



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

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

Notice is given pursuant to the provisions under Section 83 of the *Local Government Act 1999* that the next meeting of the Council will be held on:

Tuesday 27 February 2024

6.30pm

63 Mt Barker Road Stirling

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

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

A handwritten signature in black ink, appearing to read 'GG', is positioned above the name of the Chief Executive Officer.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 27 February 2024
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

That a leave of absence from all duties be granted to:

Cr Pauline Gill for 27 February 2024 meeting.

Mayor Jan-Claire Wisdom, 13 February 2024 to 14 May 2024, approved by Council on 13 February 2024

Cr Chris Grant, 17 February 2024 to 16 March 2024, approved by Council on 19 December 2023

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 13 February 2024

That the minutes of the ordinary meeting held on Tuesday 13 February 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Special Council Meeting – 20 February 2024

That the minutes of the ordinary meeting held on Tuesday 20 February 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. MAYOR'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

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

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

- 8.1. Petitions
Miss Karamanlis, Petition relating to a pathway between Lenswood Primary School and Lenswood General Store
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

- 11.1. Provision of fortnightly FOGO kerbside collection to Paracombe (Cr Melanie Selwood)
- 11.2. Community Meetings (Cr Kirsty Parkin)

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Appointment of Selection Panel for CAP Members and adoption of Revised Terms of Reference for CAP
 - 1. *That the report be received and noted.*
 - 2. *To appoint _____ and _____ and the CEO (or delegate) as members of the Council Assessment Panel Independent Member Selection Panel.*
 - 3. *To revoke the Council Assessment Panel Terms of Reference dated 26 April 2022 and to adopt the Council Assessment Panel Terms of Reference contained in Appendix 2 of this Report and*

4. *The CEO be authorised to make minor content, grammatical and formatting amendments to the Council Assessment Panel Terms of Reference during the period of currency.*

12.2. Council and Information or Briefing Sessions Time and Place of Meetings

1. *That the report be received and noted.*
- 2A *Commencing 28 February 2024, Ordinary Council Meetings will be held at 63 Mount Barker Road, Stirling and are scheduled to commence at 6.30pm on the second Tuesday of the month for the existing term of council, except for:*
 - a. *January 2025 (which will be held on the 4th Tuesday – 28 January 2025)*

OR

- 2B *Commencing 28 February 2024 until _____ (insert trial date if applicable), Ordinary Council Meetings will be held at 63 Mount Barker Road, Stirling and are scheduled to commence at 6.30pm on the second and fourth Tuesday of the month, except for:*
 - b. *December 2024 (which will be held on the 3rd Tuesday – 17 December 2024)*
 - c. *January 2025 (which will be held on the 4th Tuesday – 28 January 2025)*

OR

- 2C *Commencing 28 February 2024 _____ (insert other variation e.g. enable adjournment of meetings and continue at the next Information or Briefing Session)*
3. *The Chief Executive Officer be authorised to adjust the Ordinary Council Meeting schedule, including the time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason.*
4. *Commencing 28 February 2024, times and venues of Special Council Meetings, requested in accordance with the legislative provisions, are to be determined by the Chief Executive Officer.*
- 5A *Commencing 28 February 2024 until the end of Council term, Information or Briefing Sessions are scheduled as follows:*
 - a. *Workshops scheduled ordinarily at 6.30pm on the first Monday or each month, held at 36 Nairne Road, Woodside, except for any January.*
 - b. *Professional Development Sessions scheduled ordinarily at 6.30pm on the third Tuesday of each month, held at 63 Mt Barker Road, Stirling, except for December and January.*

OR

- 5B *Commencing 28 February 2024, Information or Briefing Sessions be held _____ (insert a recommendation that Council determines).*
6. *The Chief Executive Officer be authorised to schedule additional Information or Briefing sessions where workload dictates, or adjust the Information or Briefing Sessions schedule, including time and place of the sessions, where matters necessitate a change such as an Information or Briefing Session date*

occurring on a public holiday, catastrophic fire danger day or other valid reason.

7. *The Chief Executive Officer is authorised to adjust any Policy which is impacted by the setting of the time and place of meetings.*

12.3. Local government Participation and Elections Review Report

1. *That the report be received and noted.*
2. *That Council endorse the Adelaide Hills Council Local Government Participation and Election Review Final Submission be issued to the Office for Local Government with a copy provided to the Local Government Authority for their information.*

12.4 Adelaide Hills Council Budget Review 2

1. *That the report on the 2023/24 Budget Review 2 be received and noted.*
2. *To adopt the proposed budget adjustments presented in Budget Review 2 which result in:*
 - a. *A change to the Operating Surplus from of \$558k to an Operating Surplus of \$572k for the 2023-24 financial year, achieving a surplus ratio of 1% inline with Councils targets.*
 - b. *A reduction of 605k in capital expenditure for the 2023-24 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2023-24 of \$25m.*
 - c. *Council's Net Borrowing Result for the 2023-24 financial year being reduced by \$1.3m to \$9.1m.*

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

13.1. Quarterly Council Performance Report

Council resolves that the Quarterly Council Performance Report – Q2 2023-24 be received and noted.

14. CORRESPONDENCE FOR NOTING

Nil

15. QUESTIONS WITHOUT NOTICE

16. MOTIONS WITHOUT NOTICE

17. REPORTS

- 17.1. Council Member Function or Activity on the Business of Council
- 17.2. Reports of Members/Officers as Council Representatives on External Organisations
- 17.3. CEO Report

18. REPORTS OF COMMITTEES

- 18.1. Council Assessment Panel
Nil
- 18.2. Audit Committee – Minutes of Meeting – 19 February
That the minutes of the Audit Committee meeting held on Monday 19 February 2024 as supplied, be received and noted.
- 18.3. CEO Performance Review Panel
Nil
- 18.4. Boundary Change Committee
Nil

19. CONFIDENTIAL ITEMS

- 19.1. Recovery of unpaid rates
- 19.2. Amy Gillett Bikeway – Prudential Report and Construction Funding
- 19.3. Audit Committee Minutes of Meeting - 12 February 2024
That the confidential minutes of the Audit Committee meeting held on Monday 12 February 2024 as supplied, be received and noted

20. NEXT MEETING

Tuesday 26 March 2024, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 13 FEBRUARY 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Deputy Mayor Nathan Daniell

Members:

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 Melanie Selwood

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Acting Director Corporate Services
Natalie Armstrong	Director Community and Development
David Waters	Director Environment and Infrastructure
Zoë Gill	Governance & Risk Coordinator
Jody Atkins	Acting Governance & Risk Coordinator
Karen Cummings	Manager Property Services
Renee O'Connor	Coordinator Sport & Recreation
Stacey Dutton	Sport & Recreation Officer
Andy Nicolson	Department for Infrastructure and Transport
Tiffany Davis	Department for Infrastructure and Transport
Tracy Riddle (Kelledy Jones)	Governance Support
Rebekah Lyons	Minute Secretary
Tom Portas	Technical Support

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

Mayor _____ next meeting date

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3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Mayor Jan-Claire Wisdom
Cr Louise Pascale

3.2 Leave of Absence

Moved Cr Pauline Gill
S/- Cr Kirrilee Boyd

15/24

Council resolves:

- 1. That a Leave of Absence from all duties of office be granted to Mayor Jan-Claire Wisdom from 13 February 2024 to 14 May 2024.**
- 2. That any committee or panel membership currently held by Mayor Jan-Claire Wisdom be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 23 January 2024

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

16/24

Council resolves that the minutes of the Ordinary Council meeting held on 23 January 2024, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

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4.2 Special Council Meeting – 5 February 2024

Moved Cr Pauline Gill

S/- Cr Leith Mudge

17/24

Council resolves that the minutes of the Special Council meeting held on 5 February 2024, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER'S OPENING REMARKS

The Acting Mayor spoke to Mayor Wisdom's Leave of Absence and extended his best wishes to her for a full and swift recovery.

The Acting Mayor discussed the importance of the elected member body working together effectively not only with each other, but also with Council administration to achieve outcomes. It was noted that many important items of business will be arising over the coming months, including work towards the strategic plan.

In closing, the Acting Mayor requested that elected members be respectful and thoughtful of one another's views during debate or when engaging in other forms of communication.

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

Mayor _____ next meeting date

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8.3 Public Forum

Nil

9. PRESENTATIONS

9.1 Department for Infrastructure and Transport, Crafers Park n Ride Project Update

Mr Andy Nicolson and Ms Tiffany Davis from the Department for Infrastructure and Transport presented the update.

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Proposed Amendment – Mayor Seeing Legal Advice Policy

Moved Cr Mark Osterstock

S/- Cr Chris Grant

18/24

Council resolves:

1. Council notes the proposed amendments to the Mayor Seeking Legal Advice Policy.
2. Council supports the proposed amendments.

5.1 *In circumstances in which it is not possible or appropriate for the CEO to seek legal advice, the Mayor should, ideally, seek a Council resolution to obtain legal advice. However, where this is not possible, the Mayor may seek the advice as set out below.*

5.3 *The legal advice relates to the CEO or the exercise of the CEO's powers:*

5.3.1 *In circumstances where Council is to consider a matter related to the CEO (e.g. urgent CEO-employment related issues or where the Council is investigating a failure by the CEO to comply with a resolution of Council or where a matter relates to the exercise of a CEO's powers) and it is the view of the Mayor, **together with that of the Deputy Mayor and the Presiding Member of a Council Committee**, that the consideration of this matter by the Council should occur with the benefit of legal advice:*

- a.** *The advice will be obtained as a matter of administrative necessity by the Mayor to ensure the legality of the Council's actions and decisions. The Mayor **will confer with the Deputy Mayor and the Presiding Member of a Council Committee**, and may also confer with relevant senior Council staff where the legal advice relates to the CEO's employment or other personal matter(s);*

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- b. *The Mayor will confer with the Deputy Mayor and the Presiding Member of a Council Committee, and may also confer with relevant senior Council staff if the matter concerns an issue that is not confidential to the CEO, such as a conflict-of-interest matter relating matters disclosed in the register of interests;*
 - c. *The Mayor will keep the Deputy Mayor and the Presiding Member of a Council Committee, together with the Council fully informed of any advice obtained on behalf of the Council and advise members of the advice received at the next available meeting;*
 - d. *Where the Mayor has obtained the advice, other than in accordance with a Council resolution, Council should, as a matter of caution, retrospectively endorse the Mayor's decision to obtain the advice.*

5.3.2 *In the event that the Mayor is unable to obtain agreement from both the Deputy Mayor and the Presiding Member of a Council Committee, as to the necessity for the obtaining of legal advice, and the Mayor is of the view that the advice should still be obtained, the Mayor will be required to refer the matter to Council for consideration.*

VARIATION

The Acting Mayor, with the consent of the Mover and Seconder sought and was granted leave of the meeting to vary the motion by adding the word *relevant* ahead of *Presiding Member of a Council Committee* for sections 5.3.1, 5.3.1 a, 5.3.1b, 5.3.1c, and 5.3.2.

The Acting Mayor with the consent of the Mover and Seconder sought and was granted leave of the meeting to vary the motion by adding point 3.

Council resolves:

1. Council notes the proposed amendments to the Mayor Seeking Legal Advice Policy.
 2. Council supports the proposed amendments.
- 5.1** *In circumstances in which it is not possible or appropriate for the CEO to seek legal advice, the Mayor should, ideally, seek a Council resolution to obtain legal advice. However, where this is not possible, the Mayor may seek the advice as set out below.*
- 5.3** *The legal advice relates to the CEO or the exercise of the CEO's powers:*
- 5.3.1** *In circumstances where Council is to consider a matter related to the CEO (e.g. urgent CEO-employment related issues or where the Council is investigating a failure by the CEO to comply with a resolution of Council or where a matter relates to the exercise of a CEO's powers) and it is the view of the Mayor, together with that of the Deputy*

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Mayor and the relevant Presiding Member of a Council Committee, that the consideration of this matter by the Council should occur with the benefit of legal advice:

- a. *The advice will be obtained as a matter of administrative necessity by the Mayor to ensure the legality of the Council's actions and decisions. The Mayor will confer with the Deputy Mayor and the relevant Presiding Member of a Council Committee, and may also confer with relevant senior Council staff where the legal advice relates to the CEO's employment or other personal matter(s);*
 - b. *The Mayor will confer with the Deputy Mayor and the relevant Presiding Member of a Council Committee, and may also confer with relevant senior Council staff if the matter concerns an issue that is not confidential to the CEO, such as a conflict-of-interest matter relating matters disclosed in the register of interests;*
 - c. *The Mayor will keep the Deputy Mayor and the relevant Presiding Member of a Council Committee, together with the Council fully informed of any advice obtained on behalf of the Council and advise members of the advice received at the next available meeting;*
 - d. *Where the Mayor has obtained the advice, other than in accordance with a Council resolution, Council should, as a matter of caution, retrospectively endorse the Mayor's decision to obtain the advice.*
- 5.3.2 *In the event that the Mayor is unable to obtain agreement from both the Deputy Mayor and the relevant Presiding Member of a Council Committee, as to the necessity for the obtaining of legal advice, and the Mayor is of the view that the advice should still be obtained, the Mayor will be required to refer the matter to Council for consideration.*
3. That the CEO will cause this policy to be further reviewed and presented to Council for consideration, and, as part of that review, a Council workshop is to be convened within the next 3 months.

Carried Unanimously

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12. OFFICER REPORTS – DECISION ITEMS

12.1 Adelaide Hills Woodside Memorial Swimming Centre Feasibility Study Outcomes

Moved Cr Kirrilee Boyd

S/- Cr Leith Mudge

19/24

Council resolves:

1. That the report be received and noted.
2. That Council allocates a further \$350,000 in capital funding towards the Adelaide Hills War Memorial Swimming Centre Splash Park Project in the 2024/2025 financial year, bringing the total budget available for the project to \$750,000, with the nominal funding breakdown as follows:

Council general funding	\$150,000
Council from Commonwealth LRCIP Phase 3	\$200,000
Council from Commonwealth LRCIP Phase 4	\$200,000
AHWMSC Inc	\$200,000
TOTAL	\$750,000
3. That the Commitment of Council's additional \$350,000 in capital funding towards the Splash Park is conditional a contribution of \$200,000 from the Adelaide Hills War Memorial Swimming Centre Committee.
4. That a draft standalone Asset Management Plan be prepared for the Adelaide Hills War Memorial Swimming Centre (AHWMSC).
5. That Council discuss the summary report findings and AHWMSC draft Asset Management Plan at a future workshop and consider allocation of additional funding in the Long Term Financial Plan review process to implement other short, medium and long term recommendations coming out of the Adelaide Hills War Memorial Swimming Centre Feasibility Study.
6. Note that Administration is currently processing the return of the Adelaide Hills War Memorial Swimming Centre Committee's \$200,000 funding allocation to the Splash Pad Project until a successful tenderer has been selected for the larger \$750,000 Splash Park.

Carried Unanimously

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12.2 CRFF Community Halls Insurance Grant Guidelines Report

Cr Kirrilee Boyd left the meeting room at 7:21pm

Cr Kirrilee Boyd returned to the meeting room at 7:21pm

Moved Cr Malcolm Herrmann

S/- Cr Kirsty Parkin

20/24

Council resolves:

- 1. That the report be received and noted.**
- 2. That the Council endorse the Building Insurance Grant Guidelines for Community Owned Halls as contained in Appendix 3.**
- 3. That the Chief Executive Officer be authorised to make changes to the Guidelines, not affecting the substantive intent and direction, as may be required from time to time, to ensure the issuing of grants remains in line with the intent of the Community and Recreation Facilities Framework.**

VARIATION

The Acting Mayor with the consent of the Mover and Seconder sought and was granted leave of the meeting to vary the motion by adding point 4.

Council resolves:

- 1. That the report be received and noted.**
- 2. That the Council endorse the Building Insurance Grant Guidelines for Community Owned Halls as contained in Appendix 3.**
- 3. That the Chief Executive Officer be authorised to make changes to the Guidelines, not affecting the substantive intent and direction, as may be required from time to time, to ensure the issuing of grants remains in line with the intent of the Community and Recreation Facilities Framework.**
- 4. That the Building Insurance Grant Guidelines are reviewed in 12 months.**

Carried Unanimously

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12.3 Treasury Policy Report

Moved Cr Mark Osterstock

S/- Cr Melanie Selwood

21/24

Council resolves:

- 1. That the report on the Treasury Policy be received and noted.**
- 2. With an effective date of 1 March 2024, to revoke the 19 January 2020 Treasury Policy and to adopt the 13 February 2024 Treasury Policy as per Appendix 1.**
- 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1 prior to the date of effect.**

Carried Unanimously

12.4 Debt Recovery Policy Report

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

22/24

Council resolves:

- 1. That the report on the Debt Recovery Policy be received and noted.**
- 2. With an effective date of 1 March 2024, to revoke the 19 January 2021 Debt Recovery Policy and to adopt the 13 February 2024 Debt Recovery Policy as per Appendix 1.**
- 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature, or other minor changes to the Policy as per Appendix 1 prior to the date of effect.**

Carried Unanimously

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12.5 Council Resolutions Report (February 2024)

Moved Cr Mark Osterstock
S/- Cr Chris Grant

23/24

Council resolves:

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

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Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Status
12/09/2023	Ordinary Council	237/23 & 238/23	CEO PRP Independent Member Recruitment	CEO Performance Review Panel Independent Member Recruitment Under section 75B of the Local Government Act 1999 Cr Kirsty Parkin disclosed a General (section 74) Conflict of Interest in Item 12.2, CEO Performance Review Panel Independent Member Recruitment, the nature of which is as follows: I will be nominating for this position. Cr Kirsty Parkin voted in favour of the motion and the majority of Council Members present voted in favour of the motion.	Completed
26/09/2023	Ordinary Council	246/23	Dangerous Driving at Basket Range	No	Completed
24/10/2023	Ordinary Council	269/23	Service Review – Development Services	Nil	Completed
24/10/2023	Ordinary Council	270/23	Draft CEO PRP Terms of Reference	Nil	Completed
14/11/2023	Ordinary Council	283/23	Audit Committee - Council Member and Presiding Member Appointments	Under section 75B of the <i>Local Government Act 1999</i> Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.1, the nature of which is as follows: I am intending to nominate for Audit Committee Membership Under section 75C of the <i>Local Government Act 1999</i> Cr Malcolm Herrmann disclosed a Material (section 75) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.1, the nature of which is as follows: I am intending to nominate for Presiding Member which is a remunerated position.	Completed
14/11/2023	Ordinary Council	12.3	Boundary Change Committee - Presiding Member Appointment	Under section 75B of the Local Government Act 1999 Cr Louise Pascale disclosed a General (section 74) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.3, the nature of which is as follows: I am a resident of Woodforde Under section 75C of the <i>Local Government Act 1999</i> Cr Mark Osterstock disclosed a Material (section 75) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.3, the nature of which is as follows: I am intending to nominate for Presiding Member which is a remunerated position.	Completed
14/11/2023	Ordinary Council	288/23	East Waste Independent Chair Appointment	Cr Lucy Huxter - General COI - Council Member on the East Waste Board.	Completed
28/11/2023	Ordinary Council	302/23	Boundary Change Committee –Item 12.3 adjourned from 14 November 2023 Council Meeting	Under section 75C of the <i>Local Government Act 1999</i> Cr Mark Osterstock disclosed a Material (section 75) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 11.1, the nature of which is as follows: I am named in the resolution for what is a remunerated position. Under section 75B of the <i>Local Government Act 1999</i> Cr Louise Pascale disclosed a General (section 74) Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 11.1, the nature of which is as follows: I am a resident of Woodforde, a suburb which is included in the boundary change proposal.	Completed
28/11/2023	Ordinary Council	303/23	MON - Recognition of Statement of Commitment (Cr Louise Pascale)	Nil	Completed
28/11/2023	Ordinary Council	309/23	LMA Waiver Request – Unit 1 100a Main Street Lobethal	Under section 75B of the Local Government Act 1999 Cr Nathan Daniell disclosed a General (section 74) Conflict of Interest in Items 13.4, the nature of which is as follows: I am the Deputy Council Member appointed to the Council Assessment Panel, which is the relevant authority that may consider future development applications relating to sites in this report. Under section 75B of the Local Government Act 1999 Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 13.4, the nature of which is as follows: I am the Council Member appointed to the Council Assessment Panel, which is the relevant authority that may consider future development applications relating to sites in this report.	Completed
28/11/2023	Ordinary Council	311/23	Community Development Grant Recommendations	Under section 75C of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a Material (section 74) Conflict of Interest in Item 13.9, the nature of which is as follows: I am the treasurer of The Returned & Services League (Gumeracha District) Sub Branch Incorporated, who are recommended to receive a Community Development Grant.	Completed
28/11/2023	Ordinary Council	315/23	Adelaide Hills Council Submission to the Greater Adelaide Regional Plan Discussion Paper	Nil	Completed

Mayor _____ next meeting date

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Carried Unanimously

12.6 Confidential Items Review (February 2024)

Moved Cr Leith Mudge
S/- Cr Mark Osterstock

24/24

Council resolves:

DECISION ONE

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

Carried Unanimously

DECISION TWO – Resolution 85/14 - AHRWMA

Moved Cr Chris Grant
S/- Cr Adrian Cheater

25/24

1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(i) of the Act:
 - The Report of 22 April 2014, Item No. 18.2.1, AHRWMA, 85/14 remain confidential until the matter is determined and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part) relates to information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.
2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

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

Mayor _____ next meeting date

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Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

26/24

1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(d) of the Act:
 - The Report of 25 May 2021, Item No. 18.1.1, Multi Year Road Rally Proposal, 105/21 remain confidential until 14 March 2025 and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part) relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which— (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.
2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

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DECISION FOUR – Resolution 87/22 – Property Lobethal Road, Lenswood

Moved Cr Chris Grant

S/- Cr Leith Mudge

27/24

1. Pursuant to Section 91(7) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(a), (h), and (i) of the Act:
 - The Report of 26 April 2022, Item No. 11.1, Property Lobethal Road, Lenswood, 87/22 remain confidential until 14 March 2025 and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part) relates to information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person; and information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would waive privilege to legal advice received by the Council; and information to be received, discussed or considered in relation to this
 - Agenda Item is information relating to actual litigation, or litigation that the council believes on reasonable grounds will take place, involving the council.
2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

DECISION FIVE – Resolution 23/22 – South Australian Tourism Commission SANTOS TDU

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

28/24

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter with by the Council on a confidential basis under Sections (90(2) and 90(3)(j) of Act:

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- The Report of 14 February 2023, Item No. 9.1, South Australian Tourism Commission re Santos Tour Down Under, 23/23 remain confidential until 14 February 2025 and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part of) 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.
2. 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

DECISION SIX – Resolution 104/23 – Amy Gillett Bikeway Stage 4 Agreement

Moved Cr Chris Grant
S/- Cr Pauline Gill

29/24

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(j) of the Act:
- The report, related attachments, minutes and other (presentation, documents or similar) of 26 April 2023, Item No. 18.1, Amy Gillett Bikeway – Stage 4 Agreement, 104/23, unless previously released, remain confidential until this matter has concluded and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part) if released could reasonably be expected to 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.
2. 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

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DECISION SEVEN – Resolution 183/23 – Appointment of GRFMA Chairperson

Moved Cr Pauline Gill

S/- Cr Mark Osterstock

30/24

1. Pursuant to Section 90(2) of the Local Government Act 1999, Council orders that the following document(s) (or part) shall be kept confidential, being document(s) (or part) relating to a matter dealt with by the Council on a confidential basis under Sections 90(2) and 90(3)(a) of the Act:
 - The report, related attachments, minutes and/or other (presentations, documents or similar) of 27 June 2023, Item No. 18.1, Appointment of GRFMA Chairperson, 181/23, unless previously released, remain confidential until this matter has concluded and that this order be reviewed every twelve (12) months.
 - On the grounds that the document(s) (or part) the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
2. Pursuant to section 91(9)(c) of the Local Government Act 1999, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Annual Investment Performance

Moved Cr Chris Grant

S/- Cr Adrian Cheater

31/24

Council resolves that the report on Investment Performance for 2022-2023 be received and noted.

Carried Unanimously

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14. CORRESPONDENCE FOR INFORMATION

14.1 Adelaide Hills Projects for Tourism – Letter from Hon Zoe Bettison MP

Moved Cr Kirsty Parkin
S/-Cr Leith Mudge

32/24

Council resolves that the correspondence is received and noted.

Carried Unanimously

15. QUESTIONS WITHOUT NOTICE

Cr Pauline Gill asked a question about the potential removal of the Stirling Memorial Cross.
Cr Malcolm Herrmann asked a question about payment of the Mayoral allowance during extended leave of absence.

Cr Malcolm Herrmann asked a question about the appointment of an Acting Deputy Mayor during the extended period that the current Deputy Mayor is Acting Mayor.

Cr Kirrilee Boyd asked a question about an additional allowance for the Acting Mayor.

Cr Chris Grant asked a question about the FABRIK opening date.

Acting Mayor Nathan Daniell asked a question about the FABRIK project delivery delay.

16. MOTIONS WITHOUT NOTICE

Nil

17. REPORTS

17.1 Council Member Function or Activity on the Business of Council

Cr Louise Pascale

- 25 January - Woodforde Community Residents
- 7 February - Rostrevor College, Siobhan Paley, Assistant Principial Junior Years
- 12 February - Teringie Residents Association
- 12 February - Rostrevor College, Frank Ranaldo, Deputy Principal and Anita Frangiosa, Risk & Compliance Manager

Cr Melanie Selwood

- 25 January - Citizenship and Community Award Ceremony, Coventry Library, Stirling
- 26 January - Mourning in the Morning, Elder Park, Adelaide
- 27 January - Community Award Ceremony, Uraidla Hotel, Uraidla
- 28 January - Community Award Ceremony, Federation Park, Gumeracha
- 3 February - Coolamon Sculpture Launch, Federation Park Gumeracha

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Cr Leith Mudge

- 26 January - Survival Day Laratinga Wetlands in Mt Barker

Cr Kirrilee Boyd

- 26 January - Survival Day Laratinga Wetlands in Mt Barker

Mayor Jan-Claire Wisdom

- 24 January - Meeting Mayor of Mitcham re GAROC at Belair
- 24 January - Meeting with Deputy Mayor at Stirling
- 25 January - AHC Citizenship ceremony at Stirling
- 26 January - Mourning in the Morning in Adelaide
- 26 January - Aus Lights on the River (guest of Lord Mayor) in Adelaide
- 27 January - AHC Civic Awards presentation at community event at Uraidla
- 27 January - Network meeting with Mayors Jenkins, Were and Holmes-Ross
- 28 January - AHC Civic Awards presentation and community event at Gumeracha
- 30 January - Meeting at LGA re new governance and behavioural legislation in Adelaide
- 31 January - Meeting of GAROC Mayors at LGA re Minster Brock's elections review in Adelaide
- 6 February - Council Agenda meeting at Stirling
- 8 February - CEOPRP meeting at Stirling
- 13 February - Meeting with EA re potential leave of absence handover processes

17.2 Reports of Members as Council/Committee Representatives on External Organisations**Cr Malcolm Herrmann**

- 8 February - GRFMA Confidential Workshop in Munno Para

17.3 CEO Report

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

- Internal communication strategy
- All staff survey with Senior Leadership Team including a 'pulse check' for the organisation
- Progressing KPIs with CEO PRP
- Strategic plan and the development of a framework and schedule to engage Elected Members, staff and community
- Working with Green Industries regarding future partnerships
- Discussions with Warwick Mittiga, Managing Director, Leyton Property regarding the Stirling Village redevelopment

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- 18. REPORTS OF COMMITTEES**
- 18.1 Council Assessment Panel**
Nil
- 18.2 Audit Committee**
Nil
- 18.3 CEO Performance Review Panel**
Nil
- 18.4 Boundary Change Committee**
Nil

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19. CONFIDENTIAL ITEMS

Cr Kirsty Parkin left the meeting room at 7:57pm
Cr Kirsty Parkin returned to the meeting room at 7:59pm

**19.1 CEO Performance Review Panel Recommendation (Decision 2) (Deferred Item) –
Exclusion of the Public**

**Moved Cr Kirrilee Boyd
S/- Cr Adrian Cheater**

33/24

Carried Unanimously

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

- Greg Georgopoulos, Chief Executive Officer
- David Waters, Director Environment and Infrastructure
- Natalie Armstrong, Director Community and Development
- Gary Lewis, A/Director Corporate Services
- Zoë Gill, Governance and Risk Coordinator
- Tracy Riddle, Legal Governance Advisor
- Rebekah Lyons, Minute Secretary
- Jody Atkins, Governance Support
- Tom Portas, Technical Support

be excluded from attendance at the meeting for Agenda Item 19.1: (Deferred – Item 19.4 Confidential Council Report – CEO Probation Review Process) in confidence.

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

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

- information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) specifically, the present matter relates to the CEO Probation Review Process and it would be unreasonable at this stage to disclose that information;

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.

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- 19.2 CEO Performance Review Panel Recommendation (Decision 2) (Deferred Item) – Confidential Item**

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**19.3 CEO Performance Review Panel Recommendation (Decision 2) (Deferred Item) –
Duration of Confidentiality**

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

35/24

Carried Unanimously

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 19.1 in confidence under sections 90(2) and 90(3)(a) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until further order
Related Attachments	Until further order
Minutes	Until further order
Other (including legal advice from Norman Waterhouse Lawyers relating to this matter)	Until further order

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.

Mayor _____ next meeting date

**ADELAIDE HILLS COUNCIL
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20. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 27 February 2024 from 6.30pm at 63 Mt Barker Road, Stirling.

21. CLOSE MEETING

The meeting closed at 8:42pm

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 20 February 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: A/Mayor Nathan Daniell

Members:

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

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	A/Director Corporate Services
Natalie Armstrong	Director Community and Development
David Waters	Director Environment and Infrastructure
Zoe Gill	Governance Support
Jody Atkins	Minute Secretary
Tom Portas	Technical Support

1. COMMENCEMENT

The special meeting commenced at 6.37pm

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.

Mayor _____ 27 February 2024

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 20 February 2024
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3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Cr Leith Mudge
Cr Louise Pascale
Cr Kirsty Parkin
Cr Pauline Gill

3.2 Leave of Absence

Mayor Jan-Claire Wisdom, 13 February 2024 to 14 May 2024, approved by Council on 13 February 2024

Cr Chris Grant, 17 February 2024 to 16 March 2024, approved by Council on 19 December 2023

3.3 Absent

Cr Lucy Huxter

4. CLOSE MEETING

As a quorum was not achieved within 30 minutes of commencement of the meeting, under regulation 7 of the *Local Government (Procedures at Meeting) Regulations 2013*, the meeting was cancelled at 7.43pm as the matters on the Agenda could not be discussed at a later date.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Selwood

Subject: Provision of fortnightly FOGO kerbside collection to Paracombe

1. MOTION

I move that:

1. Council notes that there is a trial of options regarding FOGO kerbside collection currently in progress;
2. The CEO prepare a report to Council exploring the provision of fortnightly FOGO kerbside collection to Paracombe before the trial is completed;
3. That the report include:
 - a. Financial implications;
 - b. Boundary of most populated areas within which FOGO kerbside collection could be achievable;
 - c. Recommendations to Council regarding the implementation of FOGO bins in Paracombe;
 - d. Any other relevant matters;
4. That the report be returned no later than 30 May 2024.

2. BACKGROUND

Many residents of Paracombe have reached out asking for green waste collection in their area.

One resident articulated why it is important to them:

"We compost and burn off what we have to prior to summer but have no means of disposing of additional waste over the high risk fire season. It is a source of ongoing frustration to see green bins out in Inglewood where people have larger blocks on which they have greater space to process green waste and have more space to store trailers, utes, trucks etc to allow them to utilise green waste drop off days. We currently do not have means to transport green waste to a collection centre and this has become increasingly difficult over the past 12 months due to my husband becoming ill. We are very close to Tea Tree Gully Council who are now offering their residents 2 green bins and 2 free hard waste collections. Adelaide Hills council now charge for hard waste collections. We have noticed increased illegal dumping in our local area and cannot help but wonder if this is due to councils lack of support with this despite the rates that we pay. The local school are trying to teach sustainable waste disposal but at home the kids have limited options for green waste disposal."

Council's own website states:

"By moving to an expanded green FOGO bin service Council hope to provide a more convenient way for residents to dispose of their food scraps and compostable materials and divert food waste away from landfill. The change in service will also provide additional capacity for residents to dispose of their garden organics and in doing so, help to minimise bushfire risk."

The FOGO trial which is already underway is due to be completed in October 2024. The trial explores weekly pickup of green waste within townships, with properties who have yet to receive a green bin outside of boundaries receiving either fortnightly or weekly pick up.

After that trial, Council will need to make a decision about how to progress. Regardless of that decision, many residents in Paracombe want access to FOGO collection. There are many residents in Paracombe who live on suburban size properties and consider themselves a township. They see other comparable areas receiving green waste collection and feel like they have been left out.

This motion aims to provide clarity to the residents of Paracombe about the viability of implementing a FOGO collection there prior to the end of the trial, and regardless of any action Council takes at the end of that period.

3. OFFICER'S RESPONSE – Sharon Leith, Acting Manager Sustainability, Waste and Emergency Management

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A valued Natural Environment

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

Priority N4.1	We work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service.
Priority N4.2	We will explore more Green Organics options to achieve improved environmental and financial outcomes.
Priority N4.4	Implement new or improved waste service opportunities whilst continuing to provide ongoing resource recovery and waste service to our community.
Objective N5	Assist our community to reduce the impact of waste to landfill on the environment.
Priority N5.1	Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse.
Priority N5.2	Support and assist the community to prevent valuable resources going to landfill and reduce contamination in the kerbside recycling bins.

The Council provides numerous waste and recycling services to the community. These services aim to reduce the volume of material consigned to landfill by maximising recycling and reuse. The Waste and Resource Recovery Services Policy and the Resource Recovery and Recycling Strategy align with the Strategic Plan and the objectives of this report.

➤ **Legal Implications**

Section 10(2) of the *Environment Protection (Waste to Resources) Policy 2010* requires metropolitan councils to provide a weekly general kerbside collection service. When a Council, such as Adelaide Hills Council, has both metropolitan and non-metropolitan areas the whole Council is taken to be metropolitan for the purposes of the *Environment Protection (Waste to Resources) Policy 2010*.

Section 7(b) of the *Local Government Act 1999* describes the “provision of services and facilities that benefit its area, its ratepayers and residents and visitors to its area” and “to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner”.

➤ **Risk Management Implications**

The preparation of an investigation report on providing a kerbside Green Organics Collection Service to Paracombe and other comparable clusters of residential properties will assist to address the risk of ill-informed decision making leading to a waste of public funds.

Inherent Risk	Residual Risk	Target Risk
High 2B	Medium 2C	Low

Should the Council resolve as per the motion, the report coming back to Council will identify further risks and mitigations associated with the provision of the proposed service.

➤ **Financial and Resource Implications**

This report can be undertaken by staff within the Sustainability, Waste and Emergency Management team without any financial implication however, other business as usual work will require reallocation.

It should be noted that as Council has effectively transferred its waste collection function to East Waste, East Waste itself will need to be involved in the examination and have input into the viability of the service expansion.

Should Council resolve as per the motion, the report which comes back to Council will indicate the costs of the service expansion.

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

The provision of a fortnightly FOGO service would no doubt be well received by residents of areas where it is not presently provided. It is important from an equity perspective, that any investigation of expanding the service look not only at Paracombe but also at other similar clusters of smaller residential properties where the service is not presently provided.

➤ **Sustainability Implications**

The inclusion of additional suitable service areas for the FOGO service will result in improved environmental benefit by reducing waste to landfill and providing the opportunity to maximise recycling practices.

➤ **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>	No Applicable
<i>Community:</i>	Not Applicable

4. ANALYSIS

The report contemplated by the motion can be developed by May 2024, subject to the engagement of external support and East Waste personnel as outlined elsewhere in this response.

The following is provided for information regarding previous considerations of FOGO service provision to Paracombe and comparable areas.

In 2012, when planning the roll out of the green organic service it was considered that providing the service across the whole of the Council area would have been cost prohibitive. As such, guidelines were developed in order to identify the most suitable areas for the service.

Initially the service delivery areas were based on townships as per Council's then Development Plan and additional areas above and beyond townships were also identified based on block sizes and clusters. These included clusters greater than 20 properties less than 2000m² each. 20 properties in a cluster was considered the minimum number of properties required to warrant inclusion on a route for the collection truck when considering the cost of the service. 2000m² was considered a nominal property size beyond which property owners were likely to have far greater green organics disposal needs than the fortnightly

kerbside service could accommodate and therefore would likely utilise burn piles, bulk disposal, etc regardless of whether or not a kerbside service was provided.

The collection zones were then developed to include all properties within these locations to create a logical and practical collection route. Paracombe, with less than 20 properties in a cluster of properties under 2000m² was not included in the collection zone. Some consideration has been given to properties which may not be in an eligible area but are on the route taken by the collection trucks to a collection area, however the Paracombe residential cluster is not on such a route.

In August 2012 a report was prepared for Council on a “Review of Additional Areas within the Kerbside Green Organics Service” which included Cudlee Creek, Paracombe, Inglewood, Verdun and private cemeteries. Following consideration of the matter, Council resolved:

**Moved Cr Jan Loveday
S/- Cr Lynton Vonow**

**Carried Unanimously
213**

That:

- 1. No action is taken to extend the service until it has commenced and collection routes are established**
- 2. When the service has commenced and the collection routes are established green bin requests from properties outside of the collection areas are considered in accordance with the adopted policy**
- 3. Council does not provide green bins to private cemeteries**

A Review of Decision of Council (Section 270 *Local Government Act 1999*) was prepared in September 2013 based on an application by a Paracombe resident to be included in the Green Organics Bin route. This report concluded that:

“the provision of the Green Organics Service to the community is consistent with the full range of services provided by Councils and Adelaide Hills Council in particular but as argued by the Council given distances between centres and the geography of the Council district it is not feasible or financially prudent to provide this service to every household at this stage.”

A Council resolution on the 27 March 2018 adopted the Waste and Resource Recovery Service Policy which included a community consultation process. This resolution also included an additional budget for a kerbside green organics collection service to Inglewood and Houghton as part of setting and adopting the 2018/19 operating budget. Paracombe was not considered at this time for a kerbside green organics collection.

Council Members will be aware that a trial to investigate a change to the kerbside waste collection service across the district is currently underway in Lenswood and Woodside. While the trial itself does not preclude the Council from making decisions about expanding service provision under the current collection model, it does bring the potential for ‘double change’ to the properties concerned if a service is introduced and then changed at a later date in light of the outcomes of the trial. This aspect would be further explored in the report should the Council resolve as per the motion.

5. APPENDICES

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Kirsty Parkin

Subject: Community Meetings

1. MOTION

I move that:

- 1. The Adelaide Hills Council organises and runs at least four Community Meetings a year in different locations across Adelaide Hills Council to give community members, Council staff and Elected Members the opportunity to connect, hear the voices of community members on current issues and help ensure community members are aware of Council initiatives.**
- 2. This schedule of quarterly events should commence in the first financial quarter of next financial year – from June 2024 – to give staff time to plan and schedule events.**

2. BACKGROUND

Group meetings between members of the community and Council Members and staff can be a great way of reaching out to different parts of the Adelaide Hills Council community. In the past, when Council has organised these, they have been very successful and appreciated by both Elected Members and members of various town communities. Good outcomes have been achieved as a result of conversations held, and these meetings can be a way of moving community issues out of Facebook and online chat groups into a real-world scenario where questions can be answered.

3. OFFICER'S RESPONSE – Jennifer Blake, Manager Communications, Engagement and Events

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

Strategic Plan 2020-24 – A brighter future

Goal Community wellbeing

Objective C2 A connected, engaged and supported community

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

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

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

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

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Not applicable

➤ **Financial and Resource Implications**

An annual budget of \$5,000 is set aside for community forums.

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

Providing an opportunity for our community to meet staff and Elected Members meets a number of our Strategic Plan Priorities around Community Wellbeing as above. The internal Communication, Engagement and Events Plan also sets out strategic goals around engagement which include connecting Council and community connection.

➤ **Sustainability Implications**

Not applicable

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

Not applicable

4. ANALYSIS

Community forums enable Council, the community and other organisations to work collaboratively on goals for the region. The objective of Council's forums in the past has been to improve engagement and communication by creating an opportunity for an open discussion about emerging issues for Council and the community. Council values communicating directly with residents in their own back yard.

In the past, community forums have been held whenever there is a fifth Tuesday of the month, except for when this occurs in January or December, as approved by Council. This approach typically meant there were 3 – 4 community forums held each year.

At the meeting held 29 November 2022, Council resolved to adopt the following schedule up until February 2024.

- 1st Monday Information or Briefing Sessions - Woodside
- 2nd Tuesday Ordinary Council - Stirling
- 3rd Tuesday Information & Briefing Session (Professional Development) - Stirling
- 4th Tuesday Ordinary Council – Stirling
- 5th Tuesday No meeting (in the months with five Tuesdays)

The usual schedule of holding community forums on the fifth Tuesday was paused to enable the new Council to consider the value and format of community forums and potentially consider different approaches, such as holding forums on matters of particular interest (like the recent community groups forum).

The last general community forum held was in Bridgewater on Tuesday 30 August 2022 and was attended by 52 people. Previous to that, in recent years community forums were held as per the table below. Covid restrictions delayed some forums from taking place.

Location	Year
Bridgewater	2022
Montacute	2022, 2018
Basket Range	2022
Birdwood	2022
Mylor	2021
Gumeracha	2021
Houghton	2019
Norton Summit	2019
Kersbrook	2018
Bradbury	2018
Paracombe	2017
Uraidla	2017
Woodside	2017
Lenswood	2016
Mt George	2016
Rostrevor	2016
Balhannah	2015
Heathfield	2015
Mt Torrens	2015

These community forums are one way for the community to connect with Elected Members and Council Administration. They were held in the evening from 6pm to 8.30pm and light supper was provided by a local caterer (usually soup, bread, pastries).

Registration was encouraged and participants were invited to submit topics of interest a few weeks prior to the meeting. Staff used these topics of interest to inform presentations given at the forum. There were generally 2-3 community or other agency presentations if the topic/information was relevant to a local community. The event was semi structured with time at the start, middle and end to mingle.

Participation at these events grew between 2018 and 2022 with generally very good community feedback from those who attended.

Recommencing community forums would provide an opportunity to revisit how they are run to maximise engagement, build connection in our community and link what is important to our community with Council budget, planning and granting timelines. This could include refining the purpose and format, considering options to increase participation, improving channels of promotion and considering outcomes and actions.

Council is currently participating in the Local Government Participation and Elections Review. Topic one of the Discussion Paper focuses on how people will engage with their Council with key reforms proposed around a Community Engagement Charter, Council meetings and supporting council members to engage with communities. This reform will provide clarity to staff, Councillors and our community on how they can expect to be engaged. The Communication, Engagement and Events Team intend to develop a Community Engagement Framework to support the outcomes of this reform and community meetings could be a useful platform to start conversations and support community engagement around the reform and Council's proposed Community Engagement Framework.

5. APPENDICES

Nil

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item:	12.1
Responsible Officer:	Deryn Atkinson Manager Development Services Community & Development
Subject:	Appointment of Selection Panel for Council Assessment Panel (CAP) Membership and Adoption of Terms of Reference for CAP
For:	Decision

SUMMARY

The Council Assessment Panel (CAP) is established under Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (the Act). The CAP consists of four (4) Independent Members including the Independent Presiding Member and one (1) Council Member and a Deputy Council Member.

The term of office for the four (4) Independent Members concludes on 31 May 2024 and for the Council Members on 29 November 2024.

Section 83 (1) (c) of the Act requires independent CAP members to be accredited professionals and Section 7 of the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (the Regulations) requires the independent CAP members to have certification as an Accredited Professional - Planning Level 2 to perform the functions, powers and duties of an Assessment Panel member.

The expression of interest process for independent members was commenced on 12 February 2024 and the deadline for expressions of interest is 10 March 2024.

The purpose of this report is to appoint the Selection Panel for the review of Independent CAP Member applications, shortlisting and to make a recommendation to Council on the appointment of candidates and to adopt the revised Terms of Reference for the CAP

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. To appoint _____ and _____ and the CEO (or delegate) as members of the Council Assessment Panel Independent Member Selection Panel.**

3. **To revoke the Council Assessment Panel Terms of Reference dated 26 April 2022 and to adopt the Council Assessment Panel Terms of Reference contained in *Appendix 2* of this Report and**
 4. **The CEO be authorised to make minor content, grammatical and formatting amendments to the Council Assessment Panel Terms of Reference during the period of currency.**
-

1. **BACKGROUND**

The CAP is an independent body that has been established as the “relevant authority” under Section 83(1) of the Act to consider certain types of development applications which generally require public notification. The CAP particularly considers those developments where the public notification process has resulted in representations from representors opposed to the development and who wish to be heard. The CAP currently considers approximately 2% of all applications received by the Council, with the remainder considered by staff under delegation.

Council last adopted the Terms of Reference for the CAP on 26 April 2022 (***Appendix 1***).

CAP Independent Members

In accordance with Section 83(1)(c) of the Act, a person appointed as an independent member of an assessment panel must be an accredited professional and it is considered that the Panel should therefore comprise persons with the following skill set:

- a) Independent presiding member - qualifications in urban and regional planning, accreditation as an Accredited Professional Planning - Level 2 and knowledge of the Adelaide Hills Council area.
- b) Three (3) independent members and one (1) deputy independent member - persons with knowledge of the Adelaide Hills Council area, accreditation as an Accredited Professional Planning - Level 2 and qualifications in one or more of the following areas:
 - i) urban and regional planning
 - ii) architecture and design
 - iii) landscape architecture,
 - iv) planning law
 - iv) environmental management.

CAP Council Members

At its 29 November 2022 meeting, Council made the following appointments of a Council Member and Deputy Member to the CAP as per the Terms of Reference:

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

Moved Cr Chris Grant
S/- Cr Lucy Huxter

315/22

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

Carried Unanimously

At its 26 April 2022 meeting, Council adopted the Terms of Reference in Appendix 1.

12.9.1 Council Assessment Panel – Terms of Reference

Moved Cr Mark Osterstock
S/- Cr John Kemp

96/22

Council resolves:

1. To adopt the updated Council Assessment Panel Terms of Reference as contained in *Appendix 2*.
2. That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Council Assessment Panel Terms of Reference prior to the effective date of adoption and during the period of its currency.

Carried Unanimously

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal Built Environment

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

Goal A Progressive Organisation

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

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

➤ **Legal Implications**

Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (the Act) require Council to have an Assessment Panel comprising a maximum of five (5) members, of which at least four (4) must be Independent Members (including an independent Presiding Member) and no more than one (1) Council Member. The Council can appoint at least one

Deputy Member to the CAP for the purpose of filling in for a CAP member who is unable to attend a CAP meeting or part of a CAP meeting.

Furthermore, Section 7 of the *Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019* (the Regulations) requires the independent CAP members to have certification as an Accredited Professional - Planning Level 2 to perform the functions, powers and duties of an Assessment Panel member.

➤ **Risk Management Implications**

The appointment of appropriately qualified independent members to Council’s Assessment Panel will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Medium (3D)	Medium (3D)

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

➤ **Financial and Resource Implications**

The costs specifically associated with this report relate to the advertising costs for the Expressions of Interest process. The costs have been incorporated in the Directorate’s operational budget.

The resource implications are predominantly in relation to the recruitment and selection process for the Independent Members.

The on-going costs associated with independent CAP members are the sitting fees of \$550 ex GST (Independent Presiding Member) per meeting and \$420 ex GST (ordinary Independent Member) per meeting. The Council Member on the Panel is currently paid a sitting fee of \$293 per meeting. These sitting fees are budgeted for in the 2023-24 Budget but will be reviewed as part of the 2024-25 budget process. A further separate report in relation to CAP sitting fees will be prepared and submitted to a future Council meeting.

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

There is an expectation that the CAP members are competent and understand the role and functions of the Panel, and their individual obligations regarding the Code of Conduct for Assessment Panel Members.

➤ **Sustainability Implications**

It is considered important to have a CAP comprising Independent Members with the necessary skill set. This provides rigour in the assessment process and ensures that any implications associated with proposed developments are mitigated where possible.

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

No public consultation was required in the development of this report:

<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**

CAP Terms of Reference

The Terms of Reference for CAP outline how the CAP members will be appointed, the relevant skills and experience required of candidates, the term and conditions of appointment, the Presiding Member role and appointment of Acting Presiding Member, the circumstances under which a member will lose office and the process to follow in the event of this or another vacancy during the appointment term.

The Terms of Reference also outlines the appointment of at least one Deputy Member to CAP for the purpose of attending a meeting in the place of a member who is unable to attend a meeting or, part of a meeting. Currently this requirement is filled by a Deputy Council Member however, clause 2.5 of the Terms of Reference prevents a deputy for the Council Member from acting as a deputy for any other CAP Member. Whilst it has not been an issue to date, it is suggested that an independent deputy is also appointed for this term in consideration of Independent Member declaration of conflict of interest for applications being considered by CAP.

It is prudent to revise the Terms of Reference at the same time that the Selection Panel is appointed and the administration has undertaken this review. Two changes are recommended in the revised draft Terms of Reference contained in **Appendix 2**. The first change relates to deletion of the reference to the candidate's knowledge of the Development Act in clause 2.2.1 which is replaced by the *Planning, Development and Infrastructure Act 2016*. The second change includes acknowledgement that a reference to an independent member includes a deputy member and addition of words to this effect in clause 2.7.

Selection Panel

The Council needs to determine the membership of a Selection Panel to review applications for the independent CAP members. Historically the Selection Panel for the CAP Independent Members has consisted of two Council Members, with the CEO or his delegate providing advisory assistance on the Selection Panel in regard to the role of CAP members and the operation of the CAP.

If Council seeks to utilise a voting process for the determination of the Selection Panel members, the Appointments to Positions Process contained in Clause 4.7 of Council's *Code of Practice for Council Meeting Procedures*, with modifications to suit the legislative requirements of the conflict of interest and informal gatherings provisions, can be utilised.

To meet the 31 May 2024 term end date, the Selection Panel will need to complete its process and provide a recommendation to Council at the 23 April 2024 Ordinary meeting.

It is recommended that Council appoints Council Members to the Selection Panel for the recruitment of CAP Independent Members and adopts the revised Terms of Reference for CAP contained in **Appendix 2**.

3. OPTIONS

Council has the following options:

- I. To appoint Council Members to the Selection Panel members for the recruitment of CAP Independent Members and to adopt the revised Terms of Reference for CAP contained in **Appendix 2**(Recommended)
- II. To determine that members of the administration are appointed by the CEO as an alternative course of action (Not Recommended)

4. APPENDICES

- (1) Council Assessment Panel Terms of Reference adopted 26 April 2022
- (2) Revised Draft Council Assessment Panel Terms of Reference

Appendix 1
Council Assessment Panel Terms of Reference

Council Assessment Panel

Terms of Reference



Adelaide Hills Council Assessment Panel Terms of Reference

Adopted 26 April 2022

1. BACKGROUND

- 1.1 The Adelaide Hills Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the Adelaide Hills Council (**the Council**) on 26 September 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

2. MEMBERSHIP OF CAP

Appointment of Members

- 2.1 The CAP will be constituted of five (5) Members (**CAP Members**), to be appointed by the Council, comprising:
 - 2.1.1 One (1) Member of the Council (**Council Member**); and
 - 2.1.2 four (4) Independent Members (Independent Members), not being Members of the Council or State Parliament.
- 2.2 When appointing CAP Members, the Council may have regard to the following:
 - 2.2.1 the candidate's knowledge of the operation and requirements of the Act and, during transition to the Act, the Development Act;
 - 2.2.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
 - 2.2.3 in relation to the Council Member, the candidate's experience in local government;
 - 2.2.4 that a balance of qualifications and experience among CAP Members is desirable;
 - 2.2.5 that diversity of membership is desirable, including gender diversity among CAP Members;
 - 2.2.6 such other matters as the Council considers relevant.

Appointment of Deputy Members

- 2.3 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.4 Subject to clause 2.5, a Deputy Member for an Independent Member must not be a Member of the Council or State Parliament.
- 2.5 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.6 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.2, as well as to the qualifications and experience of the CAP Member to whom the candidate will be a deputy.
- 2.7 Unless the context otherwise requires, a reference to a CAP Council Member in this document includes a Deputy Council Member.

Expression of Interest

- 2.8 The Council will call for expressions of interest for appointment of CAP Independent Members.
- 2.9 The Council will call for nominations of interest from Council Members for the appointment of the CAP Council Member and the Deputy Council Member.

Presiding Member and Acting Presiding Member

- 2.10 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.11 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.12 In the event that the Presiding Member is not present at a meeting (or part thereof) an Independent Member will be appointed as Acting Presiding Member by those CAP Members who are present at the meeting.
- 2.13 The role of the Presiding Member will include, but not be limited to:
 - 2.13.1 Ensuring that the business of the CAP at meetings, including hearings, is conducted in a reasonable and appropriate manner and that any

unreasonable, unruly or inappropriate behaviour is dealt with and ensuring that appropriate meeting procedures are followed, and

2.13.2 Ensuring that CAP Members are aware of their role and responsibilities under the Act and that the Council Member does not confuse that role with their role under the *Local Government Act 1999*.

2.14 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as determined by the Council.

2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

Term of Appointment

2.16 Subject to clause 5, Independent Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.

2.17 Subject to clause 5, the Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.

2.18 The Deputy Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.

2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term as determined by the Council.

2.20 An Independent CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

3. VACANCY IN MEMBERSHIP

3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.

3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.

3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.6 as the case requires.

3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

4. **CONDITIONS OF APPOINTMENT**

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings and training as agreed to by the Assessment Manager.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Presiding Member and a Council Member.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:
 - 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
 - 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

5. **REMOVAL FROM OFFICE**

- 5.1 A CAP Member will automatically lose office where:
 - 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
 - 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
 - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
 - 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
 - 5.2.2 misconduct;
 - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
 - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
 - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
 - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
 - 5.2.7 the inability to carry out satisfactorily the duties of his or her office.

- 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
 - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
 - 5.2.10 for any other reason the Council considers appropriate.
- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
 - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
 - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,not less than 7 days before the meeting of the Council at which the matter is to be considered;
 - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
 - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

Appendix 2

*Revised Draft Council Assessment Panel Terms of
Reference*

Council Assessment Panel

Terms of Reference



Adelaide Hills Council Assessment Panel

Terms of Reference

Adopted 26 April 2022

1. BACKGROUND

- 1.1 The Adelaide Hills Council Assessment Panel (**CAP**) was appointed as a relevant authority under Section 82 and 83 of the *Planning, Development and Infrastructure Act 2016 (Act)* by resolution of the Adelaide Hills Council (**the Council**) on 26 September 2017.
- 1.2 The CAP is a relevant authority under the Act and, during transition to the Act, will act as a delegate of the Council for the purpose of the *Development Act 1993*.

2. MEMBERSHIP OF CAP

Appointment of Members

- 2.1 The CAP will be constituted of five (5) Members (**CAP Members**), to be appointed by the Council, comprising:
 - 2.1.1 One (1) Member of the Council (**Council Member**); and
 - 2.1.2 four (4) Independent Members (Independent Members), not being Members of the Council or State Parliament.
- 2.2 When appointing CAP Members, the Council may have regard to the following:
 - 2.2.1 the candidate's knowledge of the operation and requirements of the Act; **and,** Remove highlighted
 - 2.2.2 **during transition to the Act, the Development Act;**
 - 2.2.2 in relation to Independent Members, the candidate's qualifications or experience in a field that is relevant to the activities of the CAP;
 - 2.2.3 in relation to the Council Member, the candidate's experience in local government;
 - 2.2.4 that a balance of qualifications and experience among CAP Members is desirable;
 - 2.2.5 that diversity of membership is desirable, including gender diversity among CAP Members;
 - 2.2.6 such other matters as the Council considers relevant.

Appointment of Deputy Members

- 2.3 The Council must appoint at least one Deputy Member to the CAP for the purpose of filling in for a CAP Member who is unable to attend a CAP meeting or part of a CAP meeting.
- 2.4 Subject to clause 2.5, a Deputy Member for an Independent Member must not be a Member of the Council or State Parliament.
- 2.5 Where a Deputy Member appointed for the Council Member is also a member of the Council, that person may not act as a deputy for any other CAP Member (whereas a Deputy Member who is not a member of the Council may act as a deputy for any CAP Member).
- 2.6 In appointing a Deputy Member, the Council may have regard to the matters in clause 2.2, as well as to the qualifications and experience of the CAP Member to whom the candidate will be a deputy.
- 2.7 Unless the context otherwise requires, a reference to a CAP Council Member in this document includes a Deputy Council Member and a reference to an Independent Member includes a Deputy Member and a reference to an Independent Member includes a Deputy Member.

Expression of Interest

- 2.8 The Council will call for expressions of interest for appointment of CAP Independent Members.
- 2.9 The Council will call for nominations of interest from Council Members for the appointment of the CAP Council Member and the Deputy Council Member.

Presiding Member and Acting Presiding Member

- 2.10 The Council will appoint an Independent Member to be the Presiding Member of the CAP for such term and on such conditions as determined by the Council.
- 2.11 The Presiding Member will preside at any CAP meeting at which he or she is present.
- 2.12 In the event that the Presiding Member is not present at a meeting (or part thereof) an Independent Member will be appointed as Acting Presiding Member by those CAP Members who are present at the meeting.
- 2.13 The role of the Presiding Member will include, but not be limited to:
 - 2.13.1 Ensuring that the business of the CAP at meetings, including hearings, is conducted in a reasonable and appropriate manner and that any

unreasonable, unruly or inappropriate behaviour is dealt with and ensuring that appropriate meeting procedures are followed, and

2.13.2 Ensuring that CAP Members are aware of their role and responsibilities under the Act and that the Council Member does not confuse that role with their role under the *Local Government Act 1999*.

2.14 A Presiding Member is eligible to be reappointed as the Presiding Member at the expiry of his or her term of office as determined by the Council.

2.15 In the event that the Presiding Member resigns or is removed from office, the Council will appoint an Independent Member to be the Presiding Member for such term and on such conditions as determined by the Council.

Term of Appointment

2.16 Subject to clause 5, Independent Members will be appointed for a term of up to two (2) years and on such other conditions as determined by the Council.

2.17 Subject to clause 5, the Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.

2.18 The Deputy Council Member will be appointed for a term of up to two (2) years, or for the remainder of their current elected term, whichever occurs first and on such other conditions as determined by the Council.

2.19 A CAP Member is eligible for reappointment for a further term, or further terms, upon the expiry of his or her current term as determined by the Council.

2.20 An Independent CAP Member whose term of office has expired may nevertheless continue to act as a Member until the vacancy is filled or for a period of six months from the expiry of the Member's term of office, whichever occurs first.

3. VACANCY IN MEMBERSHIP

3.1 In the event of a vacancy arising in the office of a CAP Member, the Council may appoint a person to be a CAP Member for the balance of the original CAP Member's term of office as soon as is reasonably practicable in the same manner as the original CAP Member was appointed.

3.2 The CAP Member appointed to fill a vacancy may be a Deputy Member in which case that person will automatically cease to be a Deputy Member.

3.3 In appointing a CAP Member pursuant to clause 3.1, the Council may have regard to the matters in clause 2.2 or 2.7 as the case requires.

3.4 A vacancy in the membership of the CAP will not invalidate any decisions of the CAP, provided a quorum is maintained during meetings.

4. **CONDITIONS OF APPOINTMENT**

- 4.1 At all times, CAP Members must act honestly, lawfully, in good faith, and in accordance with any code of conduct applicable to CAP Members.
- 4.2 CAP Members may be remunerated as determined by the Council for the reasonable time and costs incurred by CAP Members in attending CAP meetings and training as agreed to by the Assessment Manager.
- 4.3 Different levels of remuneration may be fixed by the Council for Independent Members, the Presiding Member and a Council Member.
- 4.4 Upon the commencement of Section 83(1)(c) of the Act:
 - 4.4.1 CAP Members, excluding a Member who is a Member or former Member of the Council, must be accredited professionals under the Act; and
 - 4.4.2 CAP Members who are Members or former Members of the Council must have sufficient experience in local government to satisfy the Council that they are appropriately qualified to act as a Member of the CAP.

5. **REMOVAL FROM OFFICE**

- 5.1 A CAP Member will automatically lose office where:
 - 5.1.1 the CAP Member has become bankrupt or has applied to take the benefit of a law for the relief of insolvent debtors;
 - 5.1.2 the CAP Member has been convicted of an indictable offence punishable by imprisonment;
 - 5.1.3 in the case of a Council Member, the Member ceases to be a member of the Council.
- 5.2 Subject to Clause 5.4, the Council may by resolution remove a CAP Member from office where, in the opinion of the Council, the behaviour of the CAP Member amounts to:
 - 5.2.1 a breach of a condition of his or her appointment as a CAP Member;
 - 5.2.2 misconduct;
 - 5.2.3 a breach of any legislative obligation or duty of a CAP Member;
 - 5.2.4 neglect of duty in attending to role and responsibilities as a CAP Member;
 - 5.2.5 a failure to carry out satisfactorily the duties of his or her office;
 - 5.2.6 a breach of fiduciary duty that arises by virtue of his or her office;
 - 5.2.7 the inability to carry out satisfactorily the duties of his or her office.

- 5.2.8 except in relation to Deputy Members, a failure without reasonable excuse to attend three consecutive CAP meetings without the CAP previously having resolved to grant a leave of absence to the CAP Member; or
 - 5.2.9 in relation to a Deputy Member, a failure without reasonable excuse on three consecutive occasions to attend a meeting of the CAP when requested to do so; or
 - 5.2.10 for any other reason the Council considers appropriate.
- 5.3 The removal of the CAP Member pursuant to clause 5.2 will take effect upon the Council passing a resolution to remove the CAP Member from office (unless the Council resolves otherwise), and such resolution will be confirmed in writing to the CAP Member within 7 days of being passed.
- 5.4 Prior to resolving to remove a CAP Member from office pursuant to clause 5.2, the Council must:
- 5.4.1 give written notice to the CAP Member of:
 - 5.4.1.1 its intention to remove the CAP Member from office pursuant to clause 5.2; and
 - 5.4.1.2 the alleged behaviour of the CAP Member falling within clause 5.2.1 or reason the Council considers it appropriate to remove the CAP Member,not less than 7 days before the meeting of the Council at which the matter is to be considered;
 - 5.4.2 give the CAP Member an opportunity to make submissions to the Council on its intention to remove the CAP Member from office either orally at the Council meeting at which the matter is to be considered, or in writing by such date as the Council reasonably determines; and
 - 5.4.3 have due regard to the CAP Member's submission in determining whether to remove the CAP Member from office.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 28 November 2023
AGENDA BUSINESS ITEM**

Item:	12.2
Responsible Officer:	Jody Atkins A/Governance and Risk Coordinator Office of the Chief Executive
Subject:	Final Adelaide Hills Council Local Government Participation and Election Review Submission
For:	Decision

SUMMARY

The Office of Local Government have consulted with Councils state-wide encouraging feedback for the 2023 Local Government Participation and Election Reviews.

Whilst some Adelaide Hills Council members have responded to this individually, Council has developed a whole of Council response. The draft final submission for the Office for Local Government is in Appendix 1 for approval.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. That Council endorse the Adelaide Hills Council Local Government Participation and Election Review Final Submission be issued to the Office for Local Government with a copy provided to the Local Government Authority for their information.**
-

1. BACKGROUND

The Office of Local Government conducted a state-wide consultation process to enable the public an opportunity to provide feedback on how communities can better engage with their councils. The aim of the consultation is to inform reform proposals and the development of a bill to amend local government legislation.

The Adelaide Hills Council 2023 Local Government Participation and Election Review submission was developed with the assistance of Lisa Teburea, BRM Advisory. Ms Teburea:

- circulated a presentation on the review

- attended a Council Member workshop on 30 January 2024
- worked with community engagement team to incorporate community feedback into the submission
- drafted the submission, which was circulated to members for comment
- finalised submission, incorporating Council Member feedback

The draft final submission is at Appendix 1.

Submissions are due to the Office of Local Government by 3 March 2024.

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal Community wellbeing

Objective C2 A connected, engaged and supported community

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

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

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

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

➤ **Legal Implications**

Not Applicable

➤ **Risk Management Implications**

Not Applicable

➤ **Financial and Resource Implications**

Financial and Resource Implications will be dependent on any variations to the Local Government Participation and Election review outcomes.

➤ **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>	See above
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	See above

➤ **Additional Analysis**

Nil

3. OPTIONS

Council has the following options:

- I. Endorse the final Adelaide Hills Council Local Government Participation and Election Review Submission for the Office of the Local Government (Recommended)
- II. Not endorse the final Adelaide Hills Council Local Government Participation and Election Review Submission for the Office of the Local Government which will result in Adelaide Hills Council having no whole of Council input into the review (Not Recommended)

4. APPENDICES

- (1) Final Adelaide Hills Council Participation and Election Review Report

Appendix 1

*Final Adelaide Hills Council Participation and Election
Review Report*



63 Mount Barker Road
Stirling SA 5152
Phone: 08 8408 0400
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www.ahc.sa.gov.au

28 February 2024

Project Team
Local Government Participation and Elections Review
Office of Local Government
Department for Infrastructure and Transport
GPO Box 1533
ADELAIDE SA 5001

By email to: DIT.LocalGovernmentReform@sa.gov.au

Dear Project Team

The Adelaide Hills Council (AHC) welcomes the opportunity to contribute to the State Government's *Local Government Participation and Elections Review*. AHC acknowledges the goal of the Review is to enhance opportunities for people to genuinely have a say and make a difference in the decisions that affect their daily lives – as a member of the community, as a voter, or as a potential candidate for Council Elections.

The ideas and proposals for reform outlined in the Discussion Paper have started an important conversation about how to increase interest in community leadership and remove barriers to participation for people who want to be more engaged in local decision making.

As the closest level of government to the community, our Council takes an active approach to facilitating and promoting engagement and participation. In addition to meeting our legislated responsibilities, some of the effective measures we have implemented include the following.

- Consistently exceeding the prescribed minimum standards for community consultation and using innovative and forward-thinking engagement methods to involve the community in decision making.
- Holding community forums across the Council area to hear directly from the community as a group on issues of importance.
- Live streaming of scheduled ordinary and special Council Meetings.
- Local promotion of Council elections and providing information to potential candidates about what the role involves.

However, we should always strive to improve as a Council and as a local government sector, and we recognise the opportunity to achieve positive change through legislative reform (where necessary to achieve sector consistency) and practice improvement (where providing Councils with the flexibility to respond to local circumstances will achieve the best outcomes).

AHC has considered each of the ideas put forward in the Discussion Paper and provides the attached submission to share our views about the ideas that have merit, those that could have unintended

consequences and require more careful consideration, and those that will not deliver a positive benefit to communities.

For ease of reference, we have used the following indicators in the attached submission to reflect our collective position.



The idea has merit, is supported in principle and warrants further exploration.



Cautious about potential unintended consequences that require further and careful consideration before being taken forward.



The idea will not make a positive difference and should not be taken forward.

The central reform idea put forward in the Discussion Paper is the introduction of compulsory voting in Council elections. Despite strong efforts across consecutive elections to boost the voter turnout, the persistently low participation rate is evidence that it is time for South Australia to join other jurisdictions in adopting compulsory voting. AHC supports this idea to increase participation in elections and considers that it would also improve awareness of the role of Councils, increase interest in local decision making and lead to additional scrutiny and accountability.

Other ideas supported by AHC include:

- Livestreaming of Council Meetings, provided that legal rights and obligations regarding the editing / publishing of content are clarified.
- Supporting Council Members to engage with communities by enabling fairer reimbursement of expenses and providing more clarity on the respective roles of Council Members and Administration.
- Publishing candidate nominations in real time on a website administered by the Electoral Commission of South Australia (ECSA).
- Reviewing voter eligibility in the context of compulsory voting.
- Changing the timing of council elections to reduce voter fatigue and better distinguish between State and local elected representatives.


While AHC remains open minded about other proposals and ideas put forward in the Discussion Paper, there are a number that we do not support on the basis that they will not deliver positive benefits to the community. These include:


- Requiring candidates to undertake pre-election training, which would introduce a potential barrier to participation and increase the costs of administering the elections.
- Removal of Council Wards as a strategy to increase candidates and voter turnout. Decisions relating to Wards and voter thresholds can be adequately considered and addressed in consultation with the community through a periodic or special Representation Review.
- Lack of nominations being a trigger for boundary reform, unless it is a last resort after consecutive unsuccessful supplementary elections and undertaking a Representation Review.
- Returning to in-attendance voting. The combination of compulsory voting with postal and online methods would be most convenient for voters.


AHC appreciates the opportunity to contribute to this important discussion and express the views outlined in the attached submission. We look forward to receiving the outcomes of this consultation and participating in the next steps towards sensible and effective local government reform.


Yours sincerely



Nathan Daniell
Acting Mayor



Discussion Topic	AHC Indicator	AHC Comments
Topic 1 – How people engage with their Council		
<p>Community Engagement Charter</p> <ul style="list-style-type: none"> <i>Should engagement requirements be more flexible?</i> 		<ul style="list-style-type: none"> Consistent minimum standards about how Councils will consult their community on important decisions provide a level of certainty that should be maintained. However, the minimum standards should be modernised to reflect more contemporary engagement techniques, particularly the use of social and digital media. There should also be some reasonable discretion available about whether the intent of the minimum standards has been satisfied. For example, if placing an advert in the paper is missed by one day due to an error, should Council be required to commence the process again when the error has not adversely impacted the outcome of the engagement? The various consultation requirements and standards that Councils must comply with are currently sitting in various parts of the Act, potentially making it difficult for both Council and communities to understand when and how consultation is to occur. It would help for these requirements to be consolidated in one place and to be guided by a consistent set of engagement principles. The importance of good face to face engagement is acknowledged. However, prescribed public 'town hall' meetings are typically poorly attended and do not often produce good engagement outcomes. The minimum standards can continue to recognise the need for face-to-face engagement, but allow more flexibility in the solutions, such as community forums, pop-up events and deliberative democracy workshops. AHC consistently exceeds the minimum standards for public consultation and appreciates the flexibility to engage the community in more innovative and forward-thinking ways. Councils need to retain appropriate flexibility to engage in a manner that best meets local needs and expectations (consistent with the principles of the Charter). Council engagement policies should provide detail on when and how Council will engage on topics of community interest, beyond those that are prescribed.





<p>Council Meetings</p> <ul style="list-style-type: none"> • <i>Should live streaming of Council meetings be mandatory?</i> 		<ul style="list-style-type: none"> • Live streaming of Council Meetings is seen as a positive way to improve awareness and access to local decision making and should be ensured as an ongoing part of a contemporary local government sector. • Councils were able to implement adequate interim live streaming solutions during the Covid pandemic, but AHC acknowledges that offering high quality live streaming on a permanent basis will require investment in fit-for-purpose audio-visual equipment, accessible platforms and closed captioning. Funding support may be required to achieve the level of quality and sophistication needed to offer live streaming as a genuine and meaningful way to access Council Meetings on an ongoing basis. • It would be interesting to collect data from Councils currently offering a live stream and/or recording of their meetings to measure and monitor the level of engagement. This would allow Councils to determine an expected level of participation and see where they sit in terms of sector-wide benchmarks. • There is a view that the community should have access to a complete and unedited broadcast of the meeting as it took place. However, this gives rise to important questions about whether Councils have a legal right or obligation to edit or censor inappropriate content on the basis that it is: <ul style="list-style-type: none"> o Defamatory o Infringement of Copyright o Breach of privacy / disclosure of personal information o Offensive or discriminatory o Vilification or inciting hatred o Confidential or privileged Council information • Where there is a right or an obligation, clarity is needed about an appropriate regulatory scheme including who is responsible for ensuring compliance, appropriate indemnification, and the potential penalties for breaches.
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<p>Council Meetings</p> <ul style="list-style-type: none">• <i>Should the time of council meeting be regulated?</i>		<ul style="list-style-type: none">• AHC supports the principle that Council Meetings should be as accessible as practicable and timed to facilitate maximum participation.• However, AHC acknowledges the different needs and constraints of Members and the community and that there is no single solution that will work for everyone. Meetings held in the evenings will typically be better for people who work in traditional 9-5 roles, but may be less accessible for people with carer responsibilities or those requiring assistance from a carer or care support worker. Safety concerns about travelling at night in rural areas are also noted.• On this basis, it is unlikely that a one-size-fits-all prescriptive model will achieve a better outcome than providing Councils with the flexibility to determine a meeting schedule that is most suited to their local context.• AHC notes that other options such as livestreaming or online participation in Council Meetings may be a more effective in boosting participation than prescribing the timing of meetings.
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<p>Support Council Members to engage with communities</p> <ul style="list-style-type: none"> • <i>Do Members need more support to engage with and represent their constituents?</i> 		<ul style="list-style-type: none"> • AHC acknowledges that engaging with constituents is an essential and fundamental part of being a Council Member and that each Member strives to be an active and accessible local representative. • It is important from a diversity perspective that people with competing demands on their time such as employment, family, carer responsibilities or volunteering are not discouraged or deterred from becoming Council Members. As such, engagement efforts should be measured in terms of quality and effectiveness rather than the amount of time contributed. • AHC has found engaging with the community as a collective group through community forums has been an effective approach. • While it is considered that an increased or additional allowance may assist with community engagement, it may be more effective (and better accepted by ratepayers) to enable more reimbursement of actual costs associated with engaging with constituents. This could include travel to constituent meetings / events (particularly for members who cover large geographic areas), printing of engagement materials, providing reasonable hospitality etc. • Council Administrations can play a role in facilitating good two-way communication and engagement between Council Members and the community, such as a greater presence on the Council website or in Council publications and the employment of support staff / liaison officers. • However, there is some hesitancy around this in terms of where the line sits between Administrations helping to connect Council Members to the community and Administrations being seen to promote or champion the incumbent members. Better clarity of the types of appropriate and inappropriate support that can / should be provided by Administrations is needed. • Good two-way engagement between Council Members and the community often leads to an increased number of service requests and requests for specialist information and advice. This requires a response or input from Administration and more resourcing for support staff is needed to provide timely and satisfactory responses to the community requests that arise from Council Member engagement. • There is also a need for more clarity about what Council Members are allowed to do in the engagement space. There is currently some confusion about whether you are allowed to buy a coffee for a constituent or accept a coffee or invitation to an event from a constituent who wants to talk to you about a local matter. Some members may be unnecessarily limiting their local engagement due to a lack of certainty about the rules. • AHC also notes that Council Members are required to spend considerable time satisfying the ever-increasing regulatory requirements placed on local government. Regulation and compliance that delivers little community benefit detracts from the time available to meaningfully engage with the community. The State Government could build the capacity of Council Members to engage with the community by not creating additional regulatory burden for Council Members.
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Discussion Topic	AHC Indicator	AHC Comments
Topic 2 – Number and diversity of candidates		
<p>Council Member allowances</p> <ul style="list-style-type: none"> Should allowances be increased to attract more candidates? 		<ul style="list-style-type: none"> People are typically motivated to run for Council because they want to make a difference in their community. While financial compensation is not a primary motivation to stand for Council, no one should be discouraged or deterred from nomination on the basis that they would be financially disadvantaged by becoming a Council Member. Without an adequate allowance provided, Councils will become an enterprise for people with sufficient time and financial means, impacting on diversity and equity of representation. Allowances and reimbursements need to be sufficient to prevent exclusion due to financial circumstances. AHC considers there should be a review of how Council Member allowances are determined to make it more equitable between Councils. Regardless of the size, population or budget of their Council, all Council Members are bound by the same duties and obligations and have a comparable workload. The current banding system falsely assumes that larger councils are more complex and demanding than smaller councils and provides Members from larger Councils will a significantly higher level of financial compensation for undertaking the same role. There are costs associated with being a Council Member that are not adequately covered by allowance and reimbursements. The cost of running a home office to conduct Council business are one such example. It is also considered that the tax treatment of Member allowances should be reviewed as some people may be deterred from becoming a Council Member on the basis that they will lose other financial entitlements.
<p>More flexible Council Meetings</p> <ul style="list-style-type: none"> Should Members be able to attend meetings online rather than in person? 		<ul style="list-style-type: none"> AHC considers that in-person attendance at Council Meetings is preferable and that the quality of participation, debate and deliberation is negatively affected when some or all Members are joining the meeting remotely. However, it is recognised that online attendance would reduce barriers to participation and potentially increase the number and diversity of candidates. AHC is hesitant to support a move to enable unlimited online attendance. It should be the exception rather than the rule. If online participation in Council Meetings is enabled, Councils will need to invest in technology that supports a high quality of participation.

<p>More local promotion</p> <ul style="list-style-type: none"> • <i>Should Councils (be required to) play a larger role in promoting Council elections locally?</i> 		<ul style="list-style-type: none"> • AHC considers that local promotion of Council elections can have a positive impact and notes that many Councils run information sessions for potential candidates and promote the election through their communication channels. • There is some caution about being required to play a larger role in the promotion of elections as this could increase the already considerable costs to ratepayers of running and promoting Council elections. To address this concern, any additional costs incurred by Councils in promoting the elections should be matched by a corresponding reduction in the costs that ECSA can recover from Councils, resulting in a cost neutral outcome. • In addition to promoting the elections through marketing campaigns, there is a need for community outreach programs that target greater participation by underrepresented groups such as First Nations, CALD communities and young people.
<p>Term limits</p> <ul style="list-style-type: none"> • <i>Should Members serve a maximum of 2 – 3 terms?</i> 		<ul style="list-style-type: none"> • AHC appreciates that introducing term limits would increase turnover of Council Members and make it more attractive for new candidates to stand if they do not have to overcome the strength of long-term incumbency. • However, when weighed against the disadvantage of precluding highly knowledgeable, skilled and popular Council Members from continuing; term limits may do more harm than good. • Introducing forced retirement (in addition to voluntary retirement and successful challenges) could see a Council lose all its current Members in one election, which would result in a Chamber with no experience and no continuity. This would not be a good outcome for the community. • AHC notes that there are no such limits placed upon State or Federal elected representatives and questions the need for Council Members to be subject to different rules. • If the Parliament was to consider legislating a term limit for local government, the limit should be not less than three consecutive terms.

<p>Required training for candidates</p> <ul style="list-style-type: none"> • <i>Should pre-election training be required for candidates?</i> 		<ul style="list-style-type: none"> • AHC considers that there is adequate information available to Candidates about the roles and responsibilities of Council Members to ensure they are adequately informed before seeking election. • There are opportunities available to participate in webinars, candidate information sessions and to read online guides produced by ECSA and the LGA. Candidates can voluntarily elect to disclose to voters that they have participated in these activities and have done their due diligence about the obligations of the role. • AHC notes that there is extensive mandatory training provided to Council Members upon election or re-election to Council. Pre-election training may duplicate these existing training requirements. • Better promotion of the information and guidance available would be favourable to introducing a new mandatory pre-election training scheme which would create a barrier to participation and be costly to establish and administer.
<p>Publishing of nominations</p> <ul style="list-style-type: none"> • <i>Should real time publication of nominations be considered?</i> 		<ul style="list-style-type: none"> • AHC considers that the number of supplementary elections required across South Australia following the 2022 Council Elections indicates that changes to publishing of nominations had unintended consequences. • Nominations should be published in real time (as far as practicable) on a nominations website that is administered by ECSA.
<p>Remove Council Wards</p> <ul style="list-style-type: none"> • <i>Would removing Wards lead to more nominations?</i> 		<ul style="list-style-type: none"> • Councils with Wards are required to undertake periodic Representation Reviews, which provide the opportunity for the community to provide feedback on how it would like to be represented at the local level and for appropriate thresholds to be considered. • In circumstances where a Council consistently receives inadequate nominations to fill all Ward positions (at a period and supplementary election), this could potentially be included as a trigger to undertake an unscheduled Representation Review.
<p>Lack of nominations a trigger for boundary reform</p> <ul style="list-style-type: none"> • <i>Should lack of nominations be referred to the Boundaries Commission?</i> 		<ul style="list-style-type: none"> • AHC does not support a lack of nominations becoming an automatic trigger for a referral to the Boundaries Commission. • If there is a persistent lack of interest in successive periodic and supplementary elections, this could trigger an unscheduled Representation Review. • A boundary reform process should be considered as a last resort.

Discussion Topic	AHC Indicator	AHC Comments
Discussion Topic 3 – A better voter turnout		
<p>Compulsory Voting</p> <ul style="list-style-type: none"> <i>Should voting in local government elections be compulsory?</i> 		<ul style="list-style-type: none"> AHC supports compulsory voting in Council Elections. With the majority of other jurisdictions moving to compulsory voting, local government in South Australia is being left behind and that is negatively affecting the reputation of our Councils. Despite additional efforts at each election to increase promotion and encourage voter turnout, the persistently low level of participation is evidence that significant reform is required. Councils make important decisions that affect the daily lives of people within the community and compulsory voting will increase interest in and awareness of these decisions and improve accountability. South Australia should adopt the same approach that has recently been introduced in Tasmania where voting in Council Elections is compulsory for voters on the State roll but voluntary for other eligible voters.
<p>Method of voting</p> <ul style="list-style-type: none"> <i>Should elections return to in-attendance voting?</i> 		<ul style="list-style-type: none"> AHC supports the continuation of postal voting. Combined with compulsory voting, postal voting is considered more convenient for voters than in-attendance voting.
<p>Method of voting</p> <ul style="list-style-type: none"> <i>Should online voting for further investigated?</i> 		<ul style="list-style-type: none"> Notwithstanding the challenge of developing a technological solution that is capable of administering and maintaining the integrity and security of online voting, this is an idea that should not be dismissed. State and local government should continue to work together to pursue a suitable online voting solution that can be piloted and tested as a convenient option for voters.
<p>Eligibility to vote</p> <ul style="list-style-type: none"> <i>Should eligibility to vote be reviewed?</i> 		<ul style="list-style-type: none"> AHC considers that eligibility to vote should be reviewed, and there are several elements that need to be considered: <ul style="list-style-type: none"> Voting should be compulsory for everyone on the State electoral roll The ‘property franchise’ that pay rates should have the option to vote and should be automatically enrolled Non-citizen residents should retain the option to enrol to vote in Council Elections on a voluntary basis.

<p>Timing of Council Elections</p> <ul style="list-style-type: none"> • <i>Should the timing of council elections be changed to move away from State Elections?</i> 		<ul style="list-style-type: none"> • AHC agrees with concerns about voter fatigue when Council Elections are held in close succession with Federal and State Elections. • Ideally, Council Elections should be moved away from State Elections to reduce voter fatigue and address confusion about their State and local government representatives. • It is noted that compulsory voting would be the most effective reform to increase voter turnout and would somewhat mitigate the need for this reform.
<p>Removing Wards</p> <ul style="list-style-type: none"> • <i>Would removing Wards increase voter turnout?</i> 		<ul style="list-style-type: none"> • AHC does not support the removal of Wards. Councils should continue to consult communities on how they want to be represented through periodic Representation Reviews. • Compulsory voting would be the most effective reform to increase voter turnout.
<p>Local promotion</p> <ul style="list-style-type: none"> • <i>Should councils (be required to) undertake more local promotion of Council elections?</i> 		<ul style="list-style-type: none"> • AHC considers that local promotion of Council elections can have a positive impact and notes that many Councils promote the election through their communication channels. • There is some caution about being required to play a larger role in the promotion of elections as this will increase the already considerable costs to ratepayers of running and promoting Council elections. To address this concern, any additional costs incurred by Councils in promoting the elections should be matched by a corresponding reduction in the costs that ECSA can recover from Councils, resulting in a cost neutral outcome. • In addition to promoting the elections through marketing campaigns, there is a need for community outreach programs that target greater participation by underrepresented groups such as First Nations, CALD communities and young people.
<p>Candidate information</p> <ul style="list-style-type: none"> • <i>Are changes required to the mandatory information a candidate must provide?</i> 		<ul style="list-style-type: none"> • The level of mandatory information required from candidates is generally considered to be appropriate. • Consideration could be given to introducing additional optional questions that candidates could respond to if they choose. • Generally, it is considered that each candidate need to take responsibility for introducing themselves to voters through their election campaign if they choose to share information beyond what is required in their candidate statement. • There are different views regarding the submission of a police check, with some seeing that this would be of interest to voters and others taking the view that if it is not required post-election it should not be required pre-election.

Additional Reform Ideas	
Improving Diversity	<ul style="list-style-type: none"> • There are underrepresented groups (including First Nations, CALD communities and younger people) that require more support and encouragement to participate in local government, particularly as candidates. • People with a valuable contribution to make their communities need targeted information about what being a Council Member involves and support to overcome actual or perceived barriers to nominating. Community outreach programs can be an effective way of engaging with target communities in a meaningful way and can be developed as a partnership between State and local government. • Eligibility to nominate or vote in Council Elections is determined based on geography and whether you live or own property in a certain place. However, local government boundaries are a western construct that do not align with the deep and complex connections with Country in First Nations culture. Engagement with First Nations people is needed to better understand these profound connections and redefine eligibility to distinguish between place and Country.
Promote pathways to becoming a Council Member	<ul style="list-style-type: none"> • Many Council Members became interested in running for Council because they first became involved in local government in a different capacity. More candidates could be encouraged to run by promoting involvement in pathways such as: <ul style="list-style-type: none"> ○ Serving on a Section 41 Committee (or informal advisory group / committee) ○ Becoming a member of a Youth Advisory Committee ○ Participating in a deliberative democracy program (or other engagement events) ○ Volunteering through Council ○ Signing up to a Council YourSay platform ○ Making a deputation to Council on a local matter ○ Applying for a Council grant through a local community group or service / sporting club.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Zoe Gill
Governance and Risk Coordinator Office of the Chief Executive

Subject: Council and Information or Briefing Sessions Time and Place of Meetings

For: Decision

SUMMARY

The purpose of this report is to advise Council Members that the two Council meetings per month trial initiated on 29 November 2022 is due to expire on 28 February 2024. Further determination on Council Meeting occurrences must be resolved if more than one meeting per month is required.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2A Commencing 28 February 2024, Ordinary Council Meetings will be held at 63 Mount Barker Road, Stirling and are scheduled to commence at 6.30pm on the second Tuesday of the month for the existing term of council, except for:**
 - a. January 2025 (which will be held on the 4th Tuesday – 28 January 2025)**

OR

- 2B Commencing 28 February 2024 until _____ (*insert trial date if applicable*), Ordinary Council Meetings will be held at 63 Mount Barker Road, Stirling and are scheduled to commence at 6.30pm on the second and fourth Tuesday of the month, except for:**
 - b. December 2024 (which will be held on the 3rd Tuesday – 17 December 2024)**
 - c. January 2025 (which will be held on the 4th Tuesday – 28 January 2025)**

OR

- 2C Commencing 28 February 2024 _____ (*insert other variation e.g. enable adjournment of meetings and continue at the next Information or Briefing Session*)**

3. **The Chief Executive Officer be authorised to adjust the Ordinary Council Meeting schedule, including the time and place of the meeting, where matters necessitate a change such as a meeting date occurring on a public holiday, catastrophic fire danger day or other valid reason.**
4. **Commencing 28 February 2024, times and venues of Special Council Meetings, requested in accordance with the legislative provisions, are to be determined by the Chief Executive Officer.**
- 5A **Commencing 28 February 2024 until the end of Council term, Information or Briefing Sessions are scheduled as follows:**
 - a. **Workshops scheduled ordinarily at 6.30pm on the first Monday of each month, held at 36 Nairne Road, Woodside, except for any January.**
 - b. **Professional Development Sessions scheduled ordinarily at 6.30pm on the third Tuesday of each month, held at 63 Mt Barker Road, Stirling, except for December and January.**

OR

- 5B **Commencing 28 February 2024, Information or Briefing Sessions be held _____ (*insert a recommendation that Council determines*).**
 6. **The Chief Executive Officer be authorised to schedule additional Information or Briefing sessions where workload dictates, or adjust the Information or Briefing Sessions schedule, including time and place of the sessions, where matters necessitate a change such as an Information or Briefing Session date occurring on a public holiday, catastrophic fire danger day or other valid reason.**
 7. **The Chief Executive Officer is authorised to adjust any Policy which is impacted by the setting of the time and place of meetings.**
-

1. BACKGROUND

At the Council meeting held 29 November 2022, Council resolved to adopt the following meeting schedule up until February 2024.

12.1 Time and Place of Meetings

Moved Cr Mark Osterstock
S/- Cr Lucy Huxter

295/22

Council resolves that:

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

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

Carried

Council's *Code of Practice for Council Meeting Procedures* identifies that Council meetings are to conclude at or before 10.00pm unless the meeting formally resolves on each specific occasion to continue beyond that time.

Meeting Schedule

The meeting schedule from February 2023 to February 2024 had been aligned to the Monday/Tuesday nights within the month as follows:

1 st Monday	Information or Briefing Sessions - Woodside
2 nd Tuesday	Ordinary Council - Stirling
3 rd Tuesday	Information or Briefing Session (Professional Development) - Stirling
4 th Tuesday	Ordinary Council – Stirling
5 th Tuesday	No meeting (in the months with five Tuesdays)

The purpose of this schedule was to try to reduce the number of Ordinary Council meetings that concluded at 10pm or beyond.

Information or Briefing Sessions (Workshops and Professional Development)

Council makes use of Information or Briefing Sessions to assist in preparing Council Members for upcoming Council meeting agenda items in terms of providing contextual information, seeking views and perspectives, and to provide professional development in areas related to the Council Member's roles and responsibilities.

Workshops are scheduled to provide Council Members with background information, generally, on a matter coming to a formal Council meeting. These are not decision-making forums, yet they are useful for exploring strategic directions, legislative provisions and to provide additional detail on a matter.

Professional development sessions are focused on building the knowledge, skillset, and team culture of Council Members. There is a higher proportion of these sessions in the early years of a council term during which there is considerable mandatory training and other induction/orientation sessions required.

Legislation prohibits Information or Briefing Sessions from being an opportunity for Council Members to make, or to effectively make, decisions that should be made by resolution in a Council meeting.

The provisions relating to Information or Briefing Sessions, including Council discretionary policy provisions, are contained in the *Information and Briefing Sessions Policy* which is available on the Council website.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Under the *Local Government Act 1999* Council members have an obligation to ensure, as far as practicable, that the principles of the Act are observed (s59(1)(a)(viii)), including that 'council resources are used fairly, effectively and efficiently...' (s8(h)).

➤ Legal Implications

Section 81 of the *Local Government Act 1999* (the 'Act') sets out the provisions regarding the frequency and timing of **ordinary** council meetings. Key amongst these are:

- the ordinary meetings of a council will be held at times and places appointed by a resolution of the council.
- there must be at least one ordinary meeting in each month.
- if a time and place has not been appointed for the ordinary meeting, the chief executive must appoint the time and date.
- ordinary meetings may not be held on Sundays or on public holidays.

Section 82 of the Act sets out the provisions regarding the calling of **special** council meetings. Key amongst these are:

- the CEO must call a special council meeting at the request of:
 - the principal member
 - at least three council members
 - a council committee at which three members of the council vote in favour of the request
- the CEO must be provided with an agenda for the special meeting when the request is made

- special meetings may be held at any time.

Section 90A of the Act sets out the provisions regarding the holding of an information or briefing session. Key amongst these are:

- a CEO or council may hold or arrange a session to which more than one Member is invited for the purposes of providing information or a briefing to attendees
- a matter must not be dealt with in such a way as to effectively obtain a decision outside of a council or council committee meeting
- a session must be conducted in a place open to the public if a matter is discussed that is intended to be on the agenda a council or council committee meeting unless an appropriate confidentiality provision under s90(3) is utilised.

➤ **Risk Management Implications**

Late meetings may result in Council members being fatigued when considering important Council Business, noting sensitive and confidential items often occur at the end of a meeting.

The resources, costs, and effectiveness of Council's meeting schedule should meet community expectations.

There may be work health and safety considerations regarding an intensive after hours meeting program, including in relation to enterprise bargaining.

➤ **Financial and Resource Implications**

The resourcing requirements for two Council Meetings a fortnight are significantly higher than the requirements for one meeting a month, including in relation to staff hours, catering, overtime and flexi-time.

Should Council Meetings be increased to two a month, the Chief Executive Officer may consider whether additional resources or the reallocation of resources is required.

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

The timing and location of Council Meetings and Information or Briefing Sessions should be considerate of the desire for community members to attend and participate in the meetings (where appropriate). A consistent scheduling approach, where possible, supports accessibility.

➤ **Sustainability Implications**

Not Applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable
Council Workshops: Discussed at 20 February 2024 workshop
Advisory Groups: Not Applicable

External Agencies: Not Applicable
Community: Not Applicable

➤ **Additional Analysis**

The tables below provide data related to the meetings held between February 2023 and February 2024 with the aim of allowing Council Members to assess the impacts of the change to two ordinary council meetings per month.

The types of meetings that are referred to in the analysis include:

- Ordinary Council Meetings (OCM)
- Special Council Meetings (SCM)
- Information or briefing sessions - also referred to as “workshops” (IOBS)

Other committee meetings such as CEO performance panel or Audit Committee have not been factored into this analysis.

Preparation time spent for meetings

In calculating possible hours spent outside of meetings, the following assumptions have been made:

- Each Ordinary Council Meeting requires approx. 27 hours and Special Council meeting requires approx. 5 hours in meeting administration for agendas, minutes and collation tasks both leading up to and on the night of the meeting.
- Staff hours spent on general reports or presentations have not been factored as this is part of standard or “planned” BAU work and will happen no matter how many meetings are in place.
- Staff hours on workshop preparation and admin has not been included as the scheduled workshops volume was not changed under the 29 November resolution.
- Motions on Notice (MON) require approx. 8 hours of work, and Questions on Notice (QON) require approx. 2 hours of work by senior staff (depending on the complexity can be up 38 hours of research & work). This data is included separately in the analysis as it is an element of “unplanned” work. What is not considered in the analysis is any additional work from the resulting resolutions.
- Council members potentially spend a minimum:
 - 3 hours in preparation for ordinary Council Meetings (eg: reading agendas)
 - 1.5 hours preparing for information or briefing sessions, Professional Development sessions or Special Council meetings

The below table does not include the following resourcing implications:

- Flexi and overtime staff costs for meetings (approx. 4 non-executive staff members per meeting)
- Additional “unplanned” time resulting from MON resolutions – eg: requests for reports to be researched and presented
- Meetings of other committees
- Costs related to meals/catering or other physical costs

Councillors may wish to factor these costs into their considerations.

Month	Meeting type	Meeting Volume	No of QON	No of MON	No of Agenda items ¹	No of meetings finishing after 10pm? ²	Total Meeting Hours ³	Council prep hours	Staff meeting admin hours
Feb 2023	OCM	2	-	3	37	0	5.1	6	78
	SCM	-	-	-	-	-	-	-	0
	IOBS	3	-	-	8	-	11.5	4.5	-
Mar 2023	OCM	2	-	1	28	0	4.4	6	62
	SCM	-	-	-	-	-	-	-	0
	IOBS	2	-	-	8	-	5.75	3	-
Apr 2023	OCM	2	1	4	39	0	4.7	6	88
	SCM	-	-	-	-	-	-	-	0
	IOBS	5	-	-	10	-	13	7.5	-
May 2023	OCM	2	3	1	47	1	6.25	6	68
	SCM	1	-	-	4	-	1.2	1.5	5
	IOBS	1	-	-	6	-	3	1.5	-
Jun 2023	OCM	2	1	3	52	0	5.45	6	80
	SCM	-	-	-	-	-	-	-	0
	IOBS	2	-	-	9	-	5.5	3	-
July 2023	OCM	2	1	3	34	1	5.15	6	80
	SCM	-	-	-	-	-	-	-	0
	IOBS	4	-	-	13	-	8.5	6	-
Aug 2023	OCM	2	1	2	29	0	4	6	72
	SCM	-	-	-	-	-	-	-	0
	IOBS	4	-	-	5	-	6	6	-
Sep 2023	OCM	2	0	2	14	0	3.1	6	70
	SCM	1	-	-	4	0	0.75	1.5	5
	IOBS	5	-	-	8	-	5	7.5	-
Oct 2023	OCM	2	0	1	14	0	3.6	6	62
	SCM	1	-	-	5	0	0.5	1.5	5
	IOBS	4	-	-	12	-	9	6	-
Nov 2023	OCM	2	0	4	26	0	5.3	6	86
	SCM	2	0	1	8	0	3.2	3	18
	IOBS	4	-	-	11	-	7.5	6	-
Dec 2023	OCM	1	0	3	6	1	3.7	3	51
	SCM	-	-	-	-	-	-	-	0
	IOBS	2	-	-	9	-	6	3	-
Jan 2024	OCM	1	2	1	9	1	3.56	3	39
	SCM	-	-	-	-	-	-	-	0
	IOBS	1	-	-	4	-	3	1.5	-
Totals			9	29	459	4	143.71	129	869

1. For the purpose of this analysis, “agenda items” for Ordinary and Special Council meetings includes only deputations/public forum, presentations, decision items, confidential items, questions without notice and motions without notice.
2. Conclusion times for information briefing sessions have not been recorded and not included above

3. As information briefing sessions times have not been recorded, meeting hours are an assumption based on the agenda timing.

Meeting Comparisons

The following compares the data over the past 3 years using the periods 1 Feb to 30 Jan each year so that they can be accurately compared to the period mentioned in the original resolution.

Period	1 Feb 2021 to 30 Jan 2022	1 Feb 2022 to 30 Jan 2023	1 Feb 2023 to 30 Jan 2024 (2 Council Meetings per Month)
Council Meetings			
Total Ordinary Council	11	12	22
Total Special Council	2	7	5
No of Council Meetings concluding post 10pm	4 (latest = 10:30pm)	4 (latest = 10:30pm)	4 (latest = 10:30pm)
Average attendance rate (OCM & SPM)	88.29%	89.74%	84.03%
Total hours spent in meetings	39	47.08	60.35
Total items discussed	306	356	301
Decision Items	274	311	238
Confidential Items	13	19	25
Questions on Notice	2	10	9
Motions on Notice	17	16	29
Total Council & Special Council Meeting Prep Hours (using assumptions)			
Council Members	36	46.5	73.5
Staff Admin	453	528	869
Information or briefing sessions			
Total information or briefing sessions (workshops)	21	25	37
Total Hours spent in meetings	52.9	59.9	83.36
Average attendance rate (IB & PD)	70.94%	79.98%	80.5%

Things to consider when reviewing the data above:

- The period 1 Feb 2023 to 30 Jan 2024 is early in this Council's 4 year term and therefore has required a higher volume of workshops and mandatory training, whereas the other two comparison periods are toward the end of the previous Council's term.
- Workshops and Professional Development sessions (other than the mandatory training) are not mandatory and Council Members have complete discretion as whether to attend. Post September 2023, attendance for these sessions were not consistently recorded therefore the attendance rate reflects only the attendance at recorded events.
- In each year, there have been 4 meetings that finished at 10.30pm

- Th attendance rate at meetings was 88.29% in 2021/22, 89.74% in 2022/2023 and 84.03% in 2023/24, noting Council has a target of 90% attendance
- There has been a slight drop in the overall number of actioned items, noting a significant increase in motions on notice during the trial period
- There has bee a significant increase in hours invested in meeting preparation for staff and elected members

3. OPTIONS

Council has the following options:

- I. Determine an outcome on Council Meeting occurrences noting Council Meetings will return to one per month from 28 Feburary if no outcome is determined.
- II. No determination will have one Council Meeting held per month.

4. APPENDICES

- (1) 20 February 2024 Workshop Presentation Handouts
- (2) 20 February 2024 Workshop Powerpoint

Appendix 1

20 February 2024 Workshop Presentation Handouts

Meetings over the last 12 Months

Month	Meeting type	Meeting Volume	No of QON	No of MON	No of Agenda items ¹	No of meetings finishing after 10pm? ²	Total Meeting Hours ³	Council prep hours	Staff meeting admin hours
Feb 2023	OCM	2	-	3	37	0	5.1	6	78
	SCM	-	-	-	-	-	-	-	0
	IOBS	3	-	-	8	-	11.5	4.5	-
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	SCM	-	-	-	-	-	-	-	0
	IOBS	2	-	-	8	-	5.75	3	-
Apr 2023	OCM	2	1	4	39	0	4.7	6	88
	SCM	-	-	-	-	-	-	-	0
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	SCM	-	-	-	-	-	-	-	0
	IOBS	2	-	-	9	-	6	3	-
Jan 2024	OCM	1	2	1	9	1	3.56	3	39
	SCM	-	-	-	-	-	-	-	0
	IOBS	1	-	-	4	-	3	1.5	-
Totals			9	29	459	4	143.71	129	869

1. For the purpose of this analysis, "agenda items" for Ordinary and Special Council meetings includes only deputations/public forum, presentations, decision items, confidential items, questions without notice and motions without notice.
2. Conclusion times for information briefing sessions have not been recorded and not included above
3. As information briefing sessions times have not been recorded, meeting hours are an assumption based on the agenda timing.

Legend: OCM = Ordinary Council Meeting; SCM = Special Council Meeting; IOBS = Information of briefing session

3 Year Meeting Comparison

The following compares the data over the past 3 years using the periods 1 Feb to 30 Jan each year so that they can be accurately compared to the period mentioned in the original resolution.

Period	1 Feb 2021 to 30 Jan 2022	1 Feb 2022 to 30 Jan 2023	1 Feb 2023 to 30 Jan 2024 (2 Council Meetings per Month)
Council Meetings			
Total Ordinary Council	11	12	22
Total Special Council	2	7	5
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Total Council & Special Council Meeting Prep Hours (using assumptions)			
Council Members	36	46.5	73.5
Staff Admin	453	528	869
Information or briefing sessions			
Total information or briefing sessions	21	25	37
Total Hours spent in meetings	52.9	59.9	83.36
Average attendance rate	70.94%	79.98%	80.5%

Things to consider when reviewing the data above:

- The period 1 Feb 2023 to 30 Jan 2024 is early in this Council's 4 year term and therefore has required a higher volume of workshops and mandatory training, whereas the other two comparison periods are toward the end of the previous Council's term.
- Workshops and Professional Development sessions (other than the mandatory training) are not mandatory and Council Members have complete discretion as whether to attend. Post September 2023, attendance for these sessions were not consistently recorded therefore the attendance rate reflects only the attendance at recorded events.

Questions to consider for 27 Feb Meeting

When considering the meeting format going forward you may wish to consider:

- What benefits you gain from 2 meetings a month
- Do they increase effective decision making by Council?
- Is the 2 meetings format the most effective use of Councillor time?
- Considering the resources required (in administration, overtime, meals) – what meeting format is the most efficient use of resources? *(Also keep this in mind for LTFP/Budget sessions coming up soon)*
- Are there health and wellbeing considerations?

Appendix 2

20 February 2024 Workshop Powerpoint



Council Meetings and Information & Briefing Sessions: 12 Month Meeting Analysis





Background

- 29 Nov 2022 Resolution to change to 2 Ordinary Council Meetings per month commencing Feb 2023 until **28 Feb 2024**
- One of the main drivers for the change was to:
 - Minimise Council Member fatigue
 - Reduce tiredness resulting in better decision making
 - Increased safety for those driving long distances late at night
 - Reducing impacts for members with commitments the following day



Background *cont...*

The following is a meeting schedule comparison

Schedule prior to Feb 2023

Timing	Meeting Type
1 st Monday	No Meeting <i>Available for Special Council or IOBS</i>
2 nd Tuesday	Information or briefing session (IOBS) <i>Woodside</i>
3 rd Tuesday	Information or briefing session (IOBS) <i>Stirling</i>
4 th Tuesday	Ordinary Council Meeting
5 th Tuesday <i>(When Applicable)</i>	Community Forum

Schedule Feb 2023 to Feb 2024

Timing	Meeting Type
1 st Monday	Information or briefing session (IOBS) <i>Woodside</i>
2 nd Tuesday	Ordinary Council Meeting
3 rd Tuesday	Information or briefing session (IOBS) <i>Stirling</i>
4 th Tuesday	Ordinary Council Meeting
5 th Tuesday <i>(When Applicable)</i>	No Meeting



Background *cont...*

- Report will be presented at 27 February Council Meeting to adopt a meeting format for Mar 2024 onwards
- The purpose of today is to provide you comparative data to assist you in making an informed decision by highlighting:
 - The resource implications and productiveness of 2 meetings a month
 - The required ongoing investment
 - Questions to consider when deciding what format is best going forward



Assumptions

To calculate an estimate of preparation times in the tables in your handout, the following assumptions were made:

Meeting Type	Who	Average Estimate of hours	Activities
Ordinary Council	Staff	27 hours	Administration activities – agendas, minutes and collation tasks including CEO review and approvals
	Staff	2 hours	Preparing reports for Questions on Notice (QON)*
	Staff	8 hours	Preparing reports for Motions on Notice (MON)* <i>(noting depending on complexity can take up to 38 hours of research and work)</i>
	Council Members	3 hours	Tasks include reading agendas, questions on notice, and consultation with staff as needed

*QON and MON are included as it is considered “unplanned” time that pose additional impact/cost to Council



Assumptions *cont...*

To calculate an estimate of preparation times in the tables in your handout, the following assumptions were made:

Meeting Type	Who	Average Estimate of hours	Activities
Special Council	Staff	5 hours	Administration activities – agendas, minutes and collation tasks including CEO review and approvals
	Council Members	1.5 hours	Tasks include reading agendas, questions on notice, and consultation with staff as needed
Information or Briefing session	Council Members	1.5 hours	Reading through workshop material and other preparations for sessions

Note: Timings related to MON or QON may also apply to Special Council meetings



Exclusions

What we are not including/considering in this analysis:

- Flexi and overtime staff costs for meetings (approx. 4 staff members per meeting)
- Additional “unplanned” time resulting from MON resolutions – eg: requests for reports to be researched and presented
- Meetings of other committees – eg: Audit, CAP, CEOPRP
- Staff hours on “planned” Council Report development and workshop presentations
- Costs related to meals/catering or other physical costs



The Past 12 Months

- The table shows by month:
 - No of meetings held
 - No of QON
 - No of MON
 - No of Agenda items
 - No of meetings that finish after 10pm
 - Total hours spent in meetings
 - Estimate of Council member preparation time
 - Estimate of Staff member admin time





3 Year Comparison

Period	1 Feb 2021 to 30 Jan 2022	1 Feb 2022 to 30 Jan 2023	1 Feb 2023 to 30 Jan 2024 <i>(2 Council Meetings per Month)</i>
Council Meetings			
Total Ordinary Council	11	12	22
Total Special Council	2	7	5
No of Council Meetings concluding post 10pm	4 <i>(latest finish = 10:30pm)</i>	4 <i>(latest finish = 10:30pm)</i>	4 <i>(latest finish = 10:30pm)</i>
Average attendance rate (OCM & SCM)	88.29%	89.74%	84.03%
Total hours spent in meetings	39	47.08	60.35
Total items discussed	306	356	301
Decision Items	274	311	238
Confidential Items	13	19	25
Questions on Notice	2	10	9
Motions on Notice	17	16	29
Total Council & Special Council Meeting Prep Hours (using assumptions)			
Council Members	36	46.5	73.5
Staff Admin	453	528	869
Information or briefing sessions			
Total IOBS (workshops)	21	25	37
Total Hours spent in meetings	52.9	59.9	83.36
Average attendance rate (IOBS)	70.94%	79.98%	80.5%

Things to consider

- No change to late finishes
- Attendance rate has fallen. *(note: Annual ABP Target is 90%)*
- Significant increased hours invested
- Similar number of actioned items



Questions to consider

When considering the meeting format going forward you may wish to consider:

- What benefits you gain from 2 meetings a month
 - Do they increase effective decision making by Council?
 - Is the 2 meetings format the most effective use of Councillor time?
 - Considering the resources required (in administration, overtime, meals) – what meeting format is the most efficient use of resources? *(Also keep this in mind for LTFP/Budget sessions coming up soon)*
 - Are there health and wellbeing considerations?
-



Options for future meetings

At 27 Feb 2024 meeting you will be asked to decide what you want to do going forward. Some options include...

No	Option	Possible Variations?
1	Continue with trial for a further 6 months	
2	Adopt to have 2 meetings per month for the rest of Council Term	a. Reduce staff at meetings (risk of reducing the quality of admin support) b. Realign staff resourcing
3	Revert to 1 meeting per month	a. Increase finish time to 10:30pm <i>(ie: save time on resolutions to increase meeting time on the occasions it goes past 10pm)</i> b. Keep 10pm (or earlier) finish & adjourn to next day <i>(need to consider how to best meet obligations about notice for meetings)</i> c. Keep 10pm and roll unfinished items to the next meeting or have a special meeting at beginning of Workshop the following week



Questions



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Gary Lewis
Manager, Financial Services
Corporate Services

Subject: 2023-24 Budget Review 2

For: Decision

SUMMARY

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

This report presents the second Budget Review (BR2) of the 2023-24 financial year being presented to Council.

The mid-year review of the budget has identified an increase in income of \$353k and increases in expenses of \$249k.

Additionally, a review of the CRM project has identified that this project will not result in the creation of an asset and therefore the expense will be reclassified from capital to operating. This means that the capital budget for the first stage (2023/24) of \$420k for this project will be transferred to the operating budget. However, due to unforeseen delays the main deliverable from the first stage is expected to be delayed until 2024/25. The consequence of these changes is that of the initial \$420k capital budget, \$90k will be recognised as an operating expense in 2023/24 and \$330k will be an operating expense in 2024/25.

A comprehensive review of all capital projects has been conducted as a part of this review. This review identified \$1.445m of capital projects that will not be carried out in 2023/24. Where appropriate, these will be reintroduced through the Annual Business Plan and Long-Term Financial Plan under development. Adding in the reduction of the CRM capital budget the total reduction in capital expenditure to be \$1.865m.

However, this review also found an additional \$1.261m of expenditure required on existing projects or additional critical works. This leaves a net reduction in the capital expense budgets of \$605k. A review of the capital income identified additional grants to be captured in the budget. This includes Supplementary Local Road grants of \$600k for the work on Croft Road in Cudlee Creek and \$550k for Tiers Road stage 2 in Lenswood. An increase of \$200k for the Warren Rd Blackspot project is also included.

In general, pressures following the cost cutting measure that were incorporated in the 2023/24 budget continue to appear and are addressed by budget holders on an ongoing basis. This has the potential for further deterioration in the surplus through the remainder of the year.

RECOMMENDATION

The Council resolves:

- 1. That the report on the 2023/24 Budget Review 2 be received and noted.**
 - 2. To adopt the proposed budget adjustments presented in Budget Review 2 which result in:**
 - a. A change to the Operating Surplus from of \$558k to an Operating Surplus of \$571k for the 2023-24 financial year, achieving a surplus ratio of 1% in line with Council's targets.**
 - b. A reduction of 605k in capital expenditure for the 2023-24 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2023-24 of \$25m.**
 - c. Council's Net Borrowing Result for the 2023-24 financial year being reduced by \$2m to \$8.492m.**
-

1. BACKGROUND

The Regulations require Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to, the budget during the year. This report presents the second Budget Review (BR2) of the 2023-24 financial year.

The latest adoption of Council's revised Budget occurred at the Council meeting held on the 28 November 2023, where Council adopted the 2023-24 Budget Review 1 (BR1) with a Budgeted Operating Surplus before Capital Revenue of \$558k and the Net Borrowing Result decreased to \$10.492m.

This budget review was considered by the Audit Committee at its meeting of 19th February 2024 where it was resolved as follows:

8.1 Adelaide Hills Council Budget Review 2

Moved Cr Malcolm Herrmann
S/- David Moffatt

AC7/24

That the Audit Committee resolves:

1. That the report on the 2023/24 Budget Review 2 be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 2 which result in:
 - a. A change to the Operating Surplus from of \$558,000 to an Operating Deficit of \$87,000 for the 2023-24 financial year.
 - b. The Operating Surplus ratio of -0.2%, lies outside the approved range of 1.0% to 5.0%.
 - c. A reduction of \$605,000 in capital expenditure for the 2023-24 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2023-24 of \$25m.
 - d. Net Borrowing Result for the 2023-24 financial year being reduced by \$1.3m from \$10.4m to \$9.1m.
 - e. The Operating Surplus Ratio using the underlying surplus method of 1.7% lies within the approved range of between 1% and 5%.
 - f. The Net Financial Liabilities Ratio of 62% lies within the approved range of 25% to 75%.
 - g. The Asset Renewal Ratio of 136% slightly exceeds the approved ratio from Budget Review 1 of 133.2%. Noting the average annual long term target range is between 95% to 105%be approved.
3. Council authorises the CEO prepare to a report with recommendations for the Audit Committee meeting being held on 15 April 2024, on strategies which could be adopted to meet all ratios.

Carried Unanimously

The proposed adjustments and the associated financial statements presented to the Audit Committee differed to those presented here because two material changes have been made subsequent to that meeting as follows:

- The expected timing of the CRM operating expenditure has changed with most of it (\$330k) being provisionally expected to be expensed in 2024/25, however the treatment of this expense will need to be reconsidered when the work is complete.
- The inclusion of an additional savings of \$289k. This saving is reflective of the commitment of the CEO to deliver an operating result within Council's target range of 1% to 5% regardless of the challenges.

Budget Review Presentation

In accordance with the Regulations, the Budget Review presentation for BR2 for the year needs to include the full budgeted financial statements presented in a manner consistent with the Model Financial Statements.

In addition, a council must also include in this report revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset renewal funding ratio compared with estimates set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators (**Appendix 1**).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 A Progressive Organisation

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

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

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

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

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

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

With the Audit Committee Terms of Reference does not set out a specific function with respect to budget reviews, it has been the practice for these reviews to come to the Committee prior to being considered by Council.

➤ Legal Implications

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

- Section 123(13) of the Act states that 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.
- Section 9 of the Regulations requires a council to prepare and consider the following reports:

- (a) at least twice, between 30 September and 31 May (both dates inclusive) a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances; and
- (b) between 30 November and 15 March (both dates inclusive) a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.

➤ **Risk Management Implications**

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

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

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

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

➤ **Financial and Resource Implications**

The proposed changes do not make material changes overall and therefore may not appear to have significant implications for Council, however this is not correct.

This review brings to the attention of Council the likely changes in accounting treatment for many ICT related projects going forward. Up to now, there has been an assumption in budgeting and long term planning that many ICT projects will create intangible assets and be accounted for as capital costs. However, as explained below with the change in the nature of IT solutions towards ‘Software As A Service’, this is increasingly unlikely. While there is no impact on financial sustainability there will be impact on financial KPI’s.

Following the review of the capital works program there is a significant degree of optimism from the project managers on the ‘deliverability’ of the remaining program. It remains the intention of the Administration that capital carry forwards will be minimal at the end of the year and that projects that are not substantially underway by the end of the year will only be brought back to Council through the Budget Review process where then can be considered in the light of available resources, both staff and financial.

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

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

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**

CRM Project

The expected change in the accounting treatment for the expenditure on CRM is the most material item in this review even though it does not change the cash flows related to the project nor impact the long-term sustainability of Council.

The project was initially budget for in the assumption that the implementation costs would be a capital expense creating an asset that would be depreciated over the useful life of the asset. This has been a common treatment for similar projects in the past.

However, in recent years there has been a continual shift in software providers to offering systems that are considered to be 'Software As A Service'. The treatment of these solutions under existing accounting standards has been the cause of some significant changes and challenges across many organisations across all sectors.

Following the selection of the vendor, the nature of the product was identified, and an initial review of the accounting treatment concluded that the implementation cost would be classified as a prepayment which would lead to it being treated in a similar manner to capital expenditure. Further discussions with Councils auditors which were concluded in February have concluded that the cost is unlikely to be considered as a prepayment and will need to be expensed at the completion for the works.

The capital budget for the CRM project in 2023/24 was \$420k. This budget has been removed and replaced with an operating budget of \$90k in 2023/24 with the remaining \$330k being expected to be expensed in 2024/25.

The value of the adjustments are for the implementation of the first stage of the project, not the whole cost. The stage 2 implementation costs which are expected to be wholly incurred in 2024/25 and are expected to be treated as operating expenses in that period.

Budget Review

This second budget review for financial year 2023/24 has been prepared in consultation with Directors and Managers who have provided information for each budget area.

Budget Review 2 Proposed Adjustments

\$000s	2023-24 Current Budget	Proposed BR2 Adjustments	Revised Budget after BR2
Operating Income	56,754	353	57,106
Operating Expenditure	56,196	339	56,535
Operating Surplus	558	14	571
Depreciation	11,004	-	11,004
Capital income	3,462	1,382	4,844
Capital Expenditure	(25,516)	605	(24,911)
Net Borrowing Position	(10,492)	2,001	(8,492)

Operating:

Operating Income - \$353k increase.

More significant items include:

One off

- An increase in Statutory Charges of \$25k to reflect the actual increase in revenue from planning fees.
- Additional Reimbursements from DIT of \$83k for the costs of tree risk mitigation works on DIT road corridors.
- Other income (insurance) of \$136k for storm damages in Mylor. The expense for this will be covered by existing capital budgets.
- An increase of \$37k in user charges following a 'bin audit' which has led to more households contributing to waste collections services.

On-going

- Rates – other charges budget is being increased by \$50k. This relates to the recovery of expenditure incurred through debt recovery activities from overdue rate payers. As the debt recovery program has increased this year this budget will increase and is offset by associated expenditure. This income (and related costs) are expected to be ongoing.

Operating Expenditure - \$339k increase.

The more significant items relate to:

- Material Contracts and other increase of \$628k

One off

- I. A transfer of the CRM budget of \$90k from Capital to Operating following a review of the accounting treatment for this project.
- II. A correction to the Resilient Communities budget of \$40k
- III. A transfer of \$30k from capital to operating relating to expenditure on the FOGO trial Strategic Initiatives.

- IV. Additional \$35k in property maintenance costs where budgets were not previously indexed due to a savings strategy. This is currently being treated as a one-off but there is a material chance that it will be ongoing to some extent.
- V. Unexpected costs of \$246k related to the Arboriculturally works pruning and removing a number of dead trees on DIT road corridors (partially offset by the reimbursement above).

On-going

- I. A \$50k increase in legal costs supporting the additional debt recovery work being undertaken, this is offset by the revenue reported above.
- II. Additional \$20k to cover newly identified traffic management costs for waste collection.
- III. An increase in software licensing cost of \$40k for the Sales Force license. This is the cost for the remainder of the year only.
- IV. Projected savings commitment of \$289k.

A full break list of budget adjustments is shown in **Appendix 2**.

Capital Items

\$000s	2023-24 Current Budget	Adjustment	Proposed BR2 Budget
Capital income	3,462	1,382	4,844
Capital - Renewal Expenditure	(13,711)	(295)	(14,006)
Capital - New Capital Expenditure	(11,805)	900	(10,905)
Tota Capital Expenditure	(25,516)	605	(24,911)
Net Capital Position	(22,054)	2,187	(20,067)

Following the adoption of two tranches of carry forward of capital projects into the 2024/25 budget the capital program reached a total of \$28,512k which is considered to be beyond the capability of the existing resources to deliver. With an aim to reduce the potential carry forwards at the end of the year the program was reviewed in BR1 and reduced to \$25.516m. A further review was conducted for budget review 2 with the intention of reducing the total budgeted capital spend to a level that was considered achievable within the year.

This identified \$970k in Building and Property related projects that could be removed, most material of which was the reduction by \$700k of the accommodation review project which was originally \$2m, reduced to \$1m in BR1 and is now \$300k.





The capital budget for the CRM project of \$420k has been removed and is now in the operating budget split between current and next year.

Various other projects of value \$380k have been delayed until 2024/25 and will be included in the upcoming Annual Business Plan and Budget setting process.

A full list of the budget adjustments is shown in **Appendix 2**.

Financial Indicator Analysis

The BR2 Revised Budget Financial Indicators are shown with reference to the Current Adopted Budget for 2023-24 BR1 adopted in November 2023.

Financial Indicator	Council Adopted Target	Current Budget for 2023-24 (BR1 Nov 2023)	Proposed BR2 Budget 2023-24	
Operating Surplus Ratio	1% to 5%	1.0%	1.0%	
Operating Surplus Ratio using Underlying Surplus	1% to 5%	1.0%	1.7%	
Net Financial Liabilities Ratio	25% to 75%	49.1%	56%	
Asset Renewal Funding Ratio	95% to 105%	133.2%	136.1%	

Contributing factors that have impacted on the changes in ratios since they were last reported as per the table above are as follows:

Operating Surplus Ratio

Following discussions at the Audit Committee and within the Administration this budget incorporates additional savings to be achieved over the remaining 4 months to bring the surplus in line with Council's financial targets.

Net Financial Liabilities Ratio

The change in the Net Financial Liabilities Ratio is due to the inclusion of LRCP grant funding for project costs that were already in the budget in addition to other changes set out. Following the reviews of the capital works program in both budget reviews this year, this ratio does not include any unidentified carry forward adjustments.

Asset Renewal Funding Ratio

The increase in capital expenditure on renewal and replacement of existing assets in BR2 has increased the asset renewal ratio from 133.2% to 136.1%.

Summary

As Council has approved a number of the 2023-24 Budget changes from Council's original adopted budget, a summary of those adjustments has been detailed in the budget reconciliation included as part of this report as **Appendix 2**.

A summary of the elements impacting on Council’s Net Borrowing Position is shown below:

\$000s	\$
BR1 Adopted Budget Net Lending (Borrowings) Result	(10,492)
Impact of Operating Budget Adjustments for BR2	14
Impact of Capital income and Expenditure BR2	1,987
BR2 Revised Net Lending (Borrowing) Result	(8,492)
2023-24 Underlying Operating Surplus (excludes grant timing)	955

Quarterly Finance Performance Results

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

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

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

As the financial performance information contained in that report is only preliminary at that meeting it was agreed for completeness to include the final quarterly financial performance as part of each Budget Review. As a result, this information is shown as **Appendix 3**.

3. OPTIONS

The Council has the following option:

- I. To adopt Budget Review 2 as prepared without making any further amendment to the adopted budget (Recommended).
- II. To determine required changes to the review and adopt a revised Budget Review 2, recognising the likely impact upon future Budget Reviews and Council’s LTFP.
- III. To refuse to adopt the review.

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

4. APPENDICES

- (1) 2023-24 Budget Review 2 Statutory Financial Statements
- (2) 2023-24 Budget Adjustments subsequent to Original Budget Adoption
- (3) Financial Performance Report for Quarter Ended 31 December 2023

Appendix 1

*2023-24 Budget Review 2
Statutory Financial Statements*

Adelaide Hills Council
BUDGETED UNIFORM PRESENTATION OF FINANCES
2023-24 Revised Annual Budget

2022-23 Actuals		2023-24 BR1 Revised Budget	BR2 Changes	2023-24 BR2 Revised Budget
\$'000		\$'000	\$'000	\$'000
	INCOME			
44,401	Rates	48,357	50	48,407
1,428	Statutory charges	1,465	25	1,490
901	User charges	968	37	1,005
292	Grants, subsidies and contributions - Capital	788	-	788
6,090	Grants, subsidies and contributions -Operating	4,477	16	4,493
37	Investment income	25	-	25
306	Reimbursements	204	77	281
821	Other income	370	148	518
169	Net gain - equity accounted Council businesses	100	-	100
54,445	Total Income	56,754	353	57,106
	EXPENSES			
20,693	Employee Costs	23,157	(289)	22,868
21,273	Materials, contracts & other expenses	21,453	628	22,081
10,479	Depreciation, amortisation & impairment	11,004	-	11,004
551	Finance costs	582	-	582
19	Net loss - equity accounted Council businesses	-	-	-
53,015	Total Expenses	56,196	339	56,535
1,430	NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	558	14	571
	Net Outlays on Existing Assets			
(10,070)	Capital Expenditure on Renewal and Replacement of Existing Assets	(13,711)	(295)	(14,006)
427	Proceeds from Sale of Replaced Assets	899	-	899
10,479	Depreciation	11,004	-	11,004
836	NET OUTLAYS ON EXISTING ASSETS	(1,808)	(295)	(2,103)
	Net Outlays on New and Upgraded Assets			
(5,200)	Capital Expenditure on New and Upgraded Assets & Remediation costs	(11,805)	900	(10,905)
538	Capital Grants & Monetary Contributions - New & Upgraded Assets	2,439	1,382	3,821
778	Proceeds from Sale of Surplus Assets	124	-	124
(3,884)	NET OUTLAYS ON NEW AND UPGRADED ASSETS	(9,242)	2,282	(6,960)
(1,618)	NET LENDING/ (BORROWING) RESULT	(10,492)	2,001	(8,492)
	Net Financial Liabilities at Beginning of Year			
(24,015)	Net Financial Liabilities at Beginning of Year	(22,836)	-	(22,836)
3,012	Decrease / (increase) in Other	(440)	-	(440)
(215)	Non Cash Equity Movement	(100)	-	(100)
(22,836)	Net Financial Liabilities at End of Year	(33,868)	2,001	(31,868)

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

Financing Transactions

(1,618)	NET LENDING/ (BORROWING) RESULT	(10,492)	2,001	(8,492)
-	New Community Loans	-	-	0
-	Community Loans repaid to us	-	-	0
716	Proceeds from Bonds & Aged Care Facilities deposits	-	-	0
(2,181)	Increase/(Decrease) in Short Term Draw Down	(80)	(1)	(81)
2,726	(Increase)/Decrease in Cash & Investments	-	-	0
	Estimate of Capital Carry Forward to be transferred to next Year	-	-	0
142	(Increase)/Decrease in Other Working Capital	-	-	0
(2,003)	Increase/(Decrease) in Grants Received in Advance	-	-	0
(271)	Principal Repayments on Borrowings	(561)	-	(561)
(374)	Repayment of Lease Liabilities	(440)	-	(440)
78	Reinstatement/Restoration Provision Payment	(427)	-	(427)
	Debenture Payment	-	-	0
(215)	Non Cash Equity Movement	(100)	-	(100)
(3,000)	REDUCED BORROWINGS/(NEW BORROWINGS)	(12,100)	2,000	(10,101)

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

Adelaide Hills Council

STATEMENT OF COMPREHENSIVE INCOME 2023-24 Revised Budget

2022-23 Actuals		2023-24 BR2 Revised Budget
\$'000		\$'000
	INCOME	
44,401	Rates	48,407
1,428	Statutory charges	1,490
901	User charges	1,005
292	Grants, subsidies and contributions	788
6,090	Grants, subsidies and contributions	4,493
37	Investment income	25
306	Reimbursements	281
821	Other income	518
169	Net gain - equity accounted Council businesses	100
54,445	Total Income	57,106
	EXPENSES	
20,693	Employee costs	22,868
21,273	Materials, contracts & other expenses	22,081
10,479	Depreciation, amortisation & impairment	11,004
551	Finance costs	582
19	Net loss - equity accounted Council businesses	-
53,015	Total Expenses	56,535
1,430	OPERATING SURPLUS / (DEFICIT)	572
(1,300)	Asset disposal & fair value adjustments	(50)
2,283	Amounts received specifically for new or upgraded assets	3,821
551	Physical Resources Received Free of Charge	-
2,964	NET SURPLUS / (DEFICIT)	4,343
47,645	Changes in revaluation surplus - infrastructure, property, plant & equipment	5,300
23	Other Comprehensive Income	-
43	Share of Other Comprehensive Income JV	-
47,711	Total Other Comprehensive Income	5,300
50,675	TOTAL COMPREHENSIVE INCOME	9,643

Adelaide Hills Council
STATEMENT OF FINANCIAL POSITION
2023-24 Revised Budget

2022-23 Actuals		2023-24 BR2 Revised Budget \$'000
\$'000	ASSETS	
	Current Assets	
489	Cash and cash equivalents	489
3,573	Trade & other receivables	3,573
17	Inventories	17
<u>4,079</u>		<u>4,079</u>
-	Non-current Assets held for Sale	-
<u>4,079</u>	Total Current Assets	<u>4,079</u>
	Non-current Assets	
-	Financial assets	-
2,631	Equity accounted investments in Council businesses	2,731
<u>492,588</u>	Infrastructure, property, plant & equipment	<u>511,164</u>
<u>495,219</u>	Total Non-current Assets	<u>513,895</u>
<u>499,298</u>	Total Assets	<u>517,974</u>
	LIABILITIES	
	Current Liabilities	
6,107	Trade & other payables	6,107
7,025	Borrowings - Short Term Draw Down	6,944
721	Borrowings - Other	5,760
5,257	Provisions	4,830
<u>19,110</u>	Total Current Liabilities	<u>23,641</u>
	Non-current Liabilities	
7,205	Borrowings	11,706
583	Provisions	583
<u>7,788</u>	Total Non-current Liabilities	<u>12,289</u>
<u>26,898</u>	Total Liabilities	<u>35,930</u>
<u>472,400</u>	NET ASSETS	<u>482,043</u>
	EQUITY	
150,021	Accumulated Surplus	154,364
322,268	Asset Revaluation Reserves	327,568
111	Other Reserves	111
<u>472,400</u>	TOTAL EQUITY	<u>482,043</u>
<u>22,836</u>	NET FINANCIAL LIABILITIES	<u>31,868</u>

Adelaide Hills Council

STATEMENT OF CHANGES IN EQUITY 2023-24 Revised Budget

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
2023-24	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	150,021	322,268	111	472,400
Net Surplus / (Deficit) for Year	4,343	-	-	4,343
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment	-	5,300	-	5,300
Transfers between reserves		-		-
Balance at end of period	154,364	327,568	111	482,043

2022-23				
Balance at end of previous reporting period	147,004	274,623	99	421,726
Restated opening balance				
Net Surplus / (Deficit) for Year	2,964	-	-	2,964
Other Comprehensive Income				
Changes in revaluation surplus - infrastructure, property, plant & equipment	-	47,645	-	47,645
Share of Other Comprehensive Income Equity Businesses	23			23
Other Equity Adjustments - equity accounted Council businesses	42			42
Transfers between reserves	(12)		12	-
Balance at end of period	150,021	322,268	111	472,400

FINANCIAL INDICATORS

	Council Adopted Target	2023-24 Proposed Budget
Operating Surplus Ratio		
<u>Operating Surplus</u> Total Operating Revenue	1% to 5%	1.0%
Operating Surplus Ratio using Underlying Surplus		
<u>Operating Surplus</u> Total Operating Revenue	1% to 5%	2.5%
Net Financial Liabilities Ratio		
<u>Net Financial Liabilities</u> Total Operating Revenue	25% to 75%	56%
Asset Renewal Funding Ratio		
<u>Asset Renewals</u> Infrastructure & Asset Management Plan required expenditure	95% to 105%	136%

Adelaide Hills Council

CASH FLOW STATEMENT 2023-24 Revised Budget

2022-23 Actuals		2023-24 BR2 Revised Budget
\$'000	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	\$'000
	<u>Receipts</u>	
44,446	Rates - general & other	48,407
1,428	Fees & other charges	1,490
901	User charges	1,005
5,832	Grants	5,281
37	Investments	25
306	Reimbursements	281
404	Other revenues	518
	<u>Payments</u>	
(20,502)	Employee costs	(22,869)
(22,682)	Materials, contracts & other expenses	(22,508)
(551)	Finance payments	(582)
9,619	NET CASH USED IN OPERATING ACTIVITIES	11,047
	<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>	
	<u>Receipts</u>	
3,000	Proceeds from Borrowings	10,101
645	Proceeds from Aged Care Facility Deposits	-
71	Proceeds from Bonds & Deposits	-
	<u>Payments</u>	
(271)	Repayment from Borrowings	(561)
(374)	Repayment of Lease Liabilities	(440)
	Repayments of Aged Care facility deposits	-
3,071	NET CASH USED IN FINANCING ACTIVITIES	9,100
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
	<u>Receipts</u>	
830	Grants for new or upgraded assets	3,821
427	Sale of replaced assets	899
778	Sale of surplus assets	124
-	Repayment of loans from Community Groups	-
-	Distributions received from Equity Accounted Businesses	-
	<u>Payments</u>	
(5,200)	Expenditure on new/ upgraded assets	(10,905)
(10,070)	Expenditure on renewal/ replacement of assets	(14,006)
(13,235)	NET CASH USED IN INVESTING ACTIVITIES	(20,067)
(545)	NET INCREASE / (DECREASE) IN CASH HELD	81
(5,991)	CASH AT BEGINNING OF YEAR	(6,536)
(6,536)	CASH AT END OF YEAR	(6,455)
	489 Cash & Investments	489
(7,025)	Short Term Drawdown	(6,944)
(6,536)		(6,455)

Appendix 2

*2023-24 Budget Adjustments subsequent to
Original Budget Adoption*

2023-24 OPERATING BUDGET REVIEW 2						
Account Description	Department /Program	Current Budget: Exp / (Inc)	Change: FAV / (UNFAV)	Revised Budget	Status One-off or Ongoing	Comments
COMMUNITY & DEVELOPMENT						
PLANNING AND DEVELOPMENT: Revenue: Expiation Fees	Manager Development Services/Development Services	-9,380	1,500	-10,880	One-off	Slight increase to reflect response to enforcement of building notifications
PLANNING AND DEVELOPMENT: Revenue: Planning Fees	Manager Development Services/Development Services	-393,000	25,000	-418,000	One-off	Increase to reflect increase in actual planning fees
PLANNING AND DEVELOPMENT: Assessments: Contractors	Manager Development Services/Development Services	21,710	-3,000	24,710	Ongoing	Increase to provide budget for expert reports for planning applications
PLANNING AND DEVELOPMENT: Heritage Advisory: Contractors	Manager Development Services/Development Services	8,500	-3,500	12,000	Ongoing	Heritage Advisory Service Provider changing in 2024
PLANNING AND DEVELOPMENT: Assessments: Refund of Fees Received	Manager Development Services/Development Services	7,450	-7,550	15,000	Ongoing	Increase in refunds where fees are not required due to change in applicant amendment/assessment
LIB SERV : MANGT: Stationery: Materials	Manager Library & Customer Service/Libraries	13,430	5,000	8,430	One-off	Move budget to accommodate purchase of minor furniture from equipment and supplies
LIB SERV : MANGT: Operations: Equipment & Supplies	Manager Library & Customer Service/Libraries	13,530	-5,000	18,530	One-off	Move budget to accommodate purchase of minor furniture from equipment and supplies
CUSTOMER EXPERIENCE: Customer experience improvement projects: Cont	Manager Library & Customer Service/Customer Experience	0	-90,000	90,000	One-off	Reallocate budget from Capex for preliminary work on the new CRM system
COMMY - MANGT: Preparing Australian Communities: Contractors	Manager Community Development/Community Resilience	224,563	116,563	108,000	One-off	Budgets were not accurately allocated originally. This figure is far more likely with current projections. Note: This project extends over 3 years. Unspent funds from previous year have not been brought forward.
COMMY - MANGT: Preparing Australian Communities: Materials	Manager Community Development/Community Resilience	3,000	-4,684	7,684	One-Off	
COMMY - MANGT: Preparing Australian Communities: Salaries Office	Manager Community Development/Community Resilience	304,540	-19,457	323,997	One-Off	
COMMY - MANGT: Black Summer Bushfire Recovery: Contractors	Manager Community Development/Community Resilience	74,430	-155,570	230,000	One-Off	
COMMY - MANGT: Black Summer Bushfire Recovery: Salaries Office	Manager Community Development/Community Resilience	0	-20,000	20,000	One-Off	
FABRIK: Revenue: Grant	FABRIK/FABRIK	0	15,606	-15,606	One-off	History Trust of SA grant
FABRIK: Programs: Grant - Expense	FABRIK/FABRIK	0	-15,606	15,606	One-off	Expenditure of History Trust of SA grant
CORPORATE SERVICES						
INFORMATION SYSTEMS: Software Licenses: License - Software	Manager Information Services/Information Systems	887,700	-40,000	927,700	Ongoing	Salesforce License Subscription
FINANCIAL MANGT: Operations: Allowances	Manager Financial Services/Corporate	-170,000	329,000	-499,000	One-off	Payroll savings due to vacancies
RATES - PROCESSING: Litigation: Legal Fees	Manager Financial Services/Rates	58,300	-50,000	108,300	Ongoing	Additional expenditure for debt recovery processes including S184's and increased referral of long term debtors to Credit Solutions (debt collection agency).
RATES - PROCESSING: Recoverables: Legal Fees	Manager Financial Services/Rates	-58,300	50,000	-108,300	Ongoing	Expenditure incurred in debt recovery activities are recovered from the ratepayer. Increased budget in line with anticipated increase in expenditure.
ENVIRONMENT & INFRASTRUCTURE						
ROAD RESERVES: Arboriculture Programmed Nth: Contractors	Manager Open Space/Open Space - Maintenance	69,970	-246,784	316,754	One-off	Site # 1. Terlinga Road, Mount Torrens – Costs associated with mass dead tree removal and pruning works conducted of Cuddle Creek Bushfire impacted vegetation that spanned over the DIT road corridor. Due to the extent of decline in timber integrity the subject trees displayed partial and imminent failure potential over a 2km section of this 100kph B-Double truck freight route. Arboricultural risk assessments conducted demonstrated that the vegetation posed unacceptable levels of material risk to road users. Council gained an additional \$20,000 funding contribution from DIT to the management works.
ROAD RESERVES: Arboriculture: Reimbursements	Manager Open Space/Open Space - Maintenance	0	83,000	-83,000	One-off	Site # 2. Lobethal Road, Basket Range - In response to mass clearance of vegetation occurring within private land directly adjacent to an 80kph section of Lobethal Road. These sudden changes to the surrounding environment had compromised the structural stability of various mature Pinus radiata trees situated within the Council Road verge. Due to the trees sudden exposure to increased wind loading, many of the subject trees posed probable failure potential in the form of failure from root zone. Failure impact of the trees primary stems within both lanes of Lobethal Road was predicted to be the most likely outcome in the event of tree failure occurring. Council notified DIT of the risk posed by these trees to road uses and declined Council's request to DIT contributions to offset Tree Risk Mitigation Works in prep for TDU and for Terlinga Road
BIODIVERSITY: Maintenance: Contract Labour	Manager Open Space/Open Space - Biodiversity	50,000	20,000	30,000	One-off	Money for an apprentice under Biodiversity.
OPEN SPACE: Revenue: Apprenticeship Contribution	Manager Open Space/Open Space - Maintenance	0	5,600	-5,600	One-off	
STORMWATER: Operations: Sweeping	Manager Civil Services/Civil Services - Maintenance	143,000	-17,000	160,000	Ongoing	to reflect fuel pricing surcharge, new contract rates, and the additional events workload which is not reimbursed to civil Council resolution 305/23 (with the report identifying that an additional \$7,000 would be required and would form part of BR2 if the motion was carried)
CIVIL SERVICES: Operations: Contractors	Manager Civil Services/Civil Services - Management	32,500	-7,000	39,500	Ongoing	
BUILDINGS: General Property: Reimbursements Outgoings	Manager Property Services/Property Management	-5,890	-5,890	0	Ongoing	This line has had very little income for a few years so reducing to zero
BUILDINGS: General Property: Legal Fees	Manager Property Services/Property Management	17,940	-6,000	23,940	One-off	This increase is largely due to the rollout of the new Community and Recreation Facilities project with new leases and open space agreements. Will be ongoing

2023-24 OPERATING BUDGET REVIEW 2						
Account Description	Department /Program	Current Budget: Exp / (Inc)	Change: FAV / (UNFAV)	Revised Budget	Status One-off or Ongoing	Comments
BUILDINGS: Maintenance: Contractors	Manager Property Services/Property Management	160,070	-20,000	180,070	One-off	Increase to reflect actual anticipated to 30/06/2024 - based on cost increases for contractors and maintenance
BUILDINGS: Maintenance: Fire Safety	Manager Property Services/Property Management	24,760	-15,000	39,760	One-off	Increase to reflect actual anticipated to 30/06/2024 - cyclical 7 yearly maintenance required this year
SPORT & RECREATION PLANNING: LRCIP Adel 100 Walking Route: Contracto	Manager Property Services/Sport & Recreation	0	-1,700	1,700	One-off	Increase to reflect actual
BUILDINGS: Levies: Council Properties	Manager Property Services/Property Management	10,390	-1,500	11,890	One-off	Increase to reflect actual
BUILDINGS: Revenue: Other Income	Manager Property Services/Property Management	0	5,000	-5,000	Ongoing	Not budgeted
BUILDINGS: Maintenance: Telephone - Voice	Manager Property Services/Property Management	1,600	1,600	0	Ongoing	Budget not needed , all phone bills consolidated under ICT
LAND: Revenue: Rental of Unmade Roads	Manager Property Services/Property Management	-13,480	4,000	-17,480	One-off	Increase to reflect actuals
BUILDINGS: Insurance: Recoveries	Manager Property Services/Property Management	0	136,000	-136,000	One-off	Storm damage to Mylor facilities with offset Expenditure in Capex not booked yet
WASTE MANGT: Multiple And Sundry Bins: Other Income	Manager Emergency Mngt, Waste & Sustainability/Waste	-112,000	33,000	-145,000	Ongoing	Due to an extra bin audit numerous households are now contributing to additional paid bins to assist in providing an equitable service.
WASTE MANGT: Domestic Waste Disposal: East Waste	Manager Emergency Mngt, Waste & Sustainability/Waste	10,000	-20,000	30,000	One-off	There is an increased expenditure due to disposal of waste to Integrated Waste Solutions rather than the Brinkley landfill. This will be followed up with East Waste.
WASTE MANGT: Domestic Waste Collections: East Waste	Manager Emergency Mngt, Waste & Sustainability/Waste	2,958,330	-20,000	2,978,330	Ongoing	Due to traffic management requirements in Glen Street Crafers with new WHS requirements
WASTE MANGT: Domestic Waste Collections: Bin Purchase	Manager Emergency Mngt, Waste & Sustainability/Waste	47,000	-30,000	77,000	One-off	Money from Capex project #4097 FOGO Trial
SUSTAINABILITY: Energy & Greenhouse Gas: Contractors	Manager Emergency Mngt, Waste & Sustainability/Sustaina	0	-12,000	12,000	Ongoing	The cost benefit analysis for further solar PV panels and battery storage (ex #4029). Operational budget required in an ongoing capacity.
			13,628			

2023-24 CAPITAL BUDGET REVIEW 2

Proj #	Project Name	Project Description	Type	Current Budget	Change FAV / (UNFAV)	Revised Budget	Comment
CAPITAL EXPENDITURE							
BRIDGES							
4096	Montacute Rd bridge	Urgent renewal of bridge structure under Montacute Rd.	Renewal	\$250,000	(540,000)	\$790,000	These are urgent works in response to recent Council wide bridge condition audit works which found that Montacute Rd bridge was failing.
			Total	\$250,000	(540,000)	\$790,000	
BUILDINGS							
3706	Workflow system development	Building security upgrades.	New	\$30,000	10,000	\$20,000	This is for a security upgrade to our buildings which is already underway and due for completion shortly
3903	Stirling Rotunda Replacement	Replacement of the Stirling Rotunda.	Renewal	\$170,000	130,000	\$40,000	Funds spent to date have been utilised on master planning, with implementation of those plans to be considered as part of a future budget process.
4044	Operational Workplace Review	Upgrade of accommodation.	New	\$1,000,000	700,000	\$300,000	Only review and planning work to be completed in 2023/24, with implementation of those plans to be considered as part of a future budget process.
4089	New Dog and Cat Facility	Upgrade of dog and cat impound facilities at Heathfield.	New	\$200,000	130,000	\$70,000	Temporary works completed, with further planning and design work required before final solution is implemented, subject to future budget approval.
			Total	\$1,400,000	\$970,000	\$430,000	
FOOTPATHS							
4092	Trails - Lobethal Bushland Park		New	\$130,000	130,000	\$0	Planning to be delivered in 2024-25
			Total	\$130,000	\$130,000	\$0	
LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM							
4075	Oakbank SW	Upgrade of stormwater infrastructure at the intersection of Pike St and O. V. Rds	New	\$78,810	(70,000)	\$148,810	Additional funds required to complete project following market response.
4077	Woodside School Crossing	Construction of a pedestrian refuge on Robert St, Woodside, to improve pedestrian safety.	New	\$50,000	(25,000)	\$75,000	Additional funds required to complete project following market response.
			Total	\$78,810	(95,000)	\$148,810	
OTHER							
4097	FOGO		New	\$30,000	30,000	\$0	
4010	Resilient communities		New	\$65,800	65,800	\$0	
			Total	\$95,800	\$95,800	\$0	

2023-24 CAPITAL BUDGET REVIEW 2

Proj #	Project Name	Project Description	Type	Current Budget	Change FAV / (UNFAV)	Revised Budget	Comment
ROADS							
4041	Warren Rd Blackspot	Safety upgrade at the intersection of Warren Rd/ Lucky Hit Rd/ Martin Hill Rd	New	\$461,000	(200,000)	\$661,000	Increase expenditure budget to match best price from open tender process, offset by additional revenue from increase in Blackspot Grant.
4043	Montacute Rd blackspot	Safety upgrades along Montacute Rd as part of the Federal Blackspot Program	New	\$186,550	(291,064)	\$477,614	Works commenced on this significant road safety project in 2023/23 and were completed early in 2023/34. Whilst this grant funded project was fully budgeted for in 2022/23 it appears insufficient funds were carried forward
			Total	\$647,550	(491,064)	\$1,138,614	
SPORT & RECREATION							
3743	Woorabinda trial	Renewal of the boardwalk through Woorabinda Reserve	Renewal	\$118,000	(135,000)	\$253,000	Additional cost to complete project after initially selected materials have become unavailable
4021	Courts Carparks Driveway Renewal	Renewal of courts, carparks and driveways associated with Council owned oval sites.	Renewal	\$350,000	250,000	\$100,000	Council is currently conducting a condition audit of these sites to ensure these renewal funds are appropriately prioritised. Audit will be completed in 2023/24, and a renewal program developed for future years capital works programs.
			Total	\$468,000	\$115,000	\$353,000	
ICT							
3755	CRM Integration		New	\$420,000	420,000	\$0	
			Total	\$420,000	\$420,000	\$0	

Total Expenditure Change
604,736
Capital Expenditure Changes

Split as follows:

 Renewal-
New/Upgrade -

(295,000)

899,736

604,736

CAPITAL INCOME							
221276164	ROADS-SEALED: Blackspot Program: Grant - Capital	Federal Blackspot Program grant funding		\$1,483,883	200,000	\$1,683,883	Additional blackspot grant funding for Warren Rd Blackspot project
149182164	FINANCIAL MANGT: Capital: Grant - Capital	Aldgate, Bridgewater, Crafters and Stirling Stormwater Management Plan		\$0	32,457	\$32,457	189-19 Aldgate, Bridgewater, Crafters and Stirling Stormwater Management Plan - Claim 10
149182164	FINANCIAL MANGT: Capital: Grant - Capital	Supplementary Local Road (23/24) SLRP		\$0	600,000	\$600,000	Croft Rd Cudlee Creek
149182164	FINANCIAL MANGT: Capital: Grant - Capital	"Special Local Road Program (23/24) "		\$0	550,000	\$550,000	Tiers Rd Stage 2 Lenswood
			Total Income Change	1,483,883	1,382,457	2,866,340	

Appendix 3

*Financial Performance Report for Quarter Ended
31 December 2023*

Adelaide Hills Council

Financial Performance Report

as at December 2023



Operating Statement

Overall Funding Statement

as at December 2023

Overall Funding Statement as at December 2023	YTD Actual	YTD Budget	YTD Variance	Annual Revised Budget
	\$'000	\$'000	\$'000	\$'000
Rates	48,287	48,241	● 46	48,342
Statutory income	986	953	● 33	1,465
User charges	551	539	● 12	926
Grants, subsidies and contributions	2,128	2,085	● 43	5,264
Income - Other	422	281	● 140	720
Total Operating Income	52,373	52,098	● 275	56,717
Total Employment costs	12,257	12,807	● 549	23,283
Materials, contracts and other expenses	11,258	10,488	● (769)	21,292
Depreciation and amortisation	-	-	-	11,004
Finance costs	262	254	● (8)	582
Total Operating Expenditure	23,777	23,549	● (229)	56,160
Operating Surplus / (Deficit) before Capital	28,595	28,549	● 46	557
Capital Expenditure	4,469	-	● (4,469)	25,542
Capital Income	4,156	-	● 4,156	3,462
Net expenditure - Capital projects	313	-	● (313)	22,079
Net Lending / (Borrowing) Result for Year	28,282	28,549	● (267)	(10,520)

Adelaide Hills Council Operating Summary By Directorate as at December 2023

\$'000s	YTD Actuals	YTD Budget	YTD Var fav / (unfav)	Annual Revised Budget
Income				
CEO	-	-	● -	-
Community & Development	2,839	2,794	● 45	4,007
Corporate Services	46,731	46,571	● 161	47,774
Environment & Infrastructure	2,802	2,734	● 69	4,936
Income Total	52,373	52,098	● 275	56,717
Expenditure				
CEO	249	193	● (55)	424
Community & Development	5,995	5,984	● (11)	12,493
Corporate Services	6,061	5,957	● (104)	10,990
Environment & Infrastructure	11,473	11,415	● (58)	32,253
Expenditure Total	23,777	23,549	● (229)	56,160
Operating Surplus / (Deficit)	28,595	28,549	● 46	557

Adelaide Hills Council Monthly Financial Performance											
as at December 2023	Income by Function					Expenditure by Function					Net Position
\$'000s	Last Year YTD Actuals \$'000	YTD Actuals	YTD Budget	YTD Var fav / (unfav)	Annual Revised Budget	Last Year YTD Actuals \$'000	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav/(unfav) \$'000s	Annual Revised Budget \$'000s	Variance \$'000s
CEO Office	-	-	-	-	-	88	249	193	(55)	424	(55)
CEO Directorate	-	-	-	-	-	88	249	193	(55)	424	(55)
C&D Director's Office	-	-	-	-	-	162	178	204	26	424	26
Policy Planning	-	-	-	-	-	78	103	97	(6)	197	(6)
Economic Development	96	110	110		110	250	411	413	2	623	3
Environmental Health	59	70	64	6	179	247	265	289	23	596	29
Fire Prevention	1	7	52	(45)	115	27	35	76	42	178	(4)
Animal Management	488	514	518	(4)	550	279	321	274	(47)	531	(51)
Parking and By-Laws	30	47	48	()	95	63	71	47	(24)	128	(25)
Development Assessment & Compliance	353	334	296	38	626	1,038	1,102	1,095	(7)	2,327	31
Community Management	-	1	-	1	-	167	160	176	16	442	17
Community Grants	-	-	-	-	-	107	133	102	(31)	215	(31)
Community Centres - TSCC	5	5	6	()	16	97	109	105	(4)	211	(4)
Community Centres - TVCC	14	17	20	(4)	40	102	133	104	(29)	209	(33)
Community Programs	67	38	37	2	72	49	16	35	19	72	21
Community Resilience	499	225	225	()	533	98	461	274	(187)	890	(187)
Cultural Development	-	-	-	-	-	70	71	87	15	195	15
Positive Ageing (Collaborative)	51	90	51	39	90	47	55	69	14	139	53
Positive Ageing (Home Support)	576	1,043	1,048	(5)	1,152	575	547	598	51	1,204	46
Volunteering	-	-	-	-	-	41	45	46	1	96	1
Youth Development	1	4	2	2	3	76	83	76	(8)	189	(6)
Customer Experience	-	-	-	-	-	16	64	76	12	145	12
Customer Service	-	-	-	-	-	389	404	450	46	925	46
Libraries	314	320	319	1	346	863	1,090	1,112	22	2,102	23
FABRIK	44	16	-	16	80	128	137	180	43	453	58
Bushfire Recovery	-	-	-	-	-	1	1	-	(1)	5	(1)
Director Comunity and Development	2,600	2,839	2,794	45	4,007	4,971	5,995	5,984	(11)	12,493	34
CS Director's Office	3	1	3	(2)	6	137	149	145	(4)	416	(5)
Governance Civic	-	-	-	-	-	1	1	1		2	
Governance EM	-	-	-	-	-	278	268	291	23	504	23
Governance & Performance	20	18	21	(3)	37	919	985	1,029	44	1,666	41
Communications, Engagement & Events	2	2	-	2	-	256	303	371	67	758	69
Corporate	121	197	73	124	1,121	314	447	431	(16)	880	108
Finance Operations	-	-	-	-	-	541	488	626	138	1,212	138
Rates	42,527	46,514	46,474	40	46,611	476	1,069	1,054	(15)	1,961	25
ICT	-	-	-	-	-	418	457	496	39	1,035	39
Information Management	-	-	-	-	-	240	273	276	3	543	3
Information Systems	-	-	-	-	-	653	1,170	788	(382)	1,206	(382)
People and Culture & WHS	-	-	-	-	-	422	451	448	(3)	807	(3)
Corporate Services	42,672	46,731	46,571	161	47,774	4,653	6,061	5,957	(104)	10,990	56
E&I Director's Office	-	-	-	-	-	326	276	346	71	708	71
Civil Services - Management	2	2	1	1	2	598	593	639	46	549	(16)
Civil Services - Maintenance	463	395	381	14	2,055	1,822	2,146	2,162	17	5,106	18
Civil Services - Private Works	7	-	3	(3)	6	-	-	-	-	4	184
Property Management	69	87	51	36	73	1,022	1,132	1,279	147	1,878	(1)
Sport & Recreation	-	-	-	-	11	590	495	570	75	868	75
AHBTC	157	162	159	3	343	91	128	110	(18)	245	31
Cemeteries	129	185	178	7	369	98	73	85	11	170	47
Retirement Villages	8	-	-	-	-	8	1	-	(1)	-	(3)
Manager Open Space	-	-	-	-	-	2	2	2	1	99	1
Open Space - Management	-	100	100	-	175	413	488	463	(25)	988	(25)
Open Space - Maintenance	-	-	-	-	-	1,144	1,578	1,341	(236)	3,454	(236)
Open Space - Stores	28	7	-	7	-	643	664	479	(185)	(716)	(178)
Open Space - Biodiversity	-	-	-	-	-	224	334	330	(4)	830	(4)
CWMS	1,719	1,711	1,719	(8)	1,743	300	277	356	79	1,011	71
Strategic Assets	-	-	-	-	-	243	298	299	1	387	-
Emergency Management	-	-	-	-	-	17	42	52	10	90	1
Sustainability	-	-	-	-	-	133	137	207	70	326	10
Waste	115	153	141	12	159	2,338	2,809	2,693	(116)	5,581	70
Depreciation	-	-	-	-	-	-	-	-	-	10,674	(104)
Director Environment and Infrastructure	2,695	2,802	2,734	69	4,936	10,011	11,473	11,415	(58)	32,253	11
Total	47,968	52,373	52,098	275	56,717	19,722	23,777	23,549	(228)	56,160	46

2023-24 CAPITAL WORKS PROGRAM
as at December 2023

as of 23/01/2024

Asset Category	YTD Actuals \$'000s	YTD Budget \$'000s	Annual Revised Budget \$'000s	% Spent to Annual Budget \$'000s	YTD Commitments \$'000s
BRIDGE	47	-	620	7.6%	95
BUILDINGS	648	-	6,831	9.5%	2,085
CEMETERIES	46	-	140	32.8%	-
CWMS	10	-	260	4.0%	2
FOOTPATHS	501	-	985	50.8%	18
GUARDRAILS	-	-	-	>100%	-
KERBING	-	-	67	0.0%	-
LRCIP	38	-	676	5.6%	200
OTHER: RW, SF, TRAFFIC Mngt	107	-	626	17.2%	48
ROADS	1,699	-	7,337	23.1%	1,505
SPORT & REC	315	-	2,198	14.3%	355
STORMWATER	30	-	610	5.0%	45
FLEET	555	-	2,167	25.6%	774
ICT	423	-	1,455	29.0%	36
PLANT & EQUIP	1	-	60	1.0%	10
PMC	-	-	1,511	0.0%	-
Unbudgeted	50	-	-	>100%	22
Total	4,469	-	25,542	17.5%	5,195

Adelaide Hills Council Capital Works Summary

	YTD Actuals \$'000s	YTD Budget \$'000s	Annual Revised Budget \$'000s	% Received
Capital Income Total	4,156	-	3,462	120.1%
New & Capital Replacement Expenditure	4,469	-	24,031	18.6%
Project Delivery Costs	-	-	1,511	0.0%
Capital Expenditure Total	4,469	-	25,542	17.5%
Net Capital Expenditure	313	-	22,079	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
AGENDA BUSINESS ITEM**

Item:	13.1
Responsible Officer:	Kira-marie Laverty Corporate Planning & Performance Coordinator Corporate Services
Subject:	Quarterly Council Performance Report – Q2 2023-24
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 2023-24*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q2 (**Appendix 1**) covers the period 1 October 2023 to 31 December 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 Quarterly Council Performance Report – Q2 2023-24 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 2023-24*.

The Quarterly Council Performance Report for Q2 (**Appendix 1**) was presented at the 19 February 2024 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

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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 2023-24*, 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 were both administrative and service related. A section is included within the Quarterly Report to monitor the progress of these strategies.

➤ **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 Q2 (**Appendix 1**) was presented at the 19 February 2024 Audit Committee meeting.

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: 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 for consideration of future enhancements within the ongoing reports.

4. APPENDICES

- (1) Quarterly Council Performance Report – Q2 2023-24

Appendix 1

Quarterly Council Performance Report – Q2 2023-24

Quarterly Council Performance Report

Quarter 2 – 1 October to 31 December 2023






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1. Executive Summary

Strategic Goal	Performance Indicators	Annual Business Plan Strategic Initiatives
 Built Environment	 2 of 4 Targets met or exceeded	 In Progress (21) Completed (2) Not Started (2) Behind Schedule (3)
 Community Wellbeing	 2 of 4 Targets met or exceeded	 In Progress (8) Completed (1)
 Economy	 3 of 3 Targets met, N/A or exceeded	 In Progress (2)
 Natural Environment	 2 of 3 Targets met, N/A or exceeded	 In Progress (6)
 Organisation	 2 of 8 Targets met, N/A or exceeded	 In Progress (4) Not Started (2)

Customer Service Standards

-  **10** Targets met or exceeded
-  **5** N/A or No Incidents reported
-  **2** Target not met

Capital Performance

- \$3.2m** of infrastructure delivered
- \$4.5m** of works ordered

The primary focus of this quarter has been on scoping and design works for projects due for completion by end FY 2023-24, as well as delivery of contracted renewal program works.

Highlights

- Over \$180,000 awarded to local non-profit community groups and organisations to undertake innovative projects or activities through the 2023-24 Community Grants program.
- A Strategic Plan workshop with Council was held on 18 November as the first step in establishing the goals and objectives of Council over the next 4 years.
- The master planning project for the Stirling Library Lawns commenced with the first community meeting held to kickstart the community co-design process.
- ROAR Talent Tour battle of the bands competition took place from October to December with 21 artists participating and events held across local halls in the district.

Risk and Challenges

- Negotiations with the State Government continued regarding the funding and delivery of the Amy Gillett Bikeway extension to Birdwood. The federal funding for the bikeway could be at risk if final funding and project delivery arrangements are not confirmed in the next period.
- Progression of the electric vehicle and charging station project is progressing well along predicted timelines. However, as Stirling charging stations are not due for completion until end of June 2024, Interim arrangements have been put in place for charging Council's electric vehicle fleet.

2. Adelaide Hills Council Major Projects

Kerbside bin system collection frequency change and rural FOGO trial

Council is undertaking a 12-month food organics and garden organics (FOGO) trial in collaboration with our Waste Management Partner.

Over 600 households and a small number of businesses in parts of Woodside and Lenswood will trial the new kerbside bin collection systems. This includes a new FOGO bin for rural households and a change in the collection frequency of organics bins and landfill bins, which aims to improve the food waste diversion from landfill.

Latest News

Trial is ongoing with all information sessions and prep work successfully undertaken.



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

Works are progressing towards the revised completion date of March 2024, albeit with unexpected delays due to recent wet weather. Summary of works this quarter includes:

- Commencement of hard landscaping retaining walls adjacent to Pavilion.
- Construction of structural decorative brick walls and installation of glass panels.
- Installation of A/C ducting and ceiling support framework for suspended ceiling.
- Tiling of wet areas, opening a brick wall for internal access and sheeting of bedsit area in building 14.
- Removal of external canopy in Building 21
- Construction of ceilings, main staircase, installation of lift, Installation of light fittings and glass walls
- Installation of stormwater pits, connecting the drainage pipework and concrete laneway behind Building 20.
- Installation of new metal pillars to support entry airlock section and footings installed to support the skybridge.



Electric vehicles and charging stations

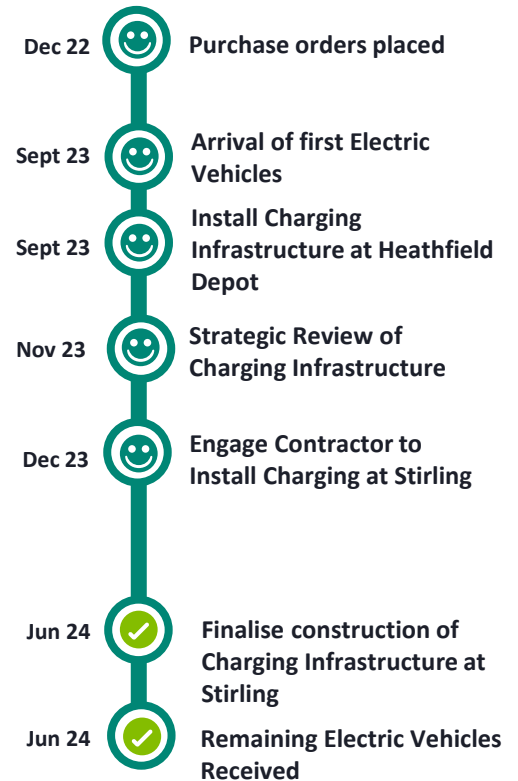
Funding has been provided to enable the purchase of approximately 12 electric vehicles during 2023-24 as well as installation of the supporting charging infrastructure.

Latest News

A Tesla EV charger has been installed in the middle carpark at the Stirling Office to cater for the new CEO Tesla vehicle.

A contractor has been engaged for the further installation of 4 EV chargers at the Stirling Office commencing in early 2024. Plans are also in place to install a small charger at the Woodside Office and the Garrod Office.

A further 7 Electric Vehicles have been added to the fleet.



Implement activities from “Our Watch Toolkit for Local Government”

In July 2023, Council adopted an implementation plan based on the “Ourwatch Toolkit for Local Government”.

The aim of the toolkit is to prevent violence against women and their children through a range of strategies including those with an organisational focus. This is followed by work with the community to raise awareness and to undertake population based prevention activities.

Latest News

Council participated in the global campaign "16 Days of Activism against Gender-Based Violence" over the period 25 November to 10 December 2023. A range of workplace and community-based awareness-raising activities were delivered in partnership with the Zonta Club of Adelaide Hills.

Council has established a relationship with the Our Watch Institute to assist us with setting up internal practices.

A draft internal Domestic/Family Violence Workplace Policy and new Employee Workplace Safety Planning Procedure are currently being prepared



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

Adelaide Hills Community Action Bushfire Network (AHCABN) have finalised their 72 hour Recovery Action plan as a network and their structure for 2024.

Person Centered Emergency preparedness information sessions have been trialed with Adelaide Hills residents as part of the Disability Inclusive Emergency Planning project.

Recipients of Recovery Ready Halls funding have commenced their projects, with on going support from council staff.

The draft Bushfire Mitigation Strategy was released for public consultation on the 23 October and closed on 17 November. The results are now being reviewed.

The next RediCommunities workshop series commenced in Bridgewater and is scheduled for completion early in the new year. In collaboration with Mount Barker District Council and the Australian Red Cross, Council have worked with fire impacted community members and leaders involved in recovery after the Cudlee Creek Bushfire, to develop a 72 hour recovery planning workshop for the community. Community feedback from the workshop held 25 November, was extremely positive. The workshop was filmed and will be made available to the community to assist future recovery planning.

The Towards Community Led Emergency Resilience project was awarded the Australian Resilience Local Government Award.



3. Performance by Strategic Goal

A functional Built Environment

Highlights

- ✔ **Disability Discrimination Act (DDA) Upgrades Minor - Access upgrades region wide for compliance**
 - The engineering consultant's concept design for the upgrade at The Summit Community Centre has been received, reviewed and approved to proceed to the design stage. The project is on track for a build in Feb/March 2024.
- ✔ **Place making and community planning**
 - Woodforde group representatives were invited to a Council wide community group gathering with an aim to improve group connections.
 - A meeting was initiated with residents for community led placemaking in Woodforde/Hamilton Hill.
- ✔ **Carbon offset policy**
 - Three report phases have been completed on the potential for Council to be involved in carbon offsets and the preference for what the offsets should entail.
 - A Clean Energy Regulator application is in progress to obtain carbon credits for the FOGO change that is currently being trialled.
- ✔ **Cemeteries upgrades**
 - Approval for use of Kuarna name for Kersbrook Natural Burial Ground.
 - Memorial seat installed at Houghton Cemetery.
 - 'Go to' (excess dirt storage area) installed at Kersbrook Cemetery
 - 2,000 litre rainwater tank installed at Cudlee Creek Cemetery
- ✔ **Houghton Recreation Grounds – Facility Contribution**
 - At the 6 November meeting, Council passed a motion to contribute up to \$325,000 (plus GST) as a maximum contribution to Stage two of the Houghton, Hermitage, Inglewood and Paracombe Memorial Park Committee's Houghton Hub project, with payments made in approximately equal instalments over a period of three (3) financial years.
- ✔ **Parking and By-laws**
 - Issued 272 parking related expiations and 6 By-law related expiations
- ✔ **New and upgraded footpaths**
 - Some of the new and upgraded footpaths installed include at Tolmer Rd Woodside, Junction Rd Balhannah, and Onkaparinga Valley Rd, Balhannah.
- ✔ **Carbon Management Plan - Energy upgrades, Battery & Efficiency Actions**
 - Utilising the sustainability audit of numerous Council facilities undertaken in 2023 a project is being developed to change current lighting to LED luminaires. This will result in significant energy efficiency and cost savings.
 - A review is being undertaken on the air-conditioning system for the Stirling Office to consider a full replacement with improved efficiency and lower global warming potential.
- ✔ **Building Upgrades – minor**
 - Ceiling and lighting replaced at the Woodside Recreation ground toilets and woodside oval main toilet.
 - The Longwood Hall septic tank has been replaced.
 - The Mount Torrens Coach House public toilet are completed and now open
- ✔ **Operational worksite review including forward planning**
 - Internal office works undertaken at Heathfield depot.
 - A request for quote has been sent to interested consultants to undertake review of chamber location and other accommodation.
- ✔ **Planning & Development**
 - 289 new planning and building consent applications lodged and 272 applications determined.
 - Two Council Assessment Panel (CAP) meetings held considering 4 developments in total.
- ✔ **Policy Planning**
 - Council response to the Greater Adelaide Regional Plan discussion paper was submitted

Risks & Challenges

⊗ Recreation Trails & Cycling Routes Framework Implementation

- While works have commenced in this space, some issues have been experienced with the contract delivery and as such alternative options are currently being explored.

⊗ Next Step planning for Adelaide Hills War Memorial Swimming Centre, Woodside

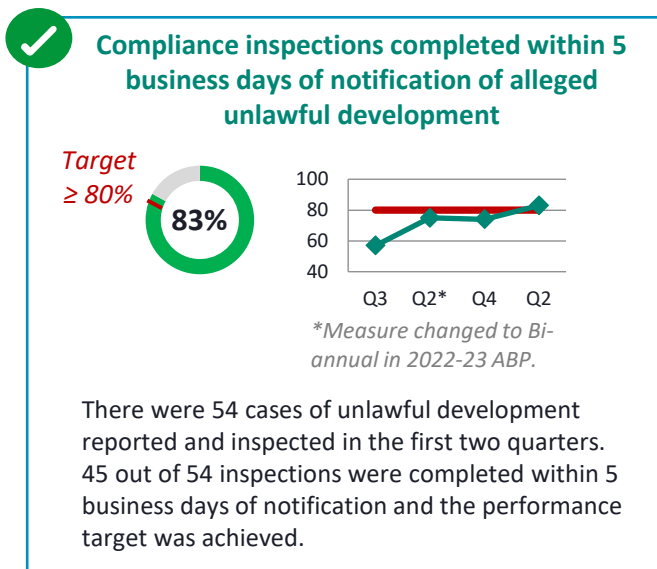
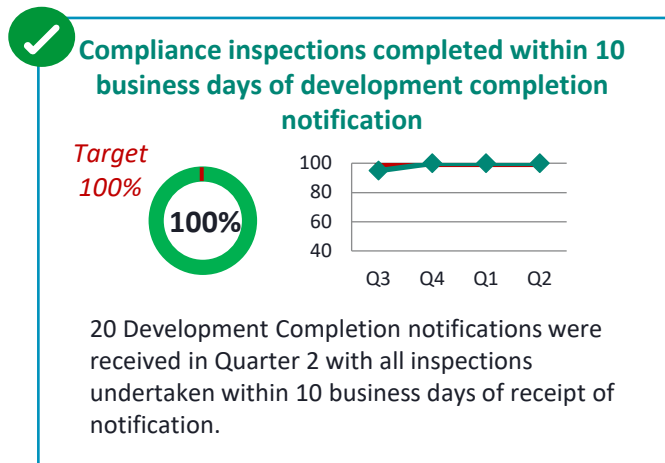
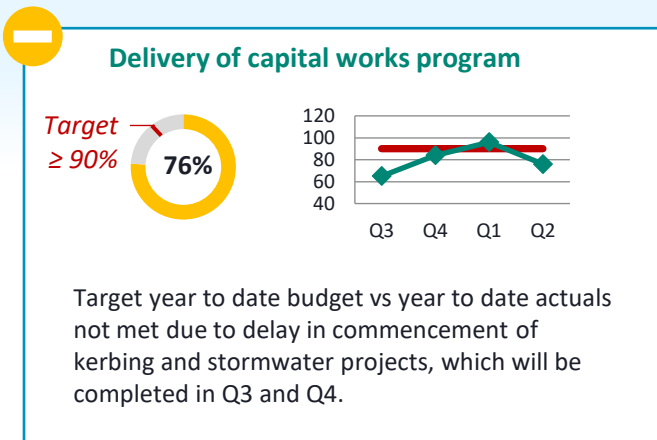
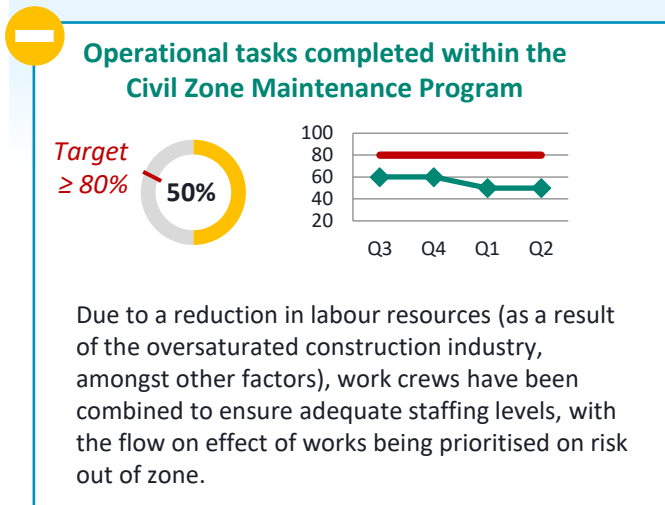
- Review of the feasibility study undertaken and a Workshop held with Council to present findings.
- Project delay due to high priority Council matters requiring Council report and decisions to be deferred until Q3

✔ Local Heritage (Privately Owned) Planning and Design Code Amendment

- Local Heritage Code Amendment desktop review complete, initiation of the Code Amendment will take place in Q3 following preliminary engagement with affected owners
- There is a risk the project may experience some delays due to the large number of listings in this Heritage Code Amendment, and also as the Heritage Survey due to its age may need to be refined to meet contemporary standards.

Legend: ✔ = On Track ⊖ = Not Started ➡ = Deferred ⊗ = Behind Schedule 😊 = Completed ✓ = Not a Strategic initiative

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
B1003	New Bus Shelter Installation Program	✓
B1004	New and upgraded footpaths	✓
B1007	Recreation Trails & Cycling Routes Framework Implementation	✗
B1008	Amy Gillett Bikeway contribution (Stage 4)	✓
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	✓
B2008	Local Heritage (Privately Owned) Planning and Design Code Amendment	✓
B2009	Place making and community planning	✓
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	✓
B3011	Carbon Offsets Policy	✓
B3014	Review the Corporate Carbon Management Plan	✗
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	✓
B4042	Operational worksite review including forward planning	✓
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	✓
B4044	Feasibility Studies for future projects	—
B4045	Stormwater projects	✓
B4050	Merchants Hill retaining wall	😊
B4051	Croft Road resealing	✓
B4052	Renew the fuel monitoring and delivery system	—
B4053	Next Step planning for Adelaide Hills War Memorial Swimming Centre, Woodside	✗
B4054	Houghton Recreation Grounds facility contribution	✓

Highlights

- ✓ **Climate Change Adaption Plan Projects-All hazards emergency management**
 - The draft Emergency Management Policy was adopted to come into effect on the 28 November 2023.
 - There is currently a review of the Emergency Management Act. Council have prepared a response and liaised with the Local Government Association to provide input to their consolidated input.
- ✓ **Community Development (management and social planning)**
 - Successful Disability Action and Inclusion Plan activities during the quarter included:
 - a training session on Inclusive Recruitment for People Leaders (delivered by Purple Orange)
 - an author event with Kelly Vincent for International Day of People with Disability
 - a Q+A session with Council's access and inclusion advisory team at a Council Members Workshop
- ✓ **Libraries**
 - Commenced a trial delivering children's programs at the newly refurbished Gumeracha Library.
 - Introduced new Library newsletter with dynamic and engaging content linking through to the AHC website.
 - Introduced a new instagram account for AHC Libraries to engage, promote and connect with the community.
 - Delivered a range of learning and wellbeing programs including: a sold-out session on phone photography, and a dietician-led presentation on mindful eating and healthy lifestyle habits in partnership with Sonder.
 - Successful School Holiday Program including nature craft as part of the Nature Festival, 3D Pens, magic show and Mobile Library pop-up at the Birdgewater Playground.
- ✓ **Volunteers**
 - Each volunteer program held an end of year celebration lunch to thank volunteers for their work throughout the year. Volunteer Certificates of Service were awarded at these events. A total of 125 volunteers attended their end of year event.
- ✓ **Community & Recreation Facility Framework Implementation**
 - New leases and new funding arrangements that form part of the Community & Recreation Facilities Framework continue to be rolled out with approximately half of the Leases now signed and returned to Council.
- ✓ **Play Space Framework Implementation**
 - Community consultation processes and project scoping is complete for play space upgrades at Protea Reserve, Crafers and Sherry park, Mylor. Tender processes for both projects are currently underway.
- ✓ **Community Centres**
 - School holiday programs have been successful with high numbers of participants
 - Increased activation of spaces seen with room hire and collaborations with outside groups and businesses
 - Our nature trail adventure bags will continue, we served our free show bag at the Uraidla Show with the Red Shed program, showcasing their talents with spinning tops, selling their items and taking orders for reindeer for Christmas. Over 100 free show bags and 200 free spinning tops were given away.
- ✓ **Youth Development**
 - The ROAR Talent Tour battle of the bands has been Council's most successful youth development project of 2023. Through extensive involvement of Youth Leadership participants, an abundance of interest from young local artists and good turn outs, many connections were built between young Hills bands, music industry contacts and the community, encouraging young people to connect with local halls and community service groups.
- ✓ **Public Health**
 - undertook 76 food premises inspections, 64 were scheduled inspections with 12 follow inspections.
 - 47 new wastewater applications were submitted of which 35 have been approved.
 - 101 inspections in relation to wastewater application were also undertaken.
 - Followed up 41 health related complaints.

Performance Indicators

Positive ageing wellbeing score

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

Quarter	Result	Target
Q3	~6.5	7
Q4	~6.8	7
Q1	~6.8	7
Q2	~6.8	7

The wellbeing score has risen slightly for the first quarter of the 23-24 year. The positive comments listed in the wellbeing report (which these statistics are gathered from) refer to people experiencing strong social connections & personally improved personal (mental) health. Where individuals had slightly lower scores, was reflected in physical pain/limitations and also social isolation.

Number of volunteer hours contributed to AHC programs each year

Target $\geq 4,800$ per quarter

Quarter	Result	Target
Q3	~2800	4800
Q4	~3200	4800
Q1	~3500	4800
Q2	~3200	4800

Volunteer hours for this quarter is 3183 which is slightly less than Q1 and follows the national and international trend. Volunteer recruitment actively continues via the AHC website, The Courier, Volunteering South Australia & Northern Territory website, as well as local advertising and word of mouth.

Feedback from Community Centre Participants

Target 85%

87%

Feel better connected to other in the community

Target 80%

76%

Will use the knowledge/skills gained in the future

Many of the programs and workshops over the first half of the year have not been on topics related to knowledge and/or skill development and the lower results are reflective of this.

Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
C4006	Play Space Framework Implementation	✓
C4012	Climate Change Adaption Plan Projects-All hazards emergency management	✓
C4021	Community & recreation facilities framework implementation	✓
C4022	Towards Community Led Resilience Program	✓
C4024	Implement activities from "Our Watch Toolkit for Local Government"	✓
C5003	Actions from adoption of Aboriginal Place naming Action plan	✓
C6001	Fabrik Activation Capital	✓
C6003	Capital Divestment - Capital Cost	✓
C6006	Tour Down Under 2024	😊

Highlights

✓ Economic Development

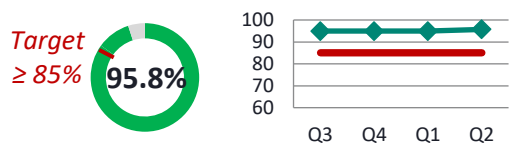
- Advocated for the delivery of business support training resulting in a course being held by the Polaris Centre in Stirling and two more planned for delivery one in Stirling and one in Woodside.
- Held a Home Based Business Network meeting in Uraidla
- Undertook two rounds of visits to businesses in the Stirling mainstreet to monitor impact of the Woolworths Fire
- Held a Digital and Creatives Industry Networking session in collaboration with Mt Barker Council attended by 40 businesses.
- Provide business support information to 9383 businesses through our e-newsletter

✓ Additional Tree safety work required to support the Tour Down under

- Tree works completed over December in anticipation of the Tour Down Under in January.

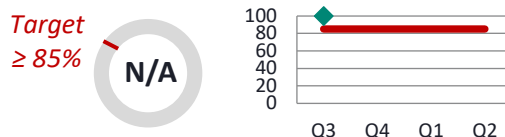
Performance Indicators

✓ Percentage of planning consents completed within statutory timeframes



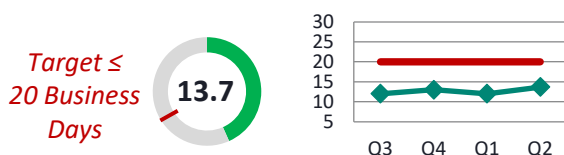
In Quarter 2 Council issued 193 Planning Decisions with an average assessment time of 15.71 business days.

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



No new Appeals against a CAP decision were lodged in Quarter 2. There were two on-going appeals from Quarter 1 yet to be determined or finalised in the Environment Resource and Development Court

✓ Average number of days for building consents



In Quarter 1 Council issued 102 Building Consents with an average assessment time of 12.45 business days. Overall 94.12% of Building Consents were issued within statutory timeframes in Quarter 1.

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
E2001	Review and upgrade Council corporate signage and branding	✓
E4001	Additional Tree safety work required to support the Tour Down under	✓

Highlights

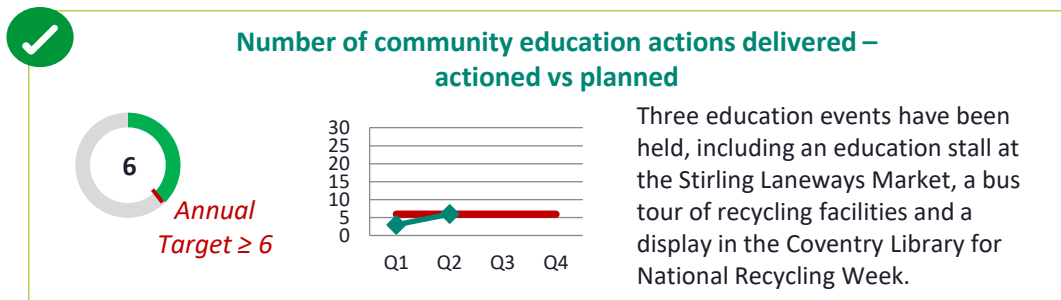
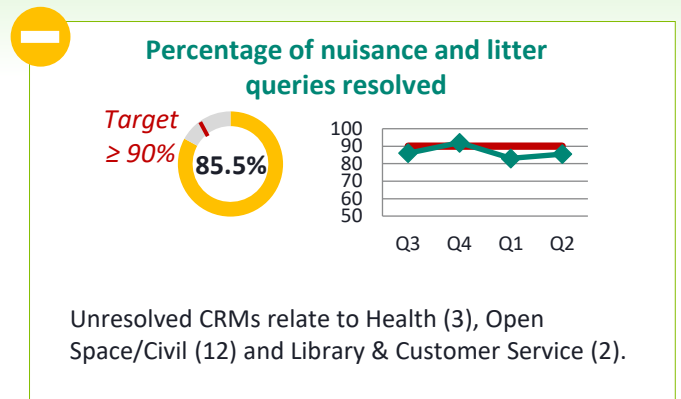
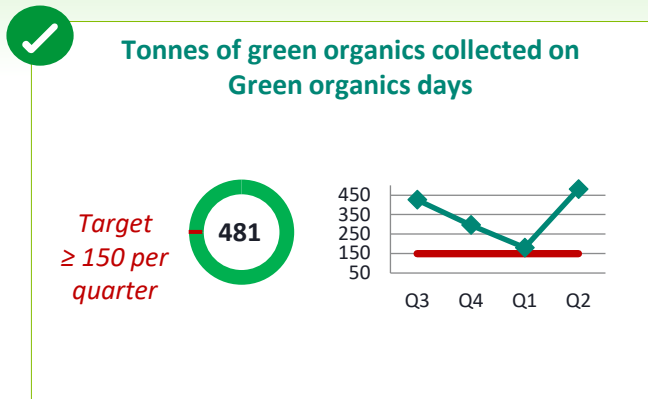
- ✔ **New dog and cat facility**
 - Upgrades are in process for the cat holding facility, and longer term dog holding is scheduled to be installed in Jan 2024.
- ✔ **Fire Prevention**
 - Inspections complete on over 19,000 properties and issued 199 105F notice. Council has re-inspected all properties that were issued 105F notice and engaged contractors for properties that have not completed the required works.
- ✔ **Animal Management**
 - 8,241 dogs are registered, and 1,370 cats registered. There are also 356 un-renewed cats and 1,281 un-renewed dogs. AHC Rangers will continue to follow up and enforce the dog and cat management act.
- ✔ **Local Climate Adaptations for landscape conservation**
 - Managing excessive *Acacia pycnantha* regrowth in the two threatened species enclosures in Lobethal Bushland Park. The aim is to create small clearings around the enclosure for access and within the enclosures where threatened flora species can recover and/or be transplanted into.

Risks and Challenges

- ✔ **New dog and cat facility**
 - Still no Council wide solution available. The RSPCA and AWL continue to be at capacity and are unable to take unowned animals for re-homing

Legend: ✔ = On Track ⊖ = Not Started ⏸ = Deferred ✘ = Behind Schedule 😊 = Completed ✔ = Not a Strategic initiative

Performance Indicators



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
N1007	Develop a strategy for the management of Council trees across the district	✓
N2008	Develop informative and attractive signage in Council reserves/playgrounds	✓
N2010	Post prescribed burn weed management	✓
N2011	New Dog and Cat facility	✓
N3001	Local Climate Adaptations for landscape conservation	✓
N3002	Resilient community facilities and open space including water fountains	✓
N4002	Kerbside bin system collection frequency change and rural FOGO trial	✓



Highlights

✔ Strategic Plan Development

- A Strategic Plan workshop with Council was held on 18 November as the first step in establishing the goals and objectives of Council over the next 4 years.

✔ Communications, Engagement & Events

- The team has been focused on planning for the Santos Tour Down Under in January 2024.
- Council supported numerous Christmas events including the three main Christmas pageants and worked with community on Remembrance Day services.
- Consultation activities that occurred include:
 - two play space upgrades (Protea in Crafers and Sherry Park in Mylor), which both included onsite engagement and direct engagement with local primary schools
 - Bushfire Landscape Mitigation Strategy consultation which is guiding how Council works with community and other partner agencies in the bushfire prevention space.
 - re-ignited the Stirling Lawns consultation and embarked on a council first co-design approach to master planning the site.

✔ Customer Relationship Management (CRM) system upgrade

- Undertook and completed procurement of new system through open tender process, with confidential report to Council in January 2024 seeking endorsement to enter contract with the preferred vendor.

✔ People and Culture & Work Health and Safety

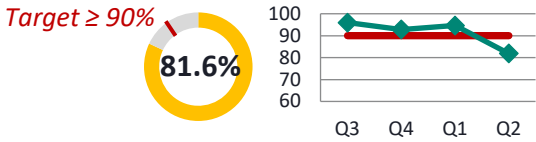
- Finalisation the new WHS Action Plan (2024 - 2025),
- Progressed the Workforce Safety in Emergencies Project through the development of a draft Fire Danger Days Procedure.



Performance Indicators



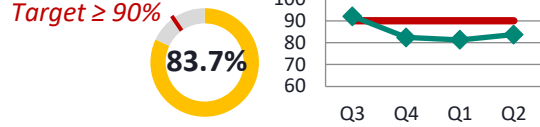
Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period



Of the 38 decisions resolved by Council, 7 were confidential decisions



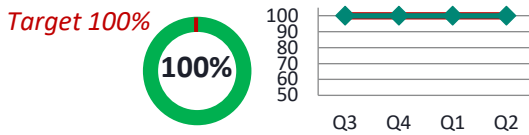
Council member attendance at ordinary and special meetings for the period



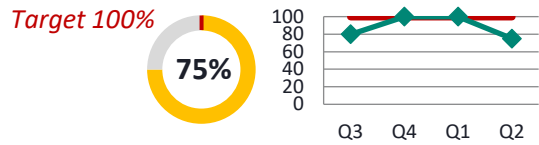
During the quarter there were 13 apologies for meetings and 4 leaves of absence.



Freedom of Information (FOI) External reviews upholding Council's decisions



Freedom of Information (FOI) requests received, in progress and completed within the legislated timeframe



10 FOI applications received, 7 are currently active and being managed within legislative timeframes, and 3 have been completed.



Number of lost time injuries

Annual Target Actual

0 **2**



Employee Turnover

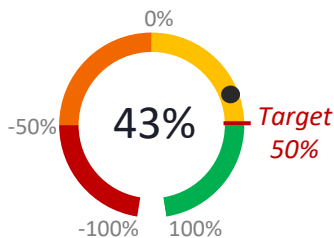
Annual Target Actual

7-15% **8.45%**

Full year target wont be determined until the end of Q4.



Customer Net Ease Score



The data represents a total of 296 responses gathered from both Contact Centre and CRM surveys. Notably the Net Ease Score for customers contacting Council via phone (61%) is significantly higher than those who use our CRM system (37%) or submit a webcase. This highlights improvements in expanding webcases, information provided and responses to customers.



Overall Customer Satisfaction



Data was derived from a total of 296 responses from the Contact Centre and CRM surveys. It is noteworthy that customer satisfaction remains consistently higher (86%) among customers who contact the Council by phone, compared to those who use our CRM system (66%). Results could be improved by increasing contact with customers whose query can't be resolved at first point of contact, and therefore need a CRM case created.



Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
O1005	GPS for operational vehicles	✓
O3002	Diversified income study	—
O4005	Representation review	—
O5005	Resource to manage building & swimming pool compliance inspections	✓
O5006	Strategic Plan Development	✓
O5007	Customer Relationship Management (CRM) system upgrade	✓

Legend: ✓ = On Track — = Not Started ➔ = Deferred ✕ = Behind Schedule 😊 = Completed

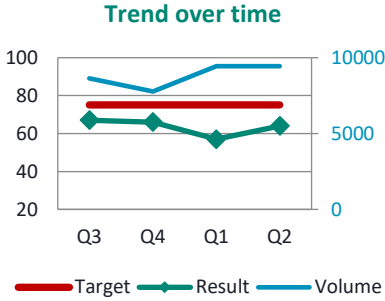
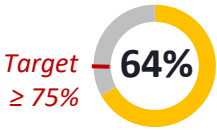
4. Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

Volume of calls = 5043

Contact centre calls answered within 30 sec

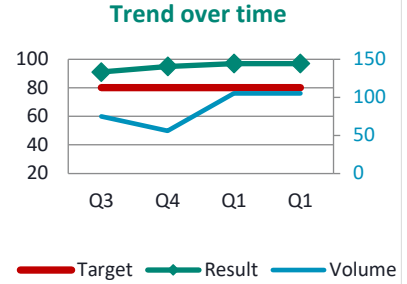


Calls statistics are only up until start of December when the phone system was changed to CentrePal. Reporting TBA.

Updating Customer Details

Volume of updates = 105

Details updated within 5 days

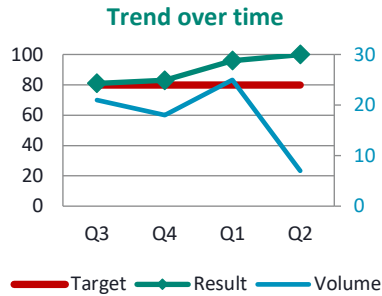


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 7

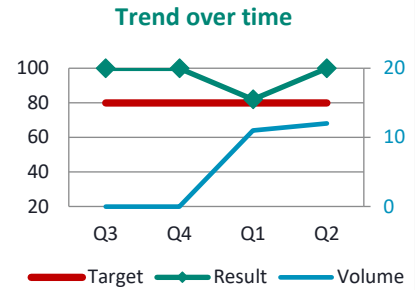
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 12

Investigated within 24 hours



Health Complaints

Volume of complaints = 1

Investigated within 24 hours

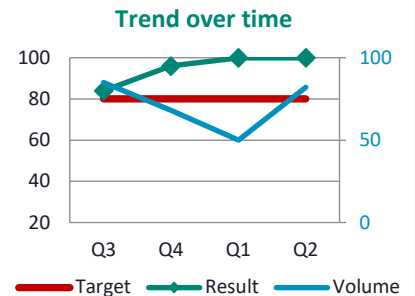


Restaurant only open from 5pm so date of resolution was pushed out

Illegally Dumped Rubbish

Volume of reports = 82

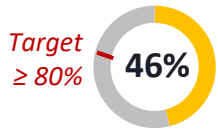
Rubbish removed within 3 days



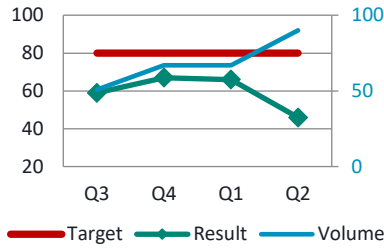
Library Services

Volume of requests = 90

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 = 0

Investigate and action within 7 days



Trend over time



Council no longer deals with wasps on private property

Development Applications

Volume of applications = 5

Approval of fast track planning applications within 5 business days



Trend over time



This is an adjusted measure for 2023-24 based on deemed to satisfy development applications only to better align with the PDI Act categories and timeframes.

Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



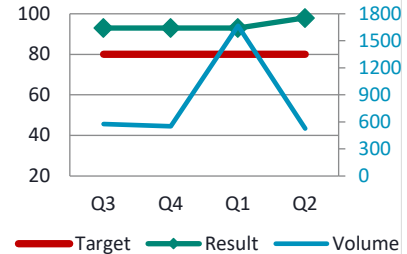
Request for Bin Repair or Replacement

Volume of requests = 526

Requests actioned within 7 days



Trend over time



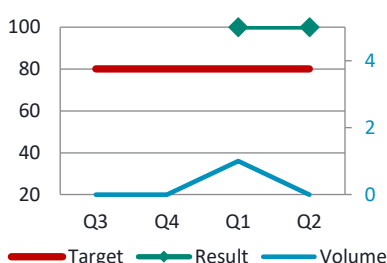
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



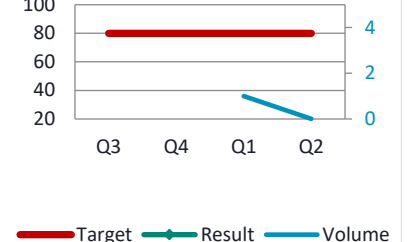
Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time

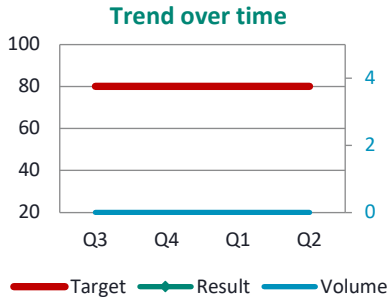


Case was deemed low risk within 24 hours, case was Resolved within 48 hours

Stormwater Repairs - Hazardous

Volume of reports = 0

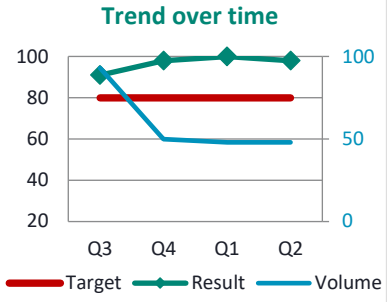
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 48

Responded and made safe within 24 hours



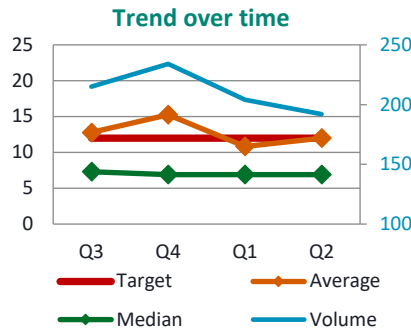
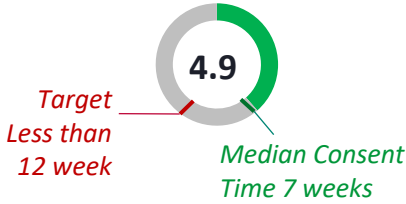
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

Development Applications

Volume of planning consents = 192

Average consent time from date of receipt

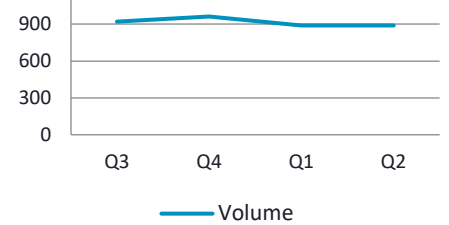


Results are using applications in the state-wide portal

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 745

Trend over time



Low Risk Infrastructure Requests – Average Time to Resolve

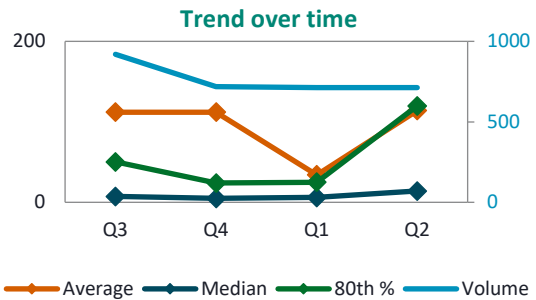
Volume of Requests = 714

Resolution time of requests

Average = 114 days

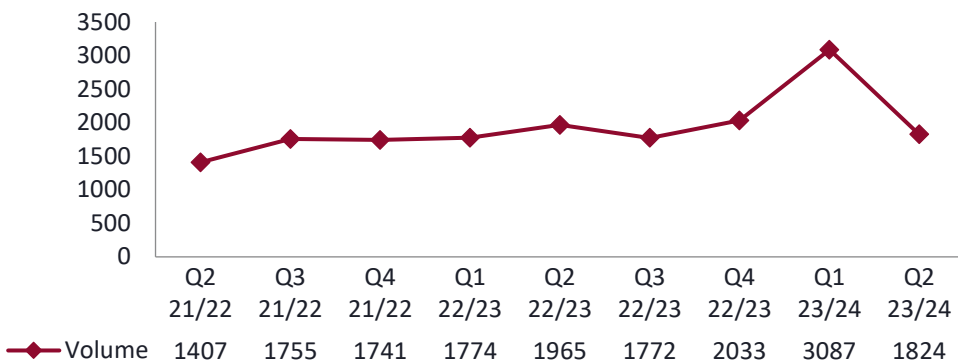
Median = 13.9 days

80th Percentile = 119.87 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 2 of 2023-24 FY represents the continuation of the 2023-24 Capital Works Program, with approximately \$3.2M of infrastructure delivered during this period, and another \$4.5M of works ordered.

The primary focus of this quarter has been on scoping and design works for projects due for completion by end FY 2023-24, as well as delivery of contracted renewal program works.

Highlights

- New footpath was constructed along Tolmer Rd, Woodside, and Morialta Rd, Woodforde.
- Footpaths were renewed along Braeside Rd, Stirling, Junction Rd, Balhannah, and Ridge Rd and School Rd, Lobethal.
- Works to renew and upgrade playgrounds at Mylor and Protea Park were publicly tendered.
- Preparatory patching works were completed at 11 roads across the district.

What's Next

- Commencement of Council's spray sealed roads renewal program.
- Tenders will close and early construction activities on major road projects at tiers Rd and Croft Rd.
- Works to renew and upgrade playgrounds at Mylor and Protea Park will commence.
- Stormwater upgrades will be complete at the intersection of Onkaparinga Valley Rd and Pike St, Oakbank.

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000	YTD Budget \$'000	Annual Revised Budget \$'000	% Spent to Annual Budget \$'000s
Bridges	47	-	620	7.6%
Buildings	648	-	6,831	9.5%
Cemeteries	46	-	140	32.8%
CWMS	10	-	260	4.0%
Footpaths	501	-	985	50.8%
Guardrails	-	-	-	>100%
Kerbing	-	-	67	0.0%
Local Roads & Community Infrastructure Program (LRCIP) – phase 1	38	-	676	5.6%
Roads	1,699	-	7,337	23.1%
Sport & Recreation	315	-	2,198	14.3%
Stormwater	30	-	610	5.0%
Other - Retaining Walls, Street Furniture & Traffic Management	107	-	626	17.2%
Fleet	555	-	2,167	25.6%
ICT	423	-	1,455	29.0%
Plant & Equipment	1	-	60	1.0%
Project Management Costs	-	-	1,511	0.0%
Unbudgeted	50	-	-	>100%
	4,469		25,542	17.5%

6. Savings Strategies

Achieved \$847k

*Target
\$1,072k*

Administrative Savings Strategies	Status	Planned	Achieved
Remove media monitoring	Alternate strategy in progress	\$14,250	\$0
Media monitoring service extended for 6 months while assessing the impacts on requirements for Council to be adequately informed and media copyright compliance.			
Stop taking cash payments	Completed	\$9,500	\$9,500
Legal advice has highlighted complex challenges resulting in a pause on “ceasing cash payments”. However, savings have been achieved through implementation of other strategies in the library space resulting from the opening hours reduction.			
Remove community arts project money from budget	Completed	\$5,300	\$5,300
The budget item for community arts was no longer required and has been removed			
Maintenance fees – contractors / materials	On Track	\$5,000	\$5000
Currently reviewing use of in-house staff for cemetery maintenance. Budget adjusted to accommodate.			
Remove automatic CPI increase on contract and materials	Completed	\$400,000	\$400,000
This has been fully implemented in the adopted budget and will be monitored through the year			
Appliance replacement - all facilities	On Track	\$10,000	\$10,000
Annual budget for appliance replacement reduced from \$30k to \$20k and will be monitored through the year			
Cleaning contract - reduce frequency	Completed	\$33,000	\$20,000
Negotiations on cleaning contract have resulted in \$20k savings. No further cleaning savings will be possible.			
Reduce no of multifunction devices	On Track	\$12,000	\$0
Scoping commenced to reduce the number of devices from 18 down to 8.			
Reduce public access computers	On Track	\$10,000	\$0
Scoping commenced on renewal program to reduce number of computers and move to a ticketed/booking system for use of remaining computers.			
Remove mobile data from laptops and tablets	Completed	\$20,000	\$20,000
Mobile data services have been cancelled and staff advised of alternative Wi-Fi solutions if internet required outside of the office.			
Reduce People & Culture budget allocation for legal fees	Completed	\$15,000	\$15,000
Budget allocation was reduced and will be monitored throughout the year			
Salary Savings	On Track	\$200,000	\$70,000
Strategies on track - salary savings to be realized by end of financial year			
Conduct workshops with clubs using internal resources	Completed	\$5,000	\$5,000
Public Notification signage install and removal using internal resources	Not On Track	\$20,000	\$5,148
The existing contractor arrangement was in place until Mid August 2023 which may impact saving results.			
Cease cadet engineer program	Completed	\$12,000	\$12,000
Arboculture Consultancy	Completed	\$5,000	\$5,000
Reduce consultancy budget and monitor through the year			
Data management of utilities and scope 3 components	On Track	\$16,000	TBC
	TOTAL	\$792,050	\$538,948

Savings Strategies *cont....*

Service and Revenue Changes	Status	Planned	Achieved
Tour Down Under - Limit commitment	Not On Track	\$30,000	\$30,000
Forecast of budget indicates saving may only be \$15,000 due to event cost pressures			
Remove funding to attract a major event to the hills	Completed	\$20,000	\$20,000
Amend customer service operating hours from 8:30am to 9am	On Track	\$12,500	\$12,500
Reduce/remove Adelaide Hills Tourism Funding	Completed	\$7,500	\$7,500
New three-year funding agreement was approved and signed June 2023 with funding capped at the 2022-23 level			
Reduce community grants	Completed	\$10,000	\$10,000
Cease additional digital content offering	Completed	\$20,000	\$20,000
No longer purchasing AHC specific digital library content as there is a large content range in SA library network			
Digital online streaming/learning resources for language learning and online streaming	Completed	\$8,000	\$8,000
Library CD collections - cease new purchases	Completed	\$4,000	\$4,000
Printing and photocopying fee increase	On Track	\$8,000	\$3,000
Revenue actuals assessed in December 2023 - received additional \$3000 compared to December 2022 so largely on track to achieve additional \$8000 revenue for the year.			
Reduce internal audit program from 4 to 3 audits annually	Completed	\$15,000	\$15,000
Cease membership of Murray Darling Basin Association	Completed	\$6,700	\$6,700
Increase non resident cemetery fees	Completed	\$25,000	\$30,000
Increase outdoor dining permit fees	Completed	\$7,000	\$7,000
Increase copyright application fee	Requires attention	\$2,000	\$125
The volume of applications have been decreasing as compared to last financial year. This trend potentially due to economic climate impacting communities not needing to access their old house plans for renovations or sales, others chose not to proceed due to the fee.			
Reduce community and recreation facilities grants	On Track	\$20,000	\$20,000
Implement charge for food premises inspection for new businesses	On Track	\$5,000	\$1,960
Standardise fee application for food premises inspection	On Track	\$5,000	\$4,060
Cease bird monitoring on reserves following burning	Completed	\$5,000	\$5,000
Cease vermin baiting in Stirling, Aldgate and Bridgewater	Completed	\$10,000	\$10,000
Heathfield Resource Recovery Centre – Explore options for savings or cost recovery	On Track	\$10,000	\$0
The Adelaide Hills Region Waste Management Authority are currently exploring options to reduce costs. No savings identified at this stage.			
Waste education - not proceed with high intensity program	Completed	\$50,000	\$50,000
Maintain waste education at current levels rather than increase the program as there has not been marked changes in diversion rates in recent years.			
TOTAL		\$280,700	\$264,845

7. Financial Performance

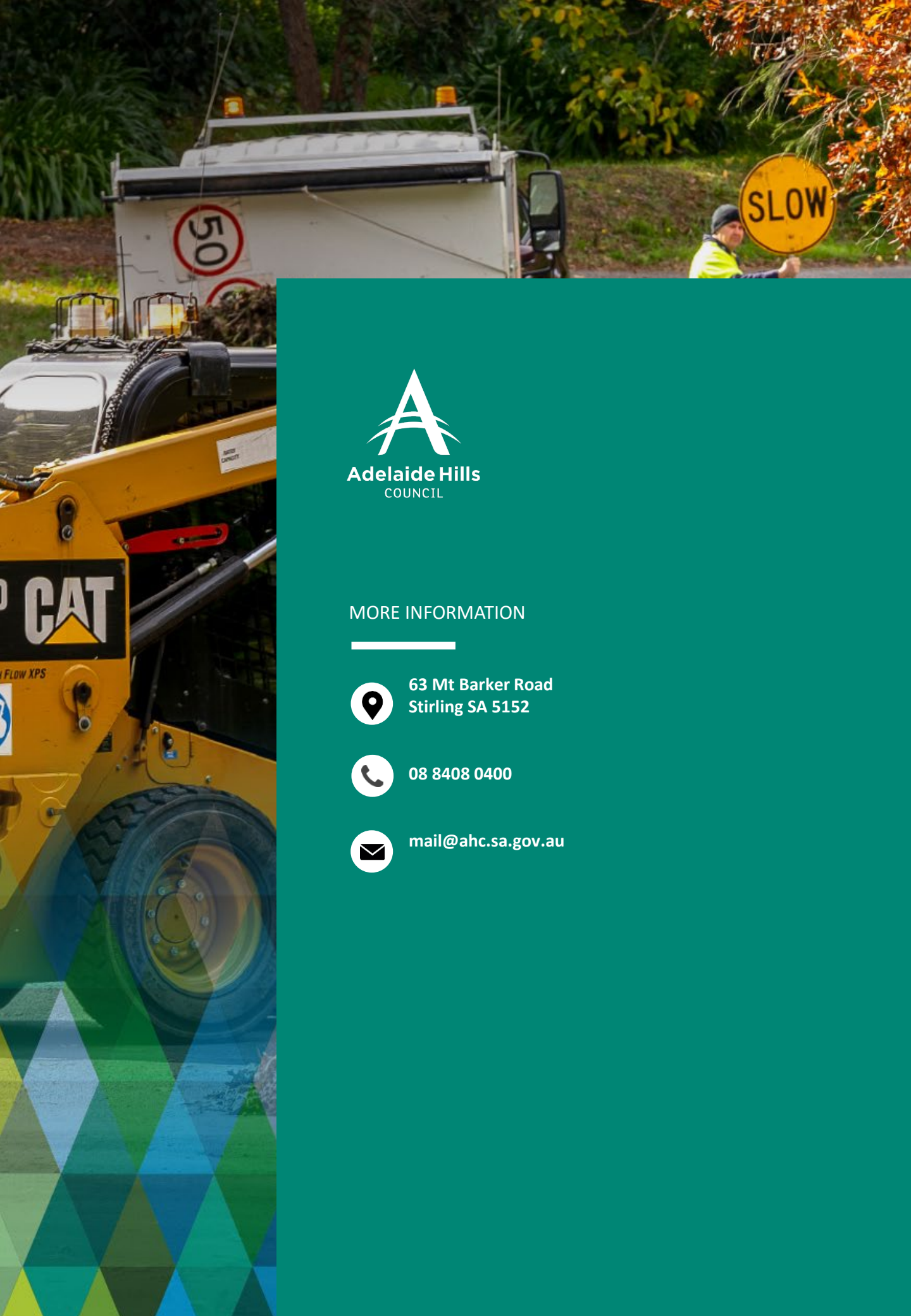
Overall Funding Statement as at 31 December 2023

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	48,287	48,241	● 46	48,342
Statutory income	986	953	● 33	1,465
User charges	551	539	● 12	926
Grants, subsidies and contributions	2,128	2,085	● 43	5,264
Income - Other	422	281	● 140	720
Total Operating Income	52,373	52,098	● 275	56,717
Total Employment costs	12,257	12,807	● 549	23,283
Materials, contracts and other expenses	11,258	10,488	● (769)	21,292
Depreciation and amortisation	-	-	-	11,004
Finance costs	262	254	● (8)	582
Total Operating Expenditure	23,777	23,549	● (229)	56,160
Operating Surplus / (Deficit) before Capital	28,595	28,549	● 46	557
Capital Expenditure	4,469	-	● (4,469)	25,542
Capital Income	4,156	-	● 4,156	3,462
Net expenditure - Capital projects	313	-	● (313)	22,079
Net Lending / (Borrowing) Result for Year	28,282	28,549	● (267)	(10,520)

Adelaide Hills Council Operating Summary By Directorate as at December 2023

\$'000s	YTD Actuals	YTD Budget	YTD Var fav / (unfav)	Annual Revised Budget
Income				
CEO	-	-	● -	-
Community & Development	2,839	2,794	● 45	4,007
Corporate Services	46,731	46,571	● 161	47,774
Environment & Infrastructure	2,802	2,734	● 69	4,936
Income Total	52,373	52,098	● 275	56,717
Expenditure				
CEO	249	193	● (55)	424
Community & Development	5,995	5,984	● (11)	12,493
Corporate Services	6,061	5,957	● (104)	10,990
Environment & Infrastructure	11,473	11,415	● (58)	32,253
Expenditure Total	23,777	23,549	● (229)	56,160
Operating Surplus / (Deficit)	28,595	28,549	● 46	557



Adelaide Hills
COUNCIL

MORE INFORMATION



63 Mt Barker Road
Stirling SA 5152



08 8408 0400



mail@ahc.sa.gov.au

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 19 February 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
Sarah Beesley	Independent Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	A/Director Corporate Services
Dr Zoe Gill	Governance and Performance Coordinator
Jody Atkins	Minute Secretary
Kira-marie Laverty	Corporate Planning & Performance Coordinator

Guests in Attendance:

Shayne Wooley	Local Government Risk Services
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1. COMMENCEMENT

The meeting commenced at 6.00pm.

Acknowledgement of Country

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

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 15 April 2024

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 19 February 2024
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 Special Audit Committee Meeting – 12 February 2024

Moved Pamela Lee

S/- Sarah Beesley

AC5/24

That the minutes of the Special Audit Committee meeting held on Monday 12 February 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

3.2 Audit Committee Minutes of the 20 November 2023 meeting had been confirmed as an accurate record of proceedings at 12 February 2024 meeting.

4. PRESIDING MEMBER'S OPENING REMARKS

Nil

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 8.1 and 8.4 are to be submitted to Council for consideration.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Nil

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1 Risk Presentation

Nil

7.2 Action Report and Work Plan Update

Moved Cr Melanie Selwood

S/- David Moffatt

AC6/24

- 1. That this report be received and noted.**
- 2. That the 2024 Action Report be adopted.**
- 3. That the 2024 Work Plan and Reporting Schedule be adopted.**

Carried Unanimously

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 19 February 2024
63 MT BARKER ROAD STIRLING**

8. OFFICER REPORTS – DECISION ITEMS

Chief Executive Officer, Greg Georgopoulos arrived at 6.07pm.

With leave of the meeting Item 8.4 was brought forward on the agenda.

8.4 Local Government Income Protection Fund (LGIPF) Report

Moved Pamela Lee
S/- Sarah Beesley

AC7/24

That the Audit Committee resolves

- 1. That the report on the Local Government Association Income Protection Fund be received and noted.**
- 2. To recommend to Council that the report on LGIPF be referred to the CEO for consideration in the negotiations re Enterprise Development Agreement to commence 1 July 2025.**

Carried Unanimously

8.1 Adelaide Hills Council Budget Review 2

Moved Cr Malcolm Herrmann
S/- David Moffatt

AC7/24

That the Audit Committee resolves:

- 1. That the report on the 2023/24 Budget Review 2 be received and noted.**
- 2. To recommend to Council the proposed budget adjustments presented in Budget Review 2 which result in:**
 - a. A change to the Operating Surplus from of \$558,000 to an Operating Deficit of \$87,000 for the 2023-24 financial year.**
 - b. The Operating Surplus ratio of -0.2%, lies outside the approved range of 1.0% to 5.0%.**
 - c. A reduction of \$605,000 in capital expenditure for the 2023-24 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2023-24 of \$25m.**
 - d. Net Borrowing Result for the 2023-24 financial year being reduced by \$1.3m from \$10.4m to \$9.1m.**
 - e. The Operating Surplus Ratio using the underlying surplus method of 1.7% lies within the approved range of between 1% and 5%.**
 - f. The Net Financial Liabilities Ratio of 62% lies within the approved range of 25% to 75%.**

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 19 February 2024
63 MT BARKER ROAD STIRLING**

g. The Asset Renewal Ratio of 136% slightly exceeds the approved ratio from Budget Review 1 of 133.2%. Noting the average annual long term target range is between 95% to 105%
be approved.

3. Council authorises the CEO prepare to a report with recommendations for the Audit Committee meeting being held on 15 April 2024, on strategies which could be adopted to meet all ratios.

Carried Unanimously

8.2 Debtors Report

Moved Cr Melanie Selwood
S/- Pamela Lee

AC8/24

That the Audit Committee resolves that the report has been received and noted.

Carried Unanimously

8.3 Quarterly Performance Report Q2

Moved Sarah Beesley
S/- Pamela Lee

AC9/24

That the Audit Committee resolves that the Quarterly Council Performance Report – Q2 2023-24 be received and noted.

Carried Unanimously

8.5 Quarterly Risk Management Report

Moved Cr Malcolm Herrmann
S/- Sarah Beesley

AC10/24

That the Quarterly Risk Management Report be received and noted.

Carried Unanimously

8.6 Implementation of internal audit actions progress report

Moved Pamela Lee
S/- David Moffatt

AC11/24

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 19 February 2024
63 MT BARKER ROAD STIRLING**

1. That hat the report be received and noted.
2. To note the implementation status of Internal and External Audit actions.

Carried Unanimously

8.7 Implementation of external audit actions progress report – the Acting Director Corporate Services provided a verbal update to members.

8.8 Risk Management and Audit Review

Moved Cr Melanie Selwood
S/- Pamela Lee

AC12/24

1. That the report on Risk Management and Audit Review be received and noted.
2. That Administration will propose a process for reviewing risk management and auditing procedures at the 15 April Audit Committee meeting.

Carried Unanimously

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 15 April 2024 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 7.57pm

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Responsible Officer: Gary Lewis
Acting Director Corporate Services
Corporate Services

Subject: Recovery of unpaid rates

For: Decision

1. Sale of Land for the Recovery of Unpaid Rates – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Director Environment & Infrastructure, David Waters
- A/Director Corporate Services
- Manager Finance, Gary Lewis
- Director Community & Development, Natalie Armstrong
- Governance & Risk Officer, Zoe Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.1: (Recovery of unpaid rates) in confidence.

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

Section 90(3)(i) of the *Local Government Act 1999 (SA)*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the Council or Council Committee believes on reasonable grounds that will take place, involving the Council or an employee of the Council, the disclosure of which could reasonably be expected to prejudice the legal processes required to progress the sale of land.

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

3. Sale of Land for the Recovery of Unpaid Rates – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(k) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
Related Attachments	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
Minutes	Until either the negotiations for sale are completed or a settlement reached or until legal proceedings have concluded, but no longer than 12 months.
Other (presentation, documents, or similar)	Nil

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.2

Responsible Officer: David Collins
Manager Strategic Assets
Environment and Infrastructure

Subject: Amy Gillett Bikeway Stage 4 – Prudential Review and
Construction Funding

For: Decision

1. Amy Gillett Bikeway Stage 4 – Prudential Review and Construction Funding – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Director Environment & Infrastructure, David Waters
- Acting Director Corporate Services, Gary Lewis
- Director Community & Development, Natalie Armstrong
- Governance Support, Zoe Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas
- Manager Strategic Assets, David Collins

be excluded from attendance at the meeting for Agenda Item 19.2: (Amy Gillett Bikeway Stage 4 – Prudential Review and Construction Funding) 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:

- (j) Section 90(3)(j) of the *Local Government Act 1999*, the information to be received, discussed, or considered in relation to this Agenda Item is information the disclosure of which –
- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
 - (ii) would, on balance, be contrary to the public interest.

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

2. Amy Gillett Bikeway Stage 4 – Prudential Review and Construction Funding – Confidential

3. Amy Gillett Bikeway Stage 4 – Prudential Review and Construction Funding – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.2 in confidence under sections 90(2) and 90(3)(j) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Related Attachments	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Minutes	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Other	N/A

Notwithstanding, the fact that the Council is working with other levels of government to find a way to complete the Amy Gillett Bikeway extension within available funding levels shall not be subject to the confidentiality order.

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

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 February 2024
63 MT BARKER ROAD STIRLING**

In Attendance**Members:**

Cr Malcolm Herrmann	Presiding Member
Sarah Beesley	Independent Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	A/Director Corporate Services
David Waters	Director Environment and Infrastructure
David Collins	Manager Strategic Assets
Jody Atkins	A/Governance and Risk Coordinator
Zoe Gill	Governance and Risk Coordinator

Guests in Attendance:

Michael Richardson	Director, BRM Advisory
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Audit Committee notes that Michael Richardson, Director BRM Advisory, is in attendance not Michael Arman, Director BRM Advisory as noted in the agenda.

1. COMMENCEMENT

The meeting commenced at 6.00pm.

Acknowledgement of Country

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

2. APOLOGIES/LEAVE OF ABSENCE**Apology**

Nil

Leave of Absence

Nil

Absent

Nil

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 February 2024
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

Audit Committee Meeting – 20 November 2023

Moved Cr Melanie Selwood
S/- Pamela Lee

AC1/24

That the minutes of the Audit Committee meeting held on Monday 20 November 2023, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

The Presiding member welcomed all present and introduced new members/attendees.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item 10 is to be submitted to Council for consideration.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Under Section 75B of the *Local Government Act 1999* Cr Selwood disclosed a General (section 74) Conflict of Interest in Item 10 Amy Gillett Prudential Review, the nature of which is as follows:

- I am involved with the Department for Infrastructure and Transport.

Cr Selwood intends to remain in the meeting and vote when this item is discussed.

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

Nil

8. OFFICER REPORTS – DECISION ITEMS

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

Presiding Member _____ 19 February 2024

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 February 2024
63 MT BARKER ROAD STIRLING**

10. CONFIDENTIAL ITEMS

10.1 Amy Gillett Bikeway Stage 4 Prudential Review – Exclusion of the Public

Moved Cr Melanie Selwood
S/- Sarah Beesley

AC2/24

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

- Chief Executive Officer, Greg Georgopoulos
- Acting Director Corporate Services, Gary Lewis
- Director Environment and Infrastructure, David Waters
- Governance and Risk Coordinator, Zoe Gill
- Manager Strategic Assets, David Collins
- Michael Richardson – BRM Advisory

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

- (j) Under Section 90(3)(j) of the *Local Government Act 1999*, the information to be received, discussed, or considered in relation to this Agenda Item is information the disclosure of which –
- (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
 - (ii) would, on balance, be contrary to the public interest.

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 February 2024
63 MT BARKER ROAD STIRLING**

10.2 Amy Gillett Bikeway Stage 4 Prudential Review – Confidential Item

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 12 February 2024
63 MT BARKER ROAD STIRLING**

10.3 Amy Gillett Bikeway Stage 4 Prudential Review – Duration of Confidentiality

Moved Cr Malcolm Herrmann
S/ Sarah Beesley

AC4/24

Council resolves:

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(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	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Related Attachments	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Minutes	19 December 2024 or upon finalisation of all relevant agreements with the State and Federal Governments, whichever is the earlier.
Other	Nil

Notwithstanding, the fact that the Council is working with other levels of government to find a way to complete the Amy Gillett Bikeway extension within available funding levels shall not be subject to the confidentiality order.

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL SPECIAL AUDIT COMMITTEE
MINUTES OF MEETING
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63 MT BARKER ROAD STIRLING**

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 19 February 2024 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 7.30pm