline to the community for what purpose and on what basis Council may apply the provisions of the Act to restrict public access to meetings or documents;
- Provide information on Council's code of practice to the community; and
- Summarise the legal position relating to public access to Council and Council Committee and Information or Briefing Session meetings and documents.

4. PUBLIC ACCESS TO THE AGENDA FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS

4.1. At least three (3) clear days³ before the Council or Council Committee meeting (unless it is a special meeting⁴) the Chief Executive Officer (CEO) must give written notice of the meeting to all Council/Committee Members setting out the date, time and place of the meeting. . Where possible, the CEO will endeavour to have notices available in advance of the above timeframe.

4.2. The notice of meeting and agenda will be publically displayed at the principal office of council and the notice and agenda will be published on the Council's website www.ahc.sa.gov.au.

4.3. Items listed on the agenda will be described accurately and in reasonable detail.

4.4. The notice and agenda will be kept on public display and continue to be published on the website until the completion of the relevant Council or Council Committee meeting.

4.5. The electronic copies of the agenda documents and non-confidential reports that are to be considered at the meeting will be made available to members of the public prior to the meeting.

4.6. Members of the public may obtain a paper copy of the agenda and any particular reports for a fee to cover the costs of photocopying, in accordance with a Council's schedule of fees and charges.

4.7. Where the CEO (after consultation with the principal member, or in the case of a Committee - the presiding member) believes that a document or report on a particular matter should be considered in confidence with the public to be excluded, the basis under which the order could be made in accordance with section 90(3) of the Act will be specified. [see sections 83(5) (Council) and 87(10) (Committee) of the Act.]

¹ Council Committee means a committee established under Section 41 of the Act. For clarity it does not include the Council Assessment Panel created under Sections 82 & 83 of the *Planning Development and Infrastructure Act 2016*.

² Information or briefing session is a session to which more than one (1) member of the council or a council committee is invited by the council or the chief executive officer (CEO) of the council to attend or be involved in for the purpose of providing information or a briefing to attendees [Section 90A(1)]

³ 'clear days' means that the time between the giving of the notice and the day of the meeting, but excluding both the day on which the notice was given and the day of the meeting, e.g. notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

⁴ Special meetings under s83(2) of the Act require at least four (4) hours' notice.

- 4.8. The above provisions apply to Council, Council Committees that have as part of their responsibility some regulatory activities and those other committees to which Council has determined these procedures will apply⁵. Where a Council Committee is not performing a regulatory activity these procedures may be varied, e.g. notice may be given in a form decided by the committee, and need not be given for each meeting separately. Public notice may be given at a place determined by the CEO taking into account the nature and purpose of the Committee.

5. PUBLIC ACCESS TO THE AGENDA FOR INFORMATION OR BRIEFING SESSIONS⁶

- 5.1. A council or the CEO must comply with the requirements of regulations relating to the publication of prescribed information relating to the Information or Briefing Session [s90A(7)].
- 5.2. Regulation 8AB of the *Local Government (General) Regulations 2013* requires the following information to be publishing as soon as practicable after the holding of an information or briefing session:
- the place, date and time;
 - the matter discussed;
 - whether or not the session was open to the public.
- 5.3. Council has determined that, where reasonably practicable, the details relating to the following Information or Briefing Sessions will be published prior to the session to inform interested members of the public:
- Workshops;
 - Professional Development [where the provisions of clause Section 90A(3) apply]; and
 - Advisory or Working Group meetings [where the provisions of Section 90A(3)] apply.
- 5.4. Agenda documents will be published on the website.
- 5.5. Where a confidential informal discussion declaration applies to an Information or Briefing Session (see clause 9), the reason for the Information or Briefing Session being held entirely or partially in confidence will be published on the Council's website.

6. PUBLIC ACCESS TO MEETINGS

- 6.1. Council, Council Committee and Information or Briefing Session meetings are open to the public and attendance is encouraged, except where the Council, the Council Committee or, in the case of an Information or Briefing Session, the Council or CEO, believes it is necessary in the public interest to exclude the public from the discussion (and, if necessary, decision⁷) of a particular matter.

⁵ Council's *Code of Practice for Meeting Procedures* sets out the Council Committees to which clause 5 applies.

⁶ Further details of the provisions applying to Information or Briefing Sessions, are contained in Council's *Information or Briefing Sessions Policy* available at ahc.sa.gov.au

⁷ Information or Briefing Sessions do not make decisions on any matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee

- 6.2. The public will only be excluded when considered proper and necessary (i.e. the need for confidentiality outweighs the principle of open decision-making). The following is an example:

Council is intending to bid at an auction to acquire land and would not want others involved, such as the vendor to have prior knowledge of what Council was setting as an upper limit to bid at the auction, as to do so would prejudice the position of Council and disadvantage the community.

- 6.3. Council encourages public attendance at meetings of the Council, Committees and Information or Briefing Sessions through public notification of meetings in the Council, Committee and Information or Briefing Sessions Schedule, located on Council's website.
- 6.4. Council has adopted the *Information or Briefing Sessions Policy* which provides information on the manner in which the provisions in Section 90A relating to information or briefing sessions will be managed.
- 6.5. When Council is meeting in person (i.e. in the Council Chamber) the meeting proceedings will be live streamed and recorded on a an audio system and a streaming platform determined by the CEO. Details of the broadcast will be on the Council's website.
- 6.6. Council's position is that Workshop or Professional Development Information or Briefing Sessions that are required to be open to the public under s90A(3) will be live streamed and recorded unless the confidentiality provisions of s90(3) and (4) apply.

7. PROCESS TO EXCLUDE THE PUBLIC FROM A COUNCIL OR COUNCIL COMMITTEE MEETING

- 7.1. Before a Council or Council Committee meeting orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting must, in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter.
- 7.2. If this occurs then the public must leave the room. This means that all members of the public (including staff), unless exempted by being named in the resolution as entitled to remain, are required to leave the room. For the operation of section 90(2) a member of the public does not include a Member of the Council /Committee. The live streaming of a Council meeting will be ceased for the period that the meeting is closed to the public pursuant to an order made under section 90(2).
- 7.3. Once Council or a Council Committee has made the order, it is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the police to use reasonable force to remove the person from the room if he or she fails to leave on request.
- 7.4. Once discussion on that particular matter is concluded, the public are then permitted to re-enter or reconnect to the meeting and the broadcasting, if applicable, will recommence. If there is a further matter that needs to be

considered in confidence it is necessary to again undertake the formal determination process and to resolve to exclude the public as above.

- 7.5. Please note that the Council, or the Council Committee, can by inclusion within the resolution permit a particular person or persons to remain in the meeting. An example would be allowing a ratepayer who is suffering personal hardship to remain in the meeting when their circumstances concerning the payment of rates are being discussed.
- 7.6. Council's practice is that, for the convenience of the public present at a meeting, where it is resolved to consider a matter in confidence, that the matter (unless there are pressing reasons as to why it should be debated at that point of the meeting) may be deferred until all other business has been dealt with. This is the preferred option of Council rather than asking the public to leave the room and wait for however long it takes until the matter is concluded and then invite them back to the meeting room with the possibility of the same process being repeated for a subsequent matter.

8. PROCESS TO EXCLUDE THE PUBLIC FROM AN INFORMATION OR BRIEFING SESSION⁸

- 8.1. The Council or CEO may, on a case-by-case basis, declare an information or briefing session [to which Section 90A(3) applies] discussion to be a 'confidential discussion' where the information or briefing session is a briefing session relating to information or a matter of a confidential nature within the ambit of section 90(3) of the Local Government Act [see clause 9 below for the provisions of s90(3)].
- 8.2. If an information or briefing session [to which Section 90A(3) applies] has been declared to be a 'confidential discussion' under s90A(4), then the information or briefing session may be attended by Council/Committee Members, the CEO and any other person invited to attend by the Council or the CEO.
- 8.3. If a confidential declaration has been made in respect of only some of the matters to be discussed at an information or briefing session, then these confidential matters will normally be scheduled to be discussed at the end of the agenda for the information or briefing session. The information or briefing session will be open to the public until immediately prior to the discussion on confidential matters commencing and post the discussion, as applicable.

9. MATTERS FROM WHICH THE PUBLIC CAN BE EXCLUDED

- 9.1. In accordance with the requirements of section 90(3) of the Act, Council, or a Council Committee or an Information or Briefing Session [to which Section 90A(3) applies], may order that the public be excluded in the following circumstances:
 - (a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
 - (b) *information the disclosure of which—*

⁸ Further details of the provisions applying to Information or Briefing Sessions, are contained in Council's *Information or Briefing Sessions Policy* available at ahc.sa.gov.au

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- (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;*
 - (c) *information the disclosure of which would reveal a trade secret;*
 - (d) *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;*
 - (e) *matters affecting the security of the Council, members or employees of the Council, or Council property, or the safety of any person;*
 - (f) *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*
 - (g) *matters that must be considered in confidence in order to ensure that the Council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
 - (h) *legal advice;*
 - (i) *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;*
 - (j) *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;*
 - (k) *tenders for the supply of goods, the provision of services or the carrying out of works;*
 - (l) *information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act; or*
 - (m) *information relating to a proposal to prepare or amend a designated instrument under Part 5 Division 2 of the Planning, Development and Infrastructure Act 2016 before the draft instrument or amendment is released for public consultation under that Act;*

(n) *information relevant to the review of a determination of a Council under the Freedom of Information Act 1991;*

(o) *information relating to a proposed award recipient before the presentation of the award.*

9.2. The Act provides for a definition of “personal affairs”, being a person’s financial affairs, criminal records, marital or other personal relationships, personal qualities, attributes or health status, or that person’s employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person, but does not include the personal affairs of a body corporate.

9.3. In some sections under section 90(3) of the Act a public interest balancing test must be satisfied for the ground of exclusion to apply. The “*public interest balancing test*” applies to sections:

- 90(3)(b)(ii) – ‘commercial advantage’;
- 90(3)(d)(ii) – ‘commercial information’; and
- 90(3)(j)(ii) – ‘information provided on a confidential basis’.

This test requires that public interest reasons for closing a meeting to the public must outweigh the general requirements for meetings to be held in public. This requirement to satisfy a public interest test is mirrored in certain provisions of the *Freedom of Information Act 1999 (SA)* (“the FOI Act”).

9.4. In considering whether an order should be made under section 90(2), it is irrelevant that discussion of a matter in public may [s.90(4)]:

- cause embarrassment to the Council or Committee concerned, or to members or employees of the Council; or
- cause a loss of confidence in the Council or Committee; or
- involve discussion of a matter that is controversial within the council area; or
- make the council susceptible to adverse criticism.

9.5. If a decision to exclude the public is taken, the Council, the Council Committee or an Information or Briefing Session [to which Section 90A(3) applies] is required to make a note in the minutes of the making of the order and the grounds on which it was made. Sufficient detail of the grounds on which the order was made will be included in the minutes.

10. USE OF THE CONFIDENTIALITY PROVISIONS

10.1. Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will require the identification of one or more of the grounds listed within section 90(3) of the Act and the factual reasons for the relevance and application of the ground(s) in the circumstances. These are listed in paragraph 9.1 of this Code.

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- 10.2. In relation to Council and Council Committee meetings, Council's policy approach is as follows:
- 10.2.1. The principle of open and accountable government is strongly supported;
 - 10.2.2. Information of the grounds on which an order to exclude the public is made will be conveyed to the public at the time of them being ordered to leave the meeting – the public will not be excluded until after a confidentiality motion has been debated and passed and sufficient reasons for the need to exclude the public given;
 - 10.2.3. Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that a document associated with this agenda item (including minutes) remain confidential. In determining this, the meeting will have regard to the provisions of section 91 and in particular section 91(8) which details when a Council or Committee must not order that a document remain confidential;
 - 10.2.4. If the meeting determines that it is proper and necessary to keep a document confidential, then a resolution for an order to this effect is required to be resolved by the meeting in accordance with section 91(7) of the Act. When making an order the meeting must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed. ;
 - 10.2.5. Once discussion of the matter is concluded and the public have returned, the decision of the meeting in relation to this matter will be made publicly known unless the Council or Committee has resolved to order that some information remain confidential. Details relating to any order to keep information or a document confidential in accordance with section 91(7) are also to be made known.
 - 10.2.6. In all cases the objective is that the information be made publicly available at the earliest possible opportunity and that the community is informed of any Council or Committee order and the associated implications; and
 - 10.2.7. Where a person provides information to the Council or Committee and requests that it be kept confidential, Council or Committee is not able to even consider this request unless the matter is one that falls within section 90(3). If this is the case, Council or Committee will then be in a position to consider the request on its merits.
- 10.3. There is no legal requirement to resolve to “come out of confidence” or to go back into “public session”. The public may and should be invited to re-enter the meeting when consideration of the relevant Agenda Item has concluded. The public are also entitled to be present for the debate on whether any subsequent item should be considered in confidence.
- 10.4. The Council or Committee will not consider a number of agenda items “in confidence” together (i.e. en bloc). It will determine each item separately and consider the exemptions relevant to each item.

11. EXAMPLE CONFIDENTIALITY PROVISIONS

- 11.1. The Council will record in the minutes of any Council or Council Committee meetings the making of an order in accordance with sections 90(2) and (3) and section 91(7) as follows:

Example: If Council were considering the terms for a waste resources contract.

A Section 90(3)(b) order would be made before Council went into confidence such as:

Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except Joe Bloggs, CEO of ABC Council and Ivana Citizen, lawyer, XYZ Lawyers, be excluded from attendance at the meeting for Agenda Item 10.1 (Terms of Waste Resources Contract).

The Council is satisfied that, pursuant to section 90(3)(b) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is proposing to conduct business, and the information would prejudice the commercial position of the Council, in that the Council is currently engaged in a post tender negotiation with a preferred tenderer to finalise the terms and conditions of engagement for this service – the information to be considered in relation to this Agenda Item include detailed costings for in-house provision of waste resources services and other specific financial information, the disclosure of which would prejudice the Council's commercial position during the current ongoing negotiations.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to be able to negotiate a cost-effective proposal for the benefit of the Council and the community in this matter and in relation to other contract negotiations.

If the Council resolved for the report containing the commercial information to remain in confidence, a Section 91(7) would be made at the conclusion of considering the item, such as:

That having considered Agenda Item 10.1 (Terms of Waste Resources Contract) in confidence under section 90(2) and (3)(b) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the Tender documents and related Council reports and all minutes be retained in confidence for a period of 2 years, or until a contract has been signed.

12. REVIEW OF CONFIDENTIALITY ORDERS

- 12.1. A confidentiality order made under section 91(7) of the Act must specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.
- 12.2. An order will lapse if the time or event specified has been reached or carried out. There is no need for the Council to resolve for the confidential order to be lifted. Once the order has lapsed, the minutes and/or documents automatically become public.

Orders that exceed 12 months must be reviewed annually, under s91(9), and the Council must assess whether the grounds for non-disclosure are still relevant and, if so, provide the relevant grounds and reasons for the minutes and/or documents remaining confidential.
- 12.3. The Council may delegate to the Chief Executive Office and sub-delegate to an employee of the Council, if appropriate, the power to revoke an order.
- 12.4. If there are any items that require a fresh confidentiality order because the original order is about to expire, then the reviewer will prepare a report to Council making recommendations with respect to each item to be retained in confidence.
- 12.5. Each item must then be addressed separately and assessed against section 90(3) and section 91(7) of the Act.
- 12.6. The Council cannot delegate the power to apply sections 90(3) and 91(7) of the Act.
- 12.7. A Council may resolve to exclude the public from a meeting to discuss and undertake consideration of the recommendations arising from the annual review in confidence, subject to the application of the relevant ground under section 90(3) of the Act. Section 90(3) of the Act must be applied separately to each item and not en bloc.
- 12.8. If there is no longer any need for the confidentiality order then the Council or Council Committee may delegate to an employee of the Council the power to revoke an order made in accordance with section 91(7) of the Act. The Council or Council Committee may also include in the resolution whether any delegation is given to an employee to revoke the order and if relevant, any conditions associated with the delegation.

13. PUBLIC ACCESS TO MINUTES

- 13.1. Minutes of a meeting of Council or a Council Committee will be publicly available, within 5 days after the meeting.
- 13.2. Formal minutes are not recorded at Information or Briefing Sessions. While notes may be taken at these sessions, they will not be published on the website or made available to the public unless otherwise provided for in Council policy (see clause 14 regarding Public Access to Documents).

14. PUBLIC ACCESS TO DOCUMENTS

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- 14.1. Various documents can be available for inspection and purchase (for a fee) by the public. Council may also make a document available in electronic form and place it on the Internet for public access, Council documents include, but not limited to Council and Committee agendas, minutes, attachments, tabled documents, audio and visual recordings of meetings and information or briefing sessions.
- 14.2. The Council or the Council Committee will only order that a document associated with a discussion from which the public are excluded is to remain confidential if it is considered proper and necessary in the broader community interest (as per the processes described above).
- 14.3. The Council or the Council Committee can only resolve to keep minutes and/or documents confidential under section 91(7) if they were considered in confidence pursuant to sections 90(2) and 90(3).
- 14.4. In accordance with section 91(8) the Council or the Council Committee must not make an order to prevent:
- the disclosure of the remuneration or conditions of service of an employee of the Council after the remuneration or conditions have been set or determined; or
 - the disclosure of the identity of a successful tenderer for the supply of goods or the provision of services (including the carrying out of works), or of any reasons adopted by the Council as to why a successful tenderer has been selected; or
 - the disclosure of the amount or amounts payable by the Council under a contract for the supply of goods or the provision of services (including the carrying out of works) to, or for the benefit of, the Council after the contract has been entered into by all parties to the contract; or
 - the disclosure of the identity of land that has been acquired or disposed of by the Council, or of any reasons adopted by the Council as to why land has been acquired or disposed of by the Council.
- 14.5. Where keeping a document confidential is considered proper and necessary, a resolution to this effect is required which shall include:
- the grounds for confidentiality; and
 - the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed – if the order has a duration of more than 12 months, the order must be reviewed at least once in every year; and
 - (if applicable) whether the power to revoke the order will be delegated to an employee of the Council. [s.91(9)]
- 14.6. Requests to access Council and Council Committee documents can be made under the *Freedom of Information Act 1991*.

- 14.6.1. Freedom of Information applications should be submitted using the correct application form and be as specific as possible to enable the correct documents to be identified.
- 14.6.2. Application forms are available from at each office of the Council that is open to the public for the general administration of Council business or on the State Records website: www.archives.sa.gov.au, under Freedom of Information, Forms for FOI Process. The application form contains details of the fees payable and fee waivers available.
- 14.6.3. Freedom of Information requests should be addressed to:
Freedom of Information Officer
Adelaide Hills Council
63 Mt Barker Road
STIRLING SA 5252

15. ACCOUNTABILITY AND REPORTING TO THE COMMUNITY

- 15.1. A report on the use of sections 90(2) and 91(7) by the Council and Council Committees must be included in the annual report of Council as required by Schedule 4 of the Act. This supports commitment to the principle of accountability to the community. The reporting should include the following information, separately identified for both Council and Council Committees:
 - Number of occasions each of the provisions of sections 90(2) and 90(3) were utilised;
 - Number of occasions each of the provisions of sections 90(2) and 90(3) and section 91(7) were utilised, expressed as a percentage of total agenda items considered;
 - An indication of any particular issues that contributed to the use of confidentiality provisions on more than one occasion (e.g. a proposal to acquire a parcel of land was considered on 3 separate occasions);
 - Number of occasions that information originally declared confidential has subsequently been made publicly available; and
 - Number of occasions that information declared confidential has not been made publicly available and the reason for this in each case.
- 15.2. The Council's Annual Report will include details of an Information or Briefing Sessions held by Council in the preceding financial year, including their purpose, the matters discussed at workshops and professional development/training sessions and whether the public were able to attend.

16. REVIEW OF THE CODE

- 16.1. Council is required to review this Code within 12 months after the conclusion of each periodic election, therefore the next mandated review is due to occur in November 2027. However, Council has the ability to review this Code at any time if considered desirable.

17. GRIEVANCE

- 17.1. Council has established procedures for the review of decisions under section 270 of the Act for:
- Council, and its Committees;
 - employees of the Council; and
 - other persons acting on behalf of the Council.
- 17.2. Should a person be aggrieved about public access to either a meeting or a document then they can lodge an application for review of that decision under the procedures established by Council. The Procedures are available in Council's *Internal Review of Council Decisions Policy* which is available at Council's Service and Community Centres or on Council's website www.ahc.sa.gov.au.

18. DELEGATION

- 18.1. The CEO has the delegation to:
- 18.1.1. Approve, amend and review any procedures that shall be consistent with this Code.
 - 18.1.2. Make any legislative, formatting, nomenclature or other minor changes to the Code during the period of its currency.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item: 12.

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

Subject: Quarterly Council Performance Report – Q4 2022-23

For: Information

SUMMARY

As a local government entity, Council has a number of legislative obligations regarding the preparation and distribution of corporate planning and reporting information to the elected body and the community. In addition to these mandated requirements, Council has over time created a number of additional elements to improve the integration, transparency and accountability of its activities. The Quarterly Council Performance Report is just one of these elements.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2022-23*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q4 (**Appendix 1**) covers the period 1 April 2023 to 30 June 2023, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic plan.

The purpose of this report is to provide information on Council's performance against the *Annual Business Plan 2022-23* targets and aspirations.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

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

Over the 2019-20 financial year, Quarterly Council Performance Reports were drafted showing the performance against the Corporate Performance indicators, strategic initiatives and key activities of the *2019-20 Annual Business Plan*.

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the *Annual Business Plan 2022-23*.

The Quarterly Council Performance Report for Q4 (**Appendix 1**) was presented at the 21 August 2023 Audit Committee meeting.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A progressive Organisation

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

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

The Quarterly Council Performance Report is part of the performance reporting suite contained in the *Corporate Planning & Performance Framework*.

➤ Legal Implications

Chapter 8 - Administrative and financial accountability of the *Local Government Act 1999* sets out the key legislative obligations regarding corporate planning and reporting obligations, as follows:

- S122 – Strategic management plans – development, content requirements, consultation, review and availability of strategic plan, asset management plan and long-term financial plan
- S123 – Annual business plans and budgets - development, content requirements, consultation, review and availability of annual business plan and budget
- S127 – Financial statements – preparation, content, auditing and availability of the financial statements
- S131 – Annual reports – preparation, content, distribution and availability of the annual report

Additional requirements are contained in the *Local Government (General) Regulations 2013* and the *Local Government (Financial Management) Regulations 2011*.

➤ **Risk Management Implications**

Quarterly Council Performance Reporting will assist in mitigating the risk of:

Ineffective performance management and reporting processes leading to poor performance and/or loss of stakeholder confidence

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Low (3E)	Low (3E)

Note that there are many other controls that assist in mitigating this risk. The quarterly performance reports are part of the current control suite and therefore there is no additional mitigating impact of this report.

➤ **Financial and Resource Implications**

The Corporate Planning & Performance Coordinator role, which coordinates the performance reporting function, is funded in the Governance & Performance Department budget.

Quarterly Council Performance Reporting assists in showing the financial and resource performance to plan as per the targets, initiatives and activities outlined in the *Annual Business Plan 2022-23*.

As part of the development of the budget outlined in the *Annual Business Plan 2022-23*, a series of Savings Strategies were developed to help address emerging cost pressures and to improve Council's Operating Surplus over the period of the Long Term Financial Plan. The adopted strategies totalled \$650k in savings, and a page dedicated to reporting on the progress of these strategies has now been included in the quarterly report. As at the end of Quarter 4 the total savings has been calculated as \$624,074, which although below the \$650,000 target, is yet to capture savings associated with the "leave management" goal of \$100k. This saving will be finalised as part of the Financial Statement once leave balances are accrued. An update will be provided on this strategy within the next Quarter.

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

Providing integrated, consultative corporate planning and effective and transparent performance reporting to the Council and community has the potential to increase the level of trust and confidence in Council.

➤ **Sustainability Implications**

Quarterly Council Performance Reporting assists in demonstrating the outcomes related to Council's economic, social and environmental initiative.

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

Consultation on the development of this report was as follows:

Council Committees: The Quarterly Council Performance Report for Q4 (**Appendix 1**) was presented at the 21 August 2023 Audit Committee meeting.

Council Workshops: Not applicable

<i>Advisory Groups:</i>	Not applicable
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

3. OPTIONS

As this is an information report, Council is limited to receiving and noting the report, however additional feedback can be provided to the Governance and Performance team for consideration of future enhancements within the ongoing reports.

4. APPENDIX

- (1) *Quarterly Council Performance Report – Q4 2022-23*

Appendix 1

Quarterly Council Performance Report – Q4 2022-23

Quarterly Council Performance Report

Quarter 4 – 1 April to 30 June 2023






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1. Executive Summary

Strategic Goal	Performance Indicators	Annual Business Plan Strategic Initiatives
 Built Environment	 3 of 6 Targets met or exceeded	 Continuing 23-24 (16) Completed (10)
 Community Wellbeing	 3 of 5 Targets met or exceeded	 Continuing 23-24 (8) Completed (5) Deferred (2)
 Economy	 3 of 3 Targets met or exceeded	 Continuing 23-24 (2) Completed (1)
 Natural Environment	 5 of 7 Targets met or exceeded	 Continuing 23-24 (8) Completed (4)
 Organisation	 4 of 8 Targets met, N/A or exceeded	 Continuing 23-24 (4) Completed (8)

Customer Service Standards

	8	Targets met or exceeded
	4	N/A or No Incidents reported
	5	Target not met

Capital Performance

\$7.7m of infrastructure delivered

The primary focus of this quarter has been on completing projects that were under construction, as well as commencing early planning, scoping and design works for projects due to commence in Q1 or Q2 2023-24.

Highlights

- The Substantive CEO Recruitment Process was finalised and Council appointed Greg Georgopoulos as CEO at its 12 May 2023 Special Council meeting
- The Long Term Financial Plan and Annual Business Plan for 2023-24 were adopted
- Completed the Community Survey, the results of which will assist in informing strategic planning and service improvements
- Secured 9 years of funding from the Department of Human Services to pay for a part time Centre Support position who will support programming across both community centres
- The Gumeracha Library upgrades were completed with the library reopening on 4 July 2023
- A total of \$37k in Community Grants were awarded for support in areas of community recovery & resilience, sustainability & biodiversity management, active lifestyles, art & cultural development, and lifelong learning.
- Council resolved to undertake a 12 month trial of changes to the kerbside bin system including provision of green organic bins to rural properties, and changing the collection frequency of green organic bins and residual waste bins.
- Undertook a tender for Council's three electricity supply agreements as well as participating in a LGAP Tender. The results were reported to Council at its 23 May 2023 meeting. From the Council decision, the final electricity supply contracts were for an agreed GreenPower load of 100%.

Risk and Challenges

- Resource impacts have been felt across the organisation with some areas experiencing some staff resignation/retirement, planned and unplanned leave impacts in small teams, and/or the ongoing impacts of continuing to deliver on BAU work while actively recruiting new staff.

2. Adelaide Hills Council Major Projects

Implementation of the Community and Recreation Facilities Framework

The Community & Recreation Facilities Framework was developed to support the management of Council and Community owned facilities.

This framework will be progressively implemented over a three year period.

Latest News

New leases have been prepared and circulated to sporting tenants as at 30/06/2023. It will take several months to work through all of the new leases and have them executed by the tenant and by Council.

Discussions are ongoing with Lessees and Council regarding each parties' obligations.



FABRIK Development

The FABRIK Development Project involves upgrading and enhancing the former Onkaparinga Woollen Mills site at Lobethal to create an arts and heritage hub in the central Adelaide Hills.

Latest News

Construction is in the final stages, practical completion is due late December 2023. Summary of works as follows:

- new walls and footings constructed in building 20 and 14
- Revitalisation and remedial works to the interior and exterior of Building 21 including walls, bathrooms, ramps and floors, electrical and windows.
- new replacement framing and glazing completed to upper sawtooth windows in Building 20
- Pavilion slab pour and polished, and steel structure in progress



Gumeracha Library improvements

The upgrade to the Gumeracha Library and Service Centre is aimed at making the space more welcoming and user-friendly. This includes updating the furniture, shelving, service counter and general layout.

Latest News

Building works were undertaken in June 2023, including in the adjacent foyer space. New fittings and furniture were also installed and the refurbished Library reopened to the community on 4 July 2023.



Heathfield School Courts including Canteen and Storage upgrades

This project is a unique collaboration between Council, local clubs, the High School, the Education Department and the Office for Recreation and Sport.

The four court facility will provide improved sporting amenity for the local community, the High School and facilitates great connections between the High School and the adjacent Heathfield Oval..

Latest News

The new canteen and storeroom building at the Heathfield High School courts has reached practical completion.

The new building will provide local sports clubs with a canteen facility for those busy game days and a storage facility for club equipment.

The structure was built off site in modules and lifted in saving disruption to school activities by reducing onsite works.

This completes the final piece of the Heathfield High School Sporting Precinct providing the community with an excellent multi-sport facility.



Towards Community Led Emergency Resilience Program (TCLERP)

Following on from the Community Resilience and Readiness pilot, the program has evolved to focus on community led emergency preparedness. The name of the program also changed to be Toward Community Led Emergency Resilience Program (TCLERP).

The program has several areas of focus including:

- Community Engagement
- Psychological and emotional emergency preparedness community education
- Recovery ready halls project – emergency preparedness for select community facilities
- Vegetation management project – ensuring practices are based on best fire science and within shared land owners existing capacity

Latest News

Redi Communities workshops have now been completed with Houghton, Inglewood and Paracombe and Summertown and Uraidla.

The Adelaide Hills Community Action Bushfire Network hosted a successful emergency communications forum with presentations from Rebekah Sharkie, NBN, Telstra and CFS.

The final draft of AHC's Recovery Operations Manual and associated departmental sub-plans have been developed. BRM advisory will take on stage 2 of the tender, to develop an Emergency Management Policy and Elected Members Emergency Management Handbook.

A tender has been published for a consultant to develop an internal workforce operations manual and framework. The selection panel will meet to assess applications in July.

Consultation with an online community project group has been completed to inform the development of AHC's Bushfire Mitigation Strategy.

Community Information sessions about the Recovery Ready Halls funding opportunity have concluded and expressions of interest are open to community groups and hall committees.










The Reflections of Home Sculpture is now installed in Lobethal Bushland Park. A video has been created and is currently in the final stages of editing.



3. Performance by Strategic Goal

A functional Built Environment

Highlights

-  **Disability Discrimination Act (DDA) Upgrades Minor - Access upgrades region wide for compliance**
 - Access to amenities at Lobethal Bushland Park was upgraded for persons with a disability.
 - Other DDA Upgrade priorities are to be carried forward to the 2023-24 financial year, as additional design work is required
-  **Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions**
 - The final property and sustainability audit report has been finalised. This report provides a list of actions to improve the energy and water efficiency of 38 buildings.
 - A cost benefit analysis is in progress to determine whether additional solar PV panels or battery storage is feasible for the main Council facilities.
-  **Road Safety Program including co-contribution to Road Blackspot**
 - As of 30 June, works were well commenced at Woodhill Rd, Ashton, and Montacute Rd, Montacute, with only minor works still in progress at the start of the new financial year.
-  **Feasibility Studies for future projects**
 - Woodside Pool Feasibility project nearing completion with an on site workshop with Councilors and consultant to discuss findings from the report in August 2023. Project to be completed in Aug-Sept 2023
-  **General Property**
 - Initial findings from the building audit data were programmed into Property works scheduled for 2023-24.
 - Much of the general property maintenance undertaken during 2022-23 was reactionary however with the audit data and preparation of the building asset management plan, maintenance will become more proactive over time.
-  **Parking and By-Laws**
 - During the 2022-23 year the Regulatory Services team dealt with over 260 CRM requests, these include illegal parking, expiation appeals & request for parking patrols etc. During this period Council issued over 550 parking expiations.
-  **Federation Park and Oval masterplan implementation**
 - Path and additional power sources installed
 - Federation Park Gumeracha toilet upgrade commenced in May 2023 with demolition complete as well as 1st fix plumbing and electrical works
 - All items planned for 2022-23 have been completed.
-  **Cemeteries Upgrades**
 - Design finalised and contractor appointed for construction of a Natural Burial Ground and go-to at Kersbrook Cemetery.
 - Land division plan for Cromer Reserve, Birdwood lodged with Lands Title Office.
 - Drainage works undertaken at Houghton Cemetery.
 - Native Vegetation Report submitted and accepted by Native Vegetation Council for reinstatement of roadway at Stirling Cemetery.
-  **Policy Planning**
 - Preliminary investigations undertaken for a possible Adelaide Hills Subzone Code Amendment via engagement with affected residents through June. Initial indicators show general support for Council to pursue changes to the Code to increase character and amenity protection.

Risks & Challenges



Purchase of Electric Vehicles cars for fleet

- Ongoing delays in receiving of electric vehicles ordered due to global supply demands.
- Will need to be continued into 2023-24.



Road Safety Program including co-contribution to Road Blackspot

- Native Vegetation Council approval and land acquisition matters continue to delay the commencement of the Warren Rd project, with an extension granted by the Federal Blackspot Program to 30 December 2023.



Stormwater projects

- Department of Infrastructure and Transport have advised they intend to redesign Junction Rd stormwater to find a more cost effective solution. LRCIP funding attached to Council's contribution will form part of the 2023-24 capital works program.



Cemeteries Upgrades

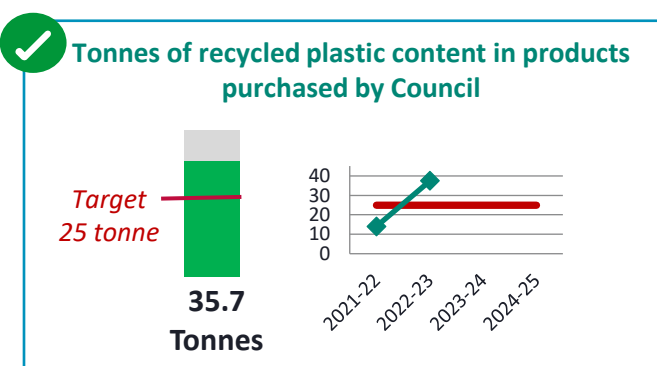
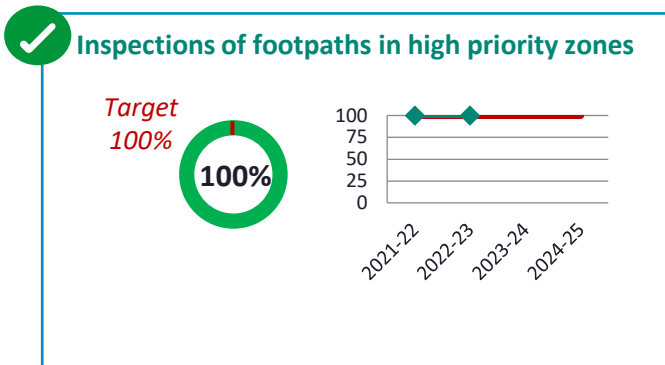
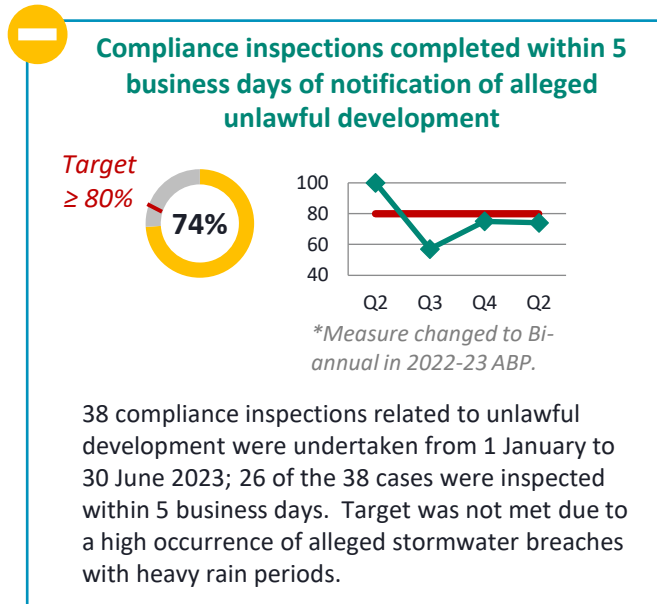
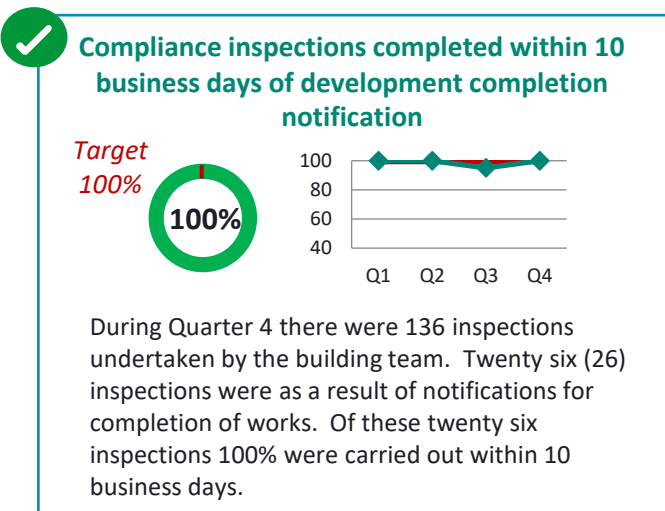
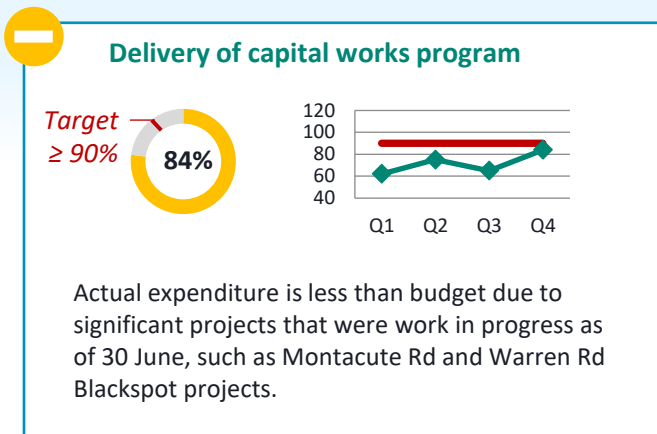
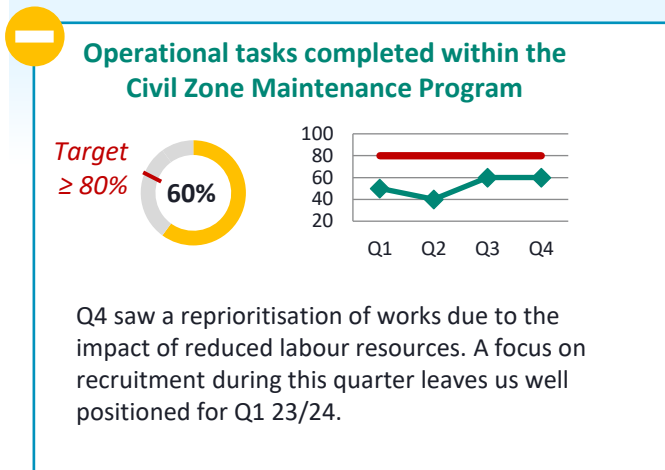
- Tables & benches for Kersbrook Cemetery and Mt Torrens Cemetery experienced a supplier delay with an expected arrival in July 2023.
- Supplier costs are continuing to increase causing budget constraints.



Woodside School Crossing (LRCIP)

Design issues were unable to be resolved by 30 June, requiring this project to be carried forward to the 2023-24 financial year's program.

Performance Indicators















Legend:  = Target Met  = Target not met \geq Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1001	Recreation Trails & Cycling Route Upgrades	
B1003	New Bus Shelter Installation Program	
B1004	New and upgraded footpaths	
B1007	Recreation Trails & Cycling Routes Framework Implementation	
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	
B2001	Federation Park and Oval masterplan implementation	
B3002	Implement irrigation systems (renewal / upgrades)	
B3003	Investigate and Implement central irrigation control system (region wide)	
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	
B3005	Carbon Management Plan - Energy Upgrades, Battery & Efficiency Actions	
B4006	Asset management - Confirm Web and Connect Licences and Field Devices	
B4009	Building Upgrades - minor	
B4010	Cemeteries Upgrades	
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	
B4014	Road Safety Program including co-contribution to Road Blackspot	
B4015	Installation of further Electric Vehicle charging stations	
B4016	Purchase of Electric Vehicles cars for fleet	
B4041	Community and Recreation Facilities Framework Implementation	
B4042	Operational worksite review including forward planning	
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	
B4044	Feasibility Studies for future projects	
B4045	Stormwater projects	
B4046	Mt Torrens Coach House Reserve Facilities	
B4047	Woodside School Crossing (LRCIP)	
B4048	Heathfield School Courts – Canteen and Storage	
B4049	Adelaide Hills War Memorial Swimming Pool - Splash Park Contribution (LRCIP)	

Highlights

-  **Tour Down Under (TDU)**
 - The routes for TDU 2024 were announced on 26 June 2023. These include in 2024, the Women's Stage 2 finish in Stirling on Saturday 13 January, efex Men's Stage 2 finish in Lobethal on Wednesday 17 January, and the Men's final Stage 6 finish at Mount Lofty on Sunday 21 January. TDU is also travelling through the Adelaide Hills on Friday 12 January for Ziptrak Women's Stage 1 and Thursday 18 January for Men's Stage 3.
-  **Adelaide 100 Walking Route (LRCIP)**
 - Staff have received the final draft of the Adelaide 100 Risk & Cost Analysis with findings to be provided in the new year.
-  **Stirling Region Skate Park**
 - The Stirling Region Skate Park Feasibility Study is complete with findings to be presented in the new financial year.
-  **Positive Ageing Project (Collaborative)**
 - The Project has increased its membership this quarter due to the expansion of expected support required to all aged care providers which strongly encourages collaboration and partnership activities.
 - This project has been funded for another 12 months to 30 June 2024.
-  **Community Centres**
 - Grant funding for both centres has been secured for the next 9 years via the Department of Human Services. The funds will be used to pay for a part time Centre Support position who works across both community centres and supports programming.
 - Winter school holiday program is in progress with all programs fully booked at Torrens Valley and with high booking and drop-in rate at the Summit.
-  **Home Support Program**
 - From April 2023 - June 2023 the program delivered the following services:
 - Over 1,650 hours of in-home support (help in and around the home)
 - Over 4,000 hours of group social support programs, events and outings
 - Over 500 Community Bus transport services
 - Approximately \$7,000 in value of home modifications
-  **Public Art (including acquisition)**
 - The Reflections of Home sculpture has been installed in Bushland Park Lobethal
-  **Actions from adoption of Aboriginal Place naming Action plan**
 - Kurna names and reconciliation branding in place at Stirling transportable meeting rooms
 - Hamilton Hill naming of walking trail and reserve finalised and signage under creation
-  **Aboriginal Cultural Development**
 - An agreement has been signed with Ochre Dawn to undertake stakeholder engagement and prepare a report that guides First Nations cultural content at Fabrik
-  **Cultural Development**
 - Celebrated National Reconciliation Week across community centres, library and Positive Aging Centre with workshops and Nunga Screen film screenings
 - Undertook activities for Refugee Week including film screening
-  **Grants and Partnerships**
 - Community Grants recipients included funding for outcomes in the following areas: Community recovery & resilience, Sustainability & biodiversity management, Active lifestyles, Art & Cultural development, Lifelong learning. The total awarded in this years round of grants to community groups totalled over \$37,000.
 - The Hills Community Passenger Network supported over 1,500 transport trips for disadvantaged residents to access medical appointments over the year.
 - Programs hosted and support delivered at the Hut includes - Financial Wellbeing, Food pantry and co-op, Community Lunches, Group Exercise classes, Homework Club, Transport, and social outings.
-  **Community Development**
 - Funding (Federal & State) has been successfully obtained to go towards the accessible "Changing Places" toilet installation at FABRIK
 - A Disability Access and Inclusion Plan initiative for the accessibility audits of the Woodside & Stirling Libraries was progressed/actioned

Highlights cont....

✓ Youth Development

- Participants of our 2023 Youth Leadership Program have completed their program of workshops
- SA Youth Week was held from 24 March - 02 April with various events attracting 60 – 70 attendees at each.
- The April school holidays included various well attended activities including the Woodside Jams, a Young Drivers Awareness Course, and the kick-off of a pilot series of Dungeons & Dragons afternoon sessions.
- Funding applications for the Hills Hangs (online youth engagement hub) project have been successful, with a total of \$8000 raised from a range of sources, including the Stirling Rotary, the Commissioner for Children and Young People, and the Onkaparinga Rotary.
- We have successfully secured sponsorship for our Young Drivers Awareness program from Maxima.
- The regional Adelaide Hills *Local Drug Action Team Community Action Plan* has been accepted and subsequently funded by the Alcohol and Drug Foundation. The program will fund:
 - Encounter Youth seminars in all Hills public high schools to educate students about safe partying, alcohol and drugs.
 - Train school staff to facilitate future sessions
 - A public community information seminar to be held in both the Adelaide Hills Council and the Mount Barker District Council area

✓ Emergency Management

- Council's support provided to three Riverland Councils during the 2022-23 River Murray flood event was recognised as finalist in the Local Government Professionals SA Awards for Excellence in the category of emergency management and recovery.
- Development of a Recovery Operations Manual to guide Council's community recovery response following an emergency event or natural disaster was completed.

✓ Public Health

- Received notification of 8 new food businesses opening in the area while 13 existing food businesses closed, resulting in a net decrease of 5 food premises this quarter.
- Received 68 new wastewater applications this quarter which is consistent with previous years.
- We have over 3300 aerobic wastewater systems operating in the area with approximately 48 listed as non-compliant and a further 278 not currently receiving any required maintenance. Council is following up with owners to have their systems maintained as per the legislative requirements to ensure public health.

✓ Volunteering

- During the quarter, the number of volunteers registered with AHC has increased by 5 to a total of 157 active volunteers. We received 11 new volunteer enquiries and 6 new volunteers were onboarded, the remaining 5 were referred to other community organisations.
- The Annual Thank You Volunteer Movie Day event in May was well received and a total of 616 community volunteers attended the event, up from 502 in 2022.
- Various AHC Volunteers completed Provide First Aid training and Manual Handling training during this quarter and all AHC Volunteer Leaders completed Access & Inclusion training in May 2023.

Performance Indicators



Positive ageing wellbeing score

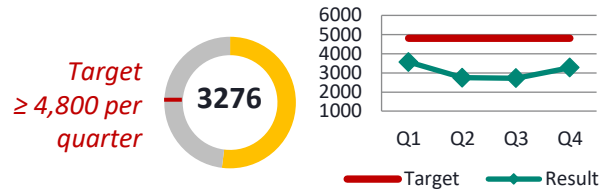
Average level of self-determined wellbeing of program participants reviewed in the quarter.



The wellbeing score has risen slightly for the last quarter of the year. The positive comments listed in the wellbeing report (which these statistics are gathered from) refer to social connection, meaning and purpose as reasons for people feeling a sense of wellbeing within themselves. Clients who have had illness complications are still reporting a lower self-described sense of wellbeing.



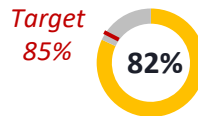
Number of volunteer hours contributed to AHC programs each year



Volunteer hours have increased since the last quarter, however volunteer numbers are slow to bounce back after Covid which follows the national and global trend.



Feedback from Community Centre Participants



Feel better connected to other in the community



Will use the knowledge/skills gained in the future

Survey responses were lower this period, regular participants seem to be getting survey fatigue and choosing not to complete. These are the participants who we are likely to see better connections in due to regularly connecting at the centre. More surveys from once off participants who are less likely to experience better connection outcomes from just one encounter.



Number of events and programs celebrating cultural diversity



Legend: = Target Met = Target not met \geq Greater than or equal to

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
C1004	Gumeracha Library upgrades (LRCIP)	
C1005	Stirling Region Skate Park	
C4006	Play Space Framework Implementation	
C4012	Climate Change Adaption Plan Projects-All hazards emergency management	
C4022	Community Resilience Program	
C4023	Adelaide 100 Walking Route (LRCIP)	
C5002	Aboriginal Cultural Development	
C5003	Actions from adoption of Aboriginal Place naming Action plan	
C6001	Fabrik Activation Capital	
C6003	Capital Divestment - Capital Cost	
C6004	Activation Arts & Heritage Hub - Operating (Income)	
C6005	Activation Arts & Heritage Hub - Operating (Expenditure)	
C6006	Tour Down Under	
C6008	Support for high profile regional event	
C6009	Public Art (including acquisition)	

Highlights

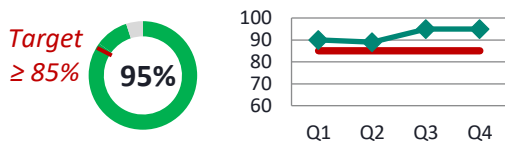
- ➔ **Review and upgrade Council signage and branding**
 - Final drawings and budget considerations are in train for production and installation first quarter of the new FY.
- ➔ **Free Camping Initiative**
 - Balhannah Oval Free Camping and Dump Point is now fully operational.

✓ Economic Development

- Three year funding agreement for Stirling Business Association has been approved.
- One year funding agreement for Adelaide Hills Tourism has been approved and signed.
- Two year pilot of Building Upgrade Finance has been approved.
- The Home Based Business networking event in Stirling was held with over 20 attendees
- Quarterly e-newsletter distributed with nearly 2,500 opens (click rate of 36%)

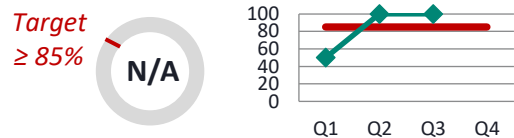
Performance Indicators

✓ Percentage of planning consents completed within statutory timeframes



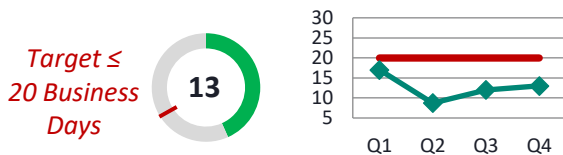
There were a total of 217 Planning Consents issued by Council in this quarter with 95.35% of the decisions made within the statutory timeframes. There was an average assessment timeframe of 16 days during this quarter.

✓ Percentage of new development application decisions upheld in Council/CAPs favour under appeal



During this quarter one new appeal has been lodged against Council/CAP Decisions - the outcome of this Appeal has not yet been determined. Council's Appeal to the Supreme Court was dismissed. This matter was originally was appealed to the ERD Court in Q1.

✓ Average number of days for building consents




There were a total of 72 Building Consents issued by Council in Quarter 4 with the average assessment timeframe of these decisions being 13 days.


Legend: ✓ = Target Met or N/A — = Target not met — = N/A – cant be assessed \geq Greater than or equal \leq Less than or equal


Progress on Strategic Initiatives from the Annual Business Plan


Project ID	Strategic Initiatives	Status
E1003	Free Camping Initiative	➔
E2001	Review and upgrade Council signage and branding	➔
E4001	Additional Tree safety work required to support the Tour Down under	😊

Highlights

-  **Local Climate Adaptations for landscape conservation**
 - Two sites of high conservation value (Bridgewater Recreation Reserve & Mylor Parklands) located close to habitation have been managed to reduce fuels created by high volumes of woody weeds.


-  **Develop informative and attractive signage in Council reserves/playgrounds**
 - Staff have been working with Council's signage design consultant to develop new templates for signage at reserves, bike tracks, trails & play spaces. Work is expected to be completed towards the end of 2023.


-  **Develop Council Encroachment Policy**
 - Workshop with key staff held in May with a draft Framework for the encroachment policy circulated post-workshop.
 - The first draft of the policy was circulated in June


-  **Fire Prevention**


Council's Regulatory Services team completed a total of:

 - 9410 inspections during the fire danger season
 - 249 105F notices
 - 11 Council organised block clearing
 - 9 expiations for non-compliance
 - 651 Burning Permits - completed as:
 - 558 Approved
 - 14 Denied
 - 79 information provided

-  **Waste**
 - At the 13 June 2023 Council meeting it was resolved to undertake a 12 month trial of changes to the kerbside bin system including provision of green organic bins to rural properties, and changing the collection frequency of green organic bins and residual waste bins.

-  **Native Vegetation Marker Site (NVMS) Program to protect and manage roadside vegetation**
 - 168 out of 450 NVMS sites managed as part of 2022-23 AHC Roadside Weed Control Work Plan.
 - Works completed on managing Blue Marker sites within the Cudlee Creek fire scar (72 sites) funded by the Local Economic Recovery funding.
 - Completed works in the Cherry Gardens fire scar funded under the \$72k Catchment Recovery grant.

-  **Post prescribed burn weed management**
 - 10 prescribed burn sites completed. Weed management on all sites managed by various contractors have been completed for the year.
 - Presentation delivered by Department for Environment and Water (DEW) Fire Management Unit to Council. Approval granted for DEW to investigate 6 further sites on Council land.

-  **Animal Management**
 - Council's Regulatory Services team ended the year with over 9000 dogs registered and over 1400 cats registered. Council issued 79 expiations under the Dog and Cat Management Act for a range of offences including wandering at large, un-registered and attack etc.
 - Council continues to educate cat and dog owners of there responsibilities as pet owners and provide support to pet owners.

Performance Indicators



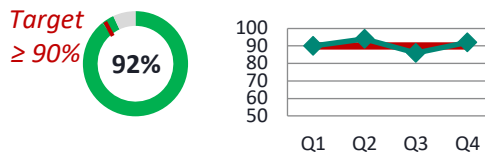
Tonnes of green organics collected on Green organics days



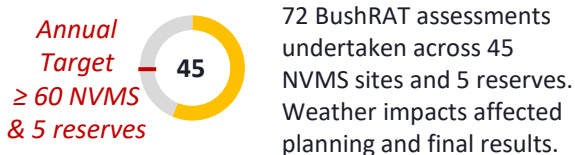
Tonnages dropped off is dependent on the season and on rate payers utilising the service.



Percentage of nuisance and litter queries resolved



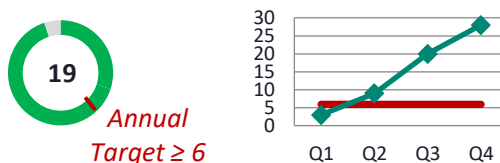
Number of Blue Marker sites (NVMS) monitored using the BushRAT methodology (actual versus planned)



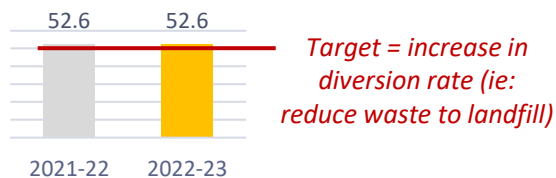
72 BushRAT assessments undertaken across 45 NVMS sites and 5 reserves. Weather impacts affected planning and final results.



Number of community education actions delivered – actioned vs planned



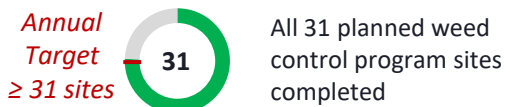
Percentage change in tonnes of waste disposed to landfill compared to previous financial year



Diversion rate remained the same as previous financial year. The diversion rate is determined by residents waste disposal practices.



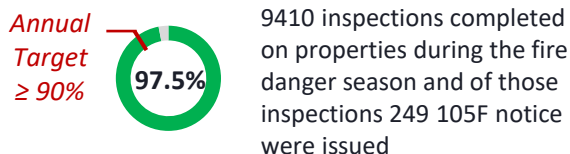
Weed Control in biodiversity sites - no. of sites complete (actual versus planned)



All 31 planned weed control program sites completed



Percentage of private properties inspected prior to bushfire season that comply with fuel load management requirements



9410 inspections completed on properties during the fire danger season and of those inspections 249 105F notice were issued

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
N1003	Long Term Strategic Tree Planting Program	😊
N2003	Native Vegetation Marker Program to protect and manage roadside vegetation	😊
N2004	Review Unformed Public Roads to ascertain connectivity potential & habitat value	😊
N2005	Develop Council Encroachment Policy	➡
N2006	Develop and review Council Management Plans for high value reserves	➡
N2008	Develop informative and attractive signage in Council reserves/playgrounds	➡
N2010	Post prescribed burn weed management	😊
N2012	Fire scars proactive tree management (LRCIP)	😊
N3001	Local Climate Adaptations for landscape conservation	😊
N3002	Resilient community facilities and open space including water fountains	➡
N4001	Explore feasibility and benefits of a user pays kerbside bin service	😊
N5001	Undertake Kerbside Waste Audits	😊



Highlights

Ongoing Skytrust (WHS system) implementation

- Work on the enhancement of the SkyTrust system is ongoing. A review of the WHS Improvement Plan has been completed and will be captured within SkyTrust to enable ongoing monitoring.
- The resourcing to support WHS activities has also been reviewed following departure of the WHS Advisor and endorsed to include both an Advisor role and an Administrative role. Recruitment now completed for the Advisor who has since started on 25 July 2023.

Cyber & Systems Security - Program Management

- The Cyber & Systems Security Program is now operational with the organisation and is an ongoing program within the Information Services Department to continually enhance, develop and progress activities associated with a Local Government Cyber Security Framework.

Governance & Performance

- Budget workshops held in April 2023 with the final Annual Business Plan and Budget 2023-24 adopted in late June 2023
- Phase 1 of the Strategic Plan development process was substantially completed by the end of the quarter.

Financial Services

- 2023-24 Long Term Financial Plan including the results of consultation presented and adopted by Council 26 April 2023
- Undertook a tender for Council's three electricity supply agreements as well as participating in a LGAP Tender. The results were reported to Council at its 23 May 2023 meeting. From the Council decision, the final electricity supply contracts were for an agreed GreenPower load of 100%.

Council Member Induction

- In this quarter Council Members undertook the following training modules:
 - Values, ethics & behaviour
 - Communication skills
 - Leadership skills - Strategic thinking & change management
 - Leadership skills - Resilience

Update of Business Continuity Plan (BCP) and implementation

- The Workforce Incident Operations Manual project is underway which will address resource constraints associated with key personnel between the Incident Management Team (EMP), Organisational Response (WHS) and Business Continuity Team (BCP). Once the project is completed the plan can be finalised.

Community perception survey

- The survey has been completed and initial analysis will be presented as part of the Strategic Plan workshop planned for 18 July.
- The full analysis report will be produced and distributed in the new financial year.

Customer Experience

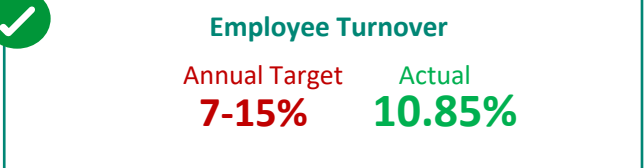
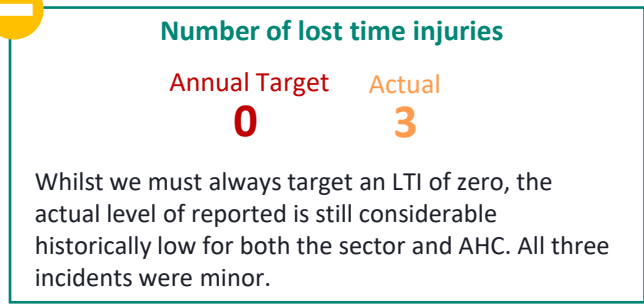
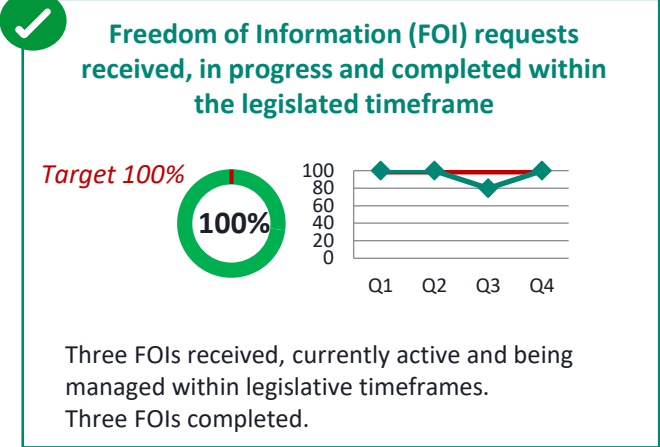
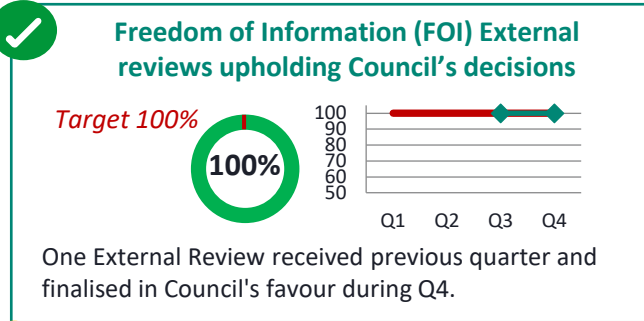
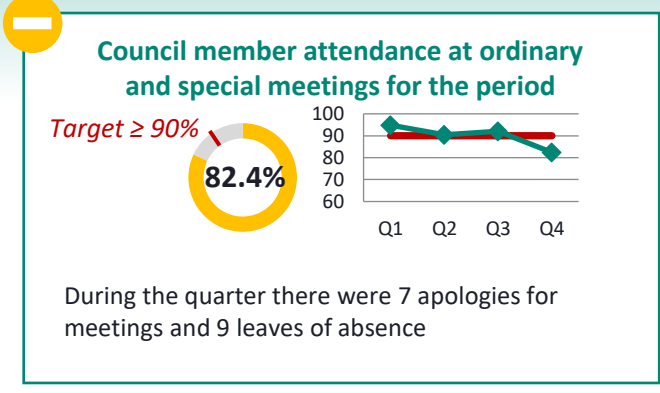
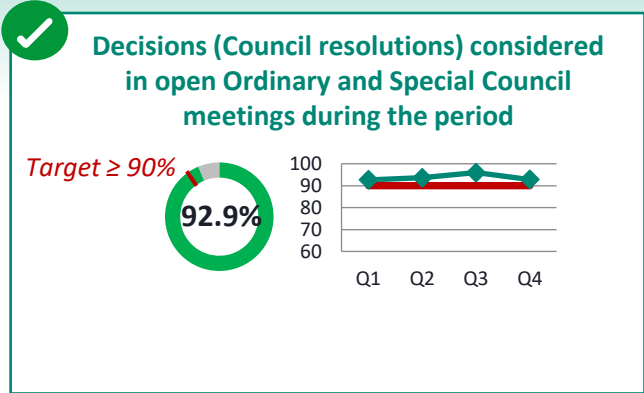
- The arboriculture team commenced automated workflow notification to customers with tree enquires from the Confirm Enterprise System. The automated updates to customers are averaging 130 touchpoints per week.
- Implemented a pilot of automated emails to communicate the outcome of service requests to customers. Initially implemented on reports of illegal dumping and has since been expanded to updating customer contact detail requests.
- Completed a business case for renewal of the Customer Relationship Management (CRM) system, including the high level functional requirements to enable online/digital service delivery.

Risks and Challenges

Governance & Performance

- Despite the challenge of a resignation and leave impacts reducing resources, all legislative obligations were met and key project of the substantive CEO recruitment was finalised

Performance Indicators





Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1001	Resource to manage ongoing Skytrust (WHS system) implementation	
O1002	Update of Business Continuity Plan and implementation	
O2001	New council website and e-services	
O2002	Annual Council website license subscription	
O4001	Local Government Election Support	
O4002	Council Member Induction Training	
O5004	Maintenance of LG performance benchmarking program (Councils in Focus)	
O5005	Resource to manage building & swimming pool compliance inspections	
O6002	Cyber & Systems Security - Program Management	
O6005	Records Management software	
O6007	Community perception survey	
O6008	Information Systems - ERP Systems (Payroll, HR, Finance)	

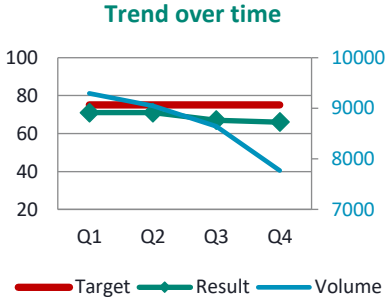
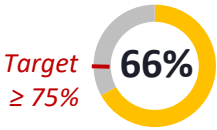
4. Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

Volume of calls = 7,770

Contact centre calls answered within 30 sec

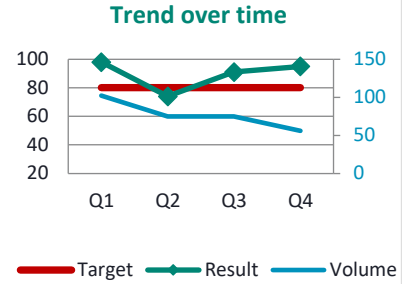


More time spent on resolving at the first point of contact which has increased the handling time

Updating Customer Details

Volume of updates = 56

Details updated within 5 days

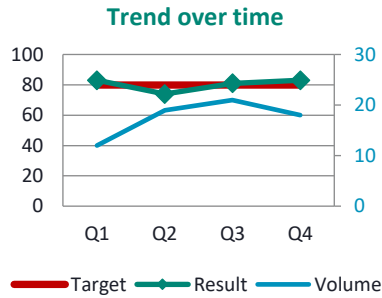
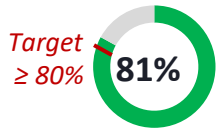


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 18

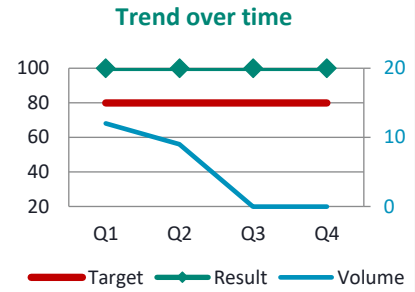
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 0

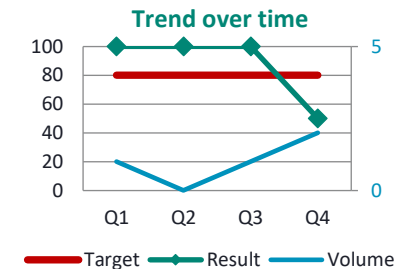
Investigated within 24 hours



Health Complaints

Volume of complaints = 2

Investigated within 24 hours

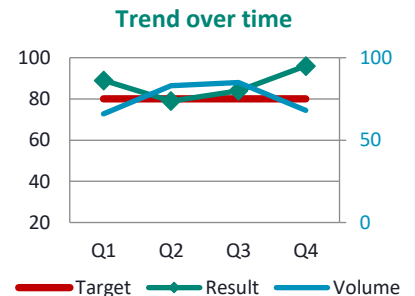


Non-compliant complaint met within 30 hours

Illegally Dumped Rubbish

Volume of reports = 68

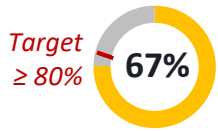
Rubbish removed within 3 days



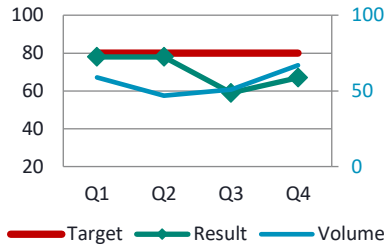
Library Services

Volume of requests = 67

Response to requests to purchase materials within 10 days



Trend over time



Result for responses made within the service standard not available as the process for purchase requests has changed.

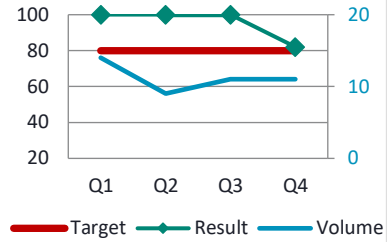
Dog Attacks

Volume of attack reports = 11

Response within 24 hours



Trend over time



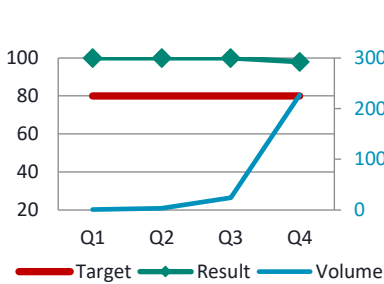
Wasps

Volume of reports = 227

Investigate and action within 7 days



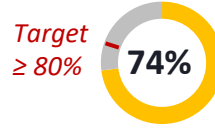
Trend over time



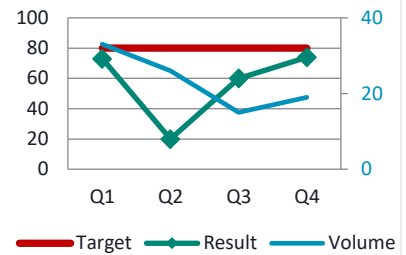
Development Applications

Volume of applications = 19

Approval of fast track development applications within 28 days



Trend over time



Allowing for the request for further information, 100% of decisions were made within the timeframe.

Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



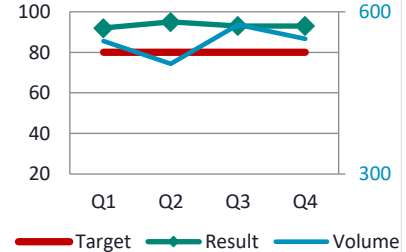
Request for Bin Repair or Replacement

Volume of requests = 550

Requests actioned within 7 days



Trend over time



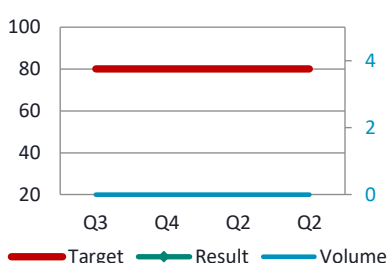
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



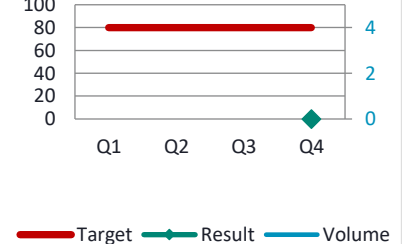
Road Repairs - Hazardous

Volume of repairs = 1

Responded and made safe within 24 hours



Trend over time

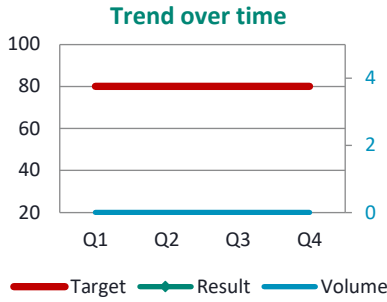


The one case took longer to resolve as it was referred to DIT.

Stormwater Repairs - Hazardous

Volume of reports = 0

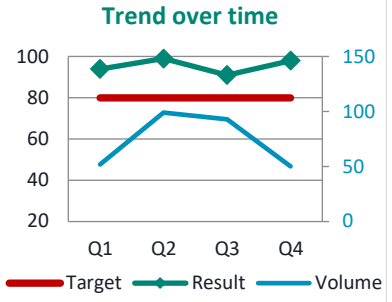
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 50

Responded and made safe within 24 hours



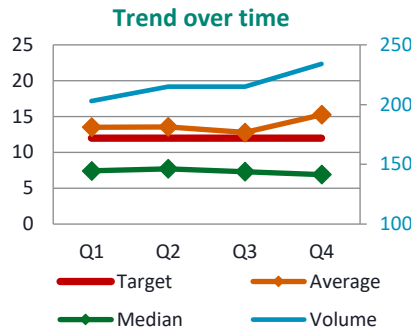
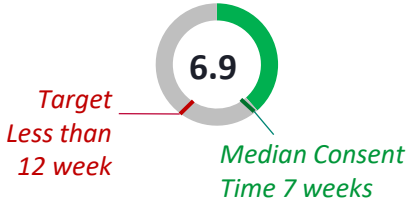
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

Development Applications

Volume of planning consents = 234

Average consent time from date of receipt

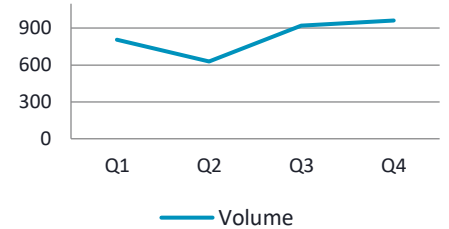


Results are using applications in the state-wide portal

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 963

Trend over time



Low Risk Infrastructure Requests – Average Time to Resolve

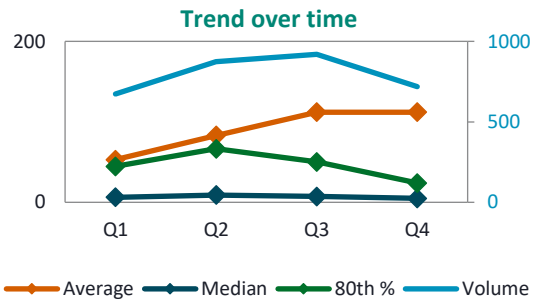
Volume of Requests = 719

Resolution time of requests

Average = 24 days

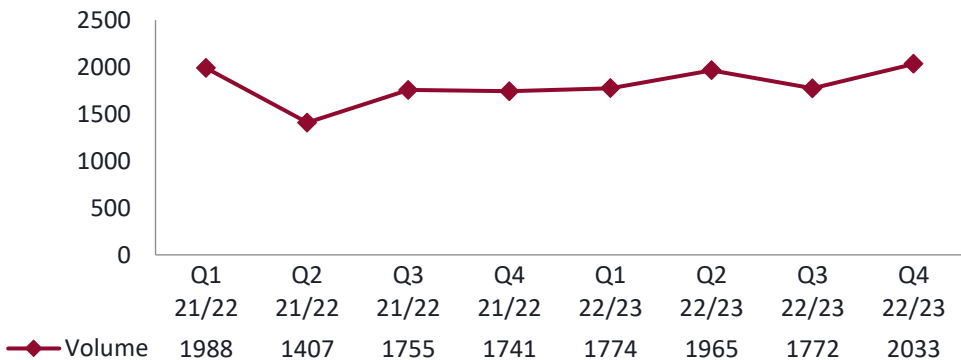
Median = 4.8 days

80th Percentile = 23.94 days



Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



5. Capital Works Program

Quarter 4 of 2022-23 FY represents the finalisation of the 2022-23 Capital Works Program, with approximately \$7.77M of infrastructure delivered during this period.

The primary focus of this quarter has been on completing projects that were under construction, as well as commencing early planning, scoping and design works for projects due to commence in Q1 or Q2 2023-24.

Highlights

- Construction was completed on the Tiers Road, Woodside, renewal and upgrade project,
- 396 m of Longwood Rd, Heathfield, was reconstructed and resealed,
- New sealed footpath was constructed along Kingsland Road, Aldgate, improving access to the shopping precinct,
- Road safety upgrades were completed along Woods Hill Rd, Ashton, as part of the Federal Blackspot Program.

What's Next

- Projects that were in progress as of 30 June 2023 will be completed early in the 23/24 FY,
- Detailed design will be commenced for projects approved as part of the 2023/24 Capital Works Program,
- Early works will be delivered using existing panel contracts, such as footpath renewal projects.

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Annual Revised Budget \$'000s	% Spent to Annual Budget \$'000s
Bridges	150	130	(20)	130	115.5%
Buildings	2,534	5,948	3,414	5,948	42.6%
Cemeteries	87	134	46	134	65.3%
CWMS	382	473	91	473	80.8%
Footpaths	800	692	(108)	692	115.6%
Guardrails	93	100	7	100	92.6%
Kerbing	91	78	(13)	78	116.7%
LRCIP	421	491	70	491	85.7%
Other - Ret Walls, Str Furniture & Bus Stops	238	381	143	381	62.5%
Roads	6,659	6,858	199	6,858	97.1%
Sport & Recreation	386	314	(72)	314	122.9%
Stormwater	219	233	14	233	94.0%
Fleet	1,950	3,279	1,329	3,279	59.5%
ICT	242	366	125	366	66.0%
Plant & Equipment	98	164	66	164	59.5%
Total	14,376	19,368	4,992	19,368	74.2%

6. Savings Strategies

Savings Achieved (\$)



Strategies	PLANNED	ACHIEVED
Strategy 1: Remove CPI on Contract & Other Costs	\$231,000	\$231,000
<i>Reduce the automatic budget increases on costs where the savings increase can be handled within the existing budgets</i>		
Update: This initiative has been achieved by budget adjustments to remove the CPI factor as part of the 2022-23 budget build in Q1.		
Strategy 2: Electronic Rate Notices	\$4,500	\$2,585
<i>Transition to greater use of electronic issue of rate notices to reduce printing and mail cost</i>		
Update: For the year, the number of ratepayers using electronic rate options increased from 1,965 to 3,089, an increase of 57%, resulting in a total take up of 17% and annual savings of \$2,585. The shortfall covered by additional savings in payment options and fines and interest.		
Strategy 3: Change Payment Options	\$10,000	\$13,534
<i>Transition from higher cost payment options to lower cost options for our customer payments</i>		
Update: Total amount of savings achieved in relation to reviewing and implementing merchant payment portal options and BPay transaction fee costs totalled \$13,534 and covered the shortfall in the electronic rate notices target		
Strategy 3a: Rates fines and Interest	\$30,000	\$51,955
<i>Budget increase to allow for higher level of income received via rates, fines and interest</i>		
Update: New Strategy to make up shortfall of \$30k originally planned to be in strategy 3		
Strategy 4: Insourcing of tree management	\$25,000	\$25,000
<i>Reduce expenses on outsourced work by finding ways to complete using existing internal resources.</i>		
Update: This saving was realised by removing the budget allocation from the area.		
Strategy 5: Vacancy Management	\$150,000	\$200,000
<i>Retain the current vacancy management strategy to ensure positions are only filled when necessary and unused budget is returned</i>		
Update: Additional savings here offset the leave management strategy. I.e: where vacancy is higher leave entitlements may be higher		
Strategy 6: Leave management	\$100,000	TBD
<i>Reducing operating costs by focusing on reducing the unused annual and long service leave balances.</i>		
Update: End of year processes are yet to be undertaken to determine the 30 June 2023 accrued leave balances.		
Strategy 7: Other Savings	\$100,000	\$100,000
<i>All other savings strategies that the Executive are considering as a means of removing upward pressure on rates</i>		
Update: A number of savings have been achieved related to the areas of Review of the Hut contribution \$15,000, Information Services \$11,500, Civil Services \$2,000, Strategic Assets \$1,100, Asbestos inspection program \$35,000 and Waste \$30,400		
TOTALS	\$650,500	\$624,074

7. Financial Performance

Overall Funding Statement as at 30 June 2023

Note: These figures are preliminary only. The fully reconciled figures will be presented to Council as part of the Budget Review report.

	YTD Actual	YTD Budget	YTD Variance	Annual Revised Budget
	\$'000	\$'000	\$'000	\$'000
Rates	44,401	44,384	18	44,384
Statutory income	1,428	1,378	50	1,378
User charges	901	903	(3)	903
Grants, subsidies and contributions	6,401	6,253	148	6,253
Income - Other	1,137	594	542	594
Total Operating Income	54,268	53,512	756	53,512
Total Employment costs	21,152	20,846	(306)	20,846
Materials, contracts and other expenses	20,763	20,656	(107)	20,656
Depreciation and amortisation	10,446	10,446	()	10,446
Finance costs	542	594	52	594
Total Operating Expenditure	52,903	52,542	(361)	52,542
Operating Surplus / (Deficit) before Capital	1,364	970	395	970
Capital Expenditure	15,162	19,368	4,206	19,368
Capital Income	5,495	7,751	(2,256)	7,751
Net expenditure - Capital projects	9,667	11,616	1,950	11,616
Net Lending / (Borrowing) Result for Year	2,144	(201)	2,345	(202)

Adelaide Hills Council Operating Summary				
By Directorate				
as at June 2023				
	YTD Actuals	YTD Budget	YTD Var	Annual Adopted Budget
	\$'000s	\$'000s	fav / (unfav)	\$'000s
			\$'000s	
Income				
CEO	27	34	(7)	34
Community Capacity	2,721	2,590	131	2,590
Corporate Services	44,872	44,627	245	44,627
Development & Regulatory Services	1,479	1,403	76	1,403
Infrastructure & Operations	5,168	4,857	311	4,857
Income Total	54,268	53,512	755	53,512
Expenditure				
CEO	2,486	2,545	59	2,545
Community Capacity	7,696	8,575	878	8,575
Corporate Services	10,526	10,208	(317)	10,208
Development & Regulatory Services	4,160	4,027	(133)	4,027
Infrastructure & Operations	28,035	27,187	(848)	27,187
Expenditure Total	52,903	52,542	(361)	52,542
Operating Surplus / (Deficit)	1,364	970	395	970



Adelaide Hills
COUNCIL

MORE INFORMATION



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Stirling SA 5152



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mail@ahc.sa.gov.au

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 August 2023
AGENDA BUSINESS ITEM**

Item: 13.2

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

Subject: Service Review Biannual Report – Civil Services

For: Information

SUMMARY

Council has resolved to implement a *Service Review Framework* (the “Framework”) as part of the *Annual Business Plan 2021-22*. The Framework was adopted by Council at the 26 October 2021 meeting and provides Council with principles and guidelines for conducting an external Service Review to evaluate the adequacy, effectiveness and efficiency of the reviewed services.

The *Service Review Brief – Civil Services* was presented at the 25 January 2022 Council Meeting, and the consultant (Epic Projects & Consulting) was appointed and field work commenced in March 2022.

The final report, management response and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting. As part of the management response, the Director Infrastructure and Operations in conjunction with other key staff provided a proposed action and implementation plan in response to the recommendations.

The purpose of this report is to present the progress of implementation and action plan contained in the *Service Review Biannual Report – Civil Services (Appendix 1)*.

RECOMMENDATION

Council resolves that the report be received and noted.

1. BACKGROUND

Council has resolved to implement a *Service Review Framework* (the “Framework”) as part of the *Annual Business Plan 2021-22*. The Framework as adopted by Council at the 26 October 2021 meeting and provides Council with principles and guidelines for conducting an external Service Review to evaluate the adequacy, effectiveness and efficiency of the reviewed services. The current budget allocation is for one external Service Review to be conducted per annum.

The *Service Review Brief – Civil Services* was presented at the 25 January 2022 Council Meeting.

12.7 Service Review Brief – Civil Services

Moved Cr Leith Mudge
S/- Cr Malcolm Herrmann

12/22

Council resolves:

1. That the report be received and noted
2. To adopt the draft *Service Review Brief – Civil Services* as contained in *Appendix 1*
3. That the Chief Executive Officer be authorised to make minor changes to the draft *Service Review Brief – Civil Services* arising from the Council's consideration of the matter.

Carried unanimously

Following the Request for Quote procurement process being undertaken in February 2022, the consultant (Epic Project and Consulting) was appointed, with field work commencing in March 2022.

The objective of the service review of the Civil Services Maintenance Function, was to facilitate efficiency, effectiveness, and appropriateness in service provision through the analysis of factors such as:

- Service clarity, replicability and quality
- Customer (internal or external) priorities, aspirations and experience
- Alignment to the Council's strategic intent
- Statutory obligations
- Process efficiency and saving opportunities
- Service delivery effectiveness and performance assessment

Review and analysis was undertaken over April and May 2022, with the findings and recommendations captured in the *Service Review 2021-22 – Civil Service Maintenance Function Report*. In response to this, the Director Infrastructure and Operations in conjunction with other key staff prepared a Management Response and a draft Action Plan. These recommendations and actions are contained within the *Service Review Biannual Report – Civil Services (Appendix 1)*.

The final report, recommendations, management response and action plan were presented at the 26 July 2022 Ordinary Council Meeting where it was resolved:

12.5 Service Review - Civil Services Maintenance

Moved Cr Linda Green
S/- Cr Leith Mudge

186/22

Council resolves:

1. That the report be received and noted
2. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function Report*, as contained in Appendix 1.
3. To adopt the *Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan*, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2
4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August.

Carried unanimously

The final report was also provided to Audit Committee at its 15 August 2022 meeting where it was resolved:

8.9. Service Review Report – Civil Services

Moved Peter Brass
S/- Natalie Johnston

AC48/22

The Audit Committee resolves:

1. To receive and note this report
2. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function Report*, as contained in Appendix 1.
3. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan*, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2
4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August.

Carried Unanimously

As per the above resolutions, a biannual report has been drafted (**Appendix 1**) to present to Council.

The *Service Review Biannual Report – Civil Services (Appendix 1)* was presented at the 21 August 2023 Audit Committee Meeting.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A Progressive Organisation
Objective O2	Our customers find it easier to interact and do business with Council and have an improved customer experience.
Priority O2.2	Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.
Priority 2.4	Continuously strive to measure and improve performance and service delivery across all functions.
Objective O3	Our organisation is financially sustainable for both current and future generations
Priority O3.4	Assess the range and level of services undertaken to ensure they fulfil Council's legislative and strategic intent

Council also operates an Internal Audit Program which, while undertaking somewhat similar review activities, has as its main focus to evaluate the adequacy and effectiveness of the systems of internal control within the Council to manage risk.

The Internal Audit Program and this Framework are complementary but separate governance activities.

➤ Legal Implications

Section 8 of the *Local Government Act 1999* (the Act) sets out the principles that a council must act to uphold and promote observance in the performance of its roles and functions. The following principles are particularly relevant in the context of the Framework:

- (g) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- (h) seek to ensure that council resources are used fairly, effectively and efficiently and council services, facilities and programs are provided effectively and efficiently;
- (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- (ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- (j) achieve and maintain standards of good public administration;
- (k) ensure the sustainability of the council's long-term financial performance and position.

➤ **Risk Management Implications**

Lack of effective strategic planning and resource allocation processes

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (3E)	Low

The Framework is a mitigation action in addition to the many controls that are already in place for this risk.

➤ **Financial and Resource Implications**

The Service Review was a funded initiative in the *Annual Business Plan 2021-22*. The funding of \$26,000 related directly to the cost of appointing an external consultant.

The Corporate Planning & Performance Coordinator coordinated the procurement, conduct and reporting of the Service Review.

There are further resource implications associated with the implementation of the Report recommendations as contained in the action plan in **Appendix 1**. Any financial implications arising from the Report recommendations will be raised as budget review items or future consideration items, as required.

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

Implementation of the Service Review Report recommendations assists to facilitate improvements to the customer satisfaction of the Civil Services Maintenance activities.

➤ **Sustainability Implications**

Implementation of the Service Review Report recommendations assists to facilitate improvements to the effectiveness and efficiency of the Civil Services Maintenance activities.

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

Consultation on the development of this report was as follows:

Council Committees: The Service Review Framework was considered at the Audit Committee meeting on 18 October 2021 where it was resolved to recommend adoption of the Framework to Council. The *Service Review Biannual Report – Civil Services (Appendix 1)* was presented at the 21 August 2023 Audit Committee meeting.

Council Workshops: The Service Review Framework was discussed in the 26 March 2021 Annual Business Plan and Budget workshop. Following the adoption of the Framework, a further workshop was held on 16 November 2021 to discuss the criteria for determining the function schedule for Service Reviews over the next 3 years.

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

The final report, management response and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting.

➤ **Additional Analysis**

With the recruitment of key operational roles within the Civil Services Maintenance Function, progress on the Service Review Action Plan has progressed in earnest. This includes the preparation of a comprehensive suite of project management documentation, including a Project Management Plan and an electronic Schedule in MS Project.

Other key achievements include the creation of multiple cross functional working groups, focusing on implementing in-field devices, managing civil infrastructure maintenance in Confirm Asset Management software, employee recognition, and promotion of field works respectively.

Details of the specific action plan and progress against each item is contained within the *Service Review Biannual Report – Civil Services (Appendix 1)*.

3. OPTIONS

As this is an information report, Council is limited to receiving and noting the report.

4. APPENDIX

(1) *Service Review Biannual Report – Civil Services*

Appendix 1

Service Review Biannual Report – Civil Services

Service Review 2021-22 – Progress Report

Civil Services Maintenance Function

A Service Review of the Civil Services Maintenance function was undertaken over March to June 2022 by Epic Projects & Consulting.

The Final Report and associated recommendations were provided to Council at the 26 July 2022 meeting and to the Audit Committee at the 15 August 2022 meeting. The following report provides the progress of activities detailed in the Action Plan which was produced by the Director Infrastructure and Operations in conjunction with other key staff in response to the recommendations.

Executive Summary

With the recruitment of key operational roles within the Civil Services Maintenance Function, progress on the Service Review Action Plan has progressed in earnest. This includes the preparation of a comprehensive suite of project management documentation, including a Project Management Plan and an electronic Schedule in MS Project.

Other key achievements include the creation of multiple cross functional working groups, focusing on implementing in-field devices, managing civil infrastructure maintenance in Confirm Asset Management software, employee recognition, and promotion of field works respectively.

Service Review Recommendations

The key recommendations from the Civil Services Maintenance Function Service Review are listed below, along with a proposed priority for addressing the findings:

No	Recommendation	H	M	L
1	Develop prioritised program maintenance plans	-	X	-
2	Develop an expanded operational service standard suite for maintenance activities	X	-	-
3	Roll out of CONFIRM system to Civil Service Maintenance	X	-	-
4	Develop and promote cross functional teams working more closely together	X	-	-
5	Improved Budgeting and Measuring Costs	-	-	X
6	Improved Process for Section planning	-	X	-
7	Reward and Recognition	-	X	-
8	Continuous Improvement	-	-	X
9	Customer Communication	-	X	-

Total	3	4	2
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Action Plan

Action	22-23	23-24	24-25
Prioritise the order in which specific Asset Class specific maintenance plans are to be developed.	X	-	-
Develop and implement the Asset Class specific maintenance plans.		X	X
Prioritise the order in which specific Asset Class service standards are to be developed to subsequently inform asset maintenance plans.	X	-	-
Develop and adopt the Asset Class specific service standards.		X	X
Expedite the transitioning to use of Confirm in the field through engaging with Strategic Assets and Information Services.	X	X	X
Establish Civil Services specific Confirm Working Group including all relevant stakeholders.	X	X	X
Some interim methods may be investigated to aid in forecasting more accurately the cost per service delivery type.	-	X	-
Following adoption of Service Standards, development of Maintenance Plans, and implementation of confirm, improve use of data for more refined cost forecasting.			X
Develop Annual Plans (Name to be determined) beginning with 2022-23. (First to be completed by end Q2 2022)	X	-	-
Work with Organisational Development to ensure alignment with broader AHC approach to Reward and Recognition.	-	X	-
Work with Communications and Engagement to determine what operational activities or achievements are of broader public interest and can be promoted.	-	X	-
Ensure teams designate specific time on a regular basis, to encourage identification and subsequent progression of work to formally improve work practices. (Particular regard to identification of savings, as well as improved efficiency and customer service).	X	X	X
The Infrastructure and Operations Directorate will work closely with Customer Service to determine any potential for further automated messaging to be put in place (not just Civil Services) and continue to explore ways to improve overall communication with customers).	X	-	-
Greater utilisation of Depot Administration resource to provide job specific information to customers.	-	X	-
Total	-	-	-

Progress Update

The following tables show the action plan developed to address the recommendations in the table above, with the ID's linking back to those assigned in the "Audit Risk Register". Note: where an action addresses multiple recommendations they have been grouped together in the table below.

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
1.1 & 2.1	Prioritise the order in which specific Asset Class specific maintenance plans are to be developed.	30/06/2023	1	Medium	Work has commenced on identifying the priority order for development of asset class specific maintenance plans and service standards. Whilst the final list is yet to be adopted, early indication is the stormwater asset class will be top priority, base don risk and alignment with Asset Management Plan development.	In progress
2	High					
1.2	Develop and implement the Asset Class specific maintenance plans.	30/06/2025	1	Medium	A draft stormwater asset class maintenance plan is in development, to align with the draft Stormwater Asset Management Plan.	In progress
2.2	Develop and adopt the Asset Class specific service standards.	30/06/2024	2	High	A draft stormwater asset class service standard is in development, to align with the draft Stormwater Asset Management Plan.	In Progress
3.1	Expedite the transitioning to use of Confirm in the field through engaging with Strategic Assets and Information Services.	30/06/2023	3	High	These works have commenced, focusing on developing the workflow of discrete functions from CRM to Confirm. Early efforts have focused on Council's Quick Response function.	In Progress
4.1	Establish Civil Services specific Confirm Working Group utilising the newly developed Project Management Framework (which will include all relevant stakeholders)	30/06/2023	4	High	The Confirm Working Group has been established, and will continue to meet monthly, for the duration of the project.	Complete
5.1	Some interim methods may be investigated to aid in forecasting more	30/06/2024	5	Low	This action is pending the adoption of asset specific service standards priority lists.	Not Commenced

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
	accurately the cost per service delivery type.					
5.2	Following adoption of Service Standards, development of Maintenance Plans, and implementation of confirm, improve use of data for more refined cost forecasting.	30/06/2025	5	Low	This action is pending the adoption of individual asset class service standards.	Not Commenced
6.1	Develop Annual Plans (Name to be determined) beginning with 2022-23. (First to be completed by end Q2 2022).	30/06/2023	6	Medium	This action was postponed for 22/23 due to key vacancies within the Civil Services Maintenance Function. A draft Annual plan will now be prepared for the 23/24 FY.	In progress
7.1	Work with Organisational Development to ensure alignment with broader AHC approach to Reward and Recognition.	30/06/2024	7	Medium	A working group has been established with Civil Services, Open Space, and People & Culture team to work through issues around the recognition of operational staff. This includes providing input into the Council's Recognition Policy review.	In progress
7.2	Work with Communications and Engagement to determine what operational activities or achievements are of broader public interest and can be promoted.	30/06/2024	7	Medium	A working group has been established with Civil Services, Open Space, and Communications & Engagement teams to work through issues around promoting operational activities of Council.	In progress
8.1	Ensure both office and field based teams designate specific time on a regular basis, to encourage identification and subsequent progression of work to formally improve work practices. (Particular with regards to identification of savings, as well as improved efficiency and customer service).	30/06/2023	8	Low	This work has commenced as part of routine team meetings and team leadership discussions. When further progressed, it will be formalised to document outcomes.	In progress

ID	Action	Planned Date	Recommendation		Progress Update	Status
			No	Rating		
9.1	The Infrastructure and Operations Directorate will work closely with Customer Service to determine any potential for further automated messaging to be put in place (not just Civil Services) and continue to explore ways to improve overall communication with customers	30/06/2023	9	Medium	A preliminary meeting has been held with the customer experience project officer, with a focus on automation.	In progress
9.2	Greater utilisation of Depot Administration resource to provide job specific information to customers.	30/06/2024	9	Medium	Depot admin is regularly providing direct liaison, advice and response to customers around common issues.	In Progress

Item 17 Minutes of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 9 AUGUST 2023
63 MOUNT BARKER ROAD, STIRLING
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In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Paul Mickan – via Zoom

Myles Somers

Leith Mudge

In Attendance

Deryn Atkinson

James Booker

Tom Portas

Karen Savage

Assessment Manager
Team Leader Statutory Planning
Systems Analyst, Information Systems
Minute Secretary

1. Commencement

The meeting commenced at 6.30pm

2. Opening Statement

“Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come”.

3. Apologies/Leave of Absence

3.1 Apologies

Nil

3.2 Leave of Absence

Nil

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4. Previous Minutes

4.1 Special Meeting held 26 July 2023

The minutes were adopted by consensus of all members (13)

That the minutes of the special meeting held on 26 July 2023 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

Leith Mudge advised that, in relation to Item 8.1, as this is an application from a Council employee there could be a perceived conflict of interest. Whilst he is aware of the name of the person and has had some association in the past, he has not had any discussions on this matter, and there is no pecuniary interest. He will therefore remain in the room for the deliberations and vote.

Myles Somers advised that, in relation to Item 9.1, URPS is involved in this development application and undertakes work for his employer, Coorong District Council. He has no involvement with any people in URPS regarding this development and does not believe there is a conflict of interest. He will remain in the room for the deliberations and vote.

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table
Nil

7.2 Matters Deferred
Nil

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8. Development Assessment Applications – Planning, Development and Infrastructure Act
- 8.1 Development Application 23008954 by Construction Services Australia for a single storey detached dwelling at 6 Onkaparinga Street, Lobethal
- 8.1.1 Representations
N/A
- 8.1.2 Decision of Panel

The following was adopted by consensus of all members (14)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and
- 2) Development Application Number 23008954 by Construction Services Australia for a single storey detached dwelling at 6 Onkaparinga Street, Lobethal is granted Planning Consent subject to the following conditions:

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The external finishes to the dwelling herein approved shall be as follows:
WALLS: PGH bricks in 'Oyster' with render in Colorbond 'Gully' or similar
ROOF: Colorbond 'Monument' or similar
- 3) The driveway cross-over shall be a maximum of 4m wide, and shall be constructed in accordance with Council Standard SD13. Joins between new concrete works and bitumen are to be sealed to avoid seepage.

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- 4) The existing driveway cross-over shall be closed and reinstated in accordance with Council Standard Detail Drawing SD01 within three (3) months of the completion of building work.
- 5) Prior to commencement of work, straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during construction.
- 6) All exposed excavations and fill as shown on the siteworks and drainage plan shall be:
 - rounded off and battered to match and blend with the natural contours of the land;
 - covered with approximately 100mm of topsoil; and
 - seeded to avoid erosion and visual concerns.

All works must be completed prior to occupation of the approved development to the reasonable satisfaction of Council.

- 7) All roof runoff generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street (via a pump if necessary) or a Council drainage easement to the satisfaction of Council within one month of the roof cladding being installed. All roof and hard surface runoff shall be managed to prevent trespass onto adjoining properties and into the effluent disposal area where an on-site waste control system exists.
- 8) A supply of water independent of reticulated mains supply shall be available at all times for fire-fighting purposes:
 - a minimum supply of 2,000 (two thousand) litres of water shall be available for fire-fighting purposes at all times; and
 - the water supply shall be located such that it provides the required water; and
 - the water supply shall be fitted with domestic fittings (standard household taps that enable an occupier to access a supply of water with domestic hoses or buckets for extinguishing minor fires); and
 - the water supply outlet shall be located at least 400mm above ground level for a distance of 200mm either side of the outlet; and
 - a water storage facility connected to mains water shall have an automatic float switch to maintain full capacity; and

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- where the water storage facility is an above-ground water tank, the tank (including any support structure) shall be constructed of non-combustible material.

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
- 3) This Planning Consent is valid for a period of twenty-four (24) months commencing from the date of the decision, subject to the below or subject to an extension having been granted by the relevant authority. If applicable, Building Consent must be obtained prior to expiration of the Planning Consent.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

Planning Notes

- 1) The applicant is reminded of their general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

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- 2) Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.
- 3) The onus of ensuring that any development is located in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a boundary survey being undertaken by a licensed land surveyor prior to the work commencing and when building work is complete.
- 4) The granting of this consent does not remove the need for the beneficiary of this consent to obtain all other consents which may be required by any other legislation.

The Applicant's attention is particularly drawn to the requirements of the Fences Act 1975 regarding notification of any neighbours affected by new boundary development or boundary fencing. Further information is available in the 'Fences and the Law' booklet available through the Legal Services Commission.

9. Major Development Project – State Assessment

9.1 Development Application 21/444/473 (Council Reference) by The Mount Lofty Golf Estate Pty Ltd for redevelopment of the Stirling Golf Club, which includes:

- a) the construction of tourist accommodation in a new hotel building and private retreats (pods);
- b) new clubhouse facility and pro-shop, administration areas and change rooms;
- c) retention and improvements to the 18-hole golf course;
- d) conservation works and adaptive reuse of a local heritage place to accommodate a multi-purpose café, retail and function space;
- e) car parking in the order of 200 spaces in two parking areas;
- f) tree removal (including native vegetation) and associated landscaping; and
- g) sub-division of the one allotment into 3 allotments

at 35 Golflinks Road, Stirling – Deryn Atkinson/James Booker

9.1.1 Representations
N/A

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9.1.2 Decision of Panel

The following was adopted by consensus of all members (15)

The Council Assessment Panel resolved:

- 1) That the Council staff report be received and noted; and
- 2) That a letter be prepared and submitted to the Minister for Planning outlining the significant concerns expressed by the Panel in relation to the development, with the letter to be reviewed by all Panel members and signed by the Presiding Member.

10. Development Assessment Applications – Review of Decisions of Assessment Manager
Nil

11. ERD Court Appeals
Nil

12. Delegations Review of Powers & Functions of Council Assessment Panel (CAP) as a Relevant Authority under the *Planning, Development and Infrastructure Act 2016* & Regulations – Instrument C

Moved Paul Mickan Carried Unanimously
S/- Myles Somers (16)

- 1) That, having considered a review of the Council Assessment Panel Delegations as presented, the Council Assessment Panel hereby revokes all previous delegations to the Assessment Manager and Council (Elected Body) for powers and functions under Instrument C of the *Planning, Development and Infrastructure Act 2016* and General Regulations 2017.
- 2) In exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016*, the powers and functions under the *Planning, Development and Infrastructure Act 2016* and statutory instruments made thereunder contained in the proposed Instrument of Delegation (Instrument C) (Attachment 1 of the Report dated 9 August 2023) are hereby delegated this 9th day of August 2023 to the Assessment Manager and the Administration subject to the conditions and/or limitations, if any,

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specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.

- 3) Such powers and functions of Instrument C may be further delegated by the Assessment Manager in accordance with Section 100(2) (c) of the *Planning, Development and Infrastructure Act 2016* as the Assessment Manager sees fit, unless otherwise indicated herein, or in the Schedule of Conditions in the proposed Instrument of Delegation.
- 4) That the Assessment Manager be authorised to make any formatting, nomenclature or other minor changes to Instrument C during the period of currency.

13. Policy Issues for Advice to Council
Nil

14. Other Business

- 14.1 The Assessment Manager advised that a MON was raised at last night's Council meeting noting and supporting the decision of the Panel in relation to the proposed development at 160 Longwood Road, Heathfield.
- 14.2 The Assessment Manager foreshadowed a change to the Policy for Council Assessment Panel Review of Decisions of the Assessment Manager. The Assessment Manager will circulate the updated Policy to Panel members for review before it is considered at a Council meeting in September.

15. Order for Exclusion of the Public from the Meeting to debate Confidential Matters
Nil

16. Confidential Item
Nil

17. Next Meeting
The next ordinary Council Assessment Panel meeting will be held on Wednesday 13 September 2023.

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- 18. Close meeting**
The meeting closed at 8.13pm.