



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: A/Mayor Nathan Daniell

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Mayor Jan-Claire Wisdom
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 23 April 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 written over a horizontal line.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 23 April 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

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

Cr Louise Pascale, 5 April 2024 to 29 April 2024, approved by Council on 26 March 2024

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 9 April 2024

That the minutes of the ordinary meeting held on 9 April 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
 - 8.1.1. Teringie Residents Association
Traffic hazard of speeding along residential streets in Teringie
- 8.2. Deputations
Nil
- 8.3. Public Forum
Nil

9. PRESENTATIONS (by exception)

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Investigation of temporary support for Stirling Mainstreet Businesses
 - 1. *That the report be received and noted.*
 - 2. *That the Council determine from the options, the support to be provided to Stirling businesses, if any.*
- 12.2. Review of Council Assessment Panel (CAP) Sitting Fees
 - 1. *That the report be received and noted.*
 - 2. *To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:*
 - i. *Independent Presiding Member - \$578 (excl GST) per attended meeting*
 - ii. *Independent Ordinary Member - \$450 (excl GST) per attended meeting*
 - iii. *Council Member or Deputy Council Member - \$318 (excl GST) per attended meeting*
 - iv. *Authorised Training - \$78 (excl GST) per hour of training attended, excluding travel time.*

3. *That in the event an Independent Ordinary Member is appointed as Acting Presiding Member at a meeting in the absence of the Presiding Member, that member will receive the Presiding Member sitting fee of \$578 (excl GST) for that meeting.*
4. *The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in 2026.*

12.3. Local Government Income Protection Fund

1. *That the Local Government Association Income Protection Fund report be received and noted.*
2. *That the CEO consider the information presented in the report during Employee Development Agreement negotiations commencing 1 July 2025.*

12.4. GRFMA Annual Business Plan

1. *That the report be received and noted.*
2. *To advise the Board of the Gawler River Floodplain Management Authority (GRFMA) that it has reviewed the GRFMA Draft 2024-25 Annual Business Plan and Budget and that Council does not approve the budget on the following basis:*
 - a. *That the Council sees little if any benefit to the Adelaide Hills community in contributing to the cost of the further development of the flood mitigation works business case.*
 - b. *That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils.*
 - c. *That the cost apportionment should be reflective of the relative contribution to the flood risk and the relative benefits of the flood mitigation works, to each community.*
3. *That the Chief Executive Officer be authorised to participate in any dispute resolution process arising from this decision, noting that any decisions about funding allocations will need to be considered and approved by the Council.*
4. *That the Chief Executive Officer provide a report to Council by 31 July 2024 which examines the risks and opportunities associated with the Council's ongoing membership of the Gawler River Floodplain Management Authority, including details of the process for withdrawing from the Authority.*

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

- 13.1. Disability Access and Inclusion Plan (DAIP) – Annual Progress Report 2023
- 13.2. Quarterly Council Performance Report – Q3 2023-24

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 – 10 April 2024

That the minutes of the CAP meeting held on 10 April 2024 as supplied, be received and noted.

18.2. Audit Committee – 15 April 2024

That the minutes of the Audit Committee meeting held on 15 April 2024 as supplied, be received and noted

18.3. CEO Performance Review Panel

Nil

18.4. Boundary Change Committee – 22 April 2024 – **Late distribution**

Nil

19. CONFIDENTIAL ITEMS

19.1. Appointment of Council Assessment Panel (CAP) Independent Members

20. NEXT MEETING

Tuesday 14 May 2024, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

Council Meeting & Workshops 2024

DATE	TYPE	LOCATION	MINUTE TAKER
JANUARY 2024			
Wed 10 January	CAP	Stirling	Karen Savage
Tues 23 January	Council	Stirling	Rebekah Lyons
Tues 30 January	Workshop	Stirling	N/A
FEBRUARY 2024			
Mon 5 February	Workshop	Woodside	N/A
Tues 13 February	Council	Stirling	Rebekah Lyons
Wed 14 February	CAP	Stirling	Karen Savage
Mon 19 February	Audit Committee	Stirling	Jody Atkins
Tues 20 February	Professional Development	Stirling	N/A
Thurs 22 February	CEO PRP	Stirling	Jody Atkins
Tues 27 February	Council	Stirling	Rebekah Lyons
MARCH 2024			
Mon 4 March	Workshop	Woodside	N/A
Tues 12 March	Council	Stirling	Rebekah Lyons
Wed 13 March	CAP	Stirling	Karen Savage
Tues 19 March	Professional Development	Stirling	N/A
Tues 26 March	Council	Stirling	Rebekah Lyons
APRIL 2024			
Tues 2 April (Easter Monday)	Workshop	Woodside	N/A
Wed 10 April	CAP	Stirling	Karen Savage
Tues 16 April	Professional Development	Stirling	N/A
Mon 15 April	Audit Committee	Stirling	TBA
Mon 22 April	Boundary Change Committee	Stirling	Zoë Gill
Tues 23 April	Council	Stirling	Rebekah Lyons
MAY 2024			
Mon 6 May	Workshop	Woodside	N/A
Wed 8 May	CAP	Stirling	Karen Savage
Tues 14 May	Ordinary Council	Stirling	Rebekah Lyons
Mon 20 May	Audit Committee	Stirling	TBA
Tues 21 May	Professional Development	Stirling	N/A
Thur 23 May	CEO PRP	Stirling	Kelley Jones Lawyers
Tues 28 May	Council	Stirling	Rebekah Lyons
JUNE 2024			
Mon 3 June	Workshop	Woodside	N/A
Tues 11 June	Ordinary Council	Stirling	Rebekah Lyons
Wed 12 June	CAP	Stirling	Karen Savage
Tues 18 June	Professional Development	Stirling	N/A

DATE	TYPE	LOCATION	MINUTE TAKER
Tues 25 June	Ordinary Council	Stirling	Rebekah Lyons
JULY 2024			
Mon 1 July	Workshop	Woodside	N/A
Tues 9 July	Ordinary Council	Stirling	Rebekah Lyons
Wed 10 July	CAP	Stirling	Karen Savage
Tues 16 July	Professional Development	Stirling	N/A
Tues 23 July	Council	Stirling	Rebekah Lyons
AUGUST 2024			
Mon 5 August	Workshop	Woodside	N/A
Tues 13 August	Ordinary Council	Stirling	Rebekah Lyons
Wed 14 August	CAP	Stirling	Karen Savage
Mon 19 August	Audit Committee	Stirling	TBA
Tues 20 August	Professional Development	Stirling	N/A
Thur 22 August	CEO PRP	Stirling	Kelley Jones Lawyers
Tues 27 August	Council	Stirling	Rebekah Lyons
SEPTEMBER 2024			
Mon 2 September	Workshop	Woodside	N/A
Tues 10 September	Ordinary Council	Stirling	Rebekah Lyons
Wed 11 September	CAP	Stirling	Karen Savage
Tues 17 September	Professional Development	Stirling	N/A
Tues 24 September	Council	Stirling	Rebekah Lyons
OCTOBER 2024			
Tues 1 October (Public Holiday)	Workshop	Woodside	N/A
Tues 8 October	Ordinary Council	Stirling	Rebekah Lyons
Wed 9 October	CAP	Stirling	Karen Savage
Tues 15 October	Professional Development	Stirling	N/A
Mon 14 Oct	Audit Committee	Stirling	TBA
Tues 22 October	Council	Stirling	Rebekah Lyons
NOVEMBER 2024			
Mon 4 November	Workshop	Woodside	N/A
Tues 12 November	Ordinary Council	Stirling	Rebekah Lyons
Wed 13 November	CAP	Stirling	Karen Savage
Mon 18 November	Audit Committee	Stirling	TBA
Tues 19 November	Professional Development	Stirling	N/A
Tues 26 November	Council	Stirling	Rebekah Lyons
DECEMBER 2024			
Mon 2 December	Workshop	Woodside	N/A
Wed 11 December	CAP	Stirling	Karen Savage
Tues 17 December	Council	Stirling	Rebekah Lyons

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

Community Forums 2023

6.00 for 6.30pm

(dates and venues to be confirmed)

DATE	LOCATION
Woodforde Community Forum – 30 April 2024	The Summit Community Centre

Council Member Attendance 2024

Information or Briefing Sessions

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
19.03.2024 (PD)	LOA	F	F	F	F	F	AP	F	F	F	F	F	F
23.03.2024 (WS)	LOA	P	F	F	F	F	P	P	F	F	F	AP	F
02.04.2024 (WS)	LOA	AP	F	F	F	F	F	P	A	F	F	P	P
09.04.2024 (WS)	LOA	F	F	F	F	LOA	F	F	A	F	F	LOA	F
16.04.24 (WS)	LOA	F	P	F	AP	LOA	LOA	LOA	F	F	F	F	F

Council Member Attendance 2024

Council Meetings (including Special Council Meetings)

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
26.03.2024	LOA	AP	F	F	F	P	LOA	F	F	AP	F	AP	F
9.04.2024	LOA	F	F	F	F	LOA	F	F	P	F	F	LOA	F

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Date: _____

Meeting Name (please tick one)

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

Item No **Item Name:**

(Only one conflict of interest entry per form)

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

GENERAL

MATERIAL

GENERAL

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

MATERIAL

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

The nature of my conflict of interest is as follows:

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

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

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

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

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

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

8. DEPUTATIONS

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

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

8.3 PUBLIC FORUM

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

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

Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Acting Mayor Nathan Daniell

Members:

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Pauline Gill
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Melanie Selwood

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Ashley Curtis	Acting Director Corporate Services
Natalie Armstrong	Director Community and Development
David Waters	Director Environment and Infrastructure
Zoë Gill	Governance and Risk Coordinator
Tracy Riddle (Kelledy Jones)	Governance Support
Rebekah Lyons	Minute Secretary
Tom Portas	Technical Support
Rebecca Shepherd	Manager Community Capacity
Jennifer Blake	Manager Communication and Events
Karen Cummings	Manager Property Services

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 _____

23 April 2024

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Nil

3.2 Leave of Absence

Mayor Jan-Claire Wisdom, 13 February 2024 to 14 May 2024, approved by Council at its meeting of 13 February 2024.

Cr Louise Pascale 5 April 2024 to 29 April 2024, approved by Council at its meeting of 26 March 2024.

Moved Cr Mark Osterstock

S/- Cr Chris Grant

102/24

- 1 That a Leave of Absence from all duties of office be granted to Cr Lucy Huxter from 9 April 2024 to 9 April 2024.**
- 2 That any committee or panel membership currently held by Cr Lucy Huxter be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

Moved Cr Kirsty Parkin

S/- Cr Chris Grant

103/24

- 1 That a Leave of Absence from all duties of office be granted to Cr Pauline Gill from 26 April 2024 to 31 May 2024.**
- 2 That any committee or panel membership currently held by Cr Pauline Gill be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

Moved Cr Leith Mudge

S/- Cr Melanie Selwood

104/24

- 1 That a Leave of Absence from all duties of office be granted to Cr Mark Osterstock from 13 April 2024 to 20 April 2024.**
- 2 That any committee or panel membership currently held by Cr Mark Osterstock be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

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3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS**4.1 Council Meeting – 26 March 2024**

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

105/24

Council resolves that the minutes of the Ordinary Council meeting held on 26 March 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**5.1 General Conflict of Interest, Cr Melanie Selwood – Item 11.1 Australia Day Consultation**

Under section 75B of the *Local Government Act 1999* Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 11.1.

5.2 General Conflict of Interest, Cr Mark Osterstock – Item 19.3 CEO Performance Review Process

Under section 75B of the *Local Government Act 1999* Cr Mark Osterstock disclosed a General (section 74) Conflict of Interest in Item 19.3.

6. PRESIDING MEMBER'S OPENING REMARKS

The Acting Mayor welcomed members of the Gallery, thanking them for attending the Council meeting to express their views and listen to the discussion.

Acting Mayor Daniell reminded Elected Members that a Council Workshop would be held immediately after the close of the Ordinary Meeting.

7. QUESTIONS ADJOURNED/LYING ON THE TABLE**7.1 Questions Adjourned**

Nil

7.2 Questions Lying on the Table

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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8. PETITIONS/DEPUTATIONS/PUBLIC FORUM

8.1 Petitions

8.1.1 Maintain Council decision regarding no citizenship ceremonies on 26 January

**Moved Cr Leith Mudge
S/- Cr Melanie Selwood**

106/24

Council resolves:

- 1. That the petition signed by 116 signatories requesting that Adelaide Hills Council maintain its current decision to move citizenship and awards ceremonies away from January 26 be received and noted.**
- 2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**

Carried Unanimously

8.2 Deputations

8.2.1 Mt Lofty Sports Club Scoreboard Submission – Chris Illman

8.2.2 Uraidla Reconciliation – Sebastian Geers and Deanne Hanchant-Nichols

8.3 Public Forum

Through the Presiding Member, leave of the meeting was sought and granted to extend the Public Forum to 30 minutes with a time allocation of 3 minutes per person, including questions.

Kathy Burn, Dawsley – Against Council's resolution not to hold citizenship ceremonies on 26 January.

Andrew Nolan, Lobethal - Against Council's resolution not to hold citizenship ceremonies on 26 January.

Edna Tate, Birdwood - Against Council's resolution not to hold citizenship ceremonies on 26 January.

John Tate, Birdwood - Against Council's resolution not to hold citizenship ceremonies on 26 January.

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Karen Spicer, Adelaide Hills – For Council consultation on resolution not to hold citizenship ceremonies on 26 January.

Keith Bennett, Valleys Ward - Against Council's resolution not to hold citizenship ceremonies on 26 January.

7:13pm Cr Adrian Cheater left the meeting room

7:15pm Cr Adrian Cheater returned to the meeting room

Tim Gregg, Stirling - Against Council's resolution not to hold citizenship ceremonies on 26 January.

Catherine Nitschke, Adelaide Hills – Speaking against Item 11.2, First Nations Engagement Framework.

Dylan Russell, Summertown – In support of Council's resolution not to hold citizenship ceremonies on 26 January.

Sally Francis, Mylor - In support of Council's resolution not to hold citizenship ceremonies on 26 January.

Ruth Ambler, Stirling - In support of Council's resolution not to hold citizenship ceremonies on 26 January.

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Australia Day Consultation – Cr Pauline Gill

Under section 75B of the *Local Government Act 1999* Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 11.1 Australia Day Consultation.

- Due to public comments I have made in the past 24 hours.

Cr Melanie Selwood advised the meeting her private interest would not result in her acting in a manner contrary to her public duty and intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.

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Moved Cr Pauline Gill
S/- Cr Malcolm Herrmann

I move:

1. That the CEO undertakes Community Consultation regarding the community's views of presenting Civic Awards on Australia Day;
2. That the Anecdotal feedback in the Officer's response be accepted, with attendance at future Australia Day events to be monitored and reported to Council each year;
3. That First Nation people are consulted in an appropriate way to seek their individual views;
4. The results of Community Consultation be reported to Council by 24th September 2024, with recommendations, if any, for consideration by Council.

The Presiding Member ruled the motion lost.

DIVISION

Cr Pauline Gill called for a division.

The Presiding Member set aside the ruling.

In the affirmative (2)
Councillors Hermann and Gill

In the negative (7)
Councillors Boyd, Cheater, Grant, Parkin, Mudge, Selwood, Osterstock

On the basis of the results of the division, the Acting Mayor declared the motion **Lost**.

8:11pm Cr Pauline Gill left the meeting and did not return.

11.2 First Nations Engagement Framework -Cr Adrian Cheater

Moved Cr Adrian Cheater
S/- Cr Melanie Selwood

I move that Council:

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1. Requests the CEO reports back to Council on the implications of Council engaging the services of an external consultant to investigate options for the Council to appropriately and respectfully engage with First Nations people and representative mechanisms; including consultation with residents who identify as First Nations, including but not limited to Kurna and Peramangk. This investigation should acknowledge and address the confines of western systems of consultation, governance and authority while forming recommendations aligned with generally accepted methodologies for First Nation representation by 30 August 2024.
2. Acknowledges First Nation people as an identified low representation of total population, influenced by historical colonial impacts leading to significant displacement, and the social and economic factors limiting the ability for many First Nation people to live on traditional country.

VARIATION

Through the Presiding Member, with the consent of the Mover and Seconder, leave of the meeting was sought and granted to remove point 2 of the motion:

I move that Council:

1. Requests the CEO reports back to Council on the implications of Council engaging the services of an external consultant to investigate options for the Council to appropriately and respectfully engage with First Nations people and representative mechanisms; including consultation with residents who identify as First Nations, including but not limited to Kurna and Peramangk. This investigation should acknowledge and address the confines of western systems of consultation, governance and authority while forming recommendations aligned with generally accepted methodologies for First Nation representation by 30 August 2024.

Lost

12. OFFICER REPORTS – DECISION ITEMS

12.1 Proposed Disposal of Council Land, Norton Summit

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

107/24

Council resolves:

1. **That the report be received and noted.**

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2. The land known as Pieces 1 and 2 Filed Plan No. 257220 located off Nicholls Road, Norton Summit and contained in Certificate of Title Volume 6261 Folio 497 be declared surplus to Council's requirements.
2. To dispose of the subject land to the owner of 105 Nicholls Road, Norton Summit for the amount of \$5,000 (plus GST), subject to the owner of 105 Nicholls Road, Norton Summit paying for all costs associated with the settlement and transfer of the land including final survey fees, conveyancing fees, transfer and government changes and any other charges relating to the sale of the land.
3. That upon settlement of the land that Pieces 1 and 2 be merged with the existing Certificate of Title at 105 Nicholls Road, Norton Summit.
4. That the Chief Executive Officer and Mayor be authorised to finalise, sign, and seal (if necessary), all documentation to dispose of the above portion of land pursuant to this resolution.

Carried Unanimously

12.2 Community Energy Upgrades Fund

Moved Cr Mark Osterstock
S/- Cr Adrian Cheater

108/24

Council resolves:

1. That the report be received and noted.
2. To apply for Round 1 of the Community Energy Upgrades Fund (CEUF) for the design and installation of a Building Management System with a total estimated value of \$195,000, with funding comprising:
 - a. \$97,500 from the CEUF
 - b. \$97,500 from Council funds
3. That subject to the application being successful, include the funding in the Council's Annual Business Plan and budget for 2024-25.
4. That the Chief Executive Officer be authorised to finalise the detail of the funding proposal between now and the funding application deadline, and, if necessary, adjust aspects of the application and scope of work to ensure the project can be accommodated within the funding allocation outlined.

Carried Unanimously

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12.3 Local Roads Community Infrastructure Program (LRCIP) Phase 3 – Alternate Projects

Moved Cr Chris Grant
S/- Cr Mark Osterstock

109/24

Council resolves:

1. That the report be received and noted.
2. To withdraw Project #4 (Junction Road Stormwater, Balhannah - \$200,000) and Project #5 (ASWMSC Splash Park - \$200,000) from the Approved Works Schedule of Local Roads and Community Infrastructure Program Phase 3.
3. That the following projects be submitted as a Variation to the Phase 3 Approved Works Schedule for consideration by the program delegate as a project for completion by 30 June 2024:
 - a. CCBF Fire Scar Proactive Tree Management - \$250,000
 - b. Accelerated street furniture upgrades - \$75,000
 - c. Fidlers Hill Road sealing - \$75,000
4. That the withdrawn projects from Phase 3 be considered by Council for submission in Phase 4 of the Local Roads and Community Infrastructure Program.
5. That the Chief Executive Officer be authorised to undertake all necessary action, including entering into necessary agreements, to further the Council's resolution and that the Chief Executive Officer be authorised to submit any necessary alternative proposals to ensure the Council can receive and utilise its full LRCIP Phase 3 funding allocation by 30 June 2024.

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. CORRESPONDENCE FOR INFORMATION

Nil

15. QUESTIONS WITHOUT NOTICE

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

16. MOTIONS WITHOUT NOTICE

Nil

17. REPORTS**17.1 Council Member Function or Activity on the Business of Council****Cr Malcolm Herrmann**

- 28 March 2024 – Official opening of the refurbished Rocking Horse, Gumeracha

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

- 5 April 2024 – GRFMA Audit Committee, North Adelaide

17.3 CEO Report

Greg Georgopoulos expressed his appreciation and gratitude to Natalie Armstrong for her commitment and dedication during her service at Adelaide Hills Council.

MOTION WITHOUT NOTICE

Moved Cr Mark Osterstock

S/- Cr Malcolm Herrmann

110/24

Council extends its appreciation and gratitude to Natalie Armstrong for her 8 years of service and commitment to Adelaide Hills Council.

Carried Unanimously

18. REPORTS OF COMMITTEES**18.1 Council Assessment Panel**

Nil

18.2 Audit Committee

Nil

18.3 CEO Performance Review Panel

Refer to confidential items

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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18.4 Boundary Change Committee

Nil

19. CONFIDENTIAL ITEMS

8:48pm Tracy Riddle left the meeting room

19.1 CEO Performance Review Panel – Special Meeting 28 March 2024 – Exclusion of the Public

Moved Cr Leith Mudge
S/- Cr Chris Grant

111/24

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
- Governance and Risk Coordinator, Zoë Gill
- Director Community and Development, Natalie Armstrong
- Director Environment and Infrastructure, David Waters
- Acting Director Corporate Services, Ashley Curtis
- Governance Support, Tracy Riddle, Kelledy Jones Lawyers
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.1: CEO Performance Review Panel – Minutes of Special Meeting 28 March 2024 in confidence.

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

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
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19.1.1 CEO Performance Review Panel – Special Meeting 28 March 2024 – Confidential Item

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.1.2 CEO Performance Review Panel – Special Meeting 28 March 2024 – Duration of Confidentiality

**Moved Cr Chris Grant
S/- Cr Melanie Selwood**

113/24

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) 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 that the report, related attachments and the minutes of Committee and the discussion and considerations of the subject matter be retained in confidence until further order and be reviewed every twelve months.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.2 CEO Setting of KPIs – Exclusion of the Public

Moved Cr Chris Grant

S/- Cr Kirilee Boyd

114/24

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
- Governance and Risk Coordinator, Zoë Gill
- Director Community and Development, Natalie Armstrong
- Director Environment and Infrastructure, David Waters
- Acting Director Corporate Services, Ashley Curtis
- Governance Support, Kelledy Jones Lawyers
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.2: 1.CEO Performance Review Panel Report - CEO – Setting of KPIs – Exclusion of the Public 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 the Panel to consider the report at the meeting on the following grounds:

Section 90(3) (a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.2.1 CEO Setting of KPIs – Confidential Item

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

115/24

Council resolves:

- 1. That the report be received and noted.**
- 2. To endorse and adopt the CEOs KPIs in appendix 1 of the report (Appendix 1).**

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
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19.3 CEO Performance Review Process 2024/25 – Exclusion of the Public

Moved Cr Malcolm Herrmann

S/- Cr Kirilee Boyd

116/24

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

- Chief Executive Officer, Greg Georgopoulos
- Director Community and Development, Natalie Armstrong
- Director Environment and Infrastructure, David Waters
- Acting Director Corporate Services, Ashley Curtis
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.3: (CEO Performance Review Panel Report – Chief Executive Officer’s Performance Review 2024/25) in confidence.

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

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Section 90(3)(b) of the *Local Government Act 1999*, information the disclosure of which (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and (ii) would, on balance, be contrary to the public interest.

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.3.1 CEO Performance Review Process 2024/25 – Confidential Item

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.3.2 CEO Performance Review Process 2024/25 – Duration of Confidentiality

Moved Cr Malcolm Herrmann

S/- Cr Chris Grant

118/24

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

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	28 March 2027
Related Attachments	28 March 2027
Minutes	28 March 2027
Other (presentation, documents, or similar)	28 March 2027

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
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.4 CEO Development Plan – Exclusion of the Public

Moved Cr Leith Mudge

S/- Cr Chris Grant

119/24

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
- Governance and Risk Coordinator, Zoë Gill
- Director Community and Development, Natalie Armstrong
- Director Environment and Infrastructure, David Waters
- Acting Director Corporate Services, Ashley Curtis
- Governance Support, Kelledy Jones Lawyers
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.4 (CEO Performance Review Panel report – Chief Executive Officer’s Development Plan 2024) in confidence.

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

Section 90(3) (a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.4.1 CEO Development Plan – Confidential Item

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.4.2 CEO Development Plan – Duration of Confidentiality

Moved Cr Chris Grant
S/- Cr Mark Osterstock

121/24

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 19.4 in confidence under sections 90(2) and 90(3)(a) 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	4 April 2027
Related Attachments	4 April 2027
Minutes	4 April 2027
Other (presentation, documents, or similar)	4 April 2027

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
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

**19.5 Appointment of the Gawler River Floodplain Management Authority Chairperson –
Exclusion of the Public**

Moved Cr Mark Osterstock
S/- Cr Kirsty Parkin

122/24

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
- Acting Director Corporate Services, Ashley Curtis
- Director Community & Development, Natalie Armstrong
- Director Environment & Infrastructure, David Waters
- Governance & Risk Coordinator, Zoe Gill
- Governance Support, Kelledy Jones Lawyers
- Minute Secretary, Rebekah Lyons
- IT Support,

be excluded from attendance at the meeting for Agenda Item 19.5: Appointment of Gawler River Floodplain Management Authority Chairperson in confidence.

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

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

19.5.1 Appointment of the Gawler River Floodplain Management Authority Chairperson – Confidential Item

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

**19.5.2 Appointment of the Gawler River Floodplain Management Authority Chairperson –
Duration of Confidentiality**

Moved Cr Mark Osterstock
S/- Cr Chris Grant

124/24

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

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	until the appointment has been confirmed
Related Attachments	until the appointment has been confirmed
Minutes	until the appointment has been confirmed
Other (presentation, documents, or similar)	N/A

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
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 9 APRIL 2024
63 MT BARKER ROAD STIRLING**

20. NEXT ORDINARY MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 23 April 2024 from 6.30pm at 63 Mt Barker Road, Stirling.

21. CLOSE MEETING

The meeting closed at 9:07pm

Petitions / Deputations / Public Forum

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item: 8.1.1

Responsible Officer: David Collins
Manager Strategic Assets
Environment and Infrastructure

Subject: Petition – Teringie Residents Association

For: Decision

SUMMARY

A petition has been received with 50 signatories stating:

Adelaide Hills Council conduct an investigation and a solution to the traffic hazard of speeding along the residential streets along Teringie Drive and Woodland Way, Teringie.

The covering letter requests an investigation and a solution to the traffic hazard of speeding.

The purpose of this report is to enable the Council to receive the petition and to make any decisions it deems necessary in relation to the matter.

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 50 signatories requesting Council to undertake an investigation and provide a solution to the traffic hazard of speeding along Teringie Drive and Woodland Way Teringie be received and noted.**
- 2. A traffic count be carried out to ascertain the current traffic volumes and speed of vehicles travelling along Teringie Drive and Woodland Way Teringie.**
- 3. That should prevailing speeds be found to be excessive, that further action be taken including, but not limited to:**
 - a. Consideration of measures to calm traffic and/or increase driver awareness**
 - b. Referral of the matter to SA Police for speed enforcement**
- 4. Any additional budget allocations associated with the above should be referred to the Council's normal budget processes for consideration.**

5. That the CEO advise the principal signatory of the Council’s noting of the petition and of any resolutions relating to the matter.

1. PETITION DETAILS

Council has received a petition organised by the Teringie Residents Association Incorporated, Secretary Kaye Parnell of Teringie and signed by 50 signatories. The covering letter is contained in **Appendix 1**.

The Petition states:

1. A traffic counter / speedometer counter to be put across the road to verify the amount of traffic and speed. This would need to be in the vicinity of No. 91 Woodland Way.
2. Speedhumps.
3. A chekain on the corner of Norton Summit Road and Teringie Drive and another one at the corner of Teringie Drive and Woodland Way.
4. A permanent 50kph sign together with the odd speed camera in the early morning when the road takes most of the traffic and later in the evening. This is always a good reminder to slow down!

2. OFFICER’S RESPONSE – David Collins, Manager Strategic Assets

➤ **Relationship/relevance to Council services/activities/plans/strategies/resolutions**

The petitioners are concerned that speeding is occurring along Teringie Drive and Woodland Way, Teringie.

This traffic route between Norton Summitt and Magill is potentially used by through traffic given the more direct and straighter geometry of the road than the arterial road link via Norton Summit Road.

Currently the route is sign posted at either end with 50km/h signs. These signs are near the junction of Norton Summit Road and Teringie Drive and when entering Coachhouse Drive off Norton Summitt Drive at Magill. There are reminder signs on Woodland Way near Coachhouse Drive at the Magill end and on the downhill side of Ridgeland Drive junction area.

There is a current traffic control device (driveway link) at the junction of Woodland Way, Swiss Place and Ridgeland Drive.



It is several years since Council last undertook traffic counts on this route, so it is suggested that the administration deploy traffic counters to provide updated traffic volume and speed data.

Council officers have contacted the Department for Infrastructure and Transport (DIT) seeking options for additional 50km/h sign posting along the route. DIT are required to approve and speed sign locations and provide approved plans for any installation. DIT has indicated that this route does not have any official speed zoning plan approved and as such the default speed limit would be enforced (50km/h for built-up and 100km/h for not built-up). Many roads, and in particular Council roads, across the road network do not have official authorised speed limit plans. The Australian Road Rules under *Part 2 – Application of the Australian Road Rules, Part 3 Speed limits of the Road Traffic Act 1961* describe that the default speed limits apply for built-up and non-built-up roads.

A built-up area is described in the legislation (the *Australian Road Rules*) as below;

built-up area, in relation to a length of road, means an area in which either of the following is present for a distance of at least 500 metres or, if the length of road is shorter than 500 metres, for the whole road:

- (a) buildings, not over 100 metres apart, on land next to the road;
- (b) street lights not over 100 metres apart.

Note—

Length of road is defined in this dictionary

The default speed limit for a built-up area is 50km/h and 100km/h for a non built-up area.

Council will need to have an independent traffic impact assessment undertaken for the route and then forward this to DIT for any endorsement and subsequent approved speed limit sign installations. Council should allow \$3,000 to undertake this Traffic Impact Statement.

The addition of other forms of traffic control devices along the route such as speed hump and chicanes as suggested by the petitioners will require external assessment and concept design work to determine the appropriate options for the sites and associated concept estimates. Given the length of the route and the likely number of traffic control devices required along the route to obtain consistent lower speed, it is likely that this traffic calming infrastructure could cost in the order of several hundred thousand dollars to apply along the route. If Council ultimately determines to investigate the traffic control devices along the route, then an initial allocation of \$20,000 is suggested to engage suitable consultants to identify these options, concepts designs and subsequent concept design estimates.

Should the Administration consider that traffic control devices such as chicanes and/or speed humps may be warranted, the funding required for the study will be put forward for budget consideration.

The matter of speeding vehicles and the installation of speed cameras is not managed by Council. If the new traffic count demonstrates excessive speeding is prevalent, this information will also be forwarded to SA Police with encouragement to enforce. The Council does, however, have a small number of speed displays which can be installed at particular locations to measure and display the speed of passing vehicles. This can help raise driver awareness of speed and encourage more appropriate speed.

➤ **Options¹**

Council has the following options in relation to the matter(s) raised in the petition:

- I. Undertake further traffic count data and determine the level of traffic volume and speed. Engage an external consultant to undertake a safety assessment of the route and identify traffic control devices that provide traffic calming such that through traffic speeds are in line with the residential nature of the area. Provide a report back to Council (Recommended)
- II. Undertake no action (Not Recommended)

¹ Any potential motion arising from the receipt of a petition is a Motion Without Notice and Council has resolved for restrictions on the scope on these types of motions as per clause 3.18 of the *Code of Practice for Council Meeting Procedures*.

Appendix 1

Terlingie Residents Association – Petition Letter

TERINGIE RESIDENTS ASSOCIATION INCORPORATED

ADELAIDE HILLS COUNCIL
RECEIVED

Attention: Adelaide Hills Council

09 APR 2024

Please find attached a petition signed by residents of Teringie Drive & Woodland Way Teringie 5072 which requests an investigation and a solution to the traffic hazard of speeding along these residential streets

The following suggestions have been put forward:

1. A traffic counter/speedometer counter to be put across the road to verify the amount of traffic and speed. This would need to be in the vicinity of No.91 Woodland Way
2. Speedhumps
3. A chekain on the corner of Norton summit Road & Teringie Drive and another one at the corner of Teringie Drive & Woodland Way
4. A permanent 50kph sign together with the odd speed camera in the early morning when the road takes most of the traffic and later in the evening. This is always a good reminder to slow down !

We look forward to hearing from the AHC with a solution

Regards

Secretary
TRA Inc

2/4/24 .

Administration Reports Decision Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Brett Mayne
Acting Manager Economic Development
Community and Development

Subject: Investigation of temporary support for Stirling Mainstreet
Businesses

For: Decision

SUMMARY

Since the Stirling Mall Fire on 15 October 2023, retail and food service businesses in the Stirling main street have reported changes to the number of customers shopping in the area with some reporting a decline in income for their business.

The chair of the Stirling Business Association advocated for further Council support for Stirling businesses faced with reduced income since the Stirling Mall Fire.

Council resolved to undertake an investigation and present recommendations for consideration into what temporary financial and/or in-kind support could be provided to small businesses in Stirling to assist them while the Stirling Mall is being rebuilt. The investigation included consultation with State Government, the Local Government Association, the Stirling Business Association and individual Stirling businesses.

There are a number of options presented for consideration by Council.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. That the Council determine from the options, the support to be provided to Stirling businesses, if any.**
-

1. BACKGROUND

At the Council Meeting of 12 March 2024, the Council resolved the following:

- 1. The CEO investigates measures to provide temporary financial and/or in-kind support to Stirling main street 'small' businesses substantially affected by a**

downturn caused by the Stirling Village Mall (Woolworths) fire on Sunday 15 October 2023.

- 2. The investigation includes an exploration of:**
 - a. the total amount of funds to be allocated to provide support;**
 - b. the criteria to be used to distribute this support, ensuring that it is equitable and targeted so that only businesses with a demonstrated substantial reduction in income attributable to the fire are eligible; and**
 - c. the period of time that this temporary support should be provided pending the rebuilding of a replacement shopping centre.**

- 3. A report on the outcomes of this investigation be discussed at a workshop and presented to Council with recommendations no later than an Ordinary Council Meeting in April 2024 to ensure that timely support is able to be provided.**

Carried

This report has been written in response to the above resolution of Council and concerns raised by Stirling business owners seeking further assistance since the Mall Fire on 15 October 2023. Representatives of the Stirling business community have reported an increased decline in trade since the Stirling Mall Fire on 15 October 2023 which is threatening the sustainability of a number of retail and food service businesses. Concerns have been raised that these businesses may fail which would make it harder to attract shoppers to Stirling and would accelerate the decline in other retail and food service businesses within the town. If this trend continued it may lead to a situation where there are only service businesses in the Stirling main street by the time that the new Stirling Mall opened.

Council assistance for businesses since the Stirling Mall Fire includes advocacy to the State Government for business support, including financial payments, business mentoring/training and financial counselling. The State Government agreed to provide funding for a retail course and mentoring for businesses in the Adelaide Hills that would include Stirling. Council have also been assisting businesses through the Stirling Business Association through promotional activities. Council submitted an Open Space Grant application for \$500,000 matched funding for upgrades to the road crossing on the Stirling main street. The outcome of this funding application is expected by the end of May 2024.

A presentation of the findings of this investigation were presented to the Council at its workshop on 2 April 2024. The recommendations from this report have been developed in response to feedback from the Council Workshop.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 3 A Prosperous Economy

Objective 1 Support and grow our region’s existing and emerging industries

Priority 1.4 Promote, support and encourage our existing and emerging businesses to respond to economic changes by being creative, innovative productive and resilient to unexpected impacts

This goal is supported by Council’s Economic Development Plan 2020-2024 which identifies actions including promotion of business support services, facilitating connection with services and increasing the uptake of e-commerce.

➤ **Legal Implications**

The *Local Government Act 1999*, Chapter 2, Section 7, Item (g) specifies one of the functions of a council being:

(g) To promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism.

➤ **Risk Management Implications**

The provision of support for small businesses in Stirling will mitigate the risk of:

Declining economic activity in Stirling Business district resulting from the Stirling Mall Fire leading to business closures.

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Medium (3C)	Medium (3C)

Undertaking a marketing strategy to increase the number of people visiting Stirling for shopping combined with individual business assistance can assist struggling businesses and address the risk of numerous business closures.

➤ **Financial and Resource Implications**

There is no budget allocation for specific support to Stirling businesses following the Mall Fire. Financial implications are detailed for the various options investigated below, including where additional budget would be required.

Should the Council resolve to provide direct financial support as explored below, there may be some additional resource needs for assessing eligibility and processing payments. It’s likely that this could be managed within existing staff resources.

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

Should the Council resolve to provide direct financial support, Council staff would contact the Stirling Business community to advise of the support available.

➤ **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: A report was presented to a Council Workshop on 2 April at which the following options were discussed:

- Direct Financial Assistance
- Covering a shortfall in the Stirling Business Association Levy as a result of the Mall Fire
- Implementing Hardship provisions for businesses linked to either rates or Stirling Business Association Levy
- Providing support for Stirling Business Association to develop a marketing strategy

Advisory Groups: Not applicable

External Agencies: Leanne McCartney Senior Advisor, Emergency Support Local Government Association identified the follow points:

- Importance of the role of business owners to manage their own risks
- Growing expectation on Local Government in response and recovery
- Perceptions of inequality regarding when the government will and won't provide support
- There are a number of ways to provide support including, marketing, street activation
- There are long term implications for the Local Government sector if there is an expectation of direct financial aid created

Georgina Goodrich Manager Recovery Security, Emergency and Recovery Management and Intergovernmental and Diplomatic Relations Department of Premier and Cabinet identified that a recovery package and financial support model might have several components to it:

- Business counselling and good practice case studies might be a way to ensure any grant funding contributes to sustainability of the business
- Marketing and campaigns to encourage people to return to the area – “Open for business” and “Shop local”
- Direct financial support can be tricky in setting a precedent, and needs parameters and desired outcomes; is it to ensure businesses continue to operate (i.e. what is the viability / sustainability of just providing a grant)
- In-kind support which could include, the AHC advocate to private owners / leaseholders for rent reduction

Sabrina De Rosa Project Manager, Flood Support Department for Industry Innovation and Science provided comment on how a Business Grant should operate and the level of resourcing required. The suggested model was the Small Business Industry Support Grant.

Community: Stirling Business Association Management Committee discussed options for a support package at their meeting on 22 March 2024. The following are their suggestions:

- Council to cover difference in SBA rates capture resulting from the loss of income from the Stirling Mall, approximately \$3,000
- Fund a media consultant to assist SBA to develop strategies and implement them this could include a segment on South Aussie with Cossie
- Facilitate connections with Adelaide Hills Tourism to work through a media & marketing campaign
- Assist SBA to update their website
- The general feeling was that marketing and business mentoring support would be more beneficial than cash payments to individual businesses or rate reductions

➤ **Additional Analysis**

Research was also undertaken on recovery measures used to support businesses in the aftermath of the 2015 Christchurch Earthquake. These recovery strategies included emergency and business support payments from the National Government as well as Streetscape activation and marketing of Christchurch to restart businesses and attract tourists. While the Christchurch recovery is still underway there has been success with street activation returning economic activity and vibrancy to the centre of Christchurch.

A range of support options have been explored by the Administration including covering the Stirling Business Association levy shortfall, marketing assistance, direct financial support and encouraging businesses to access existing hardship provisions. These are explored in detail below.

Stirling Business Association Levy Shortfall

There are 160 businesses in Stirling that pay the Stirling Business Association Levy separate rate which funds the operation of the Stirling Business Association. The current funding agreement with the Stirling Business Association states that \$110,000 will be raised annually by the separate rate. The contributions of individual businesses are based on the value of the rateable land they occupy.

With the destruction of the Stirling Mall, the levy payment from Leyton Holdings has reduced by \$2,909.45. Levy payments from other businesses will need to increase so that the full \$110,000 is collected. Over the next three years there will continue to be a shortfall in levy payments of approximately \$3,000. Council may wish to cover this shortfall to avoid a levy increase for the other businesses. There is no current budget allocation for this support. The Stirling Business Association have stated that this would be an important symbolic goodwill gesture from Council.

Marketing Campaign for Stirling

Council have allocated \$3,000 in the 2023/24 financial year to assist the Stirling Business Association with marketing initiatives in order to increase visitation to Stirling. Council could further support Stirling businesses by undertaking a targeted marketing campaign to encourage people to return to the area. This could include:

- Commercial radio (Mix 102) and television (South Aussie with Cossie, Hello Adelaide) placements;
- Social media campaign; and
- Activations in the main street over autumn and across the down season of winter.

This option would require additional budget allocation of \$20,000 in 2024-25 to engage a consultant to develop and implement the marketing campaign. Council staff would engage the consultant and liaise with the Stirling Business Association throughout the creation and implementation of the campaign. The Stirling Business Association would be able to use their own funds to further implement outcomes from the campaign. This option would strengthen the partnership between Council and the Stirling Business Association while also aiming to improve economic outcomes for Stirling through increased customer visitation.

Direct Financial Support

The administration has investigated options to provide direct financial support for Stirling small businesses who have reported an economic downturn since the Mall Fire. This support would allow eligible businesses to access \$1,000 for business expenses – including payment of their rates or the Stirling Business Association levy. Businesses would need to demonstrate a 30% downturn since the Stirling Mall Fire to be eligible. This support would be modelled on the State Government's Small Business Industry Support Grant with guidelines developed based on the example in **Appendix 1**.

It is estimated that there are approximately 40 businesses in Stirling that would be eligible for this direct financial assistance. Thus, the annual cost for this support package would be approximately \$40,000 per year. Should the support continue each year until the mall is rebuilt, then \$40,000 would need to be allocated for the 2024-25, 2025-26 and 2026-27 financial years, noting that there is no current budget allocation. Businesses may be eligible across the three years but would be required to report to Council staff on their business performance in the 2025/26 and 2026/27 financial years to determine continued eligibility. This would be detailed in the guidelines.

Direct financial assistance from Council could be seen as a goodwill gesture by the Stirling business community and may support businesses in the short term but may not lead to long-term economic improvement.

Financial Hardship Measures

Council has existing options to support those experiencing financial hardship in the Rating Policy 2023-24. These measures include flexible payment options and discretionary postponement of rates and are available on application to Council rates officers and considered on their merits.

This could be an option to support those businesses that pay rates directly to Council. As this is an existing measure, it does not require additional resourcing. This option could be implemented by Economic Development staff reminding businesses of these options through their existing relationships.

3. OPTIONS

Council has the following options:

- I. To fund the Stirling Business Association Levy shortfall resulting from the decreased valuation of the Stirling Mall property at a cost of approximately \$3,000 for three years from 2024-25.

- II. To develop and implement a targeted marketing campaign to increase customer visitation to Stirling, through engagement of a consultant and with a budget allocation of \$20,000 in 2024-25.
- III. To fund direct financial support of up to \$1,000 per business to assist small businesses in Stirling who can demonstrate a 30% or more decline in income since the Stirling Mall Fire at a cost of \$40,000 per year for three years from 2024-25.
- IV. To fund any one or a combination of the support options detailed above.

4. APPENDICES

- (1) Example Small Business Support Grant Guidelines

Appendix 1

Example Small Business Support Grant Guidelines

Example Small Business Assistance Grants Guidelines

The objective of the Stirling Small Business assistance grants is to support small businesses and not-for-profit organisations to recover from the downturn in revenue experienced as a result of the impacts of the Stirling Mall Fire.

Available funding

The grant amount is \$1000 per business each year until the Mall is rebuilt.

How funding may be used

Grants are provided to support eligible small businesses and not-for-profit organisations to recover from the economic downturn resulting from the Stirling Mall fire. This may include, but is not limited to, any of the following:

- meeting standing business costs, including utilities, salaries and rent;
- seeking financial advice to support the recovery of the business;
- adjusting the business to be viable in the changed local context;
- developing the business and extending business reach through marketing and communications activities;
- improvements to make the business more resilient to future disasters; or
- retaining, staying connected to, and supporting existing employees.

Eligibility Criteria

To be eligible for the grant, the applicant must:

- be a small business entity or a not-for-profit organisation (refer definitions);
- hold an Australian Business Number (ABN) and have held that ABN at the time of the eligible disaster;
- have been engaged in operating the small business or not-for-profit organisation in Stirling on or before 15 October 2023.
- demonstrate a decline in revenue of 30% or more in a relevant three-month period (compared to a relevant three-month period in the previous year) as a result of the eligible disaster in the defined disaster area;

Application Process

Applicants will have to declare that they meet the Eligibility Criteria when submitting the application and provide the following evidence to support the claim:

- copy of business activity statements (BAS) submitted to the Australian Taxation Office (ATO) for the relevant quarter/s and the comparison quarter/s in the previous year (or compared to the pre-COVID impacted quarter in 2019 for the Tourism and Hospitality Sector); or
- copies of bank statements or an income statement validated by a qualified accountant, for the relevant quarter/s and the comparison quarter/s in the previous year (or compared to the pre-COVID impacted quarter in 2019 for the Tourism and Hospitality Sector); or
- where an existing business has been purchased, evidence of the downturn should be provided by comparing against income received against an equivalent quarter of the former business and independent verification from a qualified accountant; or
- where a new business has commenced, evidence of the downturn should be provided via booking cancellations from a booking site and independent verification from a qualified accountant.

Terms and Conditions

- Applicants must retain all tax invoices, official receipts, bank statements, quotations or other similar records for assistance received under the scheme until five years after the closing day for applications (TBC).
- Applicants must consent to the Adelaide Hills Council conducting an audit of documentation used to support an application to verify information provided, which may include contacting the nominated qualified accountant to verify the financial information provided.
- If information in the application is found to be untrue or misleading, the matter may be referred to law enforcement authorities of the relevant Australian, state or territory government and penalties may apply.
- Detailed terms and conditions for the Small Business Industry Support Grants will be included in the application form.

Definitions

- Defined disaster means the Stirling Mall Fire of 15 October 2023
- Eligible businesses will be located in Stirling as defined by the levy for the Stirling Business Association.
- Not-for-Profit Organisation means:
 - a charity registered with the Australian Charities and Not-for-profits Commission;

- a not-for-profit organisation which provides services to the community and doesn't operate for the profit or personal gain of its individual members, such that profits made must go back into the services the organisation provides and mustn't be distributed to owners, members or other private people- e.g., most sporting and recreational clubs, community service organisations, professional and business associations and social organisations.
- Qualified Accountant means a currently registered member of a professional accounting body (i.e. CPA Australia, Chartered Accountants Australia and New Zealand or the Institute of Public Accountants).
- Revenue means all gross income (before tax) from everyday business activities, including sales made over the internet, income from sales (cash and electronic) and foreign income. Gross income doesn't include goods and services tax (GST).
- Small Business is a business that:
 - holds an Australian Business Number (ABN); and
 - is not a public company within the meaning of the Corporations Act 2001; and
 - employs fewer than 15 full time employees with an annual turnover of less than \$2,000 000.
 - is a sole trader, partnership, private company or trust that carries on a small business and has been trading in 2023-2024 and prior to 15 October 2023.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item: 12.2

Responsible Officer: Deryn Atkinson
Manager Development Services
Community & Development

Subject: Review of Council Assessment Panel (CAP) Sitting Fees

For: Decision

SUMMARY

This report reviews the Council's Assessment Panel (CAP) Independent member and Council member sitting fees. The CAP consists of one Council member and four independent members. Council last reviewed sitting fees on 26 April 2022. It is recommended that Council review the sitting fees prior to the next appointment of CAP Independent members.

The Administration has conducted a survey of other councils to determine the appropriateness and competitiveness of the current fee structure. As a result of the survey, it is recommended that the sitting fees are increased between 5-7% to remain competitive.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:
 - i. Independent Presiding Member - \$578 (excl GST) per attended meeting
 - ii. Independent Ordinary Member - \$450 (excl GST) per attended meeting
 - iii. Council Member or Deputy Council Member - \$318 (excl GST) per attended meeting
 - iv. Authorised Training - \$78 (excl GST) per hour of training attended, excluding travel time.
 3. That in the event an Independent Ordinary Member is appointed as Acting Presiding Member at a meeting in the absence of the Presiding Member, that member will receive the Presiding Member sitting fee of \$578 (excl GST) for that meeting.
 4. The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in 2026.
-

1. BACKGROUND

Council currently pays a sitting fee of \$550 (excl GST) per meeting to the Independent Presiding member, a sitting fee of \$420 (excl GST) per meeting to Ordinary Independent members and a sitting fee of \$293 (excl GST) per meeting to the Council or Deputy Council member.

The CAP meets on the second Wednesday of each month and on other occasions where it is necessary for a Special Meeting to be held.

Council adopted the current fees at its meeting held on 26 April 2022 (Item 12.9) and Council resolved that:

12.9 Review of Council Assessment Panel Sitting Fees

Cr John Kemp declared an Actual Conflict of Interest at Agenda Item 12.9, Review of Council Assessment Panel Sitting Fees.

9.46pm Cr John Kemp left the Chamber

Moved Cr Mark Osterstock

S/- Cr Chris Grant

95/22

Council resolves:

1. That the report be received and noted
2. To determine the sitting fees for Members, effective from the commencement of the next term of Members, as follows:
 - i. Independent Presiding Member - \$550 (excl GST) per attended meeting
 - ii. Independent Ordinary Member - \$420 (excl GST) per attended meeting
 - iii. Council Member or Deputy Council Member - \$293 (excl GST) per attended meeting
 - iv. Authorised Training - \$75 (excl GST) per hour of training attended, excluding travel time
3. That in the event an Independent Ordinary Member is required to preside at a meeting in the absence of the Presiding Member, that member will receive the Presiding Member sitting fee of \$550 (excl GST) for that meeting.
4. The above mentioned sitting fees be reviewed prior to the next appointment of CAP Members in 2024.

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**

The Adelaide Hills Council Assessment Panel (CAP) was appointed as a relevant authority under Sections 82 and 83 of the *Planning, Development and Infrastructure Act 2016* (PDI Act) by resolution of the Adelaide Hills Council (the Council) on 26 September 2017. The CAP consists of one Council member and four Independent members.

The CAP is a relevant authority under the Act.

➤ **Risk Management Implications**

Adequately and responsibly remunerating CAP members is an existing control and assists 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 many other controls that assist in mitigating this risk, including the Terms of Reference for CAP, which further reduces the potential for poor governance practices.

Inherent Risk	Residual Risk	Target Risk
Medium (3D)	Low (1D)	Low (1D)

The current Terms of Reference for the appointment of CAP members was adopted by Council at its meeting held on 27 February 2024 (Item 12.1):

12.1.2 Adoption of Terms of Revised Terms of Reference for CAP

Moved Cr Melanie Selwood
S/- Cr Mark Osterstock

42/24

Council resolves:

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.

Carried Unanimously

The Terms of Reference recognise the appointment of both a Deputy Independent Member and a Deputy Council Member.

➤ **Financial and Resource Implications**

There is an on-going budget line for CAP sitting fees.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that CAP members are competent and understand the role and functions of the CAP and their individual obligations regarding the Code of Conduct. These independent experts ensure rigour in the assessment process, and the CAP provides for a higher level of independent scrutiny of development applications for publicly notified developments where there is the hearing of representations.

➤ **Sustainability Implications**

It is considered that having a CAP comprising independent members with the required skills set and accreditation ensures rigour in the assessment process.

➤ **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**

In preparation of this report, the Administration conducted a benchmarking survey of 25 metropolitan and outer metropolitan councils (refer to **Appendix 1**) which reflects that the range of current sitting fees (excluding GST) is as follows:

- Independent Presiding Members
 - Range: \$425 - \$1,000 per meeting
 - Median:\$550 per meeting
 - Mean: \$590 per meeting
 - AHC Current Sitting Fee: \$550 per meeting
- Independent Ordinary Members
 - Range: \$325 - \$580 per meeting
 - Median:\$450 per meeting
 - Mean: \$457 per meeting
 - AHC Current Sitting Fee: \$420 per meeting
- Council Member
 - Range: \$0 - \$580 per meeting
 - Median:\$400 per meeting
 - Mean: \$318 per meeting
 - AHC Current Sitting Fee: \$293 per meeting

Based upon the survey the administration considers that the current sitting fees for CAP members are no longer as competitive as those of the councils surveyed. The current sitting fee for the Presiding Member is the only AHC fee that is consistent with the median benchmark fee but the current fee is still 7% below the mean benchmark fee. The current sitting fee for other Ordinary Independent Members and the Council Member is less than both the median benchmark fee and the mean benchmark fee of other surveyed Councils. Noting the last increase to the Independent and Council member sitting fees for our Council was 2 years ago, the administration recommends that the Ordinary Independent Members (and Deputy Independent Member) and the Council Member (and the Deputy Council Member) sitting fees are increased by 7% and the Presiding Member sitting fee is increased by 5%. The proposed increased sitting fees are:

- Independent Presiding Member - \$578 per meeting (excl GST)
- Independent Ordinary or Deputy Member - \$450 per meeting (excl GST)
- Council Member or Deputy Council Member - \$318 per meeting (excl GST)

The modest increase will bring the sitting fees for all CAP members to the benchmark median/mean of the surveyed councils and provide an equitable increase for all CAP members of between \$25 and \$30.

Furthermore, it is considered that when another Panel member is required to preside at a meeting in the absence of the Presiding member that the member receives the \$578 (excl GST) sitting fee in recognition of the increased responsibilities that they take on when acting as Presiding Member. It is also recommended that CAP member training is paid at the rate of \$78 per hour, a proposed increase of \$3 per hour.

3. OPTIONS

Council has the following options:

- I. To receive and adopt the recommendation in this report to increase the sitting fees (Recommended)
- II. To retain the current sitting fees or increase the fees to a higher rate (Not Recommended)

4. APPENDICES

- (1) Comparative Table of Sitting Fees for CAP Members

Appendix 1

Comparative Table of Sitting Fees for CAP Members

Council	February 2024 Survey of Sitting Fees for Council Assessment Panel Members		
	Independent Presiding Member	Independent Members	Elected Members
Adelaide Hills Council	\$550 \$75 per hour training \$50 increase – 26 April 2022	\$420 \$75 per hour training \$40 increase – 26 April 2022	\$293 \$75 per hour training \$103 increase – 26 April 2022
Adelaide City Council	\$650 unchanged	\$550 unchanged	\$550 unchanged
Adelaide Plains Council	\$450 unchanged	\$400 unchanged	\$0
Barossa Council	\$550 unchanged Training at Induction only	\$350 \$50 increase Training at Induction only	\$0 unchanged Training at Induction only
City of Burnside	\$625 unchanged \$200 for Workshops	\$450 \$25 increase \$200 for Workshops	\$250 unchanged \$200 for Workshops
Campbelltown City Council	\$500 unchanged	\$400 unchanged	\$400 unchanged
City of Charles Sturt	\$690 \$190 increase Training provided, but not paid	\$580 \$230 increase Training provided, but not paid	\$580 \$230 increase Training provided, but not paid
Town of Gawler	\$425 unchanged	\$325 unchanged	\$0 unchanged
City of Holdfast Bay	\$610 \$28 increase No training fees	\$515 \$67 increase No training fees	\$515 \$67 increase No training fees
Light Regional Council	\$550 unchanged	\$400 unchanged	\$400 unchanged
City of Marion	\$550 unchanged	\$450 unchanged	\$300 \$50 increase
City of Mitcham	\$650 \$110 increase	\$500 \$80 increase	\$350 \$25 increase

Council	February 2024 Survey of Sitting Fees for Council Assessment Panel Members		
	Independent Presiding Member	Independent Members	Elected Members
Mount Barker District Council	\$554 \$56 increase	\$466 \$47 increase	\$466 \$47 increase
Rural City of Murray Bridge	\$550 \$50 increase	\$350 unchanged	\$0 unchanged
City of Norwood Payneham & St Peters	\$550 unchanged	\$450 unchanged	\$450 unchanged
City of Onkaparinga	\$650 unchanged \$75 per hour training	\$450 unchanged \$75 per hour training	\$400 unchanged \$75 per hour training
City of Playford	\$563 unchanged 50% of Sitting Fee paid for training	\$450 unchanged 50% of Sitting Fee paid for training	\$0 unchanged
City of Port Adelaide Enfield	\$690 unchanged	\$580 unchanged	\$580 unchanged
City of Prospect	\$550 unchanged	\$475 unchanged	\$0 unchanged
City of Salisbury	\$550 \$50 increase \$300 per annum training	\$450 \$50 increase \$300 per annum training	\$370 \$50 increase \$300 per annum training
City of Tea Tree Gully	\$641.24 \$91.24 increase	\$524.67 \$74.67 increase	\$291.46 \$41.46 increase
City of Unley	\$550 \$20 increase \$150 per session training	\$450 \$20 increase \$150 per session training	\$450 \$50 increase \$150 per session training
City of Victor Harbor	\$500 unchanged	\$400 unchanged	N/A

City of West Torrens	\$1,000 \$8 increase Approach changed – previously based on annual allowance – now per meeting	\$550 \$2 increase Approach changed – previously based on annual allowance – now per meeting	\$570 \$22 increase Based on annual allowance of \$6,848 / 12 meetings per year
Regional Assessment Panel (Mid North) (Clare & Gilbert Valleys Council)	\$600 unchanged	\$500 unchanged	N/A
Regional Assessment Panel (Fleurieu) (Alexandrina Council & DC of Yankalilla)	\$550 unchanged Travel reimbursed at 72c/km and training provided	\$400 unchanged Travel reimbursed at 72c/km and training provided	\$400 unchanged Travel reimbursed at 72c/km and training provided
Median Average	\$550	\$450	\$400
Mean Average	\$590	\$457	\$318

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Kira-marie Laverty
Corporate Planning and Performance Coordinator
Corporate Services

Subject: Local Government Association Income Protection Fund

For: Decision

SUMMARY

A Motion on Notice was raised at the Audit Committee meeting on 16 October 2023 requesting additional information about the Local Government Income Protection Fund (LGIPF) specifically analysing the history, scope, costs, use by Council and consideration of alternative arrangements.

The Local Government Income Protection Fund – Membership & Benefit Review (**Appendix 1**) which provides an analysis of the elements above, was presented to the Audit Committee at the 15 February meeting. The Audit Committee resolved for this report to be presented to Council with the recommendation that the CEO should use the information in future Employee Development Agreement (EDA) negotiations.

RECOMMENDATION

Council resolves:

- 1. That the Local Government Association Income Protection Fund report be received and noted.**
 - 2. That the CEO consider the information presented in the report during Employee Development Agreement negotiations commencing 1 July 2025.**
-

1. BACKGROUND

A motion on notice was raised at the Audit Committee meeting on 16 October 2023 requesting additional information about the Local Government Income Protection Fund (LGIPF) as per the resolution below:

9.1 Local Government Income Protection Fund

Moved Cr Malcolm Herrmann
S/- Cr Melanie Selwood

AC43/23

I move that the CEO investigates the operation of the Local Government Income Protection Fund (LGIPF) and provides a report to the February 2024 Audit Committee meeting. Among other topics which the CEO may identify, the report should address the following points between 2019/2020 and 2023/2024:

1. When did the LGIPF commence;
2. Was it part of an Enterprise Bargaining Agreement process at the time;
3. The premiums paid;
4. The number of claims lodged;
5. The number of claims approved;
6. The amount paid to employees under the provisions of the Plan;
7. The eligibility criteria;
8. The value for money of the Fund to both the council (as the employer) and employees;
9. Whether this form of benefit is common within the SA Public Service, the Local Government Sector, neighboring councils and/or the Group 2 councils;
10. Whether there are alternatives to the current arrangements;
11. If changes are to be considered, whether such changes could be incorporated into the next Enterprise Development Agreement.

Carried Unanimously

The Local Government Income Protection Fund – Membership & Benefit Review (**Appendix 1**) and the LGIPF Product Disclosure Statement (**Appendix 2**) was presented to the Audit Committee at the 15 February meeting, where it was resolved:

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

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A Progressive Organisation

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

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

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

➤ **Legal Implications**

Section 8 of the *Local Government Act 1999* sets out that Council must act and uphold the following principles in the performance of its roles and functions –

(h) seek to ensure that council resources are used fairly, effectively and efficiently and council services, facilities and programs are provided effectively and efficiently;

Section 3.4 of the current Adelaide Hills Office Enterprise Development Agreement 2022 provides:

3.4 INCOME PROTECTION COVER

1. Council will provide Income Protection Cover (IPC) for employees.
2. IPC provides employees with compensatory payments in respect of loss of income resulting from injury and illness that occurs outside of their employment duties.
3. Benefits, waiting periods and exclusions are determined under the IPC.
4. Income protection payments are a compensatory payment, not salary continuance.
5. During a period of absence on income protection payments:
 - a. an employee's continuity of service is preserved; and
 - b. an employee will be provided one month's grace where leave entitlements will continue to accrue. After this time, there will be no entitlement to accrue annual, personal or long service leave.

➤ **Risk Management Implications**

The provision of a report on the operation of the Local Government Income Protection Fund will assist in mitigating the risk of:

Failure to examine potential alternative options that may provide lower cost options for Council.

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

➤ **Financial and Resource Implications**

Not Applicable

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

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>	Shayne Wooley, Client Services Manager Local Government Risk Services (LGRS) has been consulted regarding the information presented for the Income Protection Fund in Appendix 1 .
<i>Community:</i>	Not applicable

➤ **Additional Analysis**

The Local Government Income Protection Fund – Membership & Benefit Review (**Appendix 1**) provides information on the fund’s history, membership, rates and premiums, claim history and sector/industry comparison. It also explores possible alternatives to consider the benefits and risks financially, organisationally and culturally.

To provide more detailed information for Council’s reference, the Product Disclosure Statement for the LGIPF has been attached as **Appendix 2**.

For the purpose of the analysis, a simple high-level approach has been taken to show in what areas there is potential for further exploration and is not intended as a recommendation of any specific options/actions.

It should also be noted that as this is a simple research report, no legal advice has been sought to ascertain what limitations exist in Council’s ability to implement any of the options explored, or what impacts/actions would need to be taken in relation to the Councils obligations under the EDA.

3. OPTIONS

Council has the following options:

- I. To recommend to the CEO that he consider the information presented in the report during Employee Development Agreement negotiations commencing 1 July 2025 (Recommended)
- II. To not recommend to the CEO that he consider the information presented in the report during Employee Development Agreement negotiations commencing 1 July 2025 (Not Recommended)

4. APPENDICES

- (1) Local Government Income Protection Fund – Membership & Benefit Review
- (2) Local Government Income Protection Fund – Product Disclosure Statement

Appendix 1

Local Government Income Protection Fund – Membership & Benefit Review

Local Government Income Protection Fund Membership & Benefit Review

Background

The following is a review of the Local Government Association Income Protection Fund to address the questions raised in the following resolution at the 16 October 2023 Audit Committee Meeting:

9.1 Local Government Income Protection Fund

Moved Cr Malcolm Herrmann
S/- Cr Melanie Selwood

AC43/23

I move that the CEO investigates the operation of the Local Government Income Protection Fund (LGIPF) and provides a report to the February 2024 Audit Committee meeting. Among other topics which the CEO may identify, the report should address the following points between 2019/2020 and 2023/2024:

1. When did the LGIPF commence;
2. Was it part of an Enterprise Bargaining Agreement process at the time;
3. The premiums paid;
4. The number of claims lodged;
5. The number of claims approved;
6. The amount paid to employees under the provisions of the Plan;
7. The eligibility criteria;
8. The value for money of the Fund to both the council (as the employer) and employees;
9. Whether this form of benefit is common within the SA Public Service, the Local Government Sector, neighboring councils and/or the Group 2 councils;
10. Whether there are alternatives to the current arrangements;
11. If changes are to be considered, whether such changes could be incorporated into the next Enterprise Development Agreement.

Carried Unanimously

Analysis

Local Government Income Protection Fund (LGIPF) Information

AHC Membership

The Local Government Income Protection Fund (LGIPF) commenced 30/06/2005 and Adelaide Hills Council has been a member since its inception.

The LGIPF is part of the current Enterprise Development Agreement (EDA) for Office and Field staff which remains in force until 30/06/2025. It has been part of the EDA process since our membership commenced, and prior to that the 2004 EDA states:

3.4.1 In addition to the pay rises outlined under this Agreement, Council will insure all Council employees in a Personal Accident and Illness Insurance policy.

How the fund works

As per the Product Disclosure Statement (PDS), the LGIPF is a Mutual Risk Product and Managed Investment Scheme tailored specifically for the needs of Local Government. It is often described as “mutual self-insurance” and is **NOT INSURANCE**.

The fund is made up of member contributions which is pooled in a trust and is held by the Trustee for claims made by members. Part of the fund is also used to purchase insurance to help “top up” the fund in the event that the pool is exhausted.

Should a member terminate their membership, they are not entitled to a refund of their membership contributions.

Full information about eligibility and fund operation is in the attached PDS (Appendix 2 of Audit Committee Report).

Rates and Premiums Paid

There is a different rate for Inside/ASU and Outside/AWU employees, which is reflected in the claims performance (eg: Outside/AWU Employees are generally off work for a longer period as they need to be 100% (or close to it) to be able to conduct their normal duties);

The rates for 2023/2024 are:

- Inside/ASU Employees: 1.62% of wages + GST
- Outside/AWU Employees: 2.30% of wages+ GST

The annual LGIPF contribution is calculated on the Estimated Number of Employees and Total Annual Wages being declared at the start of the year (ie: 30/06/2023) and then adjusted accordingly at the end of the year (ie: 30/06/2024) once the ‘Actual Wages Declaration’ is completed and lodged. Depending on the information declared, either a ‘Tax Invoice will be issued for an additional contribution and a ‘Credit/Adjustment Note’ will be issued for a refund of contribution.

Premiums paid by Adelaide Hills Council since 2019-20 FY:

	2019-20 (Excl. GST)	2020-21 (Excl. GST)	2021-22 (Excl. GST)	2022-23 (Excl. GST)	2023-24 (Excl. GST)
Total Premiums (\$)	\$263,826.00	\$263,826.00	\$293,886.00	\$284,933.00	\$346,642.00

Claim History for Adelaide Hills Council

Since 2018, there has been 38 'Accepted' claims and 4 'Denials', which have resulted in a 'Nett Incurred' payment of \$738,759.84. This equates to an average of \$19,441.05 per claim.

Since 2013, there has been 90 claims, which have resulted in a 'Nett Incurred' payment of \$1,406,197.10. This equates to an average of \$15,624.41 per claim.

Council Comparison

Membership is open to all South Australian Local Government bodies. Of the 68 SA Councils, approx. 90-95% are current members (equating to around 4-6 Councils who are not members).

Of Group 2 Councils, only 1 Council is not a member. *Note: Due to privacy, the members' identities could not be disclosed by the fund.*

Public Sector Comparison

The following table provides a comparison to other Public Sector bodies.

	Local Government	State Government	Federal Government
Are employees entitled to Income Protection?	Yes	Yes (can opt out)	Yes (can opt out)
Who bears the cost?	Employer	Employee – fee via Super	Employee – fee via Super
Provider	LGRS	SA Super* (Triple S)	Public Sector Super
Percentage of notional salary covered	Up to 100%	Up to 75%	Up to 75%
Payment of super contributions while using the fund	Nil	9.5%	15.4%
Total Benefit	100%	84.5%	90.4%

** Members of the Lump Sum Scheme, Pension Scheme, South Australian Ambulance Superannuation Scheme and Police Pension Scheme have different arrangements for income protection.*

Exploration of alternative arrangements

As part of this review of the LGIPF, it is prudent to explore other options to consider if Council is using its resources in the most effective and efficient manner. To do this, four potential alternatives to the LGIPF are explored in the table below which consider the risks and benefits financially, organisationally and culturally.

Assumptions made in this exercise include:

- Options provided have tried to match to the LGIPF employee benefits and claim periods as closely as possible (where applicable).
- Calculations have been based on 199 FTE (from the 2022-23 Annual Report) and Employees Costs from 2022-23 of approx. \$21.4m
- A commercial quote was obtained from “Coverforce” who specializes in employer insurance for employee income protection, and had a policy closest to LGIPF benefits called Platinum 14.
- Data relating to individual income protection insurance was sourced from canstar.com which provides general advice to compare Australian consumer products. The average premiums used were based on a sample of quotes obtained by canstar in 2021 across the 32-37 age range and various occupations/incomes.

The alternatives explored are as follows:

- 1. No longer offer any form of Income Protection to employees**
- 2. Become Self-funded**
- 3. Obtain alternative Income Protection Insurance for employees**
- 4. Reimburse employees who obtain their own cover**

As income protection cover is part of the EDA, staff impacts should be considered as significant changes to what is considered a positive staff benefit could prove a risk in future EDA development and negotiations.

Table to compare the alternative arrangements and potential risks and benefits

	LGIPF	1. No Income Protection	2. Self-funded	3. Purchase income protection insurance	4. Reimburse staff for income protection insurance
Financial Impacts					
Total cost	\$346,642.00 (2023-24 premium)	\$0	Minimum Estimate = \$316,500 + cost of contractors – eg: rehabilitation Elements: \$150,000 for fund pool (see assumption) + 1.5 FTE for admin (L6) = \$166,500	\$727,600 Calc using 2022-23 employee costs = \$21.4m x 3.4%	\$252,459 (average cost x 199 FTE)
Cost per staff member	Inside/ASU = 1.62% + GST Outside/AWU = 2.30% + GST For 199 FTE = average of \$1,741	N/A	Assumption: Based on historical claims of \$759k over 5 years, would need an average of \$148k per year. For 199 FTE = average \$713	All workers: <ul style="list-style-type: none"> Platinum 14 = 3.4% (4.42% with Mental health) Gold 14 = 3.29% (4.28% with mental health) Silver 14 = 3.04% (3.95% with mental health) 	Based on 2021 Canstar averages = approx. \$1,124 per person. Add the National Annual CPI for 2022 (5.1%) and 2023 (7%) = average \$1,263
Risks	<ul style="list-style-type: none"> Costs rise with the increase in wages 	<ul style="list-style-type: none"> If staff are working at a reduced capacity (ie: because they cant afford to take time off to recover), there is an argument that there is lower return on investment for wages paid. 	<ul style="list-style-type: none"> One large claim or multiple claims could quickly exhaust the pool of funds Cost of rehabilitation contractors would need to be established – fluctuations will be dictated by the market Additional costs would need to be explored in relation to legal impacts and licensing involved. 	<ul style="list-style-type: none"> Premiums dictated by insurance industry and coverage level. In general, Insurance premiums tend to increase at a higher rate than CPI. 	<ul style="list-style-type: none"> In general women pay more than men Costs are based on levels of cover Insurance premiums tend to increase higher than CPI Premiums are impacted by level of cover. The higher the benefit the more expensive the premium

	LGIPF	1. No Income Protection	2. Self-funded	3. Purchase income protection insurance	4. Reimburse staff for income protection insurance
			(See section: Self-funded consideration/questions)		
Benefits	<ul style="list-style-type: none"> The financial risk sits with the fund. The fund mitigates its risk by also taking out insurance 	<ul style="list-style-type: none"> Full cost saving of \$347k 	<ul style="list-style-type: none"> Full control of how much to put into the fund per staff member 		<ul style="list-style-type: none"> Potentially lower cost than LGIPF
Cover comparison					
Level of monthly wage covered	100%	No cover	100%	Workplace injury or illness = 100% Non-workplace injury or illness = 85%	Variable 50 - 70%
Minimum wait period	10 business days	N/A	10 business days	14 Days	Variable 30 – 90 days
Maximum benefit period	104 weeks (2 years)	N/A	104 weeks (2 years)	104 weeks (2 years)	Variable 1 – 5 years
Capital benefits (lump sum)	\$15,000	N/A	\$15,000	\$20,000	
Other benefits	<ul style="list-style-type: none"> Crisis benefit – lump sum 13 weeks upfront payment Metal health and Football injuries have 20 day wait period and max coverage of 6 months Discretionary protection – ie the fund can apply discretion to accept claims which normal insurance would not cover. Rehabilitated return to work Death/funeral benefits Surplus distributions to fund members (ie: AHC) can be made. 	N/A	<ul style="list-style-type: none"> Should match LGIPF 	<ul style="list-style-type: none"> Rehabilitation benefit Return to work benefit Cover for 30 days while changing jobs Homemaker assistance (for stay at home partners) Death benefits Mental health where additional premiums paid Sport injuries (with 28 day waiting period) 	Variable – would be up to the individual to find a cover with benefits suitable for them.

	LGIPF	1. No Income Protection	2. Self-funded	3. Purchase income protection insurance	4. Reimburse staff for income protection insurance
Organisation Impacts					
Resourcing	<ul style="list-style-type: none"> Approx 50% of Level 6 role for related admin 	<ul style="list-style-type: none"> Reduction in administration requirement (0.5 FTE of a Level 6) 	<ul style="list-style-type: none"> Would require additional 1 FTE for fund administration (in total approx. 1.5 FTE Level 6) May be additional impacts with increased work to People and Culture team, Governance, Finance and Procurement Contractors would be required for rehabilitation/return to work support services. 	<ul style="list-style-type: none"> May require the same support level as the LGIPF 	<ul style="list-style-type: none"> Reduction in administration requirement (0.5 FTE of a Level 6)
Risks		<ul style="list-style-type: none"> Reputational – one of the only councils without income protection May be detrimental to recruitment and retention of staff – ie: wages in public service are not always comparable to private. Income protection seen as one benefit to counter this. Risk to EDA process Risk of staff returning to work when still 	<ul style="list-style-type: none"> Determinations no longer made by a 3rd party – no longer seen as “bias free” Could lead to staff disputes – eg: in cases where claims rejected Could have some detrimental effect for transfers/applications within local government sector if it is not the same as other Councils. We would need to establish potential responsibilities/impacts to our regulatory environment such as LG Act, ESCOSA, etc. Consideration would need to be given to any further possible 	<ul style="list-style-type: none"> Changes in industry can impact benefits and premiums 	<ul style="list-style-type: none"> Risk of staff returning to work when still injured/ill as not able to afford being away.

	LGIPF	1. No Income Protection	2. Self-funded	3. Purchase income protection insurance	4. Reimburse staff for income protection insurance
		injured/ill as not able to afford being away.	ramifications (minor to extreme) from staff and/or Unions – eg: impacts to staff culture, Union un-rest, retention of staff, strike action.		
Benefits	<ul style="list-style-type: none"> • Adds to reputation as “employer of choice” • As a separate organisation, decisions are made “free from bias” • Same as other Councils – promotes transfers/applications within local government sector • Rehabilitation and return to work are built into the scheme • Employees have provided very positive feedback regarding their experiences and the interactions with “Recover” the contractor employed to assist them in their recovery and return to work 		<ul style="list-style-type: none"> • Income protection adds to reputation as “employer of choice”. • The rehabilitation elements help staff to return to work at the right time. Ie: when full coverage in place, staff don’t have financial pressure to return to work before they are able to. 	<ul style="list-style-type: none"> • Income protection adds to reputation as “employer of choice”. 	<ul style="list-style-type: none"> • Income protection adds to reputation as “employer of choice” – however this option would not hold the same level of prestige as it has a lower level of benefit to staff.
Culture/direct staff impact	<ul style="list-style-type: none"> • Considered as a valuable staff benefit • The rehabilitation elements help staff to return to work at the right time. Ie: when full coverage in place, staff 	<ul style="list-style-type: none"> • May lead to issues in EDA process and with unions as could be seen as “losing a benefit” • OH&S - Possible ongoing health 	<ul style="list-style-type: none"> • Benefits should remain the same so have less objection from staff. However if there is a perceived “loss of benefits” it may cause issues in EDA process. 	<ul style="list-style-type: none"> • LGIPF has more flexibility in coverage than an insurance company. Ie: “Discretionary protection” 	<ul style="list-style-type: none"> • Staff wont be able to obtain individual cover higher than 70% of wage (based on APRA changes implemented to the

	LGIPF	1. No Income Protection	2. Self-funded	3. Purchase income protection insurance	4. Reimburse staff for income protection insurance
	<p>don't have financial pressure to return to work before they are able to.</p> <ul style="list-style-type: none"> Discretionary protection – ie the fund can apply discretion to accept claims which normal insurance would not cover. 	<p>issues where staff work through an injury or illness rather than taking time to recover.</p>	<ul style="list-style-type: none"> Could lead to staff disputes and/or morale issues as no longer a 3rd party making decisions on sensitive issues – eg: in cases where claims rejected, or specific directions around their health/return to work 		<p>industry in October 2021)</p> <ul style="list-style-type: none"> May lead to issues in EDA process and with unions as could be seen as “losing a benefit” Possible ongoing health issues where staff return to work with an injury or illness rather than taking time to recover as “can't afford” to be off work.

Additional considerations for a self-funded arrangement

As part of this analysis LGRS was consulted to provide their opinions on the benefits and council comparisons. During this process, the following questions were proposed as matters Council should consider in any future research into a self-funded arrangement:

Fund Structure & Management

- How do Council intend to structure an alternate Income Protection arrangement (eg: extended Sick Leave or Self-Insured arrangement etc.)? Can this be done legally? Would it be legal for Council to manage this?
- Would Council intend to obtain the appropriate Financial Services Licensing to manage the funds and claims?
- How would Council manage the risk associated with inexperience in managing a financial service? Eg: would specialist and appropriately qualified staff be hired?
- Council would potentially have an 'Unfunded' & 'Unlimited' Liability going on Council's Balance Sheet, if not manage correctly. What would be put in place to manage this risk?

Fund administration

- What would be the 'Parameters of Cover' (ie: Product Disclosure Statement, Scheme Rules etc.)?
- Who would be constructing the proposed 'Parameters of Cover' and keeping it updated and in line with relevant legislation and regulations?
- How would Council manage Inside/ASU and Outside/AWU workers (eg: different exposure for different rate)? Would the different rates be calculated to reflect the higher exposure or how would the rates be determined?
- What documents would be provided to staff to outline the cover provided?
- If Council employ someone to manage this 'self-insured' arrangement, will they be responsible for the whole process (ie: administration, claims, accounting, reporting etc.)?
- How many appropriately qualified staff would need to be employed to manage the end to end process, as well as to have appropriate levels of "separation of duty", and coverage for leave and succession planning.
- Has the Salary and employment costs for the additional employees been fully taken into account for a self-insured arrangement?

Claim management

- How would the 'Loss of Wages' be determined?
- How would Council determine and assess a claim?
- How would Council assess pre-existing injuries and illnesses?
- Would Council be seeking Medical Reports from GP's and Specialists to assess the claim?
- How would disputes be managed?

Change Implications

- At what point would the respective Unions (ASU & AWU) be made aware of a proposed 'self-insured' arrangement?
- What are the consultation requirements in the EDA – will the timing meet the EDA requirements or will Council be in breach of the EDA?
- Have the potential ramifications from staff & the Union been fully considered (eg: poor staff culture, Union un-rest, staff leaving, potential staff strikes etc.)?

Appendix 2

*Local Government Income Protection Fund – Product
Disclosure Statement*



LG INCOME
PROTECTION FUND

LGIPF

PRODUCT
DISCLOSURE
STATEMENT

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WHAT YOU WILL FIND WITHIN THIS DOCUMENT

INTRODUCTION

This Product Disclosure Statement (PDS) is designed to inform the Potential Member and current Member about the Local Government Income Protection Fund ('the LGIPF') and to assist the Potential Member in deciding whether to become a Member of the LGIPF. The PDS provides an overview of the structure of and benefits provided by the LGIPF along with some of the guidelines which will be followed when considering claims and/or other matters that are referred to the LGIPF. The Potential Member and Member should read this PDS carefully before making their decision.

This PDS does not consider your objectives, financial situation or needs. Before deciding to buy this cover and whether the cover is right for you, please consider both the PDS and your particular circumstances.

DEFINITIONS

Reference throughout this document to:

"Accident" or "Accidental" shall generally mean a sudden, unforeseen and unexpected event, happening by chance.

"ASIC" means the Australian Securities and Investments Commission.

"Benefits" are the circumstances in which the LGIPF may to respond by way of a Claims payment in the amounts specified in this PDS, subject to the sole and absolute discretion of the Trustee. These benefits include:

- Capital Benefits
- Weekly Injury/Illness Benefit
- WorkCover Top Up Benefit
- Pended or Rejected Worker's Compensation Claims Benefit
- Crisis Illness Benefit
- Funeral Benefit
- Education Benefit
- Rehabilitation Benefit Disappearance Benefit.

"Benefit Period" shall generally mean the total period for which Temporary Total Disablement or Temporary Partial Disablement occurs in respect of any one Injury or Illness and in relation to which Benefits may be awarded up to a maximum of 104 weeks other than for Psychological Illness where the maximum period is for 26 weeks.

"Claim" means any claim for discretionary protection made by a Member against the LGIPF.

“Compensation” means the amount likely awarded for an Event as set out in the Benefits section of this PDS.

“LGIPF” means the Local Government Income Protection Fund.

“Employee” means an Employee of a Member during the Fund Period.

“Employee’s Occupation” means the Employee’s usual business or occupation immediately prior to an Injury or Illness.

“Event” means a situation that gives rise to a Claim. The specific Events for which Benefits may be payable include those listed under the Capital Benefits and Weekly Injury/Illness Benefit and also include a Crisis Illness

“Excluded Claim Period” generally means the period at the beginning of any period of Temporary Total Disablement or Temporary Partial Disablement during which no benefits are payable.

The Excluded Claim Period will generally be determined as:-

- The first ten (10) working days for all Claims other than:
 - Claims relating to Injuries resulting from amateur participation in organised training, practicing or playing football (all codes) associated with any club or clinic. In these scenarios the Excluded Claims Period is 20 working days;
 - Claims arising from any Psychological Illness. In these scenarios the Excluded Claims Period is 20 working days.
 - Claims relating to the WorkCover Top Up Benefit are not payable for 52 weeks or until such time as the Employee receives notification from the relevant statutory worker’s compensation scheme that weekly entitlements will be reduced pursuant to Section 39(1)(a)-(b) of the RTW Act, whichever occurs later.

“FSG” means the Financial Services Guide as defined in the Corporations Act 2001 (Cth).

“Fund” has the same definition as it does in the Scheme Rules.

“Fund Period” means the twelve month period as detailed Membership Certificate issued to each Member.

“Illness” means any sickness or disease contracted by an Employee which is the sole and direct cause of Temporary Total Disablement or Temporary Partial Disablement, provided such disablement commences during the Fund Period and continues for a period of not less than ten (10) working days from the initial date of treatment by a Medical Practitioner.

“Income” means the Employee’s gross weekly pay inclusive of overtime payments, bonuses, commissions or allowances averaged over the prior 12 months or over such shorter period as the Employee has been continuously employed. Where an Employee has elected to salary sacrifice his or her income, income shall be deemed to mean the weekly average of the total cost of employment inclusive of items salary sacrificed.

“Infectious or Contagious Disease” means any disease capable of being transmitted from an infected person, animal or species to another person, animal or species by any means.

“Injury” means any Accidental injury to an Employee caused by an Accident which occurs during the Fund Period but does not include any condition which is also an Illness or any degenerative condition provided that the Injury results in any of the Events or scenarios specified in the Benefits section of this PDS within 12 calendar months from the date of such Injury.

“Insurance Cover” means the insurance cover which is purchased by the Trustee for the LGIPF as described in the Scheme Rules.

“Journey” means travel (including boarding or alighting from any vehicle used for such travel) between the Employee’s place of residence and place of employment for the purpose of going to or returning from work or for work related purposes. Journey shall also include all other travel undertaken in the course of the Employee’s Occupation, which is not covered by any workers’ compensation legislation.

“Managed Investment Scheme” means a managed investment scheme as defined in the *Corporations Act 2001* (Cth).

“Medical Practitioner” means a person who is registered under and recognised by the laws of the jurisdiction in which treatment is received as qualified to treat the Injury or Illness.

“Member” means a local government authority or local council which has been admitted to the LGIPF in line with the Scheme Rules.

“Membership Contributions” means the contributions payable by Members as required by the Scheme Rules.

“Membership Period” means the period for which membership has been provided to an eligible body.

“Paraplegia” means total and permanent paralysis of both legs and part or whole of the lower half of the body.

“PDS” means a Product Disclosure Statement as defined in the *Corporations Act 2001* (Cth).

“Period of Disablement” means the period of time which an Employee is unable to work due to an Injury or Illness and for which a Member can claim for Benefits.

“Permanent” means continuing for at least 12 months from the date of the relevant Injury or Illness and which thereafter will, in all probability, continue for life.

“Pooled Cover” has the same definition as it does in the Scheme Rules.

“Potential Member” means a local government authority or local council who is entitled to be, but has not yet been, admitted as a Member of the LGIPF.

“Pre-Existing Injury or Illness” means Injury or Illness for which the Employee received medical advice or treatment in the 12 months before either the commencement date of the membership of the Member or the commencement date of the Employee’s date of employment with the Member, whichever is the later.

“Private Journey” means any travel undertaken by an Employee as a driver or passenger in or on any legally registered motor vehicle or cycle operating on a public thoroughfare, or riding as a fare paying passenger in any form of public transport or any legally licensed aircraft travelling between recognised airports over recognised air routes.

“Professional Sport” means any sport played by an Employee from which that Employee received payment or financial reward that constitutes more than fifty percent of the Employee’s Income earned from personal exertion for the period of time played.

“Promoter” means the Local Government Association of South Australia

“Psychological Illness” means any psychological illness or any other disorder of the mind (including but not limited to anxiety disorders, depression, psychiatric sequelae complications of physical conditions, behavioural disorders) or chronic fatigue syndrome.

“Quadriplegia” means total permanent paralysis of both legs and both arms.

“RTW Act” means the Return to Work Act 2014 (SA).

“Scheme Manager” means JLT Risk Solutions Pty Ltd in its capacity as scheme manager of the LGIPF.

“Temporary Partial Disablement” means the inability, directly and solely as a result of Injury, and occurring within 12 months thereof, that prevents the Employee from conducting a substantial part of the Employee’s Occupation or an alternative occupation for which the Employee is reasonably qualified by education, training or experience. Temporary Partial Disablement will also mean such inability occurring in the same circumstances resulting from an Illness

“Temporary Total Disablement” means the inability, directly and solely as a result of Injury, and occurring within 12 months thereof, that prevents the Employee from conducting all the normal duties of the Employee’s Occupation or an alternative occupation for which the Employee is reasonably qualified by education, training or experience. Temporary Total Disablement will also mean such inability occurring in the same circumstances resulting from an Illness.

“Total Disablement” means the inability, directly and solely as a result of Injury or Illness, that prevents the Employee from obtaining gainful employment in the Employee’s Occupation, or an alternative occupation for which the Employee is reasonably qualified by education, training or experience. If after three months of an Injury a recognised specialist medical opinion indicates that the disability will continue permanently, then the 12 month qualifying period is waived.

“Trust Deed” means the deed establishing the LGIPF and by which JLT Risk Solutions Pty Ltd declares itself as Trustee and Scheme Manager thereof (as amended from time to time).

“Trustee” means JLT Risk Solutions Pty Ltd in its capacity as the trustee of the Trust.

GENERAL INFORMATION

If the Potential Member and Member decide that the protection provided under the LGIPF is suitable, they should pay the Membership Contributions as detailed within the Scheme Rules.

This PDS is distributed by JLT Risk Solutions Pty Ltd ('JLT') who is both the Trustee and Scheme Manager of the LGIPF. JLT is the issuer of the product. JLT's contact details are as follows:

JLT Risk Solutions Pty Ltd
148 Frome Street
ADELAIDE SA 5000
Telephone: +61 8 8235 6444

as detailed in the FSG distributed by JLT.

The details of the Promoter of the LGIPF are:

Local Government Association of South Australia
148 Frome Street Adelaide SA 5001

If you have not received all of this PDS or if you have any questions, please contact JLT.

This PDS provides information about the relevant financial product (being the LGIPF). If you wish to understand JLT's role in providing the relevant financial services in relation to the LGIPF, please consult JLT's FSG.

PDS SECTION 1 – MEMBER INFORMATION

WHAT IS THE LGIPF?

Below is a summary of the key information about the LGIPF.

BRIEF OVERVIEW

The LGIPF has been classified by ASIC as a Mutual Risk Product and Managed Investment Scheme. The LGIPF is often described as ‘mutual self-insurance fund’ that has been tailored to meet the needs of Local Government. It is important to confirm that the fund is **not insurance**. The LGIPF mutually pools the Membership Contributions in a discretionary trust and these are used to provide protection for a Member’s liability to provide income protection cover to its employees. Claims are made by Members in line with the Scheme Rules and the Scheme Manager considers their acceptance or not and how much to pay. A critical component of the LGIPF is that the Trustee has absolute discretion on all matters and Claims. The Trustee’s discretion is guided by this PDS and the Scheme Rules.

The Fund is made up of the Membership Contributions which the Trustee pools and holds for the Members by way of the Fund. The Fund is used to meet the LGIPF’s liabilities in relation to Members’ Claims. Part of the Fund is also used to purchase an insurance policy which provides cover to the LGIPF (‘the Insurance Cover’). The Members are not directly insured under this policy, rather the policy ‘tops up’ the Fund in the event the Pooled Cover is exhausted. All Claims by Members are against the LGIPF. A part of the Fund is also used to meet the costs of establishing and running the LGIPF.

The objective of the LGIPF is to provide assistance to Members with respect to their potential and actual liabilities for any claim by an Employee in respect of an injury and/or illness as set out in this PDS and the Scheme Rules. The LGIPF provides cover for a Member’s liability to provide income protection cover to its Employees, not the employees themselves. All Claims will relate to an Employee’s Period of Disablement, but will be made against the LGIPF by the Member.

A Potential Member can become a Member of the LGIPF by making the payment of the Membership Contributions shown on the Tax Invoice. A Potential Member does not become a Member until the Trustee has received the Membership Contribution.

Membership of the LGIPF is ongoing, unless cancelled earlier in accordance with the Scheme Rules. A Member is entitled to lodge a Claim for events which occur after the Potential Member becomes a Member and during the Fund Period.

All Members are subject to the Scheme Rules which comprise Section 4 of this PDS.

The LGIPF is neither authorised under nor subject to the Insurance Act 1973 (Cth) nor is it regulated by the Australian Prudential Regulation Authority (“APRA”).

DISCRETIONARY PROTECTION PROVIDED BY THE FUND

Due to the Trustee’s discretion, a Claim can be lodged under the LGIPF for an Injury or Illness and the Trustee will consider the Claim. The benefit of the discretionary nature of the LGIPF is that Claims which would not be paid under a traditional insurance policy may be considered and paid by the Trustee.. The Trustee is guided by the Scheme Rules and this PDS when exercising its discretion, with consideration to the section of this PDS which outlines the Benefits of the LGIPF.

INSURANCE COVER

Insurance is purchased by the Trustee for the LGIPF so that Claims can be paid from the Fund in the event that the Pooled Cover is exhausted. All Members' Claims are considered under the Fund and the insurance policy does not insure individual Members. Rather, it is the LGIPF which is insured under the policy so that the Fund can respond to Claims in the event that the Pooled Cover is exhausted.

BENEFITS

The primary benefit of the LGIPF is that the Member is provided with protection for an Employee's loss of income as a result of an injury or illness. The benefits from the LGIPF are provided to Local Government entities in South Australia, and include the provision of discretionary claim payments, proactive claims management and rehabilitation services to minimise losses. All Claims made against the LGIPF are considered by the Trustee and determined in its absolute discretion. This discretion is guided by the benefits detailed within this PDS as summarised below. .

Capital Benefits

For those Events detailed below, the Compensation likely payable to the Member is expressed as a percentage of a \$15,000 maximum amount ('the Capital Sum').

Any Event must result directly from and as a sole consequence of the Injury and must be independent of any other cause. The Event must occur within 24 months of such Injury

Capital Benefits:

The Events	The Compensation (as a percentage of the Capital Sum)
1. Death	100%
2a. Permanent Total Disablement	100%
2b. Permanent Disability not otherwise provided for in the Table of Benefits	Such percentage of the Capital Sum as the Trustee shall determine as consistent with the Compensation provided under Events 1 - 30, but not exceeding 75% of the \$15,000 maximum.
3. Permanent Quadriplegia	100%
4. Permanent Paraplegia	100%
5. Permanent and Incurable paralysis of all limbs	100%
6. Permanent unsound mind to the extent of loss of legal capacity	100%
7. Permanent total loss of sight in one or both eyes	100%
8. Permanent total loss of hearing in both ears	100%
9. Permanent total loss of the lens of one eye	50%
10. Permanent total loss of hearing in one ear	50%

Permanent Total Loss of Use

11. Both hands	100%
12. Both arms	100%
13. Both feet	100%
14. Both legs	100%
15. One hand or one foot	100%
16. One hand or one arm	100%
17. One foot or one leg	100%
18. Four fingers and one thumb of one hand	75%
19. Both joints of one thumb	30%
20. One joint of one thumb	15%
21. Three joints of one finger	15%
22. Two joints of one finger	15%
23. One joint of one finger	5%
24. All toes on one foot	15%
25. Great toe - both joints	5%
26. Great toe - one joint	3%
27. Each toe other than great toe	1%
28. Third degree burns and/or 50% disfigurement received from fire or chemical reaction which extended to cover more than of the entire external body	50%
29. Necessary surgical removal of internal organs – per organ	10%
30. Loss of at least 50% of all sound and natural teeth, including capped or crowned teeth – per tooth	1%

Weekly Injury Benefit

For those Events detailed within the Benefits below, the Compensation likely payable to the Member is expressed as a percentage of the weekly Income of the Employee the Claim relates to.

Weekly Injury Benefits:

Event	The Compensation (as a percentage of weekly income)
Injury resulting in:	
31. Temporary Total Disablement	During disablement, 100% of weekly Income.
32. Temporary Partial Disablement	During Disablement, a minimum of 25% of Event 31 per week.

Weekly Illness Benefit

For those Events detailed within the Benefits below, the Compensation likely payable to the Member is expressed as a percentage of the weekly Income of the Employee the Claim relates to.

Weekly Illness Benefits:

Event	The Compensation (as a percentage of weekly income)
Illness causing:	
33. Temporary Total Disablement	During disablement, 100% of weekly Income.
34. Temporary Partial Disablement	During Disablement, a minimum of 25% of Event 33 per week.

The Trustee will consider paying weekly benefits while the Employee suffers Temporary Total Disablement or Temporary Partial Disablement up to 104 weeks unless the disablement is caused directly or indirectly by Psychological Illness. Claims for Psychological Illness will be considered for a maximum of 26 weeks.

The weekly Benefit Period will commence at the conclusion of the Excluded Claim Period.

WorkCover Top Up Benefit

The Cover

Compensation shall only be considered when the Employee suffers an Injury or Illness under such circumstances as gives the Employee the right to claim Compensation in respect thereof from their employer, or any other person or body liable to pay Compensation under or by virtue of any Worker’s Compensation Act or Ordinance or WorkCover providing for payments of weekly Compensation whether such right is exercised or not.

The Benefits

After the expiry of the Excluded Claim Period, the Fund will provide a Worker's Compensation Top-Up Benefit of an amount equivalent to 100% of the Employee's pre-injury Income for up to a maximum of 52 weeks.

The WorkCover Top Up Benefit is only payable after the relevant Employee has been notified that the benefits they receive pursuant to the RTW Act will be reduced in accordance with section 39(1)(a)-(b). WorkCover 'top-up' cover is for Employees who are in receipt of salaries in excess of the maximum amount of weekly earnings payable under the RTW Act.

The maximum amount of weekly earnings payable is twice the State average weekly earnings.

Average weekly earnings is defined in the Act as the amount last published before the relevant day by the Australian Bureau of Statistics as an estimate of average weekly earnings for *Ordinary Hours of Work* for each *Full-time Employed Adult Male Unit* in the State of South Australia. The reference to relevant day means the date of injury.

Pended or Rejected Workers Compensation Claims Benefit

Should an Employee suffer an Injury or Illness and they apply to receive benefits under any Worker's Compensation Act or ordinance and their claim for benefits is pended or rejected, the Employee may be entitled, subject to Scheme Rule 9, to payment of Benefits until such time as a final determination is made but in any event, Benefits shall not be paid for a period of longer than 12 weeks.

Crisis Illness Benefit

A Crisis Illness Benefit of 13 weeks advance payment of the Employee's weekly Income (less the Excluded Period of Claim applicable) will be considered from the date the Employee suffers a Crisis Illness.

The LGIPF considers Crisis Illnesses to include:

(a) "Heart Attack" (myocardial infarction), which means the death of a portion of the heart muscle as a result of inadequate blood supply to the relevant area. The diagnosis for this will be supported by the following criteria being consistent with a heart attack:

- New confirmatory electrocardiograph (EECG) changes; and/or
- Elevation of cardiac enzymes.

(b) "Coronary Artery Bypass Surgery", which means the actual undergoing of coronary artery bypass surgery which is considered medically necessary to correct or treat coronary artery disease but not including angioplasty, other intra-arterial or laser procedures.

(c) "*Malignant Cancer*", which means the histologically confirmed first diagnosis of a disease manifested by the presence of a malignant tumor characterised by the uncontrolled growth and spread of malignant cells and the invasion of tissue, requiring major interventionist treatment such as radiotherapy, chemotherapy, or biological response modifiers; includes malignant cancers that are completely untreatable.

The term "Malignant Cancer" generally includes:

- Leukaemia (other than chronic lymphocytic leukaemia less than Ria Stage 3 or Binet stages A and B); and
- Malignant disease of the lymphatic system such as Hodgkin's Disease.

The term "Malignant Cancer" excludes:

- Any non-invasive cancer;
 - All skin cancers except invasive melanoma of Clark Level 3 and above or greater than 1.5mm maximum thickness;
 - All hyperkeratosis or Basal Cell Carcinoma (BCC) of skin and Squamous Cell Carcinoma (SCC) of skin unless metastasised;
 - Kaposi's Sarcoma and other tumors associated with Acquired Immune Deficiency Syndrome (AIDS) or HIV infection;
 - Prostate cancers which are histologically described as TNM classifications T1 or are of another equivalent or lesser classification; and
 - Tumors treated by endoscopic procedures alone.
- (d) "Chronic Kidney Failure", which means the end stage of renal failure presenting as the chronic irreversible failure of both kidneys to function as a result of which Permanent regular renal dialysis is instituted or renal transplantation is undertaken.
- (e) "Stroke", which means a cerebrovascular event producing a neurological condition or symptoms lasting at least 24 hours. This requires clear evidence on a Computerised Tomography (CT), Magnetic Resonance Imaging (MRI) or similar scan that a stroke has occurred and of;
- (i) Perished infarction of brain tissue;
 - (ii) Intracranial or subarachnoid haemorrhage; or
 - (iii) Embolisation (blood clot or air bubble) from an extracranial source.

Cerebral symptoms due to transient ischaemic attacks, reversible neurological deficit, migraine, cerebral injury resulting from trauma or hypoxia, disturbances of vision or balance due to disease of the eye, optic nerve or the vestibular apparatus of the ear are excluded.

The Crisis Illness Benefit will be considered whether or not the Employee is able to work or requires continuing medical treatment.

Funeral Benefit

Following the death of an Employee as a result of an Injury occurring within 24 months of a Claim being submitted to the LGIPF, the Trustee will consider reimbursing funeral expenses incurred to a maximum of \$5,000.

Education Benefit

Following the death of an Employee as a result of an Injury occurring within 24 months of a claim being submitted to the LGIPF, the Trustee will consider reimbursing an education benefit of \$1,000 per dependent child for each of the deceased Employee's dependent children under the age of 18 years.

Rehabilitation Benefit

During any period of disablement, the Trustee may arrange and pay for rehabilitation assistance and the Employee must comply with a reasonable request made to undertake a rehabilitation program for the purpose of making a safe and sustainable return to work.

Exposure Benefit

The Trustee will also consider paying the Compensation related to other relevant Benefits in this Section if, as the result of an Injury or Illness, the Employee is exposed to the elements and, as the result of that exposure and within 12 months of it, suffers an Event.

Disappearance Benefit

If the body of an Employee is not found within 12 months after an Accident, death will be presumed in the absence of any evidence to the contrary. The Death Compensation set out in the Capital Benefits Table of Benefits shall become payable, subject to a signed undertaking by the Member that if the Employee is subsequently found alive, the Death Compensation amount paid shall be refunded to LGIPF.

OTHER BENEFITS

Surplus Distributions

A further benefit of membership to the LGIPF is that, being a trust, it has the ability to provide special distributions. Such distributions may be made at the end of the Fund Period and will be made up of any surplus funds left in the trust which have not been used on Claims pay-outs or other expenses listed within this PDS. Some or all of the Surplus Funds may be rolled over into the trust for the next Fund Period to provide additional funds for the Fund for that Fund Period. The Trustee determines whether special distributions are to be paid to Members at the end of each Fund Period and determines the amount of any such distribution in the Trustee's sole and absolute discretion.

CANCELLATION AND TERMINATION OF MEMBERSHIP

A Member may cancel their membership at any time by giving 90 days' notice in writing to the Scheme Manager. Cancellation does not entitle the Member to a refund of Membership Contributions paid. All cancellation rights are subject to the Scheme Rules.

The Trustee can cancel membership as permitted in the Scheme Rules (see Section 4).

HOW AND WHEN TO MAKE A CLAIM

All Claims or potential Claims are to be notified to the Scheme Manager as soon as possible. The Scheme Manager's details for the purpose of receiving claims are set out below. A Claim form can be obtained by contacting the Scheme Manager.

Claims procedures are further outlined in the Scheme Rules.

Claims Control

Members who submit a Claim against the LGIPF agree to allow the Scheme Manager to investigate, defend and resolve any Claim made by a Member or any claim made by an Employee against a Member which relates to its coverage under the LGIPF and, if required, take legal action in the name of the Member against another person to recover any Claim payment made.

LGIPF Claims Contact

JLT Risk Solutions Pty Ltd
Level 1, 148 Frome Street, Adelaide Australia 5000

Telephone: +61 8 8235 6489
email: lgrsclaims@jlta.com.au

OPERATIONAL COSTS, FEES AND CHARGES

The Membership Contribution is the only amount payable by the Member for the product. The exact amount of the Membership Contribution will be disclosed to Members and Potential Members by way of an invoice issued in June, with the exact amount for each Member or Potential Member varying based on their risk profile. Contributions for each Fund Period are determined having regard to any matter which is determines relevant including the amount of funds required to meet future liabilities and financial targets established to ensure that adequate financial resources are available to discharge future liabilities and make future payments.

The Membership Contributions are paid into the Fund to meet various expenses as detailed in Scheme Rule 7 and as set out below:

- Such Claims as may be made by any one or more of the Members to the extent of the Pooled Cover (including any related claims management and risk mitigation costs);
- The premium payable to the relevant insurer to provide the Insurance Cover during that Fund Period;
- The operating expenses of the LGIPF for that Fund Period (which are further detailed below);
- Any grants or allocations to Members which the Scheme Manager in its discretion may make;
- An administration fee payable to the LGA for the performance by the LGA of its functions and duties as the Promoter; and
- Any other amount determined by the Scheme Manager to be required for the continuation of the Scheme.

REPORTING

In line with Scheme Rule 15, the accounts of the LGIPF are audited annually by an external auditor. The Audited Financial Statements are available to all Members via the Member Centre.

COMPLAINTS HANDLING

If a Member has a complaint about the LGIPF, including but not limited to a complaint about any non-payment of a Claim by the Trustee, such a complaint is subject to the dispute resolution clause (Rule 18) of the Scheme Rules, set out in section 4 of this PDS.

The Trustee and Scheme Manager belongs to an approved external dispute resolution scheme designed to provide independent assistance to the complainant, namely The Australian Financial Complaints Authority (AFCA) - Ph: 1800 931 678 – a free service for consumers with complaints concerning the financial services industry. If a Member is dissatisfied with the way in which its complaint is handled by the Trustee or the Scheme Manager, it may be able to refer its complaint to AFCA, subject to AFC's Terms of Reference.

PRIVACY

The Trustee and Scheme Manager are committed to protecting Members' privacy and are bound by the Australian Privacy Principles for the handling of information.

JLT's Privacy Policy can be viewed on the Internet at <https://www.jltpublicsector.com/privacy-policy.html> or is available on request from the Scheme Manager.

PDS SECTION 3 – RISKS RELATING TO THE LGIPF

The LGIPF is a mutual discretionary fund, which is a type of mutual risk product that provides an alternative type of cover to conventional insurance products that is discretionary in nature. A risk for Members is that the payment of benefits under the LGIPF is at the absolute discretion of the Trustee which means that the Trustee may exercise its discretion not to pay a Claim.

Claims which are unlikely to receive positive consideration in the exercise of this discretion (in accordance with Scheme Rule 9) in relation to any occurrence, event, Injury or Illness are those:

(a) Which result from or are any way related to:

(i) War whether declared or not, act of terrorism, invasion, civil war, rebellion, insurrection, riot or civil commotion; for the purpose of this exclusion (i), an act of terrorism means an act, including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) or persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), which from its nature or context is done for, or in connection with, political, religious, ideological or similar purposes or reasons, including the intention to influence any government and/or to put the public, or any section of the public, in fear;

(ii) The use, existence or escape of nuclear weapons material or ionising radiation from or contamination by radioactivity from any nuclear or nuclear waste from the combustion of nuclear fuel;

(iii) Flying or engaging in any aerial activities;

(iv) Any deliberate self-inflicted harm or injury caused or committed by or on behalf of the Employee including suicide or attempted suicide, reckless misconduct or any criminal or illegal act;

(v) Any Illness arising out of pregnancy, childbirth or miscarriage for the first calendar year from the initial treatment by a Medical Practitioner of such an Illness;

(vi) The Employee engaging in any employment, profession, business, trade or occupation for which taxable income is derived and/or an entitlement under a statutory workers compensation scheme is payable whether or not a claim is made, except where the Employee is entitled the WorkCover Top Up Benefit;

(vii) Any pre-existing Injury or Illness,

(viii) Any sexually transmitted or transmissible disease however, this exclusion (viii) shall not apply to any transmissible disease as a result of contracting that disease whilst in the care or supervision of a Medical Practitioner;

(ix) Participation by the Employee in active military service (including training) in any of the armed forces (including reserves);

(x) Any illegal or criminal act committed by an Employee;

- (xi) The Employee participating in or training for any Professional Sport, or racing in or on any motor powered conveyance;
- (xii) The Employee driving a motor vehicle whilst having a percentage of alcohol in their breath or blood in excess of that permitted by law;
- (xiii) The Employee knowingly taking poisonous substances or drugs, unless a Medical Practitioner has prescribed them;
- (xiv) Alcoholism;
- (xv) Journey or Private Journey
- (xvi) An Infectious or Contagious Disease, an outbreak of which has been declared a Public Health Emergency of International Concern (PHEIC) by the World Health Organisation (WHO). This shall apply to claims made after the date of any such declaration(s), other than where a relevant diagnosis has been made by a qualified medical practitioner before the date of any such declaration(s) and continue to apply until the WHO cancels or withdraws any relevant PHEIC.

There are also other circumstances in relation to which the Trustee will likely not give a full positive consideration. Those circumstances are listed below.

Broken Periods of Disablement

Where an Employee suffers a recurrence of an Injury or Illness during the Fund Period such recurrence will be treated as a continuation of the original Injury or Illness. The maximum Benefit Period in respect of any one Injury or Illness (including a continuation) shall be 104 weeks except for Psychological Illness where the maximum benefit is 26 weeks. However, if the Employee has performed that Employee's Occupation on a full time basis for at least six (6) continuous months after returning from the Injury or Illness any further Injury or Illness shall be deemed the result of a new Injury or Illness and be subject to a new Excluded Period of Claim and Benefit Period.

Disablement Resulting From a Pre Existing Injury or Illness

Where an Employee suffers Temporary Total Disablement or Temporary Partial Disablement which is wholly or partially, directly or indirectly caused by, contributed to by or aggravated by a Pre Existing Injury or Illness, no Compensation will be considered unless a minimum period of 12 months has elapsed between the last date of medical advice or treatment and the date of Temporary Total Disablement or Temporary Partial Disablement.

Compensation Limitation

Compensation will generally not be considered;

- (a) Under more than one of the Events 31, 32, 33 or 34 in respect of the same period in time; or
- (b) Under Events 31, 32, 33 or 34, in excess of the aggregate Benefit Period shown against these Events in respect of any one Injury or Illness.

The Compensation payable under Events 31 or 33 shall be limited to the Employee's Income.

If the Employee is entitled to receive benefits under:

(a) Any Worker's Compensation Act or ordinance, then the Compensation shall not be payable under Events 31 or 33 except in the event of pending or rejected worker's compensation claims, or in the event the Insured person is entitled to benefit under the WorkCover Top Up Benefit; or

(b) Any Statutory Transport Accident Compensation scheme or any legislation having a similar effect in respect of the same Injury or Illness then the Compensation payable under Events 31 or 33 shall be reduced by the amount necessary to limit the total of all such payments and/or compensation to the Employee's Income.

The Compensation payable under Event 31 or 33 shall only be reduced by the amount actually received under any Statutory Transport Accident Compensation scheme or any legislation having a similar effect.

Capital Benefits

(a) Any Event referred to in the Capital Benefits section must occur within 24 months of the date of Injury.

(b) Only one (1) Capital Benefit will be payable for any one (1) Injury, except in the case of Events 18 to 27.

(c) In the event the Employee is entitled to receive any benefit from any insurance required by law or any worker's compensation or statutory transport accident compensation scheme, or any insurance which provides a capital or lump sum benefit in the event of Injury (the "first policy") the benefits payable under this section shall be limited to that part of the benefit payable which is not covered by the other insurance and/or statutory entitlement.

SECTION 4 – SCHEME RULES

The LGIPF has developed an extensive set of Scheme Rules which also outline requirements and obligations of Members. The Scheme Rules should be considered in conjunction with this PDS to ensure that Members are fully aware of the scheme's operation.

THE SCHEME RULES

1. OPERATION OF RULES

1.1 These rules operate from 4.00pm 30 June 2005

2. Definitions

In these Rules, the following words have the meanings given to them:

2.1 "Overview Committee" means the committee appointed in accordance with these Rules.

2.2 "Claim" means any claim made upon a Member by an employee in respect of an injury &/or illness during the term of this Scheme.

2.3 "Injury" means any Accidental injury to an employee of a Member caused by an accident which occurs during the Fund Period and results in a claim within 12 calendar months from the date of such Injury. An injury does not include any condition which is also an Illness or any degenerative condition.

2.4 "Illness" means any sickness or disease contracted by an employee of a Member which results solely and directly and independently of any other cause in Temporary Total Disablement or Temporary Partial Disablement, provided such disablement commences during the Fund Period.

2.5 "Eligible Body" means:

2.5.1 The Local Government Association of South Australia (LGA);

2.5.2 The Local Government Finance Authority of South Australia;

2.5.3 The Local Government Superannuation Board;

2.5.4 LGCS Pty Ltd;

2.5.5 All Councils and subsidiaries constituted pursuant to the provisions of the Local Government Act, 1999;

2.5.6 Any other body so prescribed by the provisions of the Local Government Act, 1999;

2.5.7 Any other body admitted to the Scheme.

2.6 "Fund" means the fund established and maintained in accordance with the Local Government Income Protection Fund Trust Deed and these Rules.

2.7 "Insurance Cover" means insurance cover purchased or procured for and on behalf of Members to protect the Fund in the amount determined from time to time by the Trustee.

2.8 "Scheme Manager" means the Manager appointed in accordance with the Local Government Income Protection Fund Trust Deed.

2.9 "Member" means an Eligible Body admitted at the discretion of the Scheme Manager to membership of the Scheme.

2.10 "Scheme" means The Local Government Income Protection Fund.

2.11 "Ordinary Resolution" means a resolution passed with the majority of the votes of all persons present and entitled to vote at the meeting at which the resolution is put.

2.12 "Pooled Cover" means cover provided from the Fund to meet Claims by Members in the amount determined from time to time by the Scheme Manager.

2.13 "Unanimous" means a resolution passed with the unanimous vote of all persons present and entitled to vote at the meeting at which the resolution is put.

2.14 Any terms defined in the Local Government Income Protection Fund Trust Deed and used in these Rules have the same meaning in these Rules.

3. Delegation

3.1 The Scheme Manager may delegate power, function or duty under these Rules subject to such limitations and conditions as may be determined by the Scheme Manager.

4. Objectives of the Scheme

4.1 The objectives of the Scheme are to provide assistance to Members with respect to their potential and actual liabilities for any claim by an employee in respect of an injury &/or illness as more particularly set out in these Rules and including but without limiting the generality of the foregoing:

4.1.1 Assisting Members to minimise the occurrence and severity of injury and/or illness;

4.1.2 Assisting Members in the administration, investigation, management and resolution of all Claims;

4.1.3 Assisting Members and their employees in the recovery from injury or illness and return to work;

4.1.4 Legal representation, if required, in respect of all Claims; and

4.1.5 Financial assistance by way of discretionary grants in respect of the Indemnity provided to the Members.

5. Membership

5.1 The Eligible Bodies set out in Rules 2.5.1 to 2.5.5 inclusive are automatically entitled to membership of the Scheme.

5.2 The Scheme Manager may from time to time admit to membership of the Scheme any other Eligible Body which makes application and agrees to be bound by these Rules.

5.3 In exercising discretion to admit an Eligible Body to membership of the Scheme, the Scheme Manager and the Overview Committee may take into account any matter which it deems relevant.

5.4 In respect of each Fund Period, the Members shall be those Eligible Bodies which have been admitted to membership and have paid all moneys due in respect of their membership.

5.5 At the discretion of the Scheme Manager the benefits of membership may be limited to Pooled Cover, limited Insurance Cover or any combination of those covers.

5.6 Payment of a contribution by a Member shall be evidence of the Member's agreement to be bound by these Rules.

6. The Overview Committee

6.1 The Scheme Manager, in consultation with the LGA, may establish an Overview Committee to assist with the management of the Scheme.

6.2 Membership of the Overview Committee will be for a term of three years which can be renewed from time to time.

6.3 The Overview Committee will comprise:

6.3.1 Three Members representing Local Government Councils;

6.3.2 The Executive Director of LGA.

6.3.2 Two Members appointed by the Scheme Manager;

6.3.3 One representative of each Local Government Union.

6.4 Every Member of the Overview Committee may have a deputy appointed by the Member who may attend meetings and vote in the absence of the Member.

6.5 Save for any matter which under the Rules requires a Unanimous Resolution, questions arising at a meeting of the Overview Committee shall be decided by Ordinary Resolution.

6.6 Three Members of the Overview Committee constitute a quorum for any meeting of the Overview Committee.

6.7 Members of the Overview Committee will be entitled only to one vote on any matter.

6.8 The Scheme Manager shall report annually to LGA and the Members on all aspects of the operation of the Scheme for the preceding Fund Period.

6.9 A Member of the Overview Committee (including a deputy) will incur no personal liability for an honest act or omission in the performance or purported performance of powers, functions or duties of the Overview Committee.

6.10 A liability that would, but for Rule 6.9 lie against a Member of the Overview Committee, lies instead against LGA.

7. Fund

7.1 The Scheme Manager shall establish and maintain a Fund pursuant to clauses 5 and 15 of the Local Government Income Protection Fund Trust Deed to meet the objectives and for that purpose shall at the commencement of each Fund Period charge the Members a contribution to be paid into the Fund to assist in meeting:

7.1.1 Such Claims as may be made by any one or more of the Members to the extent of the Pooled Cover;

7.1.2 The premium payable to an appropriate Insurer to provide Insurance Cover for the Fund during that Fund Period;

7.1.3 The operating expenses of the Scheme for that Fund Period;

7.1.4 Any grants or allocations to Members which the Scheme Manager in its discretion may make;

7.1.5 An administration fee payable to LGA for the performance by LGA of its functions and duties under these Rules;

7.1.6 Any other amount determined by the Scheme Manager to be required for the continuation of the Scheme.

7.2 Each Claim shall be met:

7.2.1 To the extent that the Claim does not exceed the amount of the Pooled Cover, from the Fund;

7.2.2 To the extent that the Claim exceeds the amount of the Pooled Cover:

7.2.2.1 To the amount of the Pooled Cover, from the Fund;

7.2.2.2 Thereafter from Insurance Cover to the extent of that cover;

7.2.3 To the extent that the Claim exceeds the amount of the Pooled Cover and the Insurance Cover;

7.2.3.1 To the amount of the Pooled Cover, from the Fund;

7.2.3.2 To the amount of the Insurance Cover, to the extent of that cover; and

7.2.3.3 The balance by the Member by whom the Claim was made.

7.3 The Members must contribute to the Fund in the proportions determined by the Scheme Manager.

7.4 The Scheme Manager shall administer the Fund with the intent that upon the settlement of all Claims made in any Fund Period:

7.4.1 Any surplus remaining in the Fund attributable to that Fund Period shall be allocated at the absolute direction of the Scheme Manager toward liabilities of the Scheme for any other Fund Period whether future or past; and

7.4.2 Any deficiency in the Fund in that Fund Period may be met by additional contributions charged by the Scheme Manager against each Member in the proportion in which initial contributions were made to the Scheme for that Fund Period.

7.4.3 The Scheme Manager will receive advice from the Overview Committee in relation to the financial management of the Fund.

8. Management of the Scheme

8.1 The Scheme Manager shall be JLT Risk Solutions Pty Ltd pursuant to the Local Government Income Protection Fund Trust Deed.

8.2 The Scheme Manager's duties shall include:

8.2.1 The preparation of the operating budget;

8.2.2 The calculation of contributions in conjunction with actuarial advice;

8.2.3 The recommendation of the level of Pooled Cover to be provided in any Fund Period;

8.2.4 The recommendation of the level of Insurance Cover in any Fund Period;

8.2.5 The purchase of Insurance Cover on the best terms available;

8.2.6 The management of Claims made by each Member including:

8.2.6.1 The investigation and assessment of those Claims;

8.2.6.2 Discretionary consideration of Indemnity;

8.2.6.2 The preparation of regular reports to LGA or the Overview Committee on the progress of Claims and the preparation of recommendations as to the settlement or otherwise of the Claims;

8.2.6.3 The issue of instructions to the Scheme's legal advisers for advice in respect of Claims;

8.2.6.4 The provisions of loss prevention and risk minimisation guidelines;

8.2.6.5 The keeping of the accounts of the Scheme for each Fund Period;

8.2.6.6 The preparation of advice and recommendations on the investment of any monies of the Fund not immediately required;

8.2.6.7 The preparation of regular reports to LGA or the Overview Committee in respect of:

8.2.6.7.1 Claims outstanding;

8.2.6.7.2 The estimation of Indemnity in respect of each outstanding Claim;

8.2.6.7.3 The ability of the Fund to meet the estimated Claim costs;

8.2.6.7.4 The assessment of further contributions required, if any;

8.2.6.7.5 The investment of the monies of the Fund not immediately required;

8.2.6.7.6 The allocation of surplus money in the Fund, if any.

8.3 The Scheme Manager shall be available at all times to LGA, and to the Overview Committee and to any Member of the Overview Committee or any of the Members to

answer any questions on the conduct of the activities of the Fund.

9. Admission of Claim for Indemnity

The Scheme Manager shall consider any Claim for which a Member seeks Indemnity from the Fund and may in its sole and absolute discretion and either in whole or in part and upon such terms and conditions as the Scheme Manager may consider appropriate determine whether it will grant Indemnity for the Member from the Fund in respect of any such Claim.

10. Duties of the Overview Committee

10.1 The Overview Committee shall advise the Scheme Manager with the following objectives:

10.1.1 To achieve and implement the objectives of the Scheme;

10.1.2 To ensure from a financial perspective that the Scheme is viable;

10.1.3 To conduct its business in such manner as is resolved by the Overview Committee from time to time;

10.1.4 To determine whether the Scheme Manager should admit to membership of the Scheme an Eligible Body;

10.1.5 To recommend to the Scheme Manager any changes to the Rules;

10.1.6 To review the performance and function of the Scheme;

10.1.7 To advise as to the extent of Claims to be indemnified from the Fund;

10.1.8 To advise the amount of Pooled Cover to be provided for the Members from the Fund;

10.1.9 To recommend the amount and nature of Insurance Cover to be purchased and to determine the insurer for this purpose.

10.2 The Overview Committee shall consider regularly the reports of the Scheme Manager in relation to Claims and shall submit its advice to the Manager as to any Claim.

10.3 The Overview Committee may establish such committees as it deems fit to investigate and report on any matter relevant to the Scheme.

10.4 The Overview Committee may recommend that the Scheme Manager use its discretion to alter the amounts to be expended in respect of the items listed in the budget for each Fund Period where necessary to meet the purposes of the Scheme.

10.5 Where it becomes apparent to the Overview Committee that for any Fund Period the Fund will be insufficient to meet Claims payable from the Fund, the Overview Committee should so advise the Scheme Manager which may at any time require the payment by the Members of an additional contribution in the same proportions as the contribution paid by each of the Members to the Fund for that Fund Period in order to ensure that all Claims upon the Fund for that Fund Period are able to be met.

11. Additional Powers of Scheme Manager

11.1 Limit of Exposure

Subject to admitting a Claim, a Member's entitlement from the Fund shall never exceed the Pooled Cover for each Claim. Entitlement to make a claim from the Insurance Cover shall be as contracted by the Scheme Manager on behalf of all Members. The quantum of any Claim above the Insurance Cover shall be the responsibility of the Member.

11.2 Defaulting Member

The Scheme Manager may by written notice to a Member in default of these Rules exclude that Member from any or a defined entitlement to Pooled Cover or Insurance Cover or both.

11.3 Special Risks

The Scheme Manager may by written notice to a Member exclude the Member from any or a defined entitlement to Pooled Cover or Insurance Cover with respect to a "special risk" of loss or damage as determined by the Scheme Manager.

11.4 Other Insurance

A Member is not entitled to Indemnity from the Pooled Cover for any loss or damage which at the time of the happening of such loss or damage was otherwise indemnified or insured by or would, but for the existence of this Scheme be indemnified or insured by any other policy or policies of insurance or otherwise except in respect of any indemnity beyond the amount which would have been payable under such other policy or policies had this Scheme not been effected.

This Rule is to be construed to also exclude Claims for any Injury or Illness that occurs prior to 4.00 pm on the 30 June 2005.

12. Claims Procedure

12.1 Notice

A Member shall as a condition precedent to making a Claim and subject to the default provisions as a condition of continued membership give the Scheme Manager written notice of any circumstance or occurrence of which the Member shall become aware which is likely to give rise to a Claim and otherwise notify the Scheme Manager of any Claim or potential Claim within 30 days of the commencement of any period of disablement of an employee.

12.2 Waiting Period

Each Member and/or employee will be liable for the first amount of any Claim to be known as the "Waiting Period". The Waiting Period may be a different amount for each Member and for each Claim or a combination of both. The Waiting Period will be determined by the Scheme Manager.

12.3 Authorisation

A Member shall not authorise, settle or make or promise any payment in respect of any Claim or incur any costs or expenses in connection therewith without the authorisation of the Scheme Manager who, if it so wishes, shall be entitled to take over and conduct in the name of the Member the settlement of any such claim for which purpose the Member shall give all such information and assistance as the Scheme Manager may reasonably require.

12.4 Increases in Risk

A Member shall forthwith give to the Scheme Manager full particulars in writing of any material increase or change in the risk and shall pay such additional contribution and shall comply with such other terms and conditions, if any, as may be reasonably required by the Scheme Manager in respect of such risk exposures.

12.5 Fraudulent Claims and False Information

If a Member and/or employee shall make any Claim knowing the same to be false or fraudulent as regards amount or otherwise or shall provide any false information with respect to a Claim the entitlement shall become void and all benefits hereunder relating to that Claim shall be forfeited.

12.6 Continued Support

During the continuance of any Claim, the Member and/or employee shall provide and respond to reasonable requests for information and other assistance by the Scheme Manager (including requests for technical and professional support) to facilitate management of the Claim including the employee's recovery and return to work.

12.7 Subrogation

Every Member seeking Indemnity under the Scheme shall by membership of the Scheme be deemed to have agreed to subrogate to the Scheme Manager its rights to investigate, defend and resolve any claim made by an employee.

12.8 Special Assistance

Any Member requiring special assistance by way of a grant or otherwise may make written application for such to the Scheme Manager whereupon the matter shall be dealt with and in doing so may request any information from the Member and may resolve to refuse the grant, or make the grant on such terms and conditions as it deems appropriate.

13. Contributions

13.1 Contributions for each Fund Period shall be as determined by the Scheme Manager having regard to any matter which it determines relevant.

13.2 Contributions once paid by a Member to the Fund shall not be recoverable in whole or in part by the Member for any reason unless agreed by the Scheme Manager.

13.3 Contributions by each Member shall be applied by the Scheme Manager at its discretion toward the accumulation of the Fund, the purchase for and on behalf of each Member (as one of a group of Members of the Fund) of Insurance Cover for each Member in excess of the level of Pooled Cover and otherwise in furtherance of the objectives of the Fund.

13.4 Contributions for each Member shall be determined by the Scheme Manager and, for the purpose of determining the appropriate contributions for each Member, the Member shall provide the Scheme Manager such information as is required to determine:

13.4.1 The history of Indemnity claims against the Member;

13.4.2 The estimated wages and/or entitlements used to determine each Member's contribution which are to be calculated periodically;

13.4.3 Any other matter requested by the Scheme Manager.

13.5 Additional contributions may be levied by the Scheme Manager against any Member at any time and for any reason as determined by the Scheme Manager.

14. Financial Provisions

14.1 The Scheme Manager shall in the name of the Scheme open an account with a Bank of its choice.

14.2 All moneys received in respect of the Fund shall be immediately deposited to the credit of the bank account.

14.3 The Scheme Manager shall appoint an auditor to audit the books of account kept in respect of the Fund.

15. Actuary

15.1 The Scheme Manager shall appoint an actuary to advise on all aspects of the Scheme.

15.2 The Scheme Manager will procure actuarial advice as and when required and at least annually for the purpose of preparing the budget.

15.3 The annual actuarial report will be provided to the Scheme Manager and the Overview Committee.

16. Accumulation

The Scheme Manager is permitted to accumulate and to retain for purposes consistent with these Rules any money or contributions from Members in any one or more Fund Period for any purpose consistent with the objectives of the Scheme.

17. Termination of Membership

17.1 A Member may terminate membership of the Scheme by notice in writing to that effect or by failing to pay contributions levied by the Scheme Manager within the time prescribed and in such case the Member shall not thereafter be entitled to any benefits which may otherwise have been forthcoming from the Scheme.

17.2 A Member which fails to give at least ninety (90) days' written notice of intention to withdraw from the Scheme or which otherwise fails to comply with time requirements of the Scheme Manager shall pay to the Fund any costs incurred by the Scheme Manager, or the Overview Committee as a result of such failure and any costs may be recovered by the Scheme Manager against the Member as a debt.

17.3 Termination of membership of a Member shall not vary or waive the obligations of the continuing Members.

17.4 Termination of membership shall not affect the withdrawing Member's current or subsequent obligation to make further contributions for any Fund Period during which the membership was current including the Fund Period of termination.

17.5 Membership may be terminated by the Scheme Manager in the event that a Member:

17.5.1 Fails to comply with the reasonable directions of the Scheme Manager or the Overview Committee as to the conduct of its operations so as to minimise risk;

17.5.2 Fails to allow a risk management audit to be undertaken by the Scheme Manager or by the Scheme Manager's nominee;

17.5.3 Fails to comply with sound risk management practice;

17.5.4 Fails to pay contributions within the time prescribed by the Scheme Manager;

17.5.5 Commits any breach of these Rules.

17.6 Termination of membership shall not otherwise affect entitlement to indemnity for any Claim already admitted by virtue of Rule 9 nor vary or waive the obligations of the defaulting Member to comply with the provisions of the Rules in respect of any Fund Period during which the defaulting Member was a Member of the Scheme.

17.7 If a Member is in default in payment of a contribution or in any other way so that the Scheme suffers any financial loss or incurs additional expense the Scheme Manager may as an alternative to termination under Rule 17.5 require the defaulting Member to pay to the Fund an amount to be determined to reimburse the Scheme for the loss or additional expense.

A certificate of the Scheme Manager specifying the amount so payable by the defaulting Member shall be final and binding upon the Member. The amount in the certificate may be recovered against the member as a debt payable by the defaulting Member.

17.8 If a Member fails to comply with a direction under Rule 17.5.1 the Scheme Manager may as an alternative to termination require the Member to pay an additional contribution to cover the additional risk or it may exclude that risk from the Pooled Cover and the Insurance Cover or it may otherwise limit the exposure of the Fund and the Insurer to such risk.

Subject to compliance with the termination procedures a defaulting Member may have its entitlements to Pooled Cover and Insurance Cover limited by the Scheme Manager under this Rule.

18. Determination of Disputes

18.1 If any dispute or difference (other than a decision by the Scheme Manager to terminate a membership) shall arise between any Member, any employee and the Scheme Manager out of or in connection with the operations of the Scheme such difference or dispute shall be.

- First be referred for resolution to the Trustee, the Executive Director of LGA and the Chief Executive Officer of the Member.
- If no successful resolution is achieved, referred to mediation.
- If no successful resolution is achieved by mediation, the matter shall be referred to arbitration in Adelaide conducted by a Solicitor or Barrister of the Supreme Court of South Australia as agreed by the parties or appointed for this purpose by the President of the Law Society of South Australia. The submission to arbitration and all proceedings thereunder shall be subject to the provisions of the Commercial Arbitration Act 1986 (as amended).

18.2 The decision of the arbitrator shall be final and binding upon the parties to the arbitration.

19. Amendment to Rules

19.1 These Rules may be amended at any time by the Scheme Manager.

19.2 Amendments to these Rules shall operate prospectively and not retrospectively.

19.3 Notice of any amendment shall be given forthwith to all Member

The Product Issuer of the LGIPF is:

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**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: David Waters
Director Environment and Infrastructure
Environment and Infrastructure

Subject: Gawler River Floodplain Management Authority (GRFMA) –
Draft 2024-25 Annual Business Plan and Budget

For: Decision

SUMMARY

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

In accordance with the GRFMA Charter, Council received correspondence from the Executive Officer of the Authority dated 23 February 2024 regarding the draft 2024-25 Annual Business Plan and Budget (refer to **Appendix 1**) and the draft 2023-24 Annual Business Plan and Budget (refer to **Appendices 2 and 3**) seeking approval from Council.

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

Consistent with its Charter, the GRFMA is seeking approval from all of the Constituent Councils in preparation for the adoption of the GRFMA’s 2024-25 Budget.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. To advise the Board of the Gawler River Floodplain Management Authority (GRFMA) that it has reviewed the GRFMA Draft 2024-25 Annual Business Plan and Budget and that Council does not approve the budget on the following basis:
 - a. That the Council sees little if any benefit to the Adelaide Hills community in contributing to the cost of the further development of the flood mitigation works business case.
 - b. That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils.

- c. **That the cost apportionment should be reflective of the relative contribution to the flood risk and the relative benefits of the flood mitigation works, to each community.**
 3. **That the Chief Executive Officer be authorised to participate in any dispute resolution process arising from this decision, noting that any decisions about funding allocations will need to be considered and approved by the Council.**
 4. **That the Chief Executive Officer provide a report to Council by 31 July 2024 which examines the risks and opportunities associated with the Council’s ongoing membership of the Gawler River Floodplain Management Authority, including details of the process for withdrawing from the Authority.**
-

1. BACKGROUND

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

The Gawler River catchment is fed predominantly by the North and South Para Rivers and it is via the latter that AHC has an interest in the Authority. It is worth noting that only a very small portion of the overall Gawler River catchment is within the Adelaide Hills Council district. Most of that land is held by various government agencies (such as Forestry SA and SA Water). All the water from AHC’s portion of the catchment flows into the South Para Reservoir and all water releases from that reservoir are entirely regulated by SA Water. In fact, it is understood that there are only occasional releases of water from the South Para Reservoir. In short, the Council has effectively no control or influence over the catchment and no part of the AHC district is impacted by downstream flooding.

Before the GRFMA adopts its Annual Budget, it requires approval from each of the Constituent Councils.

Each Constituent Council nominates two people to the GRFMA Board. Adelaide Hills Council’s current nominees are Cr Malcolm Herrmann and (staff member) Ashley Curtis. They have been involved in deliberations of the Board leading to this matter coming to the Constituent Councils.

The draft 2024-25 GRFMA Annual Business Plan and Budget are contained at **Appendices 2 and 3**.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

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

➤ **Legal Implications**

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

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

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

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

➤ **Risk Management Implications**

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

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

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

➤ **Financial and Resource Implications**

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

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

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

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

The contributions for each Constituent Council are shown below including a comparison of the 2023-24 approved contributions and the proposed 2024-25 contributions.

	2023-24	2023-24	2023-24	2024-25	2024-25	2024-25	Total increase
	Operating	Asset maint	Total	Operating	Asset maint	Total	
Adelaide Hills Council	\$ 24,938	\$ 2,418	\$ 27,356	\$ 46,228	\$ 2,414	\$ 48,642	78%
Adelaide Plains Council	\$ 24,938	\$ 40,390	\$ 65,328	\$ 46,228	\$ 40,330	\$ 86,558	32%
The Barossa Council	\$ 24,938	\$ 12,117	\$ 37,055	\$ 46,228	\$ 12,099	\$ 58,327	57%
Town of Gawler	\$ 24,938	\$ 24,234	\$ 49,172	\$ 46,228	\$ 24,198	\$ 70,426	43%
Light Regional Council	\$ 24,938	\$ 12,117	\$ 37,055	\$ 46,228	\$ 12,099	\$ 58,327	57%
City of Playford	\$ 24,938	\$ 48,482	\$ 73,420	\$ 46,228	\$ 48,410	\$ 94,638	29%
TOTAL	\$ 149,628	\$ 139,758	\$ 289,386	\$ 277,368	\$ 139,550	\$ 416,918	44%

Adelaide Hills Council's total contribution is proposed to increase by 78%. Particular aspects are discussed below.

Business case costs

Of particular note this year is that GRFMA is proposing to increase contributions from each Constituent Council by \$21,290, largely in relation to an anticipated \$150,000 spend on furthering the development of a business case for works to improve flood mitigation in the Gawler River region.

Council Members will recall that GRFMA has been working on a business case for some years and during the current financial year, asked its Constituent Councils for special financial contributions (outside of the usual budget process) for same. The business case progress and was reviewed by Infrastructure SA under an assurance process. As an outcome of that review, further work was identified to finalise the business case.

As the development of a business case is an operational expense, the Board intends to treat the costs in line with the Charter's provisions on the division of operating costs, i.e. evenly between the Constituent Councils rather than in proportion to how costs of major capital works would be divided.

This is a point of contention, particularly for Adelaide Hills Council, where the Council will be contributing the same amount as the other Constituent Councils toward the business case to address a matter over which the Council has effectively no contributing liability or influence and which does not directly impact Adelaide Hills constituents. To put it another way, Adelaide Hills Council's community does not contribute to the problem and will not benefit from the solution.

One argument is, however, that mitigating the flood risk in the Gawler River floodplain has a broader state benefit and therefore indirectly benefits Adelaide Hills Council constituents. It could be counter-argued that it is the role of the State Government to make contributions that reflect statewide risks and benefits.

In the absence of contribution or benefit (as outlined above), it is difficult to justify the allocation of Adelaide Hills Council ratepayers' funds to the development of a business case for flood mitigation works.

Maintenance and other operating expenses

The proposed budget outlines Council maintenance and operating contributions (other than the business case matter) much in line with recent years. This aspect of the budget is considered reasonable as it is consistent with Council's obligations and normal practice for a member of GRFMA.

Depreciation

GRFMA incurs a depreciation expense associated with the Bruce Eastick Dam, but does not fund this. Constituent Councils do however reflect their net equity share of the depreciation expense in their own financial statements.

Based on a recent external revaluation of the dam, GRFMA's annual depreciation amount has roughly doubled from \$328,561 in 2022-23 to forecast \$706,098 in 2024-25.

At the time of writing this report, the short and long term impacts of this revaluation on the Council's own financial statements was being determined and an update can be provided at the meeting.

Budget summary and other considerations

Under the proposed breakdown of contributions, Adelaide Hills Council's total contribution to GRFMA would increase by 78% from 2023-24. As noted earlier, this increase is attributable to the cost of finalising a business case for flood mitigation works.

At this stage there is no provision for any capital costs associated with works arising from that business case.

The Council's draft 2023-24 ABP and Budget can accommodate contributions to GRFMA of a similar level to that of recent years. Should Council be required to contribute the \$21,290 additional amount, that would have an impact of the same magnitude on the Council's own operating budget.

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

Not applicable

➤ **Sustainability Implications**

It is considered that the flood mitigation works undertaken by the GRFMA to date, as well as those proposed in the future, address environmental and social sustainability issues for those

businesses and residents within the lower Gawler River floodplain. There are limited direct implications for the Adelaide Hills Council district.

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

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

External Agencies: GRFMA.

Community: Not Applicable

➤ **Additional Analysis**

Approving the budget and dispute process

Under the GRFMA Charter, the Council can “fail or refuse to approve” the budget, which is then deemed to trigger a ‘dispute’. The Charter’s dispute resolution clause prescribes a process to resolve the matter, which essentially involves negotiation, and then external arbitration if required.

In practice, refusal to approve the budget will likely result in the GRFMA Board reconsidering its decision to progress the business case and/or the allocation of costs for same among the Constituent Councils, particularly if a number of Constituent Councils do likewise. At the time of writing this report, it is understood that Light Regional Council has resolved to approve the proposed budget, with the exception of the business case.

As noted elsewhere in this report, it is difficult to justify the proposed expenditure on the business case and so the recommendation presented in this report provides Council with an opportunity to indicate to GRFMA that it is not supportive of contributing further costs toward the flood mitigation works business case.

It is also important to note that the GRFMA Charter provides that if a Council fails to approve a draft budget and has failed to serve a dispute notice within two months of receipt of the draft budget, it will be deemed to have approved the budget. The draft budget was received on 23 February 2024. To safeguard against the expiry of the two month period, the Chief Executive Officer has issued GRFMA a provisional notice of dispute (**Appendix 4**). The dispute will either be confirmed or withdrawn depending on the Council’s resolution.

Future membership of GRFMA

It is clear that the primary focus for GRFMA at the present time and into the foreseeable future is mitigation of the risk of flooding in the Gawler River floodplain. This is consistent with its functions in its Charter. In particular, its focus is on continuation of the business case and, should the business case support it, pursuing funding for major works, including raising the height of the Bruce Eastick Dam and other flood mitigation projects, to mitigate the risk of flooding in the Gawler River floodplain.

As outlined elsewhere in this report, Adelaide Hills Council district’s contribution to flows through the basin are negligible and there is no obvious direct benefit to Adelaide Hills Council community arising from any of the proposed flood mitigation works. Given the fact the GRFMA’s primary focus will be on a matter of little relevance and impact to the Adelaide Hills Council community, it may be appropriate for the Council to consider its ongoing membership of the regional subsidiary.

To that end, this report recommends directing the Chief Executive Officer to commence a process of determining the implications, opportunities and process, for the Council to take this course of action. If Council resolves in accordance with this recommendation, a subsequent report would be presented to Council which will contain the necessary information to enable Council to make a decision on whether or not to leave GRFMA.

3. OPTIONS

Council has the following options:

- I. Approve the GRFMA Annual Business Plan and Budget as presented in this report (not recommended).
- II. Not approve the GRFMA Annual Business Plan and Budget as presented in this report (recommended). It is important to articulate the Council’s reasons for not approving the budget so as to provide the GRFMA Board with some direction and to enable the

4. APPENDICES

- (1) *Correspondence – Draft 2023-24 GRFMA Annual Business Plan and Budget*
- (2) *GRFMA draft 2024-25 Annual Business Plan*
- (3) *GRFMA draft 2024-25 Budget*
- (4) *Provisional notice of dispute*

Appendix 1

*Correspondence – Draft 2024-25 GRFMA Annual
Business Plan and Budget*

Gawler River Floodplain Management Authority
PO Box 366 Seacliff Park, SA 5049
Telephone: 0407717368 Email: eo@grfma.com
Website: www.gawler.sa.gov.au/grfma

Greg Georgopoulos
Chief Executive Officer
Adelaide Hills Council
28 Onkaparinga Valley Road
Woodside SA 5244
By email mail@ahc.sa.gov.au
23/02/2024

Dear Greg,

Draft 2024/2025 GRFMA Annual Business Plan and Draft Budget.

I am writing seeking Councils consideration of the draft 2024/2025 GRFMA Annual Business Plan and Draft Budget.

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

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

The 2024/2025 Annual Business Plan and Budget also includes considered response to the final Gawler River Flood Management Business Case and the Infrastructure SA (ISA) Gate 2 assurance review and recommendations. GRFMA Chairperson, Mr. Ian Baldwin, will be corresponding separately with Council regarding this matter.

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

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

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

Both the 2024/2025 Annual Business Plan and draft Budget documents have been endorsed by the 7/02/2024 GRFMA Audit Committee meeting and the 15/02/2024 GRFMA meeting.

GRFMA Annual Business Plan

Key elements contained in the 2024/2025 draft Annual Business Plan identify:

The Department for Environment and Water (DEW), in partnership with the GRFMA, has facilitated development of a Gawler River Flood Management Business Case to identify a shared vision and objectives to improve flood management in the Gawler River region.

The Gawler River Flood Management initiative was included in Infrastructure SA's (ISA) Capital Intentions Statement in 2021 as a priority for business case development. Further work was undertaken in conjunction with ISA, project partners and stakeholders throughout 2021 and 2022 to provide additional information and details regarding the initiative. The work culminated in DEW completing the ISA Assurance Framework (ISAAF) Gate 1 review in May 2022 and the Business Case and Gate 2 review process on 4 December 2023.

DEW has recently provided the Authority with the final Gawler River Flood Management Business Case and the Infrastructure SA(ISA) Gate 2 assurance review and recommendations.

The GRFMA is of view that a number of measures are further required to be undertaken to facilitate progress to the point where the GRFMA, constituent councils and potentially the SA and Australian Governments could make an informed funding and investment decisions regarding mitigation options.

Options identified are.

- Increasing the height of the Bruce Eastick Dam on the North Para River (nominally a 10 m increase in the height of the dam wall)
- Improving planning controls for developments near the Gawler River that will reduce the likelihood of flood and the impacts of flood inundation on new developments – this may include advocating for policy changes in the flood hazard overlay, making recommendations for inclusion in regional plans, working with local councils to set local development policies.
- Implementing a Community Flood Awareness Campaign • Undertaking the repair and maintenance of existing riverside levee banks in the lower Gawler River, which play a critical role in constraining floodwaters to the river channel during high flow events, and reducing potential damage of flood

The Authority will separately engage with constituent councils to identify a suitable and acceptable investment strategy.

Development of the Stormwater Management Plan (SMP) for the Gawler River is nearing completion. The plan will provide background and strategic direction for managing stormwater in the Gawler River for the main channel below the confluence of the North Para and South Para Rivers.

Maintenance and operations of the scheme during 2024 to 2025 include.

- Work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032.
- Scheduled inspections and environmental management of land associated with the Dam location. Routine (monthly), Intermediate (annually), Comprehensive (every 5 years due 2028/2029).

- Continuation of the revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam.
- Implementation of an Information Management Framework for a digital environment

See attached for a copy of the 2024/2025 draft GRFMA Annual Business Plan.

2024/2025 Draft Budget

The Authority has endeavoured to minimise cost increases in delivering the functions, operations and project management required.

The Authority has ongoing annual commitment costs of \$69,995 toward the 10-year Bruce Eastick North Para Flood Mitigation Dam maintenance program and \$70,00 for annual repayment reduction of the existing Cash Advance Debenture which was secured to facilitate capital repair to the Bruce Eastick North Para Flood Mitigation Dam in 2022.

Revenue

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

Expenditure

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

Provision of \$150,000 has been included to support further development of the Business Case, as recommended by the Infrastructure SA Assurance Review Report.

Operational Contributions (Member subscriptions))

Operational contributions are calculated to include the costs reflective of Administration of the GRFMA, plus general costs for the provision of consultancies to pursue outcomes envisaged in flood mitigation strategies (Business Case, Stormwater Management Plan) and does not include capital works or maintenance of Assets.

Key Budget Outcome Operational items

- Administration of the GRFMA
- Business Case /SMP – Further works as recommended ISA Gate 2 and Stormwater Management Plan, consultancies feasibility or initial design studies,
- Information Management Framework for a digital environment
- Less income earned, bank interest etc.

Total Operation cost \$277,371

Maintenance Contributions (Council subscriptions)

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

Maintenance and operations of the scheme during 2024 to 2025 will include work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032, continuation of the revegetation program around land associated with the Bruce Eastick and repayment of the Cash Advance Debenture previously raised to fund Dam repairs in 2022.

Key Budget Outcome Maintenance items

- Dam Maintenance Cost Analysis 2024/2025
- Rates and levies, ESL
- Cash Advance Debenture repayments (principal and interest)

Total Maintenance cost \$ 139,550

Depreciation of Assets

The GRFMA Asset Management Plan 2023-2032 provides:

Funding (cash allocation) of annual depreciation calculations is not undertaken, rather the policy is ensuring the GRFMA is provided with sufficient cash flow to maintain the Dam at required service provision levels. This plan covers the infrastructure assets that provide Flood Mitigation comprising of: • Bruce Eastick North Para Flood Mitigation Dam • Associated land • Road Access

In November 2023 North Projects (NP) was engaged by the Gawler River Flood Management Authority (GRFMA) to conduct a revaluation of the Bruce Eastick North Para Flood Mitigation Dam structure to determine the replacement cost of the dam at 2023/2024 prices.

The completed report identified the Current Valuation for the Bruce Eastick North Para Flood Mitigation Dam is \$54,036,053 based on 2023/2024 market conditions and the Written Down Value is \$43,313,042.

Annual depreciation of the Dam, land and road access is \$706,098. (1.25% annually)

The net equity share (of annual depreciation costs) of each constituent council is subsequently reflected in the (Financial Statements) Schedule of constituent councils interest in net assets as at 30 June each year and a statement is prepared to meet the requirements of clause 16.6 of the GRFMA charter.

Summary

Constituent council contributions for 2024/2025 total \$416,921 which is a budgeted increase from \$289,387 in 2024/2025. This increase is principally as result of the \$150,000 provision to support further development of the Business Case, as recommended by the Infrastructure SA Assurance Review Report.

A net operating loss of (\$706,098) is forecast for 2024/2025. This is the amount of unfunded depreciation.

See below Table 1 - constituent council shares proposed as per draft 2024/2025 GRFMA Budget.

See separate attachment for copy of GRFMA 2024/2025 budgeted financial statements presented, in a manner consistent with the Model Financial Statements, pursuant to section 123(10)(b) of the Local Government Act 1999: MYOB format which identifies the 2024/2025 Draft Budget income and expenditure proposals.

Table 1

Constituent council shares proposed as per the draft 2024/2025 GRFMA Budget _ Member Subscriptions (\$277,371) and Council Subscriptions (\$139,550).

	2023/24	2023/24	2023/24	2024/25	2024/25	2024/25
Council	Operational	Maint	TOTAL	Operational	Maint	TOTAL
Adelaide Plains Council	24,938	40,390	\$65,328	46,228	40,330	\$86,558
Adelaide Hills Council	24,938	2,418	\$27,356	46,228	2,414	\$48,643
The Barossa Council	24,938	12,117	\$37,055	46,228	12,099	\$58,327
Town of Gawler	24,938	24,234	\$49,172	46,228	24,198	\$70,426
Light Regional Council	24,938	12,117	\$37,055	46,228	12,099	\$58,327
City of Playford	24,938	48,482	\$73,420	46,229	48,410	\$94,639
Total	149,630	139,758	\$289,387	277,371	139,550	\$416,921

Table 2 Percentage Share

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

I would be pleased if this matter could be included in the next available council meeting agenda and subsequent indication of Councils approval or otherwise of the draft 2024/2025 GRFMA Annual Business Plan and Draft Budget being provided to eo@grfma.com by Monday 10 June 2024.

Yours Sincerely



David Hitchcock, Executive Officer

Appendix 2

GRFMA draft 2024-25 Annual Business Plan



GRFMA ANNUAL BUSINESS PLAN

2024-2025

Draft 15/02/2024

Gawler River Floodplain Management Authority

Constituent Councils:

Adelaide Hills Council

Adelaide Plains Council

The Barossa Council

Town of Gawler

Light Regional Council

City of Playford

Gawler



Business Plan 2024-2025

Gawler River Floodplain Management Authority (GRFMA)

The Gawler River

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

History

The river is subject to periodic flood events.



Desirable Levels of Protection Cost of Flooding

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

Properties at Risk

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

Purpose of the GRFMA

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

The Authority has been established for the following purposes:

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

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

These include:

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

For the Authority, specific concerns are:

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

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

Governance

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

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

The Board

The Members of the Board are:

Council	Board Members	Deputy Board Members
Chairperson and Independent Member	Mr Ian Baldwin	
Adelaide Hills Council	Cr Malcolm Herrmann Mr Ashley Curtis	Ms Natalie Armstrong
Adelaide Plains Council	Cr Terry-Anne Keen Mr James Miller	Cr Dante Mazzio Mr. Tom Jones
The Barossa Council	Cr Bruce Preece, Mr Jake Mc Vicar	Ben Clark
Town of Gawler	Cr Paul Koch Ms Whendee Young	Cr Brian Sambell
Light Regional Council	Cr Michael Phillips-Ryder, Mr Richard Dodson	
City of Playford	Cr Clinton Marsh Mr Greg Pattinson	Cr Peter Rentoulis

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

The Members of the Panel are:

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

An Audit and Risk Committee has been appointed to review:

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

The Members of the Audit and Risk Committee are:

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

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

Policies include.

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



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

On 28/06/2023 the GRFMA engaged LUVROK Pty Ltd to undertake GRFMA Executive Officer services, in accordance with the agreed contract for service, for the term 1 July 2023 to 31

December 2025. Mr David Hitchcock is identified as the key person providing the services pursuant to agreed terms.

Dean Newbery and Partners are appointed as the external auditor until completion of the 2023/24 audit process. The Board has recently resolved to facilitate reappointment of Dean & Newbery Pty Ltd as GRFMA External Auditor for a term of three plus two years, effective 1 July 2024.

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

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

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

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

Cost of Operations

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

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

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

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

Constituent Council Shares for Contributions

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

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

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

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

Theme 2: Develop and evolve key relationships.

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

Theme 3: Ensure good governance and ongoing financial sustainability.

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

Priority Actions 2024/2025

The Department for Environment and Water (DEW), in partnership with the GRFMA, has facilitated development of a Gawler River Flood Management Business Case to identify a shared vision and objectives to improve flood management in the Gawler River region.

The Gawler River Flood Management initiative was included in Infrastructure SA's (ISA) Capital Intentions Statement in 2021 as a priority for business case development. Further work was undertaken in conjunction with ISA, project partners and stakeholders throughout 2021 and 2022 to provide additional information and details regarding the initiative. The work culminated in DEW completing the ISA Assurance Framework (ISAAF) Gate 1 review in May 2022 and the Business Case and Gate 2 review process on 4 December 2023.

The Business Case recommends a portfolio of actions to improve flood protection in the Gawler River.

These initiatives are considered feasible and provide complementary benefits for the management of flood in the Gawler River, and comprise:

- Increasing the height of the Bruce Eastick Dam on the North Para River (nominally a 10 m increase in the height of the dam wall)
- Improving planning controls for developments near the Gawler River that will reduce the likelihood of flood and the impacts of flood inundation on new developments – this may include advocating for policy

changes in the flood hazard overlay, making recommendations for inclusion in regional plans, working with local councils to set local development policies.

- Implementing a Community Flood Awareness Campaign
- Undertaking the repair and maintenance of existing riverside levee banks in the lower Gawler River, which play a critical role in constraining floodwaters to the river channel during high flow events, and reducing potential damage of flood

The Authority will continue to work with the Department for Environment and Water to determine a course of action to consider and progress recommendations. Considerations will include regard to recommendations from the GRFMA Strategic Plan 2021-2026 and the Gawler River Stormwater Management Plan.

GRFMA Strategic Plan priorities

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

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

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

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

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

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

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

Gawler River Storm Water Management Plan recommended options

- Enlarged Bruce Eastick North Para Flood Mitigation Dam (Bruce Eastick Dam)
- Northern Floodway and Levee Improvements
- Southern Floodway and Levee Improvements
- Strategic Levees – Gawler, Virginia and Two Wells combined.

Maintenance and operations of the scheme during 2024 to 2025

- Work identified in the previously established, Bruce Eastick North Para Flood Mitigation Dam Maintenance Cost Analysis 2023-2032.
- Scheduled inspections and environmental management of land associated with the Dam location. Routine (monthly), Intermediate (annually), Comprehensive (every 5 years due 2028/2029).
- Continuation of the revegetation program around land associated with the Bruce Eastick North Para Flood Mitigation Dam.
- Implementation of an Information Management Framework for a digital environment



Appendix 3

GRFMA draft 2024-25 Budget

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2024/2025**

STATEMENT OF COMPREHENSIVE INCOME

2023/2024 FULL YEAR REVISED ESTIMATE \$	INCOME	2024/2025 DRAFT BUDGET \$
559,808	Subscriptions	416,921
-	Grants Subsidies and Contributions	-
780	Investment Income	824
104	Other	-
<hr/>		<hr/>
560,692	TOTAL REVENUES	417,745
	EXPENSES	
490,331	Materials, Contracts and Other Expenses	347,745
15,000	Finance Costs	15,000
322,298	Depreciation, amortisation & impairment	706,098
<hr/>		<hr/>
827,629	Total Expenses	1,068,843
(266,937)	OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL AMOUNTS	(651,098)
-	Net gain (loss) on disposal or revaluation of assets	-
-	Amounts specifically for new or upgraded assets	-
-	Physical resources received free of charge	-
 (266,937)	TOTAL COMPREHENSIVE INCOME	 (651,098)
<hr/> <hr/>		<hr/> <hr/>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2024/2025**

CASH FLOW STATEMENT

2023/2024 FULL YEAR REVISED ESTIMATE		2024/2025 DRAFT BUDGET
\$		\$
Inflows (Outflows)		Inflows (Outflows)
	CASHFLOWS FROM OPERATING ACTIVITIES	
	RECEIPTS	
559,912	Operating Receipts	416,921
780	Investment Receipts	824
	PAYMENTS	
(490,331)	Operating payments to suppliers & employees	(347,745)
(15,000)	Finance Payments	(15,000)
<u>55,361</u>	Net Cash provided by (or used in) Operating Activities	<u>55,000</u>
	CASH FLOWS FROM INVESTING ACTIVITIES	
	RECEIPTS	
-	Grants specifically for new or upgraded assets	-
0	Sale of Assets	0
	PAYMENTS	
-	Capital Expenditure on renewal/replacement of assets	-
-	Capital Expenditure on new/upgraded assets	-
<u>-</u>	Net Cash provided by (or used in) Investing Activities	<u>-</u>
	CASH FLOWS FROM FINANCING ACTIVITIES	
	RECEIPTS	
-	Proceeds from Borrowings	-
(55,000)	PAYMENTS	(55,000)
(55,000)	Repayment of Borrowings	(55,000)
<u>(55,000)</u>	NET CASH USED IN FINANCING ACTIVITIES	<u>(55,000)</u>
361	NET INCREASE (DECREASE) IN CASH HELD	-
29,496	CASH AT BEGINNING OF YEAR	<u>29,857</u>
<u>29,857</u>	CASH AT END OF YEAR	<u>29,857</u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2024/2025**

BALANCE SHEET

2023/2024 FULL YEAR REVISED ESTIMATE		2024/2025 DRAFT BUDGET
	ASSETS	
	CURRENT ASSETS	
\$		\$
29,857	Cash and cash equivalents	29,857
91,125	Trade & other receivables	91,125
-	Inventories	-
<u>120,982</u>	TOTAL CURRENT ASSETS	<u>120,982</u>
	NON-CURRENT ASSETS	
-	Financial Assets	-
43,832,305	Infrastructure, Property, Plant & Equipment	43,126,207
<u>43,832,305</u>	TOTAL NON-CURRENT ASSETS	<u>43,126,207</u>
<u>43,953,288</u>	TOTAL ASSETS	<u>43,247,190</u>
	LIABILITIES	
	CURRENT LIABILITIES	
67,733	Trade & Other Payables	67,733
385,409	Borrowings	330,409
-	Short-term Provisions	-
<u>453,142</u>	TOTAL CURRENT LIABILITIES	<u>398,142</u>
	NON-CURRENT LIABILITIES	
-	Long-term Borrowings	-
-	Long-term Provisions	-
<u>-</u>	TOTAL NON-CURRENT LIABILITIES	<u>-</u>
<u>453,142</u>	TOTAL LIABILITIES	<u>398,142</u>
<u>43,500,146</u>	NET ASSETS	<u>42,849,048</u>
	EQUITY	
12,294,265	Accumulated Surplus	11,643,167
31,205,881	Asset Revaluation	31,205,881
-	Other Reserves	-
<u>43,500,146</u>	TOTAL EQUITY	<u>42,849,048</u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2024/2025**

STATEMENT OF CHANGES IN EQUITY

2023/2024 FULL YEAR REVISED ESTIMATE \$		2024/2025 DRAFT BUDGET \$
	ACCUMULATED SURPLUS	
12,561,202	Balance at end of previous reporting period	12,294,265
-266,937	Net Result for Year	-651,098
0	Transfer From Reserves	0
0	Transfer To Reserves	0
<u>12,294,265</u>	BALANCE AT END OF PERIOD	<u>11,643,167</u>
	ASSET REVALUATION RESERVE	
8,664,973	Balance at end of previous reporting period	31,205,881
22,540,908	Gain on revaluation of infrastructure, property, plant & equipment	0.00
0.00	Transfer to Accumulated Surplus on sale of infrastructure, property, plant & equipment	0.00
<u>31,205,881</u>	BALANCE AT END OF PERIOD	<u>31,205,881</u>
<u>43,500,146</u>	TOTAL EQUITY AT END OF REPORTING PERIOD	<u>42,849,048</u>

**GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY
CONSOLIDATED DRAFT BUDGET 2024/2025**

UNIFORM PRESENTATION OF FINANCES

2023/2024 FULL YEAR REVISED ESTIMATE		2024/2025 DRAFT BUDGET
\$		\$
560,692	Operating Revenues	417,745
<u>(827,629)</u>	less Operating Expenses	<u>(1,068,843)</u>
(266,937)	Operating Surplus / (Deficit) before Capital Amounts	(651,098)
	Less Net Outlays in Existing Assets	
	Capital Expenditure on renewal and replacement of Existing Assets	-
-	less Depreciation, Amortisation and Impairment	(706,098)
<u>(322,298)</u>	less Proceeds from Sale of Replaced Assets	<u>-</u>
-		(706,098)
<u>(322,298)</u>		
	Less Net Outlays on New and Upgraded Assets	
-	Capital Expenditure on New and Upgraded Assets	-
-	less Amounts received specifically for New and Upgraded Assets	-
<u>-</u>	less Proceeds from Sale of Surplus Assets	<u>-</u>
-		-
55,361	Net Lending / (Borrowing) for Financial Year	55,000

Profit & Loss [Budget Analysis]

July 2024 To June 2025

ABN: 12 925 534 861

	Selected Period	Budgeted	\$ Difference
Income			
Admin of GRFMA			
Member Subscriptions	\$0	\$277,371	-\$277,371
Interest LGFA	\$0	\$824	-\$824
Total Admin of GRFMA	\$0	\$278,195	-\$278,195
Operations Flood Mit Scheme			
Council Subscriptions	\$0	\$139,550	-\$139,550
Total Operations Flood Mit Scheme	\$0	\$139,550	-\$139,550
Total Income	\$0	\$417,745	-\$417,745
Gross Profit	\$0	\$417,745	-\$417,745
Expenses			
Admin of GRFMA			
Executive Officer Contract	\$0	\$58,800	-\$58,800
Adv, printing, stationery post	\$0	\$1,300	-\$1,300
Travelling Expenses	\$0	\$4,200	-\$4,200
Insurance PL & PI	\$0	\$9,600	-\$9,600
Audit Committee	\$0	\$2,600	-\$2,600
Audit Fees	\$0	\$6,175	-\$6,175
Bank Fees	\$0	\$120	-\$120
Honorarium - Chairperson	\$0	\$14,400	-\$14,400
Other	\$0	\$10,800	-\$10,800
Total Admin of GRFMA	\$0	\$107,995	-\$107,995
GRFM Business Case			
Consultancies	\$0	\$20,000	-\$20,000
Business Case	\$0	\$150,000	-\$150,000
Total GRFM Business Case	\$0	\$170,000	-\$170,000
Maint Flood Mitigation Scheme			
BENPFM Dam repairs	\$0	\$69,550	-\$69,550
Rates & Levies	\$0	\$200	-\$200
Total Maint Flood Mitigation Scheme	\$0	\$69,750	-\$69,750
Depreciation			
Depreciation	\$0	\$706,098	-\$706,098
Total Expenses	\$0	\$1,053,843	-\$1,053,843
Operating Profit	\$0	-\$636,098	\$636,098
Total Other Income	\$0	\$0	\$0
Other Expenses			
Interest Expense	\$0	\$70,000	-\$70,000
Total Other Expenses	\$0	\$70,000	-\$70,000
Net Profit/(Loss)	\$0	-\$706,098	\$706,098

Appendix 4

Provisional notice of dispute

19 April 2024

Mr Ian Baldwin
Chair
Gawler River Floodplain Management Authority
PO Box 366
SEACLIFF PARK SA 5049

Via email: eo@grfma.com

Dear Mr Baldwin

I refer to the letter from the Gawler River Floodplain Management Authority (GRFMA) Executive Officer, David Hitchcock, dated and received 23 February 2024 regarding the *Draft 2024/2025 GRFMA Annual Business Plan and Draft Budget*.

I note that the letter requests a response from Councils regarding the Annual Business Plan and Draft Budget by Monday 10 June 2024. On this basis, Adelaide Hills Council is considering this matter at their Ordinary Council Meeting on 23 April 2024. I am aware that Clause 12.1.7 of the GRFMA Charter provides that should Adelaide Hills Council dispute the budget it should notify the GRFMA within two months of receiving the same.

I wish to advise you that Adelaide Hills Council may not approve the *GRFMA Draft 2024-25 Annual Business Plan and Budget* at the 23 April 2024 Council Meeting. Therefore, as a matter of caution, please take this letter as notice under Clause 12.1.7 of the GRFMA Charter of Adelaide Hill Council's dispute of the budget.

I will confirm Adelaide Hill Council's position, including further particulars, after the 23 April 2024 meeting. Should Council approve the *GRFMA Draft 2024-25 Annual Business Plan and Budget*, I will revoke this notice of dispute.

Yours sincerely



Greg Georgopoulos
Chief Executive Officer

Administration Reports Information Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
AGENDA BUSINESS ITEM**

Item:	13.1
Responsible Officer:	Rebecca Shepherd Manager Community Development Community and Development
Subject:	Disability Access and Inclusion Plan (DAIP) – Annual Progress Report 2023
For:	Information

SUMMARY

Council's updated *Disability Access and Inclusion Plan 2020-24* (DAIP) was adopted by Council in January 2020. The DAIP specifies actions Council will take over the period 2020 to 2024 to ensure people living with disability can access Council's programs and services, built environs, events, facilities, meetings, information and communications, and employment and volunteering opportunities.

The *SA Disability Inclusion Act 2018* (the Act) requires each State authority to report annually to the Department of Human Services (DHS) on the implementation progress of its DAIP. In previous years, State authorities were required by 31 October each year to report on their DAIP progress during the preceding financial year. However, for 2023 and beyond, the reporting period for each annual report will cover a calendar year instead of a financial year.

The purpose of this report is to provide Council with the annual report on the implementation of Council's current DAIP (2020-24), for the period commencing 1 January 2023 and ending 31 December 2023. The report, contained in **Appendix 1**, was submitted to DHS via their online portal on 5 April 2024.

RECOMMENDATION

Council resolves:

That the report be received and noted.

1. BACKGROUND

Council's provisional DAIP was developed over September and October 2020 through staff and community consultation (Phase 1), in accordance with the Act. At Council's meeting on Tuesday 27 October 2020, Council resolved to endorse the provisional DAIP for publication on Council's website and further community consultation (Phase 2).

12.2 Disability Access and Inclusion Plan

Moved Cr Mark Osterstock
S/- Cr Kirrilee Boyd

228/20

Council resolves:

1. That the report be received and noted.
2. To endorse the provisional *Adelaide Hills Council Disability Access and Inclusion Plan (DAIP) 2020-2024: A brighter future for all*, as contained in *Appendix 1*, for publication on Council's website and further community consultation.
3. To delegate to the Chief Executive Officer to determine the timings, media and processes around further community consultation while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.
4. That an amended edition of the DAIP incorporating further community and stakeholder feedback on the provisional DAIP (received during further community consultation) be referred back to the Council for consideration and adoption at the Council Meeting scheduled for 27 January 2021.

Carried Unanimously

At Council's meeting on 27 January 2021, an updated DAIP incorporating further community feedback was considered. Council resolved to revoke the provisional DAIP and adopt the amended DAIP.

12.1 Amended Access & Inclusion Plan 2020 - 2024

Moved Cr Pauline Gill
S/- Cr Kirsty Parkin

4/21

Council resolves:

1. That the report be received and noted.
2. To revoke the *Provisional Disability Access and Inclusion Plan (DAIP) 2020-24* which was adopted on 27 October 2020 and to adopt the amended *Access and Inclusion Plan 2020-24*, as contained in *Appendix 1*.
3. That the Chief Executive Officer be authorised during the currency of the *Access and Inclusion Plan 2020-24* (the DAIP) to make any formatting, nomenclature or other minor changes :
 - a. To ensure that the Plan is consistent with an Act of the State or the Commonwealth, or
 - b. To ensure that the Plan remains consistent with the *State Disability Inclusion Plan*, or
 - c. To correct an error or omission.

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A functional Built Environment

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

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

Several DAIP activities undertaken during the 2023 calendar year aimed to improve the accessibility of the built environment.

Goal 2 Community Wellbeing
Objective C1 A community for everyone – that is inclusive, welcoming and accessible
Priority C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism
Priority C1.4 Seek opportunities to improve transport options for those who need it most

During the 2023 calendar year, progress was made against DAIP actions designed to create a more accessible and welcoming district for residents and visitors who live with disability.

Goal 2 Community Wellbeing
Objective C2 A connected, engaged and supported community
Priority C2.4 Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them

Key DAIP initiatives undertaken during the 2023 calendar year aimed to support the participation of residents with disability in Council decision-making, engagement and consultation.

Goal 5 A progressive Organisation
Objective O1 We have the right people with the right knowledge and skills in the right jobs and they are supported and developed
Priority O1.2 Continue to develop a positive culture through supporting an equitable, diverse and continuously improving work environment

During 2023, several DAIP actions have been progressed which aim to raise disability awareness across our organisation.

Theme 4 of the Plan (“Learning and employment”) includes further actions focused on supporting an inclusive and accessible workplace for Council staff, Council Members and volunteers.

The DAIP itself constitutes a functional strategy with Council’s Strategic Planning Framework.

➤ **Legal Implications**

Council’s DAIP 2020-24 was developed in accordance with legislated requirements as specified in the *SA Disability Inclusion Act 2018* (the Act) and its associated regulations: the *Disability Inclusion Regulations 2019* and the *Disability Inclusion (Transitional Arrangements) Regulations 2018*.

Section 17(1) of the Act requires each State authority (including local councils), on or before 31 October each year, to report to the Chief Executive of DHS on the operation of its DAIP

during the preceding financial year, including a summary of the extent to which the State authority has implemented its DAIP.

The *Disability Inclusion (Review Recommendations) Amendment Bill 2023* (the Amendment Bill 2023) was drafted by Parliamentary Counsel to enact several legislative recommendations made by Mr Richard Dennis AM PSM in his *Review of the Disability Inclusion Act 2018 – South Australia*. These recommendations included the requirement for annual reporting on both the State Disability Inclusion Plan (the State Plan) and State authority DAIPs to move from financial year to calendar year.

The Amendment Bill 2023 was drafted to enact this recommendation, among others, with transitional provisions included to realign the reporting period from financial year to calendar year for the final year of the State Plan (2023). DHS advised State authorities in March 2024 that, due to unforeseen delays, the Amendment Bill 2023 has not yet passed through Parliament.

Due to this delay, the *Disability Inclusion (Exemptions) Amendment Regulations 2024* (the Amendment Regulations) were made (published in the South Australian Government Gazette on 7 March 2024), which exempt State authorities from submitting their DAIP implementation reports for the 2022-23 financial year period, and allowing State authorities to instead report on their DAIP progress for the period 1 January 2023 to 31 December 2023.

➤ **Risk Management Implications**

The submission of a DAIP Implementation Report to DHS assists in mitigating the risk of:

Non-compliance with legislated obligations under the Act leading to potential enforcement actions.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Low (1D)	Low (1D)

The Administration has taken responsibility for preparing and submitting the annual progress report for the 2023 calendar year (**Appendix 1**) as an existing control. The report was submitted to DHS on 5 April 2024 via the DHS online portal, as per DHS' instructions.

➤ **Financial and Resource Implications**

There is no specific budget for Council's contribution to periodic progress reporting on Council's DAIP, however administrative costs are provided for in the staffing budget. The resourcing associated with the development, oversight and implementation of Council's DAIP actions and initiatives for the reporting period, which are reported in **Appendix 1** and highlighted in this report, were incorporated into the responsible department's budget.

There are no further resource implications of the 2023 DAIP Implementation Report.

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

Not applicable.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable
Council Workshops: Not Applicable
Advisory Groups: Not Applicable
External Agencies: DHS Inclusive SA Community of Practice
 Local Government Access and Inclusion Network (LGAIN)
Community: Not Applicable

➤ **Additional Analysis**

DHS will use the information submitted by State authorities on the operation of their DAIP over the 2023 calendar year to prepare an annual summary report to the Minister for Human Services, as required by the Amendment Regulations.

Appendix 1 contains a copy of the implementation report that Council’s Community and Social Planning Officer prepared and submitted to DHS on 5 April 2024 via their online portal. The submission includes details about Council’s key achievements during the 2023 calendar year under the *Inclusion SA: State Disability Inclusion Plan – Interim Review 2022* and Council’s DAIP.

As reported to DHS, at the end of the 2023 calendar year, the summary of overall progress in implementing actions in Council’s DAIP was as follows:

Total number of DAIP actions	39
Number of actions completed	23
Number of actions in progress	11
Number of actions not commenced	5

Several key achievements during 2023 were highlighted in the report submitted to DHS (**Appendix 1**), including:

DAIP Action	Achievement
7.1 - We will continue to incorporate Universal Design principles in our criteria for new Council building and public projects and planning for programs, public infrastructure (including footpaths, trails and bus stops), services and events (including clear conditions about using Universal Design when we contract architecture,	In 2023, AHC continued to incorporate Universal Design principles in the major redevelopment of its FABRIK Arts and Heritage Centre in Lobethal. This has been achieved through seeking and securing co-funding assistance (\$159,656 ex GST) from the Australian Government and South Australian Government to deliver a Changing Places (CP) facility at FABRIK.

DAIP Action	Achievement
<p>engineering and construction companies to deliver big projects for/with us).</p>	<p>CP toilets are a key component of a Universal Design approach to ensure the built environment and destinations are accessible for all users. The CP facility at FABRIK will offer a larger than standard accessible toilet, with extra features and more space to welcome and meet the needs of FABRIK patrons with disability and high support needs, and their carers.</p> <p>The facility will be equipped with a height adjustable, adult-sized changing bench, a tracking hoist system, and space for two carers either side of a peninsula toilet.</p> <p>Following a tender process opened in November 2023, Council has appointed a contractor, with final designs and ordering already underway.</p> <p>Construction is expected to commence by mid-2024. Upon completion, the facility will be accredited by a Changing Places Assessor and registered on the Changing Places website and the National Public Toilet Map.</p>
<p>12.1 - We will identify next steps in creating a workplace culture and environment that is welcoming, inclusive and accessible for people with disability.</p>	<p>Disability Recruitment Training for Managers. We provided managers with a Disability Inclusion and Recruitment Training Workshop on 15 November 2023, facilitated by Purple Orange.</p> <p>This session offered managers practical solutions to create a more inclusive workplace, allowing individuals with disabilities to bring their unique perspectives and skills to our organisation. Following the session, all managers provided positive feedback and agreed that the training should be offered again for all people leaders.</p>
<p>11.1 - We will review and update recruitment, registration, induction and experiences of our Council volunteers in relation to accessibility and participation for volunteers with disability.</p>	<p>On 2nd May 2023, we provided staff who manage Council’s volunteers with Disability Awareness Training, delivered by Orana (through the Volunteerability program). Following the session, all staff who attended reported increased awareness of how they can support people with disabilities to be more included in their communities through volunteering.</p>
<p>1.1 - We will incorporate DHS’ Accessible Events Toolkit into the planning of Council events, and provide relevant employees and volunteers with training on the Toolkit. We will promote the Toolkit and training opportunities to</p>	<p>On 4th July 2023, we offered an Accessible Events Training session, designed and delivered by JFA Purple Orange. This session was attended by staff who organise events and external event organisers of community events across our district. This training was created by people living with disability and delivered by trainers with lived experience and</p>

DAIP Action	Achievement
community groups who run community events.	<p>first-hand knowledge. The session explored examples of how to apply accessibility and inclusion principles to venues and events of different kinds.</p> <p>With permission from JFA Purple Orange, we published resources for external organisers of community events on our AHC website, to help community event organisers make their events accessible and inclusive for people with disability. The resources are from Purple Orange's Accessible Events Training, and include Accessible and Inclusive Events Basics, Accessible Events Checklist, and Inclusive Interactions.</p>
2.1 - We will celebrate and promote the International Day of People with Disability annually (3 December), and develop ways to recognise the contributions that people with disability make to our community.	<p>In recognition of International Day of People with Disability (IDPWD) 2023, we presented a special author talk with Kelly Vincent, held at our Coventry Library, Stirling on Wednesday 6th December 2023.</p> <p>Kelly Vincent grew up in the Adelaide Hills and is former Member of the SA Parliament and disability rights advocate.</p> <p>At the author talk, Kelly shared their debut book, <i>Dandelion Heart</i> - a powerful collection of essays and poetry based on Kelly's experience as a physically disabled and autistic person, exploring themes from body image, sex and relationships, and mental health.</p> <p>Kelly's talk included their inspiration for writing <i>Dandelion Heart</i>, and their writing process.</p> <p>The event was Auslan Interpreted, and well attended by staff, volunteers and local community members.</p>
8.2 - We will make our new Council website and e-services technology accessible and inclusive for all users.	<p>In 2023, we investigated the potential implementation of a 'Accessibility Widget' tool to install on our main website, powered by UserWay. The UserWay widget is the leading web accessibility menu for Web Content Accessibility Guidelines and allows visitors to websites to adjust settings like spacing, contrast, text-size, fonts and activate screen reader and focus tools to suit their needs and preferences. Users are able to select accessibility profiles including blind, dyslexia, colour-blind, seizure and epileptic, ADHD, cognitive and learning and motor-impaired. In 2023, our investigation involved contacting other councils who have installed the widget to seek their experiences and usage data.</p>

DAIP Action	Achievement
<p>4.2 – We will explore community interest in establishing an AHC disability inclusion engagement group – to enable direct engagement with residents with disability and their families, carers and advocates on Council decision-making and specific barriers for priority groups.</p>	<p>Based on their responses, we are investing in the UserWay Accessibility Widget in 2024, for a 1-year trial, to be embedded in AHC’s website.</p> <p>We organised a new initiative in 2023: a special Q+A panel session on Tuesday 21st November 2023, as part of a workshop with Council Members.</p> <p>The panel comprised members of Council’s volunteer team of Access and Inclusion (A&I) Advisors.</p> <p>The Q+A session was scheduled for the lead up to International Day of People with Disability 2023 and provided an opportunity for Council Members to meet Council’s volunteer A&I Advisors, who had expressed a shared desire to build a connection with the elected body.</p> <p>The team of Advisors was established in early 2022 as a key DAIP initiative.</p> <p>At the time of the Q+A session, the Advisors team had 9 active members, with a mix of residents with lived experience of disability and organisational representatives from local service providers. All Advisors are registered and supported Council volunteers.</p> <p>At the Q+A session, Council Members were given a short overview of key contributions the team had made over 2023 in shaping and supporting our DAIP activities. Council Members were then invited to ask the team questions related to improving accessibility and inclusion across our service areas and communities.</p> <p>The Q+A generated a high level of interest and engagement among Council Members, with several outcomes being actioned. For example, as an outcome of input shared by Advisors during the Q+A session, one Councillor brought a Motion on Notice to Council at its meeting on 12 March 2024, for the Administration to implement a Playground Communication Boards Pilot Project and report findings back to Council upon completion. Providing ‘playground boards’ is a way to shape internal and community attitudes about the importance of Augmentative and Alternative Communication (AAC) solutions in showing people with communication difficulties that they are accepted,</p>

DAIP Action	Achievement
	included and welcomed, just like anyone using shared community spaces. The team of A&I Advisors are primed and ready to play a role in the renewal of Council’s DAIP, following the release of the next State Disability Inclusion Plan in 2025.

All actions in Council’s DAIP are progressing within the designated timeframes. An Action Status Report is contained in **Appendix 2**.

DHS are currently conducting statewide consultation on the next State Disability Inclusion Plan (State Plan) for 2024 and beyond. As part of this process, DHS will consult further with State authorities throughout the coming months, with opportunities for Council contributions.

Following publication of the next State Plan in 2025, State authorities will have 6 months to review and refresh their DAIPs, to ensure alignment with the new State Plan.

3. OPTIONS

Council has the following options:

- I. Receive and note the report (Recommended)
- II. Not receive and note the report (Not Recommended)
- III. Make other resolutions in relation to the matter as it sees fit

4. APPENDICES

- (1) 2023 DAIP Implementation Report submitted to DHS on 5 April 2024
- (2) DAIP Action Status Report – December 2023

Appendix 1

*2023 DAIP Implementation Report submitted to DHS on
5 April 2024*

State Disability Inclusion Plan, Inclusive SA Reporting 2023

Agency and Contact Details

Authority name: Adelaide Hills Council

Agency type: Local council

Name: Joshua Spier

Position: Community and Social Planning Officer

Phone: 0436 379 740

Email: jspier@ahc.sa.gov.au

Actions from the Inclusive SA Interim Review 2022

The following actions are to be reported against under the State Disability Inclusion Plan, Inclusive SA 2019-2023 - Interim Review 2022. This is the FINAL report for State Disability Inclusion Plan, Inclusive SA 2019-2023 - Interim Review 2022 - activities should be recorded as 'completed', 'in progress' or 'not yet started'. Please report on activity occurring between 1 January 2023 and 31 December 2023.

Although all actions are listed here, each action is assigned to one or more State authorities, please respond only to actions assigned to your authority, noting all Local Councils need to respond to actions assigned to Local Councils, and all State authorities need to respond to questions assigned to all State authorities.

KEY

- Complete - the action has been completed/finalised, and/or implemented on an ongoing basis.
- In progress - the action has started, but is yet to be completed or implemented, please provide information as to why.
- Not yet started - the action has not yet started, please provide information as to why.

Action 5: Develop data measures to track the percentage of people living with disability who are employed in South Australian Government and local councils.

Please provide the status of this action: **Complete**

Please provide a summary of how you met Action 5 and completion date. If in progress or not yet started, please provide information as to why and estimated date of completion.

In 2023, Adelaide Hills Council (AHC) developed the new Employee Details Personal Information Update Survey (Update Survey) to obtain demographic data from all employees across the organisation. The Update Survey was collected for the first time in August 2023, and included the question, “Do you identify as living with a disability?” with response options: “Yes”, “No” or “Prefer not to say”.

The demographic data obtained via employee responses was retained in confidence in our human resources system and each employee’s personnel file.

A de-identified report with the data was provided to the executive team to assist in meeting requirements for a range of strategies and plans – including Council’s DAIP.

Attach photos, documents, news updates etc to support your progress update.

- Attachment 1 - Employee Details - Personal Information Update - August 2023.pdf
- Attachment 2 - staff memo.pdf

Please provide available data/evidence of Action 5.

Out of the 190 employees who submitted their update (from 236 total staff at the time), three (3) employees identified as living with disability, with 29 preferring not to say, and 158 answering NO.

Please provide any further details related to Action 5.

Decisions on the format and regularity of the Update Survey (annual or biennial), are currently under review. However, the abovementioned optional question regarding employee disability identity will be maintained to ensure consistency and track progress over time.

Action 9: Local council access and inclusion planning to consider consultation outcomes including: incorporating Universal Design principles in criteria for all new building and public projects and planning for programs, services and events • developing Universal Design training plans for staff and contractors • reviewing availability for accessible car parks in identified areas.

Please provide the status of this action: **In progress**

Progress during the reporting period in this area included:

1. ***Incorporating Universal Design principles.*** *In 2023, AHC continued to incorporate Universal Design principles in the major redevelopment of its FABRIK Arts and Heritage Centre in Lobethal. This has been achieved through seeking and securing co-funding assistance (\$159,656 ex GST) from the Australian Government and South Australian Government to deliver a Changing Places (CP) facility at FABRIK (further details reported in the Summary of DAIP Actions and Achievements section).*

In 2023 AHC updated its Internal Events Toolkit and Pre-event Checks to ensure staff apply Universal Design and consider the accessibility needs of people with disability when designing Council-run events.

2. **Developing Universal Design Training Plans.** *A training plan was developed for Council's Sport and Recreation Team to undertake the course 'Understanding Access and Universal Design in Parks, Playgrounds and Open Space', delivered by the Access Institute. Council's Coordinator Sport and Recreation and Sport and Recreation Officer completed this course in 2023. The learnings in the Sport and Recreation Team have been used to inform the scope of play space upgrade projects, and the selection criteria for selecting contractors for these projects.*

3. **Reviewing availability for accessible carparks.** *In 2023, AHC engaged an accredited access consultant to review the availability and compliance of accessible car parks in several identified priority areas, including: Stirling Service Centre / Library, Woodside Service Centre / Library, and The Summit Community Centre in Norton Summit. The consultant's assessments and recommendations are being used to plan upgrades and additional accessible parking where needed.*

Attach photos, documents, news updates etc to support your progress update.

- Attachment 3 - AHC Internal Events Toolkit - first page only.pdf
- Attachment 4 - course info - Understanding Universal Design in Parks and Playgrounds.pdf

Please provide available data/evidence of Action 9.

- 2 staff completed Universal Design training.
- Co-funding secured to deliver 1 Changing Places facility.
- Accessible car parking reviews completed for 3 priority service sites.

Please provide any further details related to Action 9.

In 2021, AHC was part of a Planning Institute Australia award-winning project with the other constituent councils of the Southern and Hills Local Government Association: 'Regional Champions for accessible destinations in the Southern and Hills LGA'. This project increased the capacity of council staff in the planning, design and construction of public places using Universal Design principles. A key project output was a Training Manual, developed by URPS, compiling the training resources for ongoing and wider uptake in local government. In 2023, in association with the Southern and Hills LGA Regional Public Health Plan Working Group, AHC staff have been in conversation with various stakeholders (including Local Government Professionals SA and DHS) to roll out a modified version of this training to councils across the Southern and Hills region, and to other regional councils. To date, funding requests to roll this out have been unsuccessful. The modified training unit was developed by the LG Professionals SA training unit in consultation with URPS. Conversations about next steps and requests for funding are continuing.

Action 10: Consider the installation of multi-media devices and inclusive signage at service outlets and at the front of public buildings to accommodate people with disability

Please provide the status of this action: **In progress**

Please provide a summary of how you met Action 27 and completion date. If in progress or not yet started, please provide information as to why and estimated date of completion.

Inclusive signage at service outlets and at the front of public buildings. In 2023, AHC engaged an accredited access consultant to assess external signage at two of Council's priority service outlets: Stirling Service Centre/Library and Woodside Service Centre/Library. The consultant's report made recommendations for providing additional and improved 'identification' and 'wayfinding' signage to direct visitors (especially those with a vision or cognitive impairment) to the building entrances. These recommendations are being used to plan signage upgrades over 2025 and 2026.

Multi-media devices at service outlets and at the front of public buildings. During the reporting period, AHC explored the installation of beacon technology and smartphone apps to help people with vision impairment navigate our indoor environments, such as the Stirling Service Centre/Coventry Library. Innovative and suitable products were found to be available on the market, including a mobile phone app that utilises a network of Bluetooth beacons, a mapping and route guidance system, and smartphone sensors to describe to the customer where they are, what's around them, and the best way to get to their chosen destination. However, this product was unable to be installed due to budgetary constraints. The future installation of a suitable produce will be considered in 2024-2025, subject to budgetary resources.

Attach photos, documents, news updates etc to support your progress update.

- Attachment 5 – review of signage – Stirling Service Centre
- Attachment 6 – review of signage – Woodside Service Centre

Please provide available data/evidence of Action 10.

Please provide any further details related to Action 10.

Our work to review external inclusive signage at Council's additional buildings, including community halls and community centres, is ongoing.

Action 27: State authorities to facilitate meaningful volunteering opportunities for people living with disability and to identify clear pathways to transition from volunteering to work placement.

Please provide the status of this action: **In progress**

Please provide a summary of how you met Action 27 and completion date. If in progress or not yet started, please provide information as to why and estimated date of completion.

1. In 2023, in partnership with AHC's team of volunteer Access and Inclusion Advisors, our staff reviewed and updated the existing role descriptions for Council's volunteer

roles, as well as our Volunteer Application Form, to make them more flexible and adaptable to support the increased inclusion of people with disability.

2. *On 2nd May 2023, we provided our staff who manage Council's volunteers with Disability Awareness Training, delivered by Orana (through the Volunteerability program). Following the session, all staff who attended reported increased awareness of how they can support people with disabilities to be more included in their communities through volunteering.*
3. *In 2023, we conducted the Volunteer Engagement Survey, which was sent to all Council volunteers. For the first time, this survey included an optional question asking the volunteer if they identify as living with disability, and if they have any accessibility needs that they would like to tell us about.*

Attach photos, documents, news updates etc to support your progress update.

- Attachment 7 – email to volunteer managers

Please provide available data/evidence of Action 10.

- *Out of the 63 Council volunteers who completed our Volunteer Engagement Survey, 16% said that they identify as living with a disability, and one person preferred not to say. Of the volunteers who reported they had a disability, all said that their disability was physical. In terms of additional supports required, all but one respondent said that they did not have any additional needs they wanted to tell us about.*

Please provide any further details related to Action 10.

Council's team of volunteer Access and Inclusion Advisors have recommended Council develop a stronger strategic focus on increasing volunteering opportunities and pathways for people with disability.

Action 33: Provide opportunities for active participation in decision-making for people living with disability, with particular focus on the identified priority groups: • Aboriginal and Torres Strait Islander people • Culturally and Linguistically Diverse communities • Women • Children (and young people).

Please provide the status of this action: **In progress**

Please provide a summary of how you met Action 33 and completion date. If in progress or not yet started, please provide information as to why and estimated date of completion.

In 2023, as part of the application for joining our team of Volunteer Access and Inclusion (A&I) Advisors, we explicitly encouraged applications from members of the Inclusive SA Priority Groups. We also included membership in one or more of these Priority Groups as a desirable selection criterion in the Role Description. As a result, in 2023, our team of volunteer A&I Advisors included:

- *2 people who identify as a woman with disability*
- *1 person who identifies as a young person with disability*

- 1 person who is a family member of a woman living with disability
- 2 people who identify as family members of children or young person with disability.

Our team of A&I Advisors participated in four forums in 2023, where they provided Council staff with advice and feedback to inform decision-making and implementation of DAIP initiatives. In 2023, input and assistance provided by the team was used to inform: updates to Council's volunteer role descriptions and Volunteer Applications Form, Community Survey, user testing for the Moonshine Lab team developing the Pavely app, Woodside Warriors Inclusive Soccer Gala Days, and the author talk event with Kelly Vincent at Stirling Library.

Attach photos, documents, news updates etc to support your progress update.

- Attachment 8 - Access and Inclusion Advisors

Please provide available data/evidence of Action 33.

Please provide any further details related to Action 33.

Outcome Areas and Priority Groups

Please report on any additional work, initiatives or case studies that you would like to showcase in relation to outcome areas and priority groups that haven't already been covered in your actions from Inclusive SA (previous tab), from 1 January 2023 to 31 December 2023.

Outcome Area 1: Employment and Financial Security

Please report on DAIP activities undertaken in 2023 to support the employment and financial security of people with disability, if not already reported under Action 2 of the State Disability Inclusion Plan, Inclusive SA 2019-2023 - Interim Review 2022.

Cadet Engineer Position (Identified). In 2023, we developed a partnership with Community Bridging Services (CBS), a local Disability Employment Service (DES) provider. As a disability affirmative measure, we have created a cadet engineer position which will be open to eligible tertiary students who live with disability. This position will be recruited and supported by CBS in 2024, including arrangements for wage subsidies.

Disability Awareness Induction for Staff. In the reporting period, we developed and launched a new mandatory induction module for all existing and new Council employees. This module, adapted from the LGA's Local Government Disability Awareness Toolkit, provides information and short videos about working with people living with disability. Staff complete via our online Skytrust platform. The module covers: 1) What is disability? (The Social Model of Disability); 2) Language; and 3) Communication. Staff are required to answer questions at the end of the module. Once staff have successfully completed the module, their HR profile is automatically updated with their training results. As at May 2023, over 98% of our staff had completed this induction module.

Disability Recruitment Training for Managers. We provided our managers with a Disability Inclusion and Recruitment Training Workshop on 15 November 2023, facilitated by Purple Orange. This session offered our managers with practical solutions to create a more inclusive workplace, allowing individuals with disabilities to bring their unique perspectives and skills

to our organisation. Following the session, all managers provided positive feedback and agreed that the training should be offered again for all people leaders.

Attach photos, documents, news updates etc to support your update.

- Attachment 9 - AHC-Disability-Awareness-Induction-Module.pdf
- Attachment 10 - email to managers RE disability recruitment training.pdf

Outcome Area 2: Inclusive Homes and Communities

Please report on DAIP activities undertaken to support the people with disability to live in inclusive homes and communities.

On 4th July 2023, we offered an Accessible Events Training session, designed and delivered by JFA Purple Orange. This session was attended by our staff who organise events and external event organisers of community events across our district. This training was created by people living with disability and delivered by trainers with lived experience and first-hand knowledge. The session explored examples of how to apply accessibility and inclusion principles to venues and events of different kinds.

With permission from JFA Purple Orange, we published resources for external organisers of community events on our AHC website, to help community event organisers make their events accessible and inclusive for people with disability. The resources are from Purple Orange's Accessible Events Training, and include Accessible and Inclusive Events Basics, Accessible Events Checklist, and Inclusive Interactions.

Attach photos, documents, news updates etc to support your update.

- Attachment 11 - Accessible Events Training.pdf

Outcome Area 3: Safety, Rights and Justice

Please report on DAIP activities undertaken in 2023 to support the safety, rights and justice of people with disability.

In 2023, we identified a growing interest from NDIS participants in our communities, and their family members and care-managers, to use their plan funds to cover the costs of approved activities and classes offered at our Community Centres (in Norton Summit and Gumeracha). In conjunction with improving our process to support NDIS participants to participate in our community centres program, we identified the need to ensure our relevant staff and contractors (activity facilitators) have obtained their NDIS worker checks, as well as ensuring they understand their obligations under the NDIS Code of Conduct, eg by completing the NDIS Commission's free elearning module that explains the obligations of workers under the NDIS Code of Conduct. The aim is to promote safe and ethical service delivery for all NDIS participants who engage with our mainstream community programs and our workers, whether employee, volunteer, or contractor. We are continuing to implement this work in 2024.

In addition, we also wrote to Community Centres SA, asking if they provide any support or guidance for SA community centres wanting to make their activities safer and more user-

friendly for NDIS participants, and their families and carers. The Operations Director at Community Centres SA advised that he would raise this request with their CEO and Board for further considerations and planning for the future.

Attach photos, documents, news updates etc to support your update.

Outcome Area 4: Personal and Community Support

Please report on DAIP activities undertaken in 2023 to support the education and learning of people with disability.

Workshop with the Moonshine Lab. *On the 1st March 2023, we invited the team from the Moonshine Lab - the tech startup developing the Pavely app - to attend our workshop with our team of volunteer Access and Inclusion Advisors. (Pavely is a new smartphone app commissioned by DHS that displays accessible and inclusive venues around South Australia to support people living with disability and lived experience plan visits to accessible venues that meets their needs). Based on the end-user testing feedback our team provided the Moonshine team during the workshop, the Moonshine team reported implementing a streamlined user log-in that will take away friction from that process, resulting in a tangible change to the user experience in the updated app system.*

UserWay Accessibility Widget. *In 2023, we investigated the potential implementation of a 'Accessibility Widget' tool to install on our main website, powered by UserWay. The UserWay widget is the leading web accessibility menu for Web Content Accessibility Guidelines and allows visitors to websites to adjust settings like spacing, contrast, text-size, fonts and activate screen reader and focus tools to suit their needs and preferences. Users are able to select accessibility profiles including blind, dyslexia, colour-blind, seizure and epileptic, ADHD, cognitive and learning and motor-impaired. In 2023, our investigation involved contacting other councils who have installed the widget to seek their experiences and usage data. Based on their responses, we are investing in the UserWay Accessibility Widget in 2024, for a 1-year trial, to be embedded in AHC's website.*

Attach photos, documents, news updates etc to support your update.

- Attachment 12 – workshop with Moonshine Lab
- Attachment 13 – UserWay Accessibility Widget – Case Study

Outcome Area 5: Education and Learning

Please report on DAIP activities undertaken in 2023 to support the education and learning of people with disability.

In 2023, we offered Introduction to Auslan courses at our Summit Community Centre. The sold out beginner's courses provided participants with introductory skills in Australian Sign Language, Auslan. This activity supported people to increase their ability to communicate with people who are Deaf and or hard with hearing across different settings, including teaching, childcare, community welfare, public service and health positions in our community.

Attach photos, documents, news updates etc to support your update.

- Attachment 14 – Auslan course

Outcome Area 6: Health and Wellbeing

Please report on DAIP activities undertaken in 2023 to support the health and wellbeing of people with disability.

Our Community Resilience Team ran community information sessions in October 2023 focused on inclusive emergency planning, for people with disability, using the Person-Centred Emergency Planning (P-CEP) Toolkit. Developed by the Queensland Disability Network and the University of Sydney, and co-designed and tested by people with disability, P-CEP enables people to self-assess their preparedness, capabilities and support needs and develop a personal emergency plan for before, during and after a disaster. The sessions were held at community centres across the district, including AHC’s Torrens Valley Community Centre and The Summit Community Centre. These sessions were attended by people living with disability and their carers, friends and support workers.

Attach photos, documents, news updates etc to support your update.

- Attachment 15 - Poster Inclusive emergency planning.pdf

Outcome Area 7: Community Attitudes.

Please report on DAIP activities undertaken in 2023 to improve community attitudes of disability.

Disability Inclusion Training for Council Members. *On Tuesday 16 August 2022, we provided our Council Members and Executive Team with the Disability Inclusion Webinar, designed and delivered by people with disability (Purple Orange / LGA). Topics included: The Social Model of Disability & Universal Design; Attitudes; Language & Communication and Working with Community.*

Community Survey 2023. *We added the following new questions in our biennial Community Perceptions Survey conducted in 2023 (in the section asking community members about their experience of living in the AHC area):*

- *“People with disability have the same access to Council’s services and facilities as others”, with a choice range from Strongly Agree to Strongly Disagree (26% of respondents agreed or strongly agreed)*
- *“The Council area and community is accessible and inclusive of people with disability”, with a choice range from Strongly Agree to Strongly Disagree (28% of respondents agreed or strongly agreed).*

The aim of including these new questions is to better understand and improve community attitudes to enable people with disability to have full access and inclusion in our communities.

We also developed measures to support the inclusion of people with disability in our Community Survey 2023, including using Qualtrics (compatible with Screen Readers such as JAWS), offering online, hardcopy and telephone options, and collecting submissions from our team of Access and Inclusion Advisors.

Attach photos, documents, news updates etc to support your update.

- Attachment 16 – Community Survey 2023 results – experience of living in AHC

Priority Groups

People with disability living in South Australia are diverse and can therefore be subject to overlapping disadvantage or discrimination, including racism. This includes priority groups defined within the principles of the South Australian Disability Inclusion Act (Section 9), including Aboriginal peoples, culturally and linguistically diverse people, women, and children.

How have your DAIP initiatives supported the following priority groups with disability in 2023:

Aboriginal and Torres Strait Islander peoples

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

How have your DAIP initiatives supported Aboriginal and Torres Strait Islander peoples with disability?

No targeted initiative

Attach photos, documents, news updates etc to support your update.

Culturally and linguistically diverse communities

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

How have your DAIP initiatives supported culturally and linguistically diverse communities?

No targeted initiative

Attach photos, documents, news updates etc to support your update.

Women

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

How have your DAIP initiatives supported women with disability?

No targeted initiative

Attach photos, documents, news updates etc to support your update.

Children

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

How have your DAIP initiatives supported children with disability?

No targeted initiative

Attach photos, documents, news updates etc to support your update.

Summary of DAIP Actions and Achievements

DAIP Actions

Please report on the status of your DAIP actions as at 31 December 2023.

Total number of DAIP actions: **39**

Total number of DAIP actions completed: **23**

Total number of DAIP actions uncomplete: **16**

Have you conducted a review on your DAIP since its commencement?

- **Yes**

- No

Please attach your DAIP report.

- Attachment – DAIP Action Status Report – March 2024

Summary of DAIP Actions and Achievements

Highlights and Achievements from the Inaugural State Disability Inclusion Plan, Inclusive SA 2019-2023

Please provide your key highlights or achievements from your DAIP. If data is available to support your achievement, please include it.

Achievement 1

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

Achievement 1:

In 2023, AHC continued to incorporate Universal Design principles in the major redevelopment of its FABRIK Arts and Heritage Centre in Lobethal. This has been achieved through seeking and securing co-funding assistance (\$159,656 ex GST) from the Australian Government and South Australian Government to deliver a Changing Places (CP) facility at FABRIK.

CP toilets are a key component of a Universal Design approach to ensure the built environment and destinations are accessible for all users. The CP facility at FABRIK will offer a larger than standard accessible toilet, with extra features and more space to welcome and meet the needs of FABRIK patrons with disability and high support needs, and their carers. The facility will be equipped with a height adjustable, adult-sized changing bench, a tracking hoist system, and space for two carers either side of a peninsula toilet. Following a tender process opened in November 2023, Council has appointed a contractor, with final designs and ordering already underway. Physical construction is expected to commence by mid-2024. Upon completion, the facility will be accredited by a Changing Places Assessor and registered on the Changing Places website and the National Public Toilet Map.

Attach photos, documents, news updates etc to support your highlight.

- Attachment 17 - Changing Places Fabrik Lobethal - Request for Tender.

Achievement 2

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

Achievement 2:

In recognition of International Day of People with Disability (IDPWD) 2023, we presented a special author talk with Kelly Vincent, held at our Stirling Coventry Library on Wednesday 6th December 2023. Kelly Vincent grew up in the Adelaide Hills and is former Member of the SA Parliament and disability rights advocate. At the author talk, Kelly shared their debut book, [Dandelion Heart] - a powerful collection of essays and poetry based on Kelly's experience as a physically disabled and autistic person, exploring themes from body image, sex and relationships, and mental health. Kelly's talk included their inspiration for writing Dandelion Heart, and their writing process. The event was Auslan Interpreted, and well attended by staff, volunteers and local community members.

Attach photos, documents, news updates etc to support your highlight.

- Attachment 18 – Kelly Vincent event poster
- Attachment 19 – photo - Kelly Vincent event

Achievement 3

Which outcome area does this action relate to:

- Outcome Area 1: Employment and Financial Security
- Outcome Area 2: Inclusive Homes and Communities
- Outcome Area 3: Safety, Rights and Justice
- Outcome Area 4: Personal and Community Support
- Outcome Area 5: Education and Learning
- Outcome Area 6: Health and Wellbeing
- Outcome Area 7: Community Attitudes

Achievement 3:

We organised a new initiative in 2023: a special Q+A panel session on Tuesday 21st November 2023, as part of a workshop with Council Members. The panel comprised members of our volunteer team of Access and Inclusion (A&I) Advisors (reported above in the 'Actions from the Inclusive SA Interim Review 2022' section, under Action 33).

The Q+A session was scheduled for the lead up to International Day of People with Disability 2023 and provided an opportunity for our Council Members to meet AHC's volunteer A&I Advisors, who had expressed a shared desire to build a connection with our elected body. The team of Advisors was established in early 2022 as a key DAIP initiative.

At the time of the Q+A session, the Advisors team had 9 active members, with a mix of AHC residents with lived experience of disability and organisational representatives from local service providers. All Advisors are registered and supported Council volunteers.

At the Q+A session, Council Members were given a short overview of key contributions the Team had made over 2023 in shaping and supporting our DAIP activities. Council Members were then invited to ask the Team questions related to improving accessibility and inclusion across our service areas and communities.

The Q+A generated a high level of interest and engagement among our Council Members, with several outcomes being actioned. For example, as a direct outcome of input shared by Advisors during the Q+A session, one Councillor brought a Motion on Notice to Council at its meeting on 12 March 2024, for the Administration to implement a Playground Communication Boards Pilot Project and report findings back to Council upon completion. Providing 'playground boards' playgrounds is a way to shape internal and community attitudes about the importance of Augmentative and Alternative Communication (AAC) solutions in showing people with communication difficulties that they are accepted, included and welcomed, just like anyone using our shared community spaces.

Our team of AI Advisors are primed and ready to play a role in the renewal of Council's DAIP, following the release of the next State Disability Inclusion Plan in 2025.

Attach photos, documents, news updates etc to support your highlight.

- Attachment 20- Team of Access & Inclusion Advisors - Q&A Session
- Attachment 21 - Meet our Access and Inclusion Advisors

Appendix 2

DAIP Action Status Report – December 2023

Adelaide Hills Council Disability and Inclusion Plan (DAIP) 2020-24

Action Status Report – 31 December 2023

Overall Action Status

	As at Oct-2021	As at Dec-2021	As at Mar-2022	As at Jul-2022	As at Mar-2024
Total Number of Actions	39	39	39	39	39
Number of Actions Completed	4	12	14	15	23
Number of Actions in Progress	20	17	18	17	11
Number of Actions not yet started	15	10	7	7	5

Theme 1: Inclusive communities for all

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 1: Involvement in the community

No.	Action	Status
1.1	<p>We will:</p> <p>Incorporate the DHS event toolkit into the planning of Council events</p> <p>Provide relevant employees and volunteers with training on the DHS event toolkit</p> <p>Promote the event toolkit and training opportunities to community groups who run community events.</p> <p><i>Supports Action 1 in the State Plan</i></p>	Completed
1.2	<p>We will provide relevant information to DHS, or their representatives, during the design of the DHS app (or other medium) that displays services and facilities in our district</p>	Completed

No.	Action	Status
	<p>that are wheelchair and disability access friendly. When released, we will promote this app to our residents and visitors with disability, their families and carers.</p> <p><i>Supports Action 2 in the State Plan</i></p>	
1.3	<p>We will continue to use the State Government's Inclusive Play: Guidelines for accessible playspaces to guide our development of accessible and inclusive playgrounds and play spaces that provide sensory play experiences.</p> <p><i>Supports Action 3 in the State Plan</i></p>	Completed and now business as usual
1.4	<p>We will engage with external agencies, clubs and other relevant groups to identify strategies to increase the inclusion of children with disability in mainstream sports activities and clubs.</p> <p><i>Supports Action 5 in the State Plan</i></p>	Completed
1.5	<p>We will continue to deliver library programs that are inclusive and adaptive for the needs of children living with disability.</p> <p><i>Supports Action 5 in the State Plan</i></p>	In progress

Priority 2: Improving community understanding and awareness

No.	Action	Status
2.1	<p>We will celebrate and promote the International Day of People with Disability annually (3 December), and develop ways to recognise the contributions that people with disability make to our community.</p> <p><i>Supports Action 6 in the State Plan</i></p>	Completed and ongoing
2.2	<p>We will publish stories to shape community understanding and attitudes towards people with disability (via our existing publications and promotional tools).</p> <p><i>Supports Action 6 in the State Plan (and the emerging National Disability Strategy)</i></p>	Completed and ongoing
2.3	<p>We will undertake research to better understand and monitor changes in organisational and community attitudes about the rights and needs of people living with disability.</p> <p><i>Supports Action 7 in the State Plan</i></p>	Completed and ongoing

Priority 3: Promoting the rights of people living with disability

No.	Action	Status
3.1	<p>We will</p> <ul style="list-style-type: none"> • update induction of new AHC Members, employees and volunteers to include information about working with people with disability • provide training for our Council Members, employees, volunteers and partners (e.g. The Hut Community Centre) in disability awareness. This may be part of a broader and coordinated diversity learning program. <p><i>Supports Action 9 in the State Plan</i></p>	Completed and ongoing

Theme 2: Leadership and collaboration

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 4: Participation in decision-making

No.	Action	Status
4.1	<p>We will ensure our amended Public Consultation Policy encompasses strategies to enable young people with disability to participate in Council decision-making processes.</p> <p><i>Supports Action 11 in the State Plan</i></p>	Not yet started
4.2	<p>We will:</p> <ul style="list-style-type: none"> • seek advice about local disability issues and Council decisions from existing external disability advisory groups in our region and State (such as the Adelaide Hills Disability Inclusion Reference Group (DIRG) and DHS' Disability Engagement Group.) • explore community interest in establishing an AHC disability inclusion engagement group - to enable direct engagement with residents with disability and their families, carers and advocates on Council decision-making and specific barriers for priority groups (children with disability, women with disability, Aboriginal and Torres Strait Islander peoples with disability and people with disability from culturally and linguistically diverse backgrounds). We will develop specific actions 	Completed and ongoing

No.	Action	Status
	<p>to address the needs and risks that are identified, and update our Plan accordingly.</p> <p><i>Supports Action 15 in the State Plan and the Act - sections 9(2), (3), (4), & (5)</i></p>	
4.3	<p>We will actively seek participation in the AHC engagement group (see 4.2) by young people living with disability in our district.</p> <p><i>Supports Action 11 in the State Plan and Section 9 of the Disability Inclusion Act 2018 (SA)</i></p>	Completed and ongoing
4.4	<p>We will:</p> <p>utilise resources produced by the Electoral Commission SA and the Local Government Association of SA to make it easier for residents with disability to vote and stand as a candidate in Council elections</p> <p>continue to identify and address barriers for residents with disability to meet with Council Members, attend Council meetings, and participate in our community consultations and engagement events.</p>	In progress

Priority 5: Leadership and raising profile

No.	Action	Status
5.1	<p>We will encourage residents with disability to participate in our Advisory Groups and Committees when recruiting new members, and will offer accessibility support at any stage of the recruitment process.</p> <p><i>Supports Action 12 in the State Plan</i></p>	Not yet started
5.2	<p>We will encourage young people with disabilities to participate in the Adelaide Hills Council Youth Leadership Program (YLP), and provide accessibility supports where required.</p>	Completed and ongoing

Priority 6: Engagement and consultation

No.	Action	Status
6.1	<p>We will use the DHS engagement toolkit (when released) to consult and engage with people living with disability when developing policies and programs. We will provide employees training in the use of this toolkit where required.</p>	Completed and ongoing

No.	Action	Status
	<i>Supports Action 14 in the State Plan</i>	
6.2	We will adopt co-design principles to engage our residents with disability, their families and carers, in the ongoing management, maintenance and replacement planning of public infrastructure (including roads, bridges, signage, footpaths, trails) through consultation processes.	Completed and business as usual
6.3	We will ensure our amended Public Consultation Policy includes guidance for employees on best practice in consulting and engaging with people with disability.	Not yet started
6.4	We will continue to consider accessibility issues and the needs of all Council Members, employees and volunteers when purchasing, refitting or leasing new Council offices, depots, IT and communications systems-equipment, employee fleet vehicles and carparking.	Not yet started

Theme 3: Accessible communities

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 7: Universal Design across South Australia

No.	Action	Status
7.1	We will continue to incorporate Universal Design principles in our criteria for new Council building and public projects and planning for programs, public infrastructure (including footpaths, trails and bus stops), services and events (including clear conditions about using Universal Design when we contract architecture, engineering and construction companies to deliver big projects for/with us). <i>Supports Action 19 in the State Plan</i>	In progress
7.2	We will provide information and training for relevant employees and contractors in Universal Design principles. <i>Supports Action 19 in the State Plan</i>	Completed and ongoing
7.3	We will review the accessibility of Council-managed car parks, public toilets, service hubs and events. We will develop a more strategic approach to accessible car parking in our township centres, service hubs and visitor destinations. <i>Supports Action 19 in the State Plan</i>	In progress
7.4	We will consider Livable Housing Australia design guidelines and Universal Design principles in decision-making around residential development applications. <i>Supports Action 17 of the State Plan</i>	Not yet started

Priority 8: Accessible and available information

No.	Action	Status
8.1	<p>We will promote the State Government's new Inclusive SA website (when launched in June 2021) through our Website and existing publications and promotional tools.</p> <p><i>Supports Action 20 in the State Plan</i></p>	Completed
8.2	<p>We will make our new Council website and e-services technology accessible and inclusive for all users.</p> <p>We will use the State Government's Online Accessibility Toolkit to inform the planning, building and procurement of our new Website, e-services and online environment technology.</p> <p>We will encourage and support Council employees, volunteers and external stakeholders and community groups to use the State Government's new Online Accessibility Toolkit.</p> <p><i>Supports Action 21 and 22 in the State Plan</i></p>	Completed
8.3	<p>We will provide Easy Read training for employees and volunteers who produce public documents, information and communications related to Council consultations and decision-making.</p> <p><i>Supports Action 21 of the State Plan</i></p>	Completed
8.4	<p>Through our participation in the Regional Champions for Accessible Communications project, we will assess the need and resources required to provide information and communications about our services in different accessible formats. These may include easy read, Auslan, pictorial forms, large font, audible options, braille, closed captions and voice over.</p> <p><i>Supports Action 21 of the State Plan</i></p>	Completed

Priority 9: Access to services

No.	Action	Status
9.1	<p>We will monitor the development of DHS' toolkit for signage, wayfinding and multimedia devices.</p> <p>When released, we will promote and use this toolkit to support deaf, hard of hearing, blind, vision or hearing-impaired persons.</p> <p><i>Supports Action 25 in the State Plan</i></p>	Completed

No.	Action	Status
9.2	We will identify Council service hubs that may need installation or upgrade of disability access signage. We will include needed works when scheduling infrastructure maintenance and upgrades. <i>Supports Action 26 of the State Plan</i>	In progress
9.3	We will identify our key customer service outlets where installation of multi-media devices in queues may better include people who are deaf, hard of hearing, vision impaired, or blind. We will consider technological solutions for achieving more inclusive customer service in our Business Plans (from 2022-23). <i>Supports Action 26 of the State Plan</i>	In progress
9.4	We will review and update the application guidelines, priorities and criteria of our Grant Program to increase applications and support for accessible and inclusion projects and events.	Completed
9.5	We will participate in the joint project: Regional Champions for Accessible Destinations project , which will involve an access audit of one destination site in our district and using the learnings to train relevant Council employees to achieve accessible destinations. We will encourage our external partners who manage visitor destinations to improve access and inclusion for residents and visitors where required. <i>Supports Action 31 in the State Plan</i>	Completed

Theme 4: Learning and employment

Terms and acronyms in **bold** are defined in the Glossary at the end of this document.

Priority 10: Better supports within educational and training settings

No.	Action	Status
10.1	We will explore opportunities to promote local support groups for parents and teachers who are preparing children with disabilities for life beyond school. <i>Supports Action 33 in the State Plan</i>	In progress

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

No.	Action	Status
11.1	We will review and update recruitment, registration, induction and experiences of our Council volunteers in relation to accessibility and participation for volunteers with disability.	In progress
11.2	We will provide targeted traineeships, volunteering opportunities and work experiences across Council for people with disability (including people with a mental health condition), in partnership with local training providers, disability employment specialist non-government organisations and Disability Employment Service (DES) providers.	In progress

Priority 12: Improved access to employment opportunities and better support within workplaces

No.	Action	Status
12.1	We will utilise information and resources in the new SA Public Sector Disability Employment Toolkit and advice from disability employment specialist non- government organisations to identify next steps in creating a workplace culture and environment that is welcoming, inclusive and accessible for people with disability. <i>Supports Action 37 of the State Plan</i>	Completed
12.2	We will utilise information and case studies in the new SA Public Sector Disability Employment Toolkit and advice from disability employment specialist non- government organisations to encourage our local businesses and organisations to consider the benefits and requirements of employing people with disability. <i>Supports Action 37 of the State Plan</i>	In progress
12.3	We will advocate to governments and transport providers for more accessible and connected transport services to key employment hubs in our district.	In progress
12.4	We will develop appropriate measures for tracking the percentage of Council employees and volunteers who have requested workplace adjustments. <i>Supports Action 39 in the State Plan</i>	Completed and ongoing

Glossary

Accessible formats

Accessible format is the term used to describe alternative communication formats for people who have difficulties accessing information. Sometimes the term 'alternative formats' is used.

Adelaide Hills Disability Inclusion Reference Group (DIRG)

Established as an informal regional network in 2019, for the purpose of bringing together people with a passion for supporting the rights and wellbeing of people with disabilities in the Adelaide Hills region. Co-facilitated by Mission Australia NDIS Local Area Coordination Service for the Adelaide Hills region, Mount Barker District Council and Adelaide Hills Council.

AHC

The Adelaide Hills Council.

Auslan

Australian Sign Language (AUSLAN) is the sign language of people in the Australian Deaf community.

Built environment

Human-made structures, features and facilities viewed collectively as an environment in which people live and work.

Co-design

A range of activities and processes used in the design of services and products that involve people who use or are affected by that service or product.

Community Engagement Framework

A document that assists Adelaide Hills Council to work together with stakeholders and to share decision-making. Currently being updated.

DHS

The South Australian Department of Human Services.

DHS app

DHS are developing an app (or other medium) that will display community services and facilities that are wheelchair and disability access friendly (project in scoping phase, timeframe for rollout is yet to be confirmed).

DHS engagement toolkit

DHS are currently developing a toolkit that supports State authorities to consult and engage with people living with disability when developing policies and programs.

DHS event toolkit

DHS are currently developing a new event toolkit to promote accessible and inclusive practices for SA Government departments and local councils, scheduled for release in early 2021.

DHS toolkit for signage, wayfinding and multimedia devices

DHS are currently developing a toolkit for signage, wayfinding and multimedia devices for State authorities to support deaf, hard of hearing, blind, vision or hearing-impaired persons.

Easy Read

Easy Read, or Easy English, is a simplified form of plain English that is used for written information, often using pictures and short sentences. It is helpful for people with a cognitive or an intellectual disability or low English language literacy levels.

FABRIK

An arts and heritage hub based in the Onkaparinga Woollen Mill, Lobethal. *Fabrik* is an initiative of the Adelaide Hills Council.

Festivals and Events Organiser Toolkit

A one-stop-shop of considerations we publish and provide for those people tasked with developing or managing a festival or event in the Adelaide Hills Council district. The contents of this toolkit give important examples of good practice.

Inclusive Play – Guidelines for accessible playspaces

A set of guiding principles developed by DHS (launched December 2019) to guide local councils and other community groups in the development of accessible and inclusive playgrounds and play spaces.

Livable Housing Guidelines

Developed by industry and the community to provide assurance that a home is easier to access, navigate and live in, and more cost effective to adapt when life's circumstances change.

National Disability Strategy 2010-2020

The Strategy is a shared commitment by all governments to work together to improve the lives of Australians with disability by guiding governments and other organisations to build the wellbeing of people with disability and their carers.

Online Accessibility Toolkit

Launched in 2019, the South Australian Government's Online Accessibility Toolkit (accessibility.sa.gov.au) is a free publicly available online resource to improve website and online solutions for accessibility and inclusiveness.

Reasonable adjustment

A change we make to our administrative processes, working environment or procedures that supports an individual to meet the requirements of a position.

Regional Champions for Accessible Communications Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and

inclusion for people with disability. The *Regional Champions for Accessible Communications* project aims to build employee and volunteer capacity in effective communication with people with disability in customer service settings and through digital and print channels. The focus areas and activities will be chosen during a co-design process that includes people living with disability, council staff and volunteers. At the end of the project, each council will have 'communications access champions' who are trained and able to support each other in advancing accessible communications initiatives across a range of departments and program areas. They will have developed an accessible communications plan for the next steps in each council, with advice from the communications access consultants.

Regional Champions for Accessible Destinations Project

Adelaide Hills Council is a member of the [Southern and Hills LGA](#) - a regional organisation of six Councils in the Fleurieu and Adelaide Hills region. The Local Government Association (LGA) has provided funding to the Southern and Hills LGA to undertake a Local Government Information, Linkages and Capacity Building (LGILC) project that will improve access and inclusion for people with disability. The *Regional Champions for Accessible Destinations* project aims to increase staff knowledge and skill in planning, design and construction of important public places like main streets, town centres and foreshores using universal design principles. The project will have a practical focus with site visits, access audits, design workshops and training for relevant built environment (urban planning, design, engineering and field services) staff. At the end of the project, each council will have its own 'place access champions' who can support each other in advancing universal design through public realm upgrades.

South Australian Disability Employment Toolkit

Provides information and resources to assist agencies in creating inclusive, accessible, safe and informed workplaces that value the contribution and experience of people with disability.

State authority

As defined in the [Disability Inclusion Act 2018 \(SA\)](#) to include a government department, an agency or instrumentality of the Crown, a local council constituted under the Local Government Act 1999 (SA) or any other person or body declared by regulations to be included.

State Disability Inclusion Plan 2019-2023: Inclusive SA (the State Plan)

The South Australian Government has prepared [Inclusive SA](#), the State's disability inclusion plan for 2019-2023. This Plan is the way the State Government is taking a lead on promoting the inclusion of South Australians with disability and providing them with support to live satisfying everyday lives.

Strategic Plan 2020-24: A Brighter Future

Adelaide Hills Council's Strategic Plan, which sets out the Council's key areas of focus for the period 2020-2024. It doesn't include everything we do, but it highlights the main areas under attention and where we will be directing our resources over the period.

Toolkit

A suite of information documents which may include guidelines, templates and procedures to assist in the completion of a task.

Universal Design

Universal Design involves creating facilities, built environments, products and services that can be used by people of all abilities, to the greatest extent possible, without adaptations.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2023
AGENDA BUSINESS ITEM**

Item: 13.2

Responsible Officer: Kira-marie Laverty
Corporate Planning & Performance Coordinator
Corporate Services

Subject: Quarterly Council Performance Report – Q3 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 Q3 (**Appendix 1**) covers the period 1 January 2024 to 30 March 2024, 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 – Q3 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 Q3 (**Appendix 1**) was presented at the 15 April 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

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 is resourced through the operating 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 15 April 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 – Q3 2023-24

Appendix 1

Quarterly Council Performance Report – Q3 2023-24

Quarterly Council Performance Report

Quarter 3 – 1 January to 31 March 2024



DRAFT




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1. Executive Summary

Strategic Goal	Performance Indicators	Annual Business Plan Strategic Initiatives
 Built Environment	 0 of 3 Targets met or exceeded	 In Progress (23) Completed (3) Not Started (1) Behind Schedule (2) Cancelled (1)
 Community Wellbeing	 1 of 2 Targets met or exceeded	 In Progress (8) Completed (1)
 Economy	 3 of 3 Targets met, N/A or exceeded	 In Progress (1) Completed (1)
 Natural Environment	 3 of 3 Targets met, N/A or exceeded	 In Progress (6)
 Organisation	 3 of 6 Targets met, N/A or exceeded	 In Progress (5) Deferred (1)

Customer Service Standards

-  **9** Targets met or exceeded
-  **7** N/A or No Incidents reported
-  **1** Target not met

1 target fell just below its 80% threshold (76% result). Overall improvement over Q2 which had 2 targets not met.

Capital Performance

- \$5.1m** of infrastructure delivered
- \$6.8m** of works ordered

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

Highlights

- After almost 10 years in development, the Coolamon Sculpture was officially unveiled at Federation Park, Gumeracha by Deputy Mayor Nathan Daniell.
- Implementation of the new Customer Relationship Management System commenced in February which included vendor workshops and the first steps in planning and designing the technical transition journey and customer experience tools – such as mock up of the Customer portal.
- Council supported the Woodforde community to hold a community picnic in March with 30 attendees. The community were proud of this event and connections they made. They are now looking to establish an ongoing community group with the mentorship of the Morialta Residents Association.
- The first steps in representation review have commenced by appointing CL Rowe and Associates to conduct the review. The review is a legislative requirement which purpose is to determine if the community would benefit from an alteration to the current ward structure. A key factor in this year's review will be the new requirement that Councils have a maximum of 13 elected members and may be scaled based on the size of a Council.
- \$2.6 million in State and Federal Government funding has been secured for the next stage of the Amy Gillett bikeway, extending it from its current end point in Mount Torrens at Oval Road, and taking it through to the intersection with Onkaparinga Valley Road in Birdwood. This adds around six kilometres to its overall length.

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 well in spite of delays in materials and lack of available trades, including the prolonged timeframe for scheduling of the replacement SAPN transformer.

Key activities during the quarter include:

- Installation of windows, auto doors, IT cabinet and ceiling in the pavilion
- Internal painting completed in the pavilion and in buildings 14 and 20.
- Installed cabinetry and bathroom and kitchen fittings in Building 14
- Floor removed in building 14 after discovery of timber rot and replacement timbers have been sourced
- Repointing completed and concrete pavement replaced on external of building 21
- Skybridge installed and walkway form work scheduled for installation to enable engineers inspection prior to concreting
- Installation of HVAC system, glass entry, auto doors, lower level stair cases, IT cabling and cabinetry in building 20



Electric vehicles and charging stations

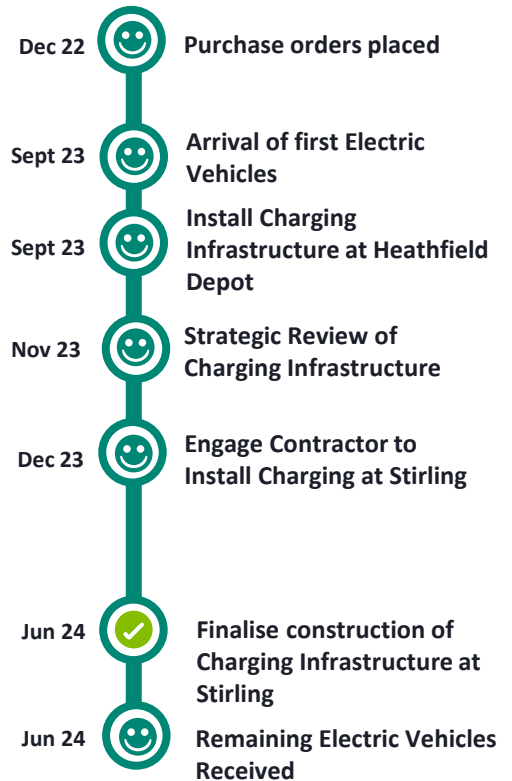
Funding has been provided to enable the purchase of approximately 12 electric vehicles (EV) during 2023-24 as well as installation of the supporting charging infrastructure.

Latest News

All Electric Vehicles (14 in total) have been delivered.

Small EV chargers have been installed at the Woodside Office and the Garrod Office.

The tender has been let for the installation of 5 EV chargers at the Stirling Office. Following successful tender award, it is anticipated that the EV chargers will be installed during April 2024, but will not be operational until the Main Switchboard has been upgraded potentially in June.



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

With expert support from the Our Watch Institute (OWI), we have commenced the Gender Equity Audit process, which involves a Workplace Equality & Respect Employee Survey planned for April 2024; Workplace Gender Equality Data Analysis which is currently in progress; and focus group meetings

Staff members attended the 'Lessons in Disaster' Training in March, which was delivered by Gender and Disaster Australia. This training increased our capacity to identify, respond to and prevent the harmful impacts of gendered expectations in disaster.



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

- The Bushfire Mitigation Strategy - developed by the Landscape Management Project Officer in the Community Resilience Team, was endorsed by Council on the 26th March.
- Preparation for the inaugural South Australian Disability Inclusive Emergency Planning forum to be held in the Adelaide Hills has been completed
- Work is progressing on website updates, however has not yet been completed as planned to allow prioritisation of the work on the Disability Inclusive Emergency Planning forum.
- In collaboration with the Queensland Disability Network, we facilitated the P-CEP Peer Leadership Program with local communities to help enhance their skills
- The majority of successful community applicants for Recovery Ready Halls funding have completed and acquitted their Recovery Ready projects
- Community Resilience Officers continue to co-present at community information sessions in partnership with the CFS, including a preparedness breakfast for children and families at Basket Range
- The Towards Community Led Emergency Preparedness project has been announced as a finalist in the LG Professionals Excellence in Emergency Management Award.



3. Performance by Strategic Goal

A functional Built Environment

Highlights

- ✔ **Disability Discrimination Act (DDA) Upgrades Minor - Access upgrades region wide for compliance**
 - The construction plans for the improved DDA access to The Summit Community Centre were received in March and a request for quote has been sent out.
 - Works expected to commence in mid-May 2024 if quote is process is successful.
- ✔ **Cemeteries Upgrades**
 - Planning underway for the official opening of the Natural Burial Ground at Kersbrook Cemetery.
 - New signage to be installed at Kersbrook Cemetery
 - Stirling Cemetery Expansion Project is progressing. Availability of contractors to complete works continues to be a challenge
- ✔ **Installation of further Electric Vehicle charging stations**
 - Small EV chargers have been installed at the Woodside Office and the Garrod Office.
 - The tender has been let for the installation of 5 EV chargers at the Stirling Office. The EV chargers will installed in the week of the 8-12 April 2024 but will not be operational until the Main Switchboard has been upgraded. this is likely to happen in June.
- ✔ **Next Step planning for Adelaide Hills War Memorial Swimming Centre, Woodside**
 - Feasibility study was presented to Council in Feb 2024
- ✔ **Place making and community planning**
 - Supported a Woodforde community group to host a community picnic in March which had 30 attendees. The community were proud of this event and connections they made. They are now looking to establish an ongoing community group with the mentorship of the Morialta Residents Association.
 - A sustainable and strategic framework for supporting all community groups in the hills is being considered in light of competing priorities.
 - Planning underway for a community forum on 30 April for residents of Teringie, Rostrevor and Woodforde.
- ✔ **Carbon Management Plan - Energy upgrades, Battery & Efficiency Actions**
 - Tender process on changing LED lighting for 35 facilities is currently underway.
- ✔ **Building Upgrades – minor**
 - The addition at the Uraidla red shed has been completed.
- ✔ **New Dog and Cat Facility**
 - The Cat holding facility is now in place and Council is waiting on cat housing to be delivered.
 - Dog holding is to be expanded by mid April to allow Council to hold dogs for longer periods with enrichment.

Risks & Challenges

- ✘ **Feasibility studies for future projects**
 - No feasibility studies are expected to require expenditure during this financial year therefore the project has been marked as cancelled.
- ✘ **Review the Carbon Management Plan**
 - The meeting with Green Industries SA was undertaken in February 2024 and the RFQ on the review of the CCMP and the new plan was released. A consultant has now been engaged and a Council Workshop planned for the 16 April 2024.
 - Delays during the process mean the Final Plan will be completed in December 2024 after a community consultation process in Oct/Nov 2024
- ✘ **Houghton Recreation Grounds Facility Contribution**
 - The Houghton, Hermitage, Inglewood and Paracombe Memorial Park Committee’s application to the Office for Recreation, Sport and Racing for the Houghton Hub project was unsuccessful. Staff are currently working with stakeholders to understand next steps for the project.

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

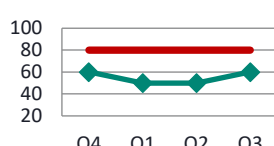
Performance Indicators

⊖

Operational tasks completed within the Civil Zone Maintenance Program

Target $\geq 80\%$

60%



Quarter	Percentage
Q4	60%
Q1	50%
Q2	50%
Q3	60%

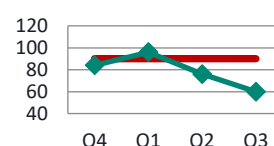
Due to a reduction in labour resources, overall number of work crews has been reduced by combining teams to ensure each team is adequately staffed and working efficiently. Current priorities are on high risk and/or reactive tasks rather than planned maintenance. Aggressive recruitment is underway to try and fill these vacancies, as well as actively backfilling vacancies with labour hire when available. 2 positions have recently been filled and 5 are currently recruiting. Short term labour hire staff have assisted in improving this operating result.

⊖

Delivery of capital works program

Target $\geq 90\%$

60%



Quarter	Percentage
Q4	80%
Q1	90%
Q2	70%
Q3	60%

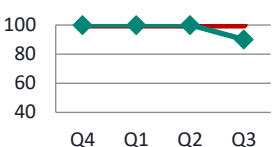
Target year to date budget vs year to date actuals not met due to delay in major renewal and upgrade projects at Montacute rd bridge, Warren rd Blackspot, Tiers Rd and Croft Rd. These projects are on track for completion or significant commencement at end of Q4

⊖

Compliance inspections completed within 10 business days of development completion notification

Target 100%

90%



Quarter	Percentage
Q4	100%
Q1	100%
Q2	100%
Q3	90%

31 Development Completion notifications were received in Quarter 3 with 90% of inspections undertaken within 10 business days of receipt of notification. The three that were outside of the 10 days were over the Christmas holiday period and home owners were unavailable for inspections..

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

Progress on Strategic Initiatives from the Annual Business Plan

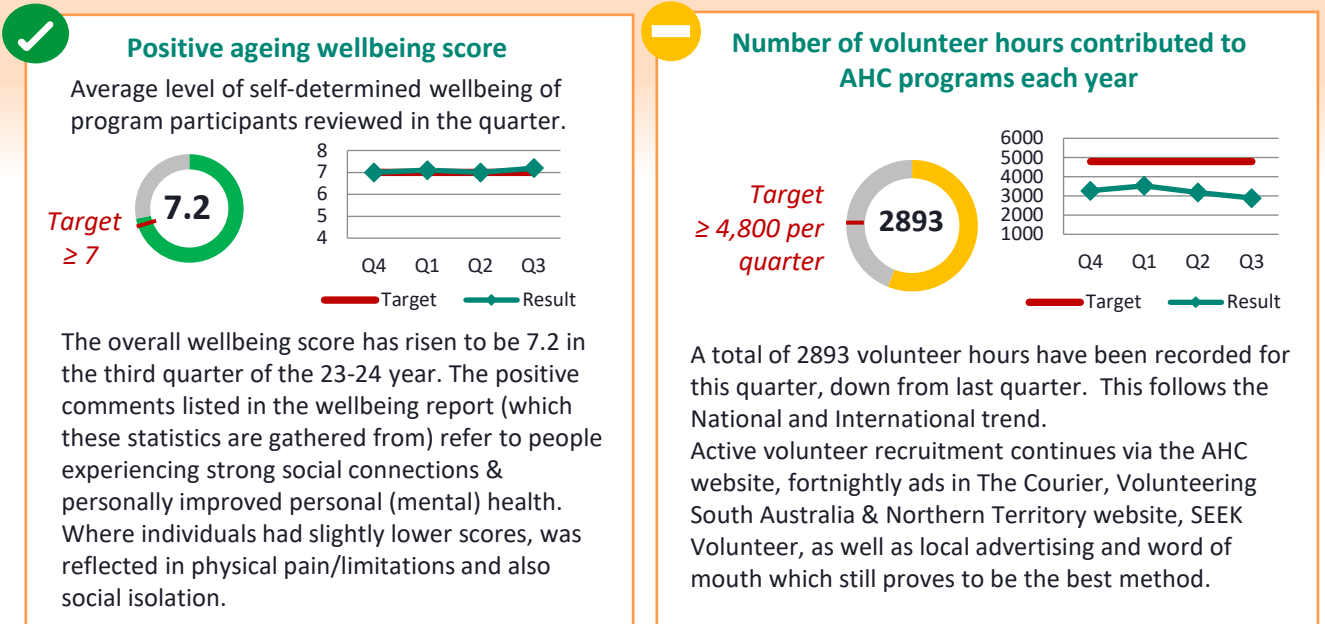
Project ID	Strategic Initiatives	Status
B1003	New Bus Shelter Installation Program	✓
B1004	New and upgraded footpaths	✓
B1007	Recreation Trails & Cycling Routes Framework Implementation	✓
B1008	Amy Gillett Bikeway contribution (Stage 4)	✓
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	✓
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

- ✔ **Actions from adoption of Aboriginal Place naming**
 - ✔ **Action plan**
 - Filmed a video with Uncle Lewis O'Brien and Uncle Ivan Copley on the naming and use of Kaurna language at Lewis Yarlupurka O'Brien Reserve Hamilton Hill. Once editing and production, the video will be shared on our website.
- ✔ **Play Space Framework Implementation**
 - Construction has commenced at Protea Reserve, Crafers and will commence towards the end of April at Sherry Park, Mylor. Both projects are on track for completion in the 24/25 financial year.
- ✔ **Cultural Development**
 - After almost 10 years in development and collaboration, the Coolamon Sculpture was officially unveiled at Federation Park, Gumeracha by Deputy Mayor Nathan Daniell.
 - The Hills Harmony Picnic in Gumeracha during March which highlighted performances from Woodside Jamz, Brazilian dancers, Persian dancers and African drummers
- ✔ **Libraries**
 - Introduced a new 'Booktok' collection at the Stirling Library thanks to a donation from the Stirling Community Op Shop. This collection has been established so customers can easily find titles that are popular and trending on TikTok.
- ✔ **Positive Ageing**
 - January and February are traditionally quieter times for services, with activity increasing in March. This is reflected in this quarter's statistics with 1,600 hours of support in and around the home, over 4,000 hours of social support group activities in the community and 445 transport trips.
- ✔ **Tour Down Under 2024**
 - A debrief on the 2024 event was held with Tour Down Under event management staff.
 - Hitaf Rasheed presented at a council workshop to provide an overview of the results from the 2024 event and the plans for 2025.

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

Performance Indicators



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	😊

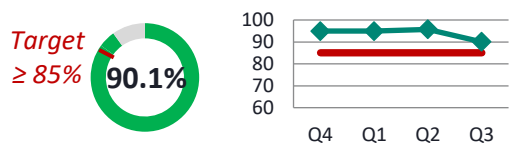
Highlights

✓ Economic Development

- Transitioned our Economic Profile data mapping data tool to using the product provided by Remplan.
- Facilitated two Adelaide Hills Business Support network meetings to ensure business services to the region are coordinated and optimised
- Undertook business visits with businesses in Stirling impacted by the mall fire
- Hosted a retail fundamentals workshop for businesses in Stirling and Woodside
- Assisted Stirling Business Association with development of marketing responses to Mall Fire.

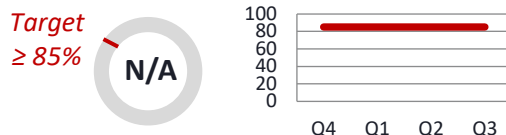
Performance Indicators

✓ Percentage of planning consents completed within statutory timeframes



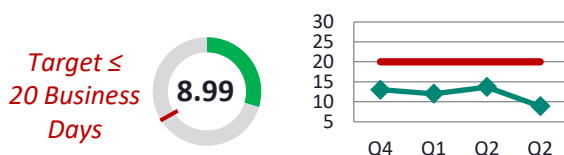
In Quarter 2 Council issued 193 Planning Decisions with an average assessment time of 15.71 business days.

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



One new Appeal against a CAP decision was lodged in Quarter 3. There are 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 3 Council issued 71 Building Decisions with an average assessment time of 8.99 business days. Overall 97.18% of Building Consents were issued within statutory timeframes in the Quarter.

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

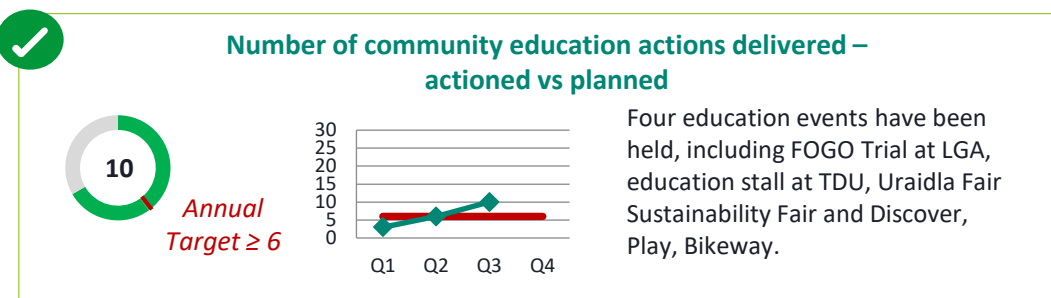
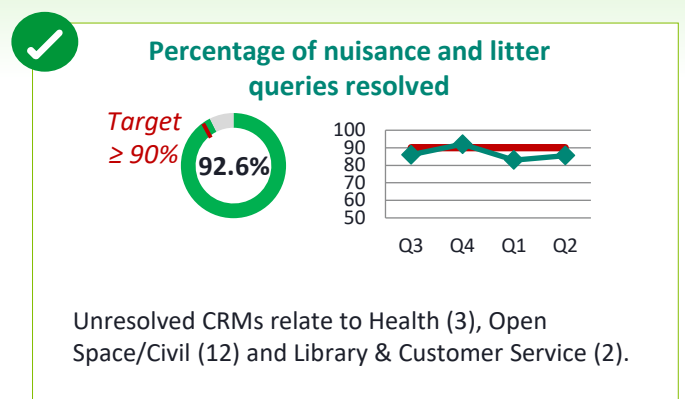
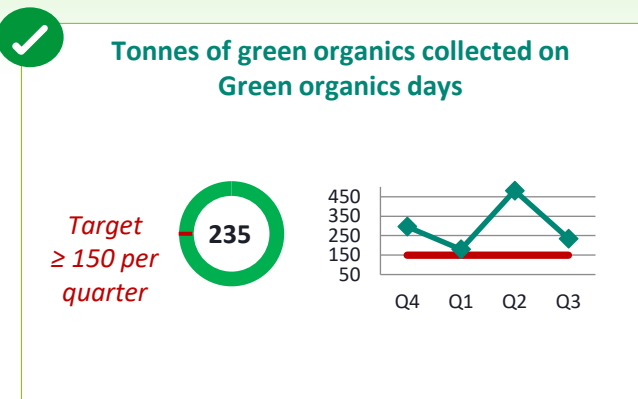
Project ID	Strategic Initiatives	Status
E2001	Review and upgrade Council corporate signage and branding	
E4001	Additional Tree safety work required to support the Tour Down under	

Highlights

- ✔ **Post prescribed burn weed management**
 - Weed control undertaken by contractors at all 10 treated sites.
 - 10 new proposed sites have now been endorsed by Council Members.
- ✔ **Open Space Biodiversity**
 - Commenced the 'Virtual Wildlife Fence' trial in partnership with rescue organisation 1300 Koalaz with the aim of reducing wildlife strike at collision 'hotspots' within the Council road network.
 - Undertook rabbit biocontrol across 5 reserves - Woorabinda, Lobethal Bsuhand Park, Candlebark Reserve, Mylor oval, Mylor Parklands, The Deanery.
 - Facilitated the South Australian Feral Deer Eradication Program 2022-2032
- ✔ **Local Climate Adaptations for landscape conservation**
 - Managed the excessive woody weed infestations which are elevating the fuel levels in council reserves at Mylor Parklands and Bridgewater Recreation Ground

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

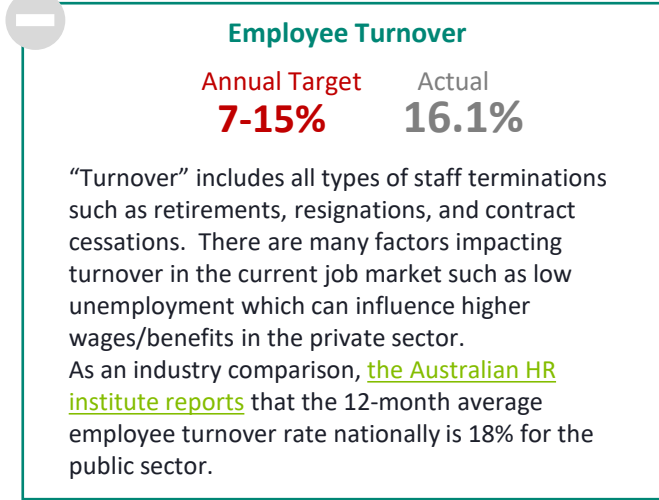
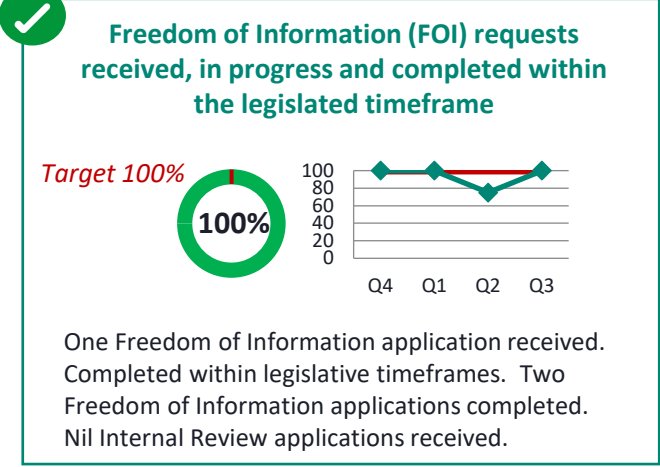
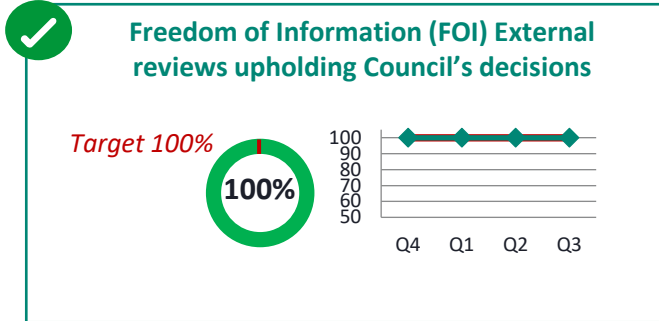
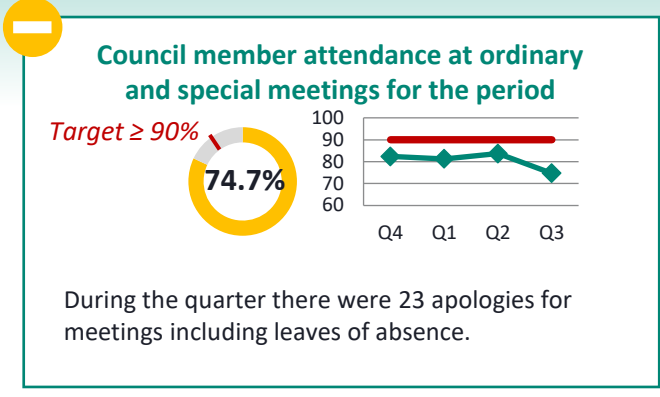
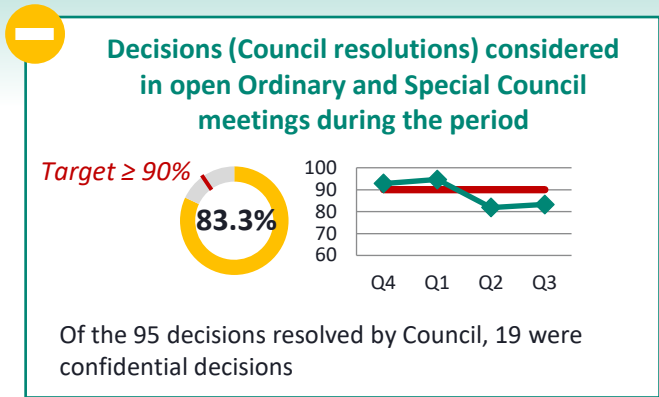
- ✔ **Representation review**
 - CL Rowe and Associates have been appointed to conduct the representation review anticipated to commence in April.
- ✔ **Strategic Plan Development**
 - Workshop was held in March with staff subject matter experts to further progress the ideas and content which will be brought back to Council in May
- ✔ **Building & swimming pool compliance inspections**
 - 81 inspections of new developments were undertaken by Council building staff of which 24 were inspections of swimming pools.
- ✔ **Customer Relationship Management (CRM) system upgrade**
 - The required contracts and licences with the vendors have been completed.
 - Implementation commenced in February with the following items completed:
 - discovery workshops with the vendor to capture key information and map out detailed project timeframes.
 - identification of request categories to configure the system
 - mockup of customer portal

Risks and Challenges

- ➔ **Diversified income study**
 - At this stage there has been limited opportunities to explore this in more detail. This has been marked as deferred and to be considered in the development of the strategic plan.



Performance Indicators





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

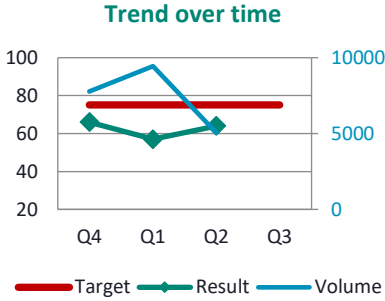
Answering Incoming Phone Calls

Volume of calls = N/A

Contact centre calls answered within 30 sec

Target $\geq 75\%$

N/A



Results for this quarter are not available. New phone system implemented in November and new reporting process currently being implemented.

Updating Customer Details

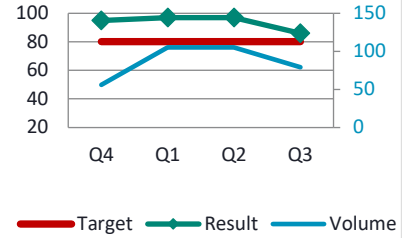
Volume of updates = 86

Details updated within 5 days

Target $\geq 80\%$

92%

Trend over time



5.2 Service Specific Standards – Time Based Indicators

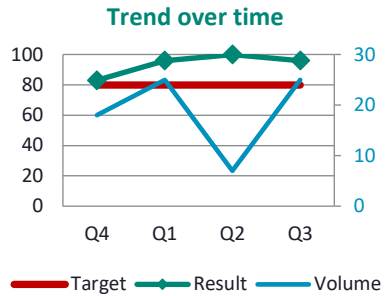
New Event Applications

Volume of applications = 26

Acknowledgement of receipt within 5 days

Target $\geq 80\%$

96%



Illegal Burning Complaints

Volume of complaints = 0

Investigated within 24 hours

Target $\geq 80\%$

No Incidents

Trend over time



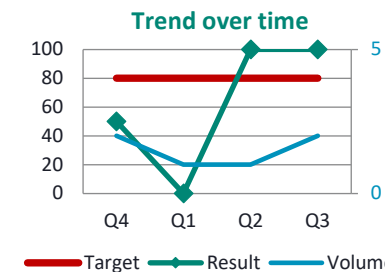
Health Complaints

Volume of complaints = 2

Investigated within 24 hours

Target $\geq 80\%$

100%



Illegally Dumped Rubbish

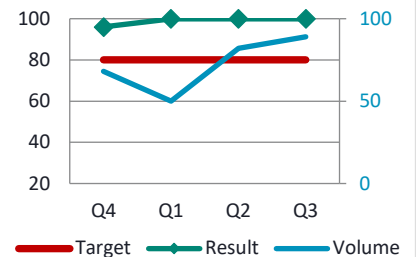
Volume of reports = 89

Rubbish removed within 3 days

Target $\geq 80\%$

100%

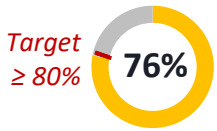
Trend over time



Library Services

Volume of requests = 55

Response to requests to purchase materials within 10 days



Trend over time



Results just below target this quarter, with improvement over previous 3 quarters results.

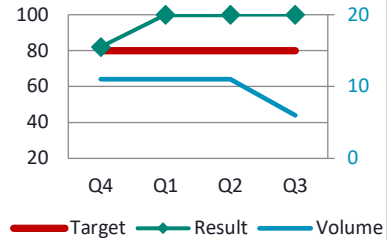
Dog Attacks

Volume of attack reports = 6

Response within 24 hours



Trend over time



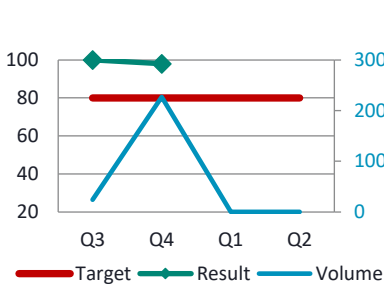
Wasps

Volume of reports = 0

Investigate and action within 7 days



Trend over time



Council no longer deals with wasps on private property

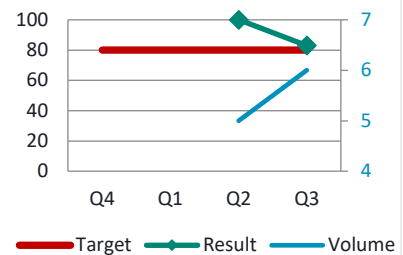
Development Applications

Volume of applications = 6

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.

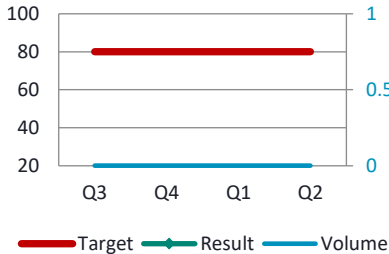
Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



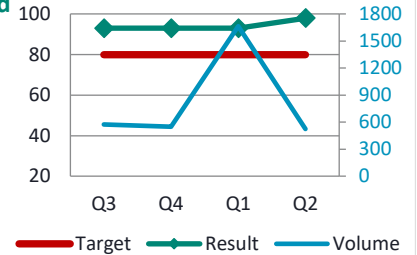
Request for Bin Repair or Replacement

Volume of requests = 524

Requests actioned within 7 days



Trend over time



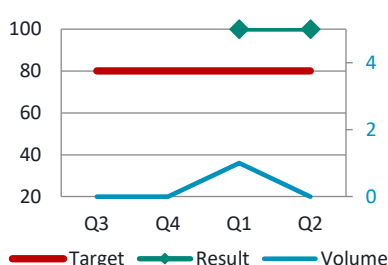
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



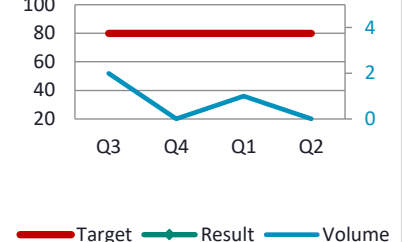
Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



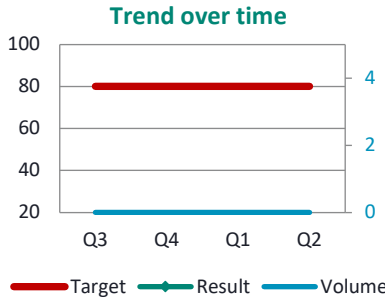
Trend over time



Stormwater Repairs - Hazardous

Volume of reports = 0

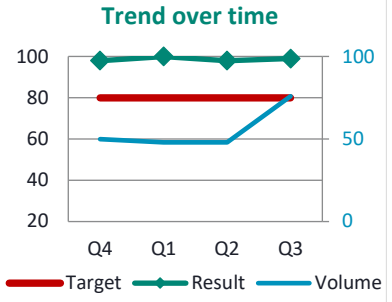
Responded and made safe within 24 hours



Trees - Hazardous

Volume of reports = 76

Responded and made safe within 24 hours



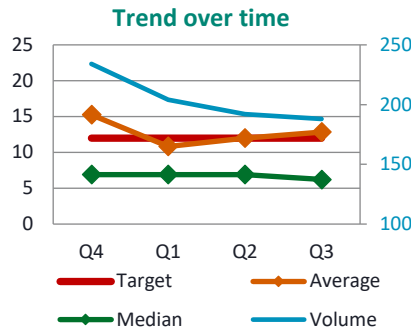
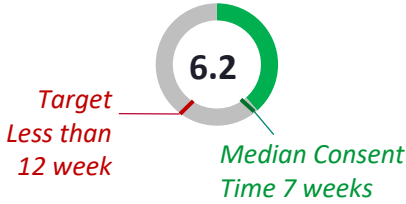
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

Development Applications

Volume of planning consents = 188

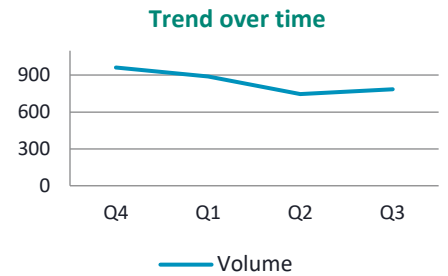
Average consent time from date of receipt



Results are using applications in the state-wide portal

Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 786



Low Risk Infrastructure Requests – Average Time to Resolve

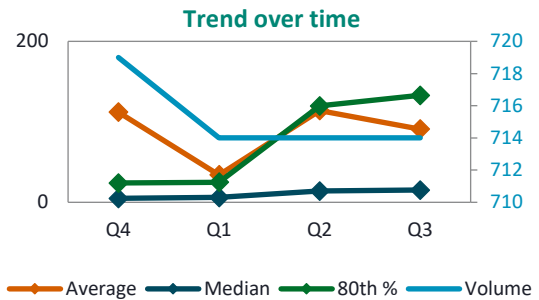
Volume of Requests = 714

Resolution time of requests

Average = 91 days

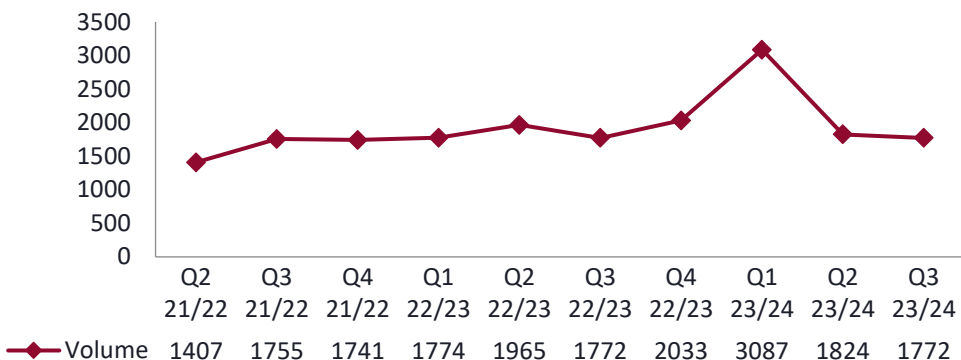
Median = 15.1 days

80th Percentile = 132.92 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 3 of 2023-24 FY represents the continuation of the 2023-24 Capital Works Program, with approximately \$5.1M of infrastructure delivered, and an additional \$6.8M ordered during this period.

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

Highlights

- A natural burial ground was constructed at Kersbrook cemetery, complemented by seating and shelter.
- Works commenced on the Warren Rd/ Lucky Hit Rd/ Martin Hill Rd intersection Blackspot project.
- Many roads throughout the district were patched and resealed, including Cummings Drive, Summertown, and Edwards Hill Rd, Lenswood.

What's Next

- Council's spray sealed roads renewal program will be completed.
- Construction will commence on major road projects at Tiers Rd and Croft Rd.
- Works to renew and upgrade playgrounds at Mylor and Protea Park will be completed.
- Scoping works will commence to inform the 2024/25 Capital Works Program

Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000	Annual Revised Budget \$'000	% Spent to Annual Budget \$'000s
Bridges	174	1,160	15.0%
Buildings	1,061	5,861	18.1%
Cemeteries	53	140	38.0%
CWMS	45	260	17.3%
Footpaths	725	855	84.7%
Guardrails	-	-	0.0%
Kerbing	-	67	0.0%
Local Roads & Community Infrastructure Program (LRCIP) – phase 1	314	771	40.7%
Roads	3,307	7,829	42.2%
Sport & Recreation	562	2,083	27.0%
Stormwater	83	610	13.6%
Other - Retaining Walls, Street Furniture & Traffic Management	137	530	25.9%
Fleet	1,099	2,167	50.7%
ICT	447	1,035	43.2%
Plant & Equipment	20	60	33.7%
Project Management Costs	-	1,511	0.0%
Unbudgeted	17	-	0.0%
	8,044	24,937	32.3%

6. Savings Strategies

Achieved \$962k

*Target
\$1,072k*

Administrative Savings Strategies	Status	Planned	Achieved
Remove media monitoring	Alternate strategy in progress	\$14,250	\$0
Media monitoring service extension continues while Council considers the future funding of this service.			
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	\$5,000
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	Completed	\$200,000	\$200,000
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	\$711,948

Savings Strategies *cont....*

Service and Revenue Changes	Status	Planned	Achieved
Tour Down Under - Limit commitment	Completed	\$30,000	\$15,000
Budget savings realized were \$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	\$249,845

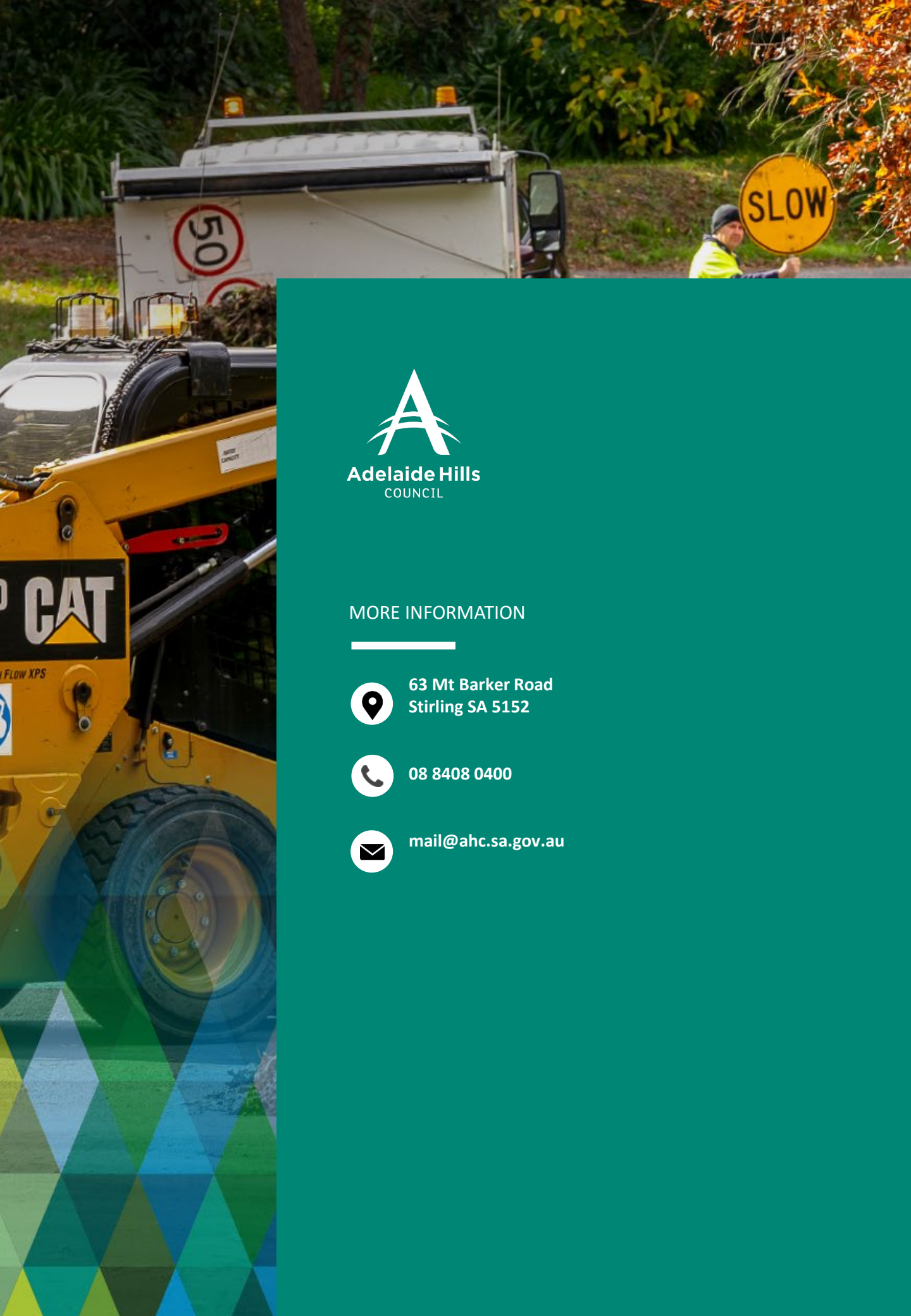
7. Financial Performance

Overall Funding Statement as at 31 March 2024

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	48,366	48,357	● 9	48,392
Statutory income	1,248	1,208	● 41	1,490
User charges	733	752	● (19)	963
Grants, subsidies and contributions	2,309	2,269	● 40	5,279
Income - Other	744	657	● 86	857
Total Operating Income	53,401	53,243	● 157	56,982
Total Employment costs	18,776	19,272	● 496	22,982
Materials, contracts and other expenses	16,481	16,052	● (429)	21,932
Depreciation and amortisation	-	-	-	11,004
Finance costs	410	360	● (50)	582
Total Operating Expenditure	35,668	35,684	● 16	56,499
Operating Surplus / (Deficit) before Capital	17,733	17,559	● 174	482
<i>Capital Expenditure</i>	8,044	-	● (8,044)	24,937
<i>Capital Income</i>	4,447	-	● 4,447	4,845
Net expenditure - Capital projects	3,597	-	● (3,597)	20,092
Net Lending / (Borrowing) Result for Year	14,136	17,559	● (3,423)	(8,607)

Adelaide Hills Council Operating Summary By Directorate as at March 2024				
\$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
CEO	-	-	● -	-
Community & Development	3,317	3,283	● 34	4,049
Corporate Services	46,765	46,731	● 34	47,824
Environment & Infrastructure	3,319	3,230	● 89	5,108
Income Total	53,401	53,243	● 157	56,982
Expenditure				
CEO	366	276	● (90)	399
Community & Development	8,894	9,038	● 144	12,739
Corporate Services	8,670	8,506	● (164)	10,986
Environment & Infrastructure	17,738	17,865	● 127	32,375
Expenditure Total	35,668	35,684	● 16	56,499
Operating Surplus / (Deficit)	17,733	17,559	● 174	482



Adelaide Hills
COUNCIL

MORE INFORMATION



63 Mt Barker Road
Stirling SA 5152



08 8408 0400



mail@ahc.sa.gov.au

Reports of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 10 APRIL 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 8 May 2024]

In Attendance

Presiding Member

Geoff Parsons

Members

Paul Mickan
Myles Somers
Leith Mudge

In Attendance

Natalie Armstrong	Director Community & Development
James Booker	Acting Manager Development Services
Doug Samardzija	Acting Team Leader Statutory Planning
Darren Smith	Statutory Planner
Tom Portas	Systems Analyst, Information Systems
Karen Savage	Minute Secretary

1. Commencement

The meeting commenced at 6.30pm

2. Opening Statement

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

3. Apologies/Leave of Absence

3.1 Apologies
Ross Bateup

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3.2 Leave of Absence
Nil

4. Previous Minutes

4.1 Meeting held 13 March 2024

The minutes were adopted by consensus of all members (11)

That the minutes of the meeting held on 13 March 2024 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report
Nil

6. Declaration of Interest by Members of Panel

Leith Mudge advised that, in relation to Item 8.4, as this is an application from a Council employee there could be a perceived conflict of interest. Whilst he knows the applicant and has corresponded with her on Council matters previously, he has not had any discussions on this matter. Whilst there may be a perception of bias, he does not believe this to be the case and will remain in the room for the deliberations and vote on this matter.

Paul Mickan advised an interest in Item 8.2. One of the representors (Carmel Simpson) is the mother of his son's partner, and he knows Carmel and her husband very well. Whilst they have not discussed the application at any time, he considers that given his relationship with them he has an interest in this matter and will withdraw from the meeting when this item is being deliberated.

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table
Nil

7.2 Matters Deferred
Nil

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8. Development Assessment Applications – Planning, Development and Infrastructure Act

8.1 Development Application 23015113 by Michele Ronan for change of use from dwelling to tourist accommodation and variation to Development Approval 18/481/473 to remove Condition 4 at 151 Stock Road, Mylor

8.1.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Craig Lock	169 Stock Road, Mylor	Craig Lock via Zoom
Mattis Vanzati	2A Bandicoot Lane, Mylor	Mattis Vanzati via Zoom
Matthew Thomas	149 Stock Road, Mylor	Matthew Thomas via Zoom

The following representors who addressed the Panel, also answered questions from the Panel:

Craig Lock
Matthew Thomas

The applicant's representative, Emma Herriman (Herriman Legal), addressed the Panel, following which the applicant, Michele Ronan, and her representatives, Emma Herriman and Peter Meline (Adelaide Hills Development Services), answered questions from the Panel.

8.1.2 Decision of Panel

The following was adopted by consensus of all members (12)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**

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- 2) Development Application Number 23015113 by Michele Ronan for change of use from dwelling to tourist accommodation and variation to Development Approval 18/481/473 to remove Condition 4 at 151 Stock Road, Mylor is GRANTED Planning Consent subject to the following conditions:

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The applicant, owner and/or other person(s) making use of the subject land shall maintain the site in good condition at all times, including all buildings and structures, car parking areas, driveways and landscaping, and ensure that all activities on the site are in accordance with the approved documentation to the reasonable satisfaction of Council.
- 3) The use of the tourist accommodation approved herein approved shall be restricted to tourist accommodation only with no permanent residential use being permitted at any time.
- 4) The accommodation shall be occupied for no more than 110 days per calendar year with a log of all visitors to the accommodation to be kept and made available to Council upon request.
- 5) The tourist accommodation approved herein and any associated activities shall be managed and conducted at all times in a manner as to cause no undue nuisance or adverse effect to any neighbouring landowners or to other land uses within the locality.
- 6) All external lighting associated with the tourist accommodation use shall be restricted to that necessary for security purposes only and shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of nearby residential properties.

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- 7) All stormwater infrastructure shall be installed within 3 months of Development Approval being granted. All roof run-off generated by the development hereby approved shall be managed on-site to the satisfaction of Council using design techniques such as:

- Rainwater tanks
- Grassed swales
- Stone filled trenches
- Small infiltration basins

Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater should be managed on site with no stormwater to trespass onto adjoining properties.

Conditions imposed by the Environment Protection Authority under Section 122 of the Act

- 8) The on-site wastewater system must be installed in accordance with the Site and Soil Assessment Report prepared by Seed Enterprises, dated 6 October 2023, which includes the following:
- a) Installation of an Ozzi Kleen RP10A+ system;
 - b) Construction of a 312m² irrigation area, to be located more than 50m from the nearest watercourse, dam or bore, more than 1.2m from the seasonal groundwater table, on a slope less than 20% and not in the 10% AEP flood zone;
 - c) Vegetating the irrigation area with rye grass and regularly mowing the grass to ensure optimal growth rates and therefore nutrient uptake; and
 - d) Bunding to direct surface runoff away from the irrigation area and creating a bund downhill to prevent any run-off, from over-irrigation, moving off site.

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Conditions imposed by South Australian Country Fire Service under Section 122 of the Act

9) The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 3.2) details the mandatory requirements for extensions to buildings, outbuildings and other ancillary structures are sited and constructed using materials to minimise the threat of fire spread to residential and tourist accommodation (including boarding houses, hostels, dormitory style accommodation, student accommodation and workers' accommodation) in the event of bushfire.

- Outbuildings and other ancillary structures shall be sited no closer than 6m from the habitable building, unless built to relevant building standards for associated structures in Bushfire Prone Areas. This includes future structures which may or may not require planning and/or building consent including (but not limited to) garden sheds, cubby houses and animal shelters.

10) ACCESS TO HABITABLE BUILDING

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 6.2) details the mandatory requirements for 'Private' roads and driveways to facilitate safe and effective use, operation and evacuation for firefighting and emergency personnel and evacuation of residents, occupants and visitors where required. These requirements apply when the furthest point of the building is more than 60m from the nearest public road.

SA CFS has no objection to utilising the existing access driveway as detailed on drawing named SITE PLAN dated at last revision 19/09/2023 and upgraded, where necessary, to comply with the following conditions:

- The driveway shall be connected to a formed, all-weather public road with the transition area between the road and driveway having a gradient of not more than 7 degrees (1-in-8).
- Access to the building site shall be of all-weather construction, with a minimum formed road surface width of 3 metres and must allow forward entry and exit for large fire-fighting vehicles, to within 60m of the furthest point of the building. Where the gradient of the driveway is steeper than 12 degrees (1-in-4.5) the minimum formed road surface shall be 4 metres.
- The all-weather road shall allow fire-fighting vehicles to safely enter and exit the allotment in a forward direction by incorporating either –

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1. A loop road around the building, OR
 2. A turning area with a minimum radius of 12.5 metres, OR
 3. A 'T' or 'Y' shaped turning area with a minimum formed length of 11 metres (for each 'leg') and minimum internal radii of 9.5 metres OR
 4. A 'U' shaped 'drive-through' option.
- Private access shall have minimum internal radii of 9.5 metres on all bends.
 - Private access shall provide overhead clearances of not less than 4.0m horizontally and vertically between the driveway surface and overhanging branches or other obstructions, including buildings and/or structures.
 - Vegetation to be established along the access road shall be carefully selected and designed in accordance with the following:
 1. No understorey vegetation shall be established either side of the access road (understorey is defined as plants and bushes up to 2 metres in height).
 2. Grasses shall be reduced to a maximum height of 10cm for a distance of 3 metres (or to the property boundary, whichever comes first).
 3. Mature trees with a single stem habit, are permitted within this fuel reduced zone, providing they are maintained to achieve a minimum vehicular clearance of not less than 4 metres in width and a vertical height clearance of 4 metres.
 - The all-weather road shall incorporate passing bays. The combined width of the passing bay and access track shall be 6 metres, and a minimum formed length of 17 metres. The passing bays should be constructed at 200 metre intervals along the road or driveway.
 - The gradient of the access road shall not exceed 16 degrees (1-in-3.5) at any point along the driveway. In steep terrain exceeding 10 degrees (1-in-5.5) the surface should be sealed.
 - The cross fall of the driveway shall be not more than 6 degrees (1-in-9.5) at any point along the driveway. In steep terrain roads shall be widened and appropriate guard rails and visibility markers should be installed on sides where a steep downslope is present.
 - The all weather road is to be constructed such that it is protected from water erosion of the traffic surface. The road surface shall be profiled to manage storm water run off to appropriate drains, at one or both sides of the traffic surface. The accumulated volumes of water shall be directed via:
 1. Open drains; or
 2. Culverts and pipes under the traffic surface, and / or away from same, without causing further soil erosion, silting of adjacent areas or water courses or instability of any embankment or cutting.

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11) WATER SUPPLY & ACCESS (to dedicated water supply)

Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016, provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe work and fire-fighting hose(s) in accordance with MBS008.

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.3) details the mandatory requirements for the site to provide a dedicated hardstand area in a location that allows fire fighting vehicles to safely access the dedicated water supply.

Where a water storage facility is required to have a fire authority fitting, the following will apply:

SA CFS has no objection to the location of the existing dedicated water supply as detailed on drawing named SITE PLAN dated at last revision 19/09/2023, providing the outlet is positioned remotely to comply with the following conditions:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and is no greater than 60m path of travel to the furthest point of the building, to enable fire services to reach all parts of the building with no more than two lengths of hose from the hardstand area.
- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering “FIRE WATER”).
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent the water supply for a nominally level hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
- SA CFS appliance’s inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.
- A gravity fed water supply outlet may be remotely located from the above ground tank to provide adequate access.

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- All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
- All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.
- The minimum water supply required may be combined with domestic use, providing the outlet for domestic use is located above the dedicated fire water supply (in order for it to remain as a dedicated supply).

12) MAINTAIN AN ASSET PROTECTION ZONE (APZ) - VEGETATION MANAGEMENT

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.2) details the mandatory requirements to establish and maintain an asset protection zone. As such, landscaping shall include bushfire protection features that will prevent or inhibit the spread of bushfires and minimise the risk to life and/or damage to buildings and property and maintain a fuel reduced zone for safe movement of occupants and fire fighters.

An APZ shall be implemented and maintained in line with the vegetation management conditions below

- Vegetation management shall be established and maintained within 20 metres of the habitable building (or to the property boundaries – whichever comes first) as follows:
 1. The number of trees and understorey plants existing and to be established within the APZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the 'clumping' of shrubs where desirable, for diversity, and privacy and yet achieve the 'overall maximum coverage of 30%'.
 2. Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.
 3. Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
 4. Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.
 5. Shrubs must not be planted under trees and must be separated by at least 1.5 times their mature height from the trees' lowest branches.

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6. Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season. 7. No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).
7. Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves.
8. The APZ shall be maintained to be free of accumulated dead vegetation.
 - A single row of trees or shrubs are permitted closer to the building than their mature height for screening purposes, providing they are not connected to other hazardous vegetation, are not within close proximity of timber building elements, windows and doors and do not touch or overhang any part of the building. Screening plants should have low flammability characteristics, be kept in optimum health, pruned regularly and any dead vegetation removed.

ADVISORY NOTES

General Notes

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

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- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

Advisory Notes imposed by Environment Protection Authority under Section 122 of the Act Advisory

- 5) The applicant/owner/operator are reminded of its general environmental duty, as required by section 25 of the Environment Protection Act 1993, to take all reasonable and practicable measures to ensure that activities on the site and associated with the site (including during construction) do not pollute the environment in a way which causes or may cause environmental harm.
- 6) More information about the Environment Protection Authority and the Environment Protection Act and policies can be found at: www.epa.sa.gov.au

Advisory Notes imposed by South Australian Country Fire Service under Section 122 of the Act

- 7) **BUILDING CONSIDERATIONS**
Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016 applies to this site.

Please refer to the National Construction Code (NCC), relevant standards and state provisions for construction requirements and performance provisions.

A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”.

Category of Bushfire Attack Level: BAL 19

This BAL rating is conditional upon the establishment and maintenance of a 20 metre Asset Protection Zone, in accordance with the Asset Protection Zone – Vegetation Management condition of consent placed on the planning consent with the same application reference.

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This result is considered relevant at the date of assessment with respect to the elevations detailed on proposed Site Plan, dated 19/09/2023 and shall not be considered as SA CFS endorsement of any subsequent development.

7:38pm Paul Mickan withdrew from the meeting due to his declared interest

8.2 Development Application 22042859 by Van Nguyen for three storey detached dwelling, deck, swimming pool and associated safety barriers, and retaining walls at 3 Spring Gully Road, Rostrevor

8.2.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Dorothy Driver	2 Spring Gully Road Rostrevor	Dorothy Driver via Zoom
Heath Perry	5 Spring Gully Road Rostrevor	Heath and Anna Perry
Samantha Constantinou	1 Spring Gully Road Rostrevor	Dimitri (James) Constantinou via Zoom

The following representors who addressed the Panel, also answered questions from the Panel:

Heath and Anna Perry
James Constantinou

The applicant's representative, Damien Chwalisz (Architect), addressed the Panel, and answered questions from the Panel.

The Panel agreed to accept additional Plans submitted by the applicant's representative to provide additional context to the size and visual impact of the building.

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8.2.2 Decision of Panel

The following was adopted by consensus of all members (13)

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and
- 2) Development Application Number 22042859 by Van Nguyen for three storey detached dwelling, deck, swimming pool and associated safety barriers, and retaining walls at 3 Spring Gully Road, Rostrevor is GRANTED Planning Consent subject to the following reserved matters and conditions:

RESERVED MATTERS:

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matters shall be reserved for further assessment prior to the granting of Development Approval. The Assessment Manager is delegated to undertake this further assessment:

- 1) A detailed landscaping plan shall be prepared by a suitably qualified person and submitted with further details regarding plant species, locations, plant numbers and plant spacing, irrigation to the front of the allotment adjacent the proposed swimming pool.
- 2) A detailed plan shall be provided showing the finish of the proposed retaining wall including materials and colours.

Pursuant to Section 127(1) of the *Planning, Development and Infrastructure Act 2016*, the power to impose further conditions of consent in respect of the reserved matter above is delegated to the Assessment Manager.

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CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) All roof run-off generated by the development hereby approved shall be directed to a rainwater tank with overflow to the street (via a pump if necessary) or a Council drainage easement to the satisfaction of Council within one month of the roof cladding being installed.
- 3) All external lighting shall be directed away from residential development and shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.
- 4) New vehicle access point(s) and/or cross-overs shall be located a minimum of 500mm from any existing or proposed verge features (i.e. crossing places, trees, stormwater connections, lighting or stobie poles).
- 5) The Western elevation upper level windows of the dwelling shall be glazed with fixed obscure glass to a minimum height of 1.5 metres above finished floor level. The glazing of these windows shall be installed prior to occupation and be maintained in good condition at all times.
- 6) The deck of the dwelling shall be fitted with fixed screening as shown on the Western, Northern and Southern elevation to a minimum height of 1.7 metres above the deck floor level and shall have a maximum 25% transparency/opening. The screening shall be installed prior to occupation and be maintained in good condition at all times.
- 7) All exposed excavations and fill as shown on site plan shall be:
 - rounded off and battered to match and blend with the natural contours of the land;
 - covered with approximately 100mm of topsoil;
 - seeded to avoid erosion and visual concerns; and
 - screened with trees, shrubs and ground covers.

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

- 8) Prior to commencement of work, straw bales (or other soil erosion control methods as approved by Council) shall be placed and secured below areas of excavation and fill to prevent soil moving off the site during construction.
- 9) The works in relation to the tree(s), outlined in the Arborist's Report and Tree Protection Plan (TPP) prepared by Treesolve Arboricultural Consultancy and submitted as part of this application as a strategy for management of the tree(s) are to be undertaken simultaneously with any building works on the site. A project Arborist shall supervise all works to ensure compliance with the submitted TPP.

ADVISORY NOTES

General Notes

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

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- 5) The applicant is advised that any proposal to clear, remove limbs or trim native vegetation on the land, unless the proposed clearance is subject to an exemption under the Regulations of the Native Vegetation Act 1991, requires the approval of the Native Vegetation Council. For further information please refer to the Native Vegetation Council website.

Any queries regarding the clearance of native vegetation should be directed to the Native Vegetation Council on 8303 9777.

8:40pm Paul Mickan returned to the meeting
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- 8.3 **Development Application 23037924 by Woodforde JV Stage 3A Pty Ltd for variation to Development Application 21/327/473: reduce the height of the residential flat building, reduce the number of dwellings within the residential flat building, reduce the number of parking spaces for vehicles and bicycles, alteration to the external design and internal layout, alteration to the swimming pool layout and car parking layout, adjust the siting of the building and remove the gym, kiosk and office at Lot 228 MacIntosh Crescent, Woodforde**

- 8.3.1 **Representations**
Nil

The applicant's representatives, Fabian Barone (Future Urban) and Craig McRostie (Kite Projects), were invited to answer questions from the Panel.

- 8.3.2 **Decision of Panel**

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

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and

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- 2) Development Application Number 23037924 by Woodforde JV Stage 3A Pty Ltd for variation to Development Application 21/327/473: reduce the height of the residential flat building, reduce the number of dwellings within the residential flat building, reduce the number of parking spaces for vehicles and bicycles, alteration to the external design and internal layout, alteration to the swimming pool layout and car parking layout, adjust the siting of the building and remove the gym, kiosk and office at Lot 228 MacIntosh Crescent, Woodforde is **GRANTED** Planning Consent subject to the following reserved matters and conditions:

RESERVED MATTERS:

Pursuant to section 102 (3) of the Planning, Development and Infrastructure Act of 2016, the following matters shall be reserved for further assessment prior to the granting of Development Approval. The Assessment Manager is delegated to undertake this further assessment:

- 1) A detailed landscaping plan shall be prepared by a suitably qualified professional and submitted with further details regarding plant species and plant locations including additional screening to the front of the building. Plant species detailed in the landscaping plan shall be selected from the Council's Native Habitat Landscaping and Gardening Guide or Native Habitat Gardening Guide for Low Flammability Gardens. The guides can be downloaded from Council's website: Native Gardens at Home • Adelaide Hills Council (ahc.sa.gov.au).
- 2) All hydrological and hydraulic stormwater calculations shall be provided together with the final stormwater management drainage plan to the reasonable satisfaction of Council.
- 3) A Construction Environment Management Plan (CEMP) shall be prepared in accordance with current industry standards and submitted to Council. The industry standards include the EPA publications "Handbook for Pollution Avoidance on Commercial and Residential Building Sites – Second Edition" and, where applicable, "Environmental Management of On-site Remediation" – to minimise environmental harm and disturbance during construction. The plan shall be implemented prior to the commencement of construction.

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Pursuant to Section 127(1) of the *Planning, Development and Infrastructure Act 2016*, the power to impose further conditions of consent in respect of the reserved matter above is delegated to the Assessment Manager.

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The external finishes to the building herein approved shall be in accordance with the Materials and Finishes Plan prepared by Enzo Caroscio Architecture dated 15/12/2023.
- 3) Tree(s) must be planted and/or retained in accordance with DTS/DPF 1.1 of the Urban Tree Canopy Overlay in the Planning and Design Code (as at the date of lodgement of the application). New trees must be planted within 12 months of occupation of the dwelling(s) and maintained.
- 4) Except where varied by this authorisation, all other conditions, plans and details relating to Development Authorisation 21/327/473 continue to apply to this amended authorisation.

ADVISORY NOTES

General Notes

- 1) No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
- 2) Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.

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- 3) This Planning Consent is valid for a period of twenty-four (24) months commencing from the date of the decision, subject to the below or subject to an extension having been granted by the relevant authority. If applicable, Building Consent must be obtained prior to expiration of the Planning Consent.
- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

8.4 **Development Application 23037375 by Jessica Sharkie for tourist accommodation comprising three (3) freestanding, self-contained pods at 13 Narcoonah Road, Birdwood**

8.4.1 **Representations**
N/A

The applicant, Jessica Sharkie, was invited to answer questions from the Panel.

8.4.2 **Decision of Panel**

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

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and
- 2) Development Application Number 23037375 by Jessica Sharkie for tourist accommodation comprising three (3) freestanding, self-contained pods at 13 Narcoonah Road, Birdwood is GRANTED Planning Consent subject to the following conditions:

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CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The applicant, owner and/or other person(s) making use of the subject land shall maintain the site in good condition at all times, including all buildings and structures, car parking areas, driveways and landscaping, and ensure that all activities on the site are in accordance with the approved documentation to the reasonable satisfaction of Council.
- 3) The use of the buildings herein approved shall be restricted to tourist accommodation only with no permanent residential use being permitted at any time with a maximum stay of 90 consecutive days. A log of all visitors to the accommodation to be kept and made available to Council upon request.
- 4) The tourist accommodation approved herein and any associated activities shall be managed and conducted at all times in a manner as to cause no undue nuisance or adverse effect to any neighbouring landowners or to other land uses within the locality.
- 5) All external lighting associated with the depot use shall be restricted to that necessity for security purposes only and shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of nearby residential properties.
- 6) All stormwater infrastructure shall be installed within 3 months of Development Approval being granted. All roof run-off generated by the development hereby approved shall be managed on-site to the satisfaction of Council using design techniques such as:
 - Rainwater tanks
 - Grassed swales
 - Stone filled trenches
 - Small infiltration basins

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Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater should be managed on site with no stormwater to trespass onto adjoining properties.

Conditions imposed by the Environment Protection Authority under Section 122 of the Act

- 7) The on-site wastewater system must be established in accordance with the *Site and soil report for three short-term tourist accommodation pods* (Reference Number; BD111223; 11 December 2023) was prepared by Kamran Mangi, Consulting Engineer.

ADVISORY NOTES

General Notes

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

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Advisory Notes imposed by Environment Protection Authority under Section 122 of the Act Advisory

- 5) **The applicant/owner/operator are reminded of its general environmental duty, as required by section 25 of the Environment Protection Act 1993, to take all reasonable and practicable measures to ensure that activities on the site and associated with the site (including during construction) do not pollute the environment in a way which causes or may cause environmental harm.**
- 6) **More information about the Environment Protection Authority and the Environment Protection Act and policies can be found at: www.epa.sa.gov.au**

9. Development Assessment Applications – Development Act

Nil

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

Nil

11. ERD Court Appeals

The Acting Manager Development Services provided the Panel with a verbal update on current ERD Court Appeals.

12. Policy Issues for Advice to Council

- 12.1 The Panel discussed the Mount Lofty Ranges Planners Group as being a potential forum to discuss the Planning and Design Code's limited referral triggers to PIRSA. The Panel and other Panels within the region have had recent applications which would benefit from the guidance of PIRSA, however the ability to undertake a formal referral is currently unavailable in most circumstances. The Panel requested that any updates on this matter be brought back to the Panel for discussion.

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13. Other Business

13.1 The Presiding Member advised the Panel that this is Natalie Armstrong's last meeting with the Council Assessment Panel as she is leaving the Council. The Panel conveyed their sadness at the unfortunate news of Natalie's departure and thanked her for her support and guidance over the journey which has been very much appreciated by all the Panel members who have valued the opportunity to work with her.

13.2 At the request of the Panel, the Acting Manager Development Services and Director Community and Development provided an update on the Mount Lofty Golf Resort development.

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

15. Confidential Item
Nil

16. Next Meeting
The next ordinary Council Assessment Panel meeting will be held on Wednesday 8 May 2024.

17. Close meeting
The meeting closed at 9.16pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 APRIL 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

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

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Ashley Curtis	A/Director Corporate Services
Gary Lewis	Manager Financial Services
Dr Zoe Gill	Governance and Risk Coordinator
Rebekah Lyons	Minute Secretary
Kira-marie Laverty	Corporate Planning & Performance Coordinator

Guest:

Mitchell Bremner	BDO Audit Pty Ltd
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1. COMMENCEMENT

The meeting commenced at 6:00pm

1.1. Acknowledgement of Country

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

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Sarah Beesley

2.2. Leave of Absence

Nil

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
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2.3. Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 19 February 2024

**Moved David Moffatt
S/- Melanie Selwood**

AC13/24

That the minutes of the Audit Committee meeting held on 19 February 2024, 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 members, Council staff, and guest Mitchell Bremner, Engagement Manager from BDO Audit.

It was noted that resolution 8.4 from the meeting of 19 February 2024 – Local Government Income Protection Fund, will be considered at the 23 April Ordinary Council meeting.

The Presiding Member spoke to the Officer's Report presented at the February meeting, which indicated that Council was moving to a deficit of \$87k. It was noted that the committee authorised the CEO to initiate savings to ensure that the budget operating surplus returned to the 1%-5% range. Presiding Member Herrmann acknowledged the achievement of the CEO to identify changes so that the operating surplus was restored to the approved range in the time between the Audit Committee meeting and the February Council meeting.

In closing, the Presiding Member asked the CEO to provide an update regarding the recruitment process for the Director of Corporate Services.

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, 8.2 and 8.3 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

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

7.1. Risk Presentation

Nil

7.2. Action Report and Work Plan Update

Moved Melanie Selwood

S/- Pamela Lee

AC14/24

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

Carried Unanimously

8. OFFICER REPORTS – DECISION ITEMS

8.1. 2023-24 External Audit Plan

The Presiding Member, with leave of the meeting, suspended operations of the formal meeting procedures for the purposes of a presentation from BDO Audit Engagement Manager, Mitchell Bremner.

The Presiding Member determined that the period of suspension should be brought to an end.

Moved Pamela Lee

S/- David Moffatt

AC15/24

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. To recommend to Council the approval of the *2023-24 External Audit Plan* by BDO Audit Pty Ltd as contained in Appendix 1.**
- 3. To note the *2023-24 Financial Statement Audit – Engagement Letter* as contained in Appendix 2 and the *2023-24 Internal Financial Control Audit – Engagement Letter* as contained in Appendix 3.**

Carried Unanimously

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8.2. Annual Business Plan 2024-24 Draft for Consultation

Moved David Moffatt
S/- Pamela Lee

AC16/24

The Audit Committee resolves to provide the following three options to Council:

Option 1:

1. That the report on the Annual Business Plan 2024-25 Draft for Consultation be received and noted.
2. That Council notes that the Committee has reviewed the draft *Annual Business Plan 2024-25 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That the draft ABP go to community consultation, noting this results in
 - a) an Operating Deficit ratio of 0.85% (outside the approved target range of 1% to 5% surplus),
 - b) a Net Financial Liabilities ratio of 57% (within the approved target range of 25% to 75%) and
 - c) an Asset Sustainability Ratio of 100% (within the approved target range of 95% to 100%)
4. That Council notes that the committee noted that the Customer Relationship Management System and the Amy Gillett Bikeway Project are one off costs that will not impact on surplus in the future and have limited impact on financial sustainability over the long term. The committee also noted that depreciation is an ongoing increase to Council's expenses and is therefore a challenge to financial sustainability.
5. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organisation wide service delivery review including a detailed review of building and property assets.

Or

Option 2:

1. That the report on the Annual Business Plan 2024-25 Draft for Consultation be received and noted.

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2. That the Council notes that the Committee has reviewed the draft *Annual Business Plan 2024-25 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That adjustments to the draft ABP be made to bring the Operating Result to a break-even level by one of the following options
 - a) Increasing Rates by inflation (CPI + 0.4%) and an additional 1%Or
 - b) A combination of
 - i. Removal of operating projects and
 - ii. Increasing ratesSuch that a break-even operating result is achieved.

noting this results in

- a) an Operating Surplus ratio of 0% (outside the approved target range of 1% to 5% surplus),
 - b) a Net Financial Liabilities ratio of 55% (within the approved target range of 25% to 75%) and
 - c) an Asset Sustainability Ratio of 100% (within the approved target range of 95% to 100%)
4. The Council notes that the committee noted that the Customer Relationship Management System and the Amy Gillett Bikeway Project are one off costs that will not impact on surplus in the future and have limited impact on financial sustainability over the long term. The committee also noted that depreciation is an ongoing increase to Council's expenses and is therefore a challenge to financial sustainability.
 5. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organisation wide service delivery review including a detailed review of building and property assets.

Or

Option 3:

1. That the report on the Annual Business Plan 2024-25 Draft for Consultation be received and noted.

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2. That Council notes that the Committee has reviewed the draft *Annual Business Plan 2024-25 (ABP)*, as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability.
3. That adjustments to the draft ABP be made to bring the Operating Result to a 1% surplus level by one of the following options
 - a) Increasing Rates by inflation (CPI + 0.4%) and an additional 2%Or
 - b) A combination of
 - i. Removal operating projects and
 - ii. Increasing ratesSuch that a 1% operating surplus is achieved.

noting this results in

- a) an Operating Surplus ratio of 1% (within the approved target range of 1% to 5% surplus),
 - b) a Net Financial Liabilities ratio of 55% (within the approved target range of 25% to 75%) and
 - c) an Asset Sustainability Ratio of 100% (within the approved target range of 95% to 100%)
4. The Council notes that the committee noted that the Customer Relationship Management System and the Amy Gillett Bikeway Project are one off costs that will not impact on surplus in the future and have limited impact on financial sustainability over the long term. The committee also noted that depreciation is an ongoing increase to Council's expenses and is therefore a challenge to financial sustainability.
 5. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organisation wide service delivery review including a detailed review of building and property assets.

Carried Unanimously

8.3. Quarterly Council Performance Report – Q3 2023-24

The Presiding Member, with leave of the meeting, suspended operations of the formal meeting procedures for the purposes of a discussion about the report.

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The Presiding Member determined that the period of suspension should be brought to an end.

**Moved David Moffatt
S/- Melanie Selwood**

AC17/24

That the Audit Committee resolves that the Quarterly Council Performance Report – Q3 2023-24 be received and noted.

Carried Unanimously

8.4. Risk Management Audit Review

**Moved Pamela Lee
S/-Melanie Selwood**

AC18/24

That the report on risk management and audit review be received and noted.

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 20 May 2024 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 7:46pm

Confidential Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 23 April 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Responsible Officer: Deryn Atkinson
Assessment Manager
Community & Development

Subject: Appointment of Council Assessment Panel Independent Members

For: Decision

1. Appointment of Council Assessment Panel Independent Members – 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, Ashley Curtis
- Acting Director Community & Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- Governance Support, Kelledy Jones Lawyers
- Assessment Manager, Deryn Atkinson
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 12.2: (Appointment of Council Assessment Panel Independent Members) in confidence.

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

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item would involve information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person.

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.

2. Appointment of Council Assessment Panel Independent Members – Confidential Item

5. **Appointment of Council Assessment Panel Independent Members – 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 12.2 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the appointment of all members has been confirmed, but not longer than 31 May 2024
Related Attachments	Nil
Minutes	Until the appointment of all members has been confirmed, but not longer than 31 May 2024
Other	Nil

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