



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Jan-Claire Wisdom

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

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

Tuesday 11 June 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.

Greg Georgopoulos
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 11 June 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 Kurna people. They are Custodians of this ancient and beautiful land and so we pay our respects to Elders past, present and emerging. We will care for this country together by ensuring the decisions we make will be guided by the principle that we should never decrease our children's ability to live on this land.

3. APOLOGIES/LEAVE OF ABSENCE

- 3.1. Apology
- 3.2. Leave of Absence
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – Tuesday 28 May 2024

That the minutes of the ordinary meeting held on Tuesday 28 May 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
Onkaparinga Valley Football Club – Unisex Change Rooms
- 8.2. Deputations
Onkaparinga Valley Football Club
- 8.3. Public Forum
Annual Business Plan Consultation (up to one hour)

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

- 10.1. Legal Fees – Cr Gill

11. MOTIONS ON NOTICE

- 11.1. Cr Selwood – Grants Policy

I move that:

1. Council notes that the Grant Giving Policy is due for renewal;
2. The CEO undertakes a review of the Grant Giving Policy and current grant programs;
3. The review includes a workshop for Council Members to provide feedback on the current grant offerings and suggestions for future opportunities.
4. The review consider the following:
 - a. Eligibility criteria is sufficient for the diversity of potential applicants in our communities;
 - b. The level of funding provided per grant type;
 - c. Categories of grants;
 - d. Alignment with strategic objectives;
 - e. Assessment processes;
 - f. Consultation with groups and associations likely to access the grant programs
5. Recommendations be provided to Council by the end of January 2025.

- 11.2. Cr Osterstock - Proposed OTR Development Heathfield

I move that:

Decision 1

1. Council reaffirms its decision [209/23] of the 8th day of August 2023 in relation to DA 21031284, Proposed OTR Development at Heathfield. That decision being as follows:

11.1 Proposed OTR Development Heathfield

Moved Cr Mark Osterstock
S/- Cr Chris Grant

209/23

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

Carried Unanimously

Decision 2

1. Council notes that the applicant has submitted an appeal against the Council Assessment Panel (CAP) decision of the 26th day of July 2023 and that this appeal is currently before the Environment Resources and Development [ERD] Court.
2. Council maintains its opposition, in the strongest possible terms, to a large 24-hour retail fuel outlet and canopy, an automatic car wash and dog wash facility, for the reasoning as articulated in its detailed representation that was considered by the CAP at its meeting of the 26th day of July 2023 (Appendix 1).
3. Council, once again, extends its encouragement to the Assessment Manager, in her role in assisting and supporting the CAP, and by extension to the CAP, under Section 87 of the PDI Act, in defending the appeal should the proposal remain unacceptable.

12. ADMINISTRATION REPORTS – DECISION ITEMS

12.1. Adelaide Hills Tourism Funding Agreement 2024

Decision 1:

1. To acknowledge the disclosure of interests contained in this report and to authorise the Chief Executive Officer, Mr Greg Georgopoulos, to act in the course of his official duties in relation to Adelaide Hills Tourism.

Decision 2:

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

4. *That the Chief Executive Officer be authorised to execute the Agreement on behalf of Council.*

12.2. Attendance at National General Assembly of Local Government

1. *That the report be received and noted.*
2. *To approve Cr..... attendance in a representative capacity at the National General Assembly of Local Government in Canberra in July 2024 and coverage of related costs estimated at \$4,500 in accordance with the Council Member Training and Development Policy.*

12.3. Road Closure Approval – Inside Line State Series 2024

1. *That the report be received and noted.*
2. *That Council provides consent for road closure orders in relation to the 2024 Inside Line State Series Round 5 mountain biking event as follows:*

Saturday 24 and Sunday 25 August 2024

Approximate closure 7:00am – 5:00pm both days

Norton Summit Road closed between the eastern and western intersections with Teringie Drive

3. *That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for changes to the road closures in the lead up to the event, so long as the overall scope of the event road closures remains similar to the proposal described above.*
4. *That Council provides approval for the Chief Executive Officer to use the delegation already provided to him to consider consent for road closures under Section 33(2) of the Road Traffic Act 1961 if the event is to be run in future years.*
5. *The temporary road closure application fee is waived as per Councils fees and charges register.*

12.4. Road Closure Approval – Adelaide Hills Rally (Unsealed Roads)

1. *That the report be received and noted.*
2. *That, in relation to the 2024 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:*
 - a. *Complying with Council's Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Events*
 - b. *Payment of an Application Fee as per the Council's Fees and Charges Register for Temporary Road Closures*
 - c. *Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event*

- d. *Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event*
 - e. *Providing confirmation that the affected business owners are aware of the proposed road closures*
 - f. *Providing written confirmation that the concerns raised by affected residents and businesses have been addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents and businesses) and that the event organisers will make their best endeavours to arrange for egress and ingress to those properties within the event where possible where a pressing need has been advised in advance*
 - g. *Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event*
 - h. *Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times*
3. *That subject to the requirements of Item 2. being undertaken, Council provides consent for road closure orders in relation to the event, to be held on Saturday 14 September 2024 as follows:*
- a. *Kenton Valley Stage (Kenton Valley and Mt Torrens)
Closure 12:00pm – 5:30pm
Turner Road, Maidment Road, Lihou Road and Schocroft Road – from Burfords Hill Road to Schuberts Road*
 - b. *Charligate Stage (Charleston)
Closure 12:30pm – 6:00pm
Harrison Road, Kings Road, Burnley Road, Teakles Road, Lewis Road, Bell Springs Road and Warmington Run closed – from Quarry Road to Hollows Road (then continued into Mount Barker District Council)*
4. *That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for changes to the road closures in the lead up to the event, so long as the overall scope of the event road closures remains similar to the proposal described above.*

12.5. Enforcement Review – Fire, Wastewater and Animal Management

1. *That the report be received and noted.*
2. *That the Enforcement Review in Appendix 1 be noted.*
3. *That the CEO increase the level of service to facilitate year-round education and enforcement relating to fire prevention on private land and make any necessary resourcing changes to enable the provision of this service.*
4. *To adopt the revised Enforcement Policy in Appendix 2.*

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

Nil

14. CORRESPONDENCE FOR NOTING

Nil

15. QUESTIONS WITHOUT NOTICE

16. MOTIONS WITHOUT NOTICE

17. REPORTS

17.1. Council Member Function or Activity on the Business of Council

17.2. Reports of Members/Officers as Council Representatives on External Organisations

17.3. CEO Report

18. REPORTS OF COMMITTEES

18.1. Council Assessment Panel

Nil

18.2. Audit Committee

Nil

18.3. CEO Performance Review Panel

Nil

18.4. Boundary Change Committee

Nil

19. CONFIDENTIAL ITEMS

19.1. Event Opportunity – Santos Tour Down Under 2025

19.2. CEO Review Process

19.3. Mayor Seeking Legal Advice Update

20. NEXT MEETING

Tuesday 25 June 2024, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

Council Meetings and Committee Meetings for 2024

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
Tues 25 June	Ordinary Council	Stirling	Rebekah Lyons
Thurs 27 June	CEO PRP	Stirling	Kelledy Jones Lawyers

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	Ordinary 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	Jody Atkins
Tues 20 August	Professional Development	Stirling	N/A
Tues 27 August	Ordinary Council	Stirling	Rebekah Lyons

SEPTEMBER 2024

Mon 2 September	Workshop	Woodside	N/A
Tuesday 10 September	Ordinary Council	Stirling	Rebekah Lyons
Wed 11 September	CAP	Stirling	Karen Savage
Tues 17 September	Professional Development	Stirling	N/A
Thurs 19 September	CEO PRP	Stirling	Kelledy Jones Lawyers
Tues 24 September	Ordinary Council	Stirling	Rebekah Lyons

OCTOBER 2024

Tues 1 October (Public Holiday)	Workshop	Woodside	N/A
Tuesday 8 October	Ordinary Council	Stirling	Rebekah Lyons
Wed 9 October	CAP	Stirling	Karen Savage
Mon 14 October	Audit Committee	Stirling	Jody Atkins
Tues 15 October	Professional Development	Stirling	N/A
Tues 22 October	Ordinary 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	Jody Atkins
Tues 19 November	Professional Development	Stirling	N/A
Tues 26 November	Ordinary Council	Stirling	Rebekah Lyons

DECEMBER 2024

Mon 2 December	Workshop	Woodside	N/A
Wed 11 December	CAP	Stirling	Karen Savage
Tues 17 December	Ordinary Council	Stirling	Rebekah Lyons
Wed 18 December	CEO PRP	Stirling	Kelledy Jones Lawyers

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

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
06.05.2024 (WS)	LOA	F	F	F	F	F	A	F	LOA	F	F	F	F
21.05.2024 (WS)	F	F	F	F	F	P	LOA	F	LOA	F	F	AP	F
03.06.2024 (WS)	AP	AP	F	F	F	F	AP	F	F	F	F	AP	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
23.04.2024	LOA	F	F	F	F	LOA	F	F	AP	F	F	F	F
14.05.2024	LOA	F	F	F	F	F	LOA	AP	LOA	F	F	F	F
28.05.2024	F	F	F	F	F	AP	F	F	LOA	F	F	F	F

Index: F = Full Attendance / P = Partial Attendance / AP = Apology / LOA = Leave of Absence / A = Absent

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 depute 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 28 MAY 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Lucy Huxter
Councillor Leith Mudge
Councillor Mark Osterstock
Councillor Melanie Selwood

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Ashley Curtis	Acting Director Corporate Services
Jess Charlton	Acting Director Community and Development
David Waters	Director Environment and Infrastructure
Tracy Riddle (Kelledy Jones)	Governance Support
Rebekah Lyons	Minute Secretary
Tom Portas	Technical Support

1. COMMENCEMENT

The meeting commenced at 6:30pm

2. OPENING STATEMENT

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

Cr Louise Pascale

Mayor _____

11 June 2024

**ADELAIDE HILLS COUNCIL
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3.2 Leave of Absence

Cr Pauline Gill 26 April 2024 to 31 May 2024, approved by Council at its meeting of 9 April 2024.

Moved Cr Mark Osterstock

S/- Cr Adrian Cheater

166/24

- 1 That a Leave of Absence from all duties of office be granted to Cr Kirsty Parkin from 27 May 2024 to 1st June 2024.**
- 2 That any committee or panel membership currently held by Cr Kirsty Parkin be undertaken by the Deputy during the leave of absence.**

Carried Unanimously

3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS**4.1 Council Meeting – 14 May 2024**

Moved Cr Malcolm Herrmann

S/- Cr Nathan Daniell

167/24

Council resolves that the minutes of the Ordinary Council meeting held on 14 May 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 Leith Mudge – Item 12.11 Gawler River Floodplain Management Authority – Appointment of Deputy Board Members (Decision 2)**

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.11.

5.2 Material Conflict of Interest, Cr Melanie Selwood – Item 12.12 Deputy Mayor Appointment

Under section 75C of the *Local Government Act 1999* Cr Melanie Selwood disclosed a Material (section 75) Conflict of Interest in Item 12.12.

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5.3 General Conflict of Interest, Cr Leith Mudge – Item 13.2 Stirling Oval Pavilion Update

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 13.2

5.4 General Conflict of Interest, Cr Nathan Daniell – Item 13.2 Stirling Oval Pavilion Update

Under section 75B of the *Local Government Act 1999* Cr Nathan Daniell disclosed a General (section 74) Conflict of Interest in Item 13.2.

6. PRESIDING MEMBER'S OPENING REMARKS

The Mayor extended her thanks to Deputy Mayor Nathan Daniell for undertaking the Acting Mayor role during her Leave of Absence and discussed that she was pleased to be back.

Mayor Wisdom asked elected members to be mindful of the extensive meeting agenda; encouraging them to consider the items in a timely manner.

6:33pm Cr Mark Osterstock left the meeting room.

6:36pm Cr Mark Osterstock returned to the meeting room.

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

8.2 Deputations

8.3 Public Forum

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
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9. PRESENTATIONS

- 9.1 Adelaide Hills Region Waste Management Authority – 2024/25 Draft Annual Business Plan and Budget – Leah Maxwell
- 9.2 Eastern Waste Management Authority – 2024/25 Draft Annual Business Plan and Budget – Rob Gregory

10. QUESTIONS ON NOTICE

10.1 Gravelling Wright Road Dog Park Car Park – Cr Kirsty Parkin

Are there any plans to re-gravel the Wright Rd dog park in Stirling in the near future?

The carpark was inspected on Monday 20 May 2024 and was found to be in serviceable condition and consistent with other carparks under Council's control. It was noted that some more road base was required near the entrance and this will be attended to as part of our regular maintenance program. Council staff are aware that this location does get very wet in winter and Council will continue to monitor during the wetter months.

11. MOTIONS ON NOTICE

11.1 Mount Lofty Football Club Electronic Scoreboard – Cr Malcolm Herrmann

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

168/24

- 1. The CEO conducts and investigation and provides a report on the proposal from the Mount Lofty Football Club, seeking financial assistance for the erection of an electronic scoreboard at the Heathfield Oval;**
- 2. That the report provides (but not limited to):**
 - a. An assessment of the merits of the proposal against council policy regarding grants of this nature to recreation facilities, including (but not limited to), the Community and Recreation Facilities Policy and the criteria for Community and Recreation Facility Grants.**
 - b. Alternative sources of funding for this project should Council not provide full funding of the requested amount**
 - c. Other ways, financial and non-financial, that Council could provide support for this project.**

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3. The report to be submitted with staff recommendations, on or before the Council meeting when council considers the responses received from the public consultation on the Annual Business Plan.

Carried Unanimously

11.2 Onkaparinga Football Club Unisex Changerooms – Cr Malcolm Herrmann

Moved Cr Malcolm Herrmann

S/- Cr Nathan Daniell

169/24

1. The CEO conducts an investigation and provides a report on the proposal from the Onkaparinga Football Club seeking financial assistance towards the erection of Unisex change rooms at the Johnson Memorial Park, Balhannah;
2. That the report provides (but is not limited to):
 - a. An assessment of the merits of the proposal against council policy regarding grants of this nature to recreation facilities, including (but not limited to), the Community and Recreation Facilities Policy and the criteria for Community and Recreation Facility Grants.
 - b. Alternative sources of funding for this project should Council not provide full funding of the requested amount.
 - c. Other ways, financial and non-financial, that Council could provide support for this project.
3. The report to be presented to council with staff recommendations, on or before the date when council considers the response to the Annual Business Plan consultation.

Carried Unanimously

11.3 Crafers Village Pedestrian Connections – Cr Adrian Cheater

Moved Cr Adrian Cheater

S/- Cr Nathan Daniell

170/24

1. Council notes the Crafers Village Design Guidelines, adopted by Council on 15 December 2020, includes an opportunity to "improve pedestrian connections across the main street and between key destinations" and specifically identifies the potential for raised pedestrian crossings on the main street.

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2. Council notes that a range of changes impacting traffic and pedestrian movements since that time have occurred, including the addition of a third lane on the South Eastern Freeway between Stirling and Crafers and the Park and Ride facility currently under construction.
3. The CEO engage with the Department for Infrastructure and Transport, to establish the feasibility of, and requirements to deliver a raised pedestrian crossing on the Crafers Main Street, including at the location conceptualised in Appendix 1.
4. The CEO report back on the outcome of the above, including an estimate of cost of any feasible options and an appraisal of potential external sources of funding, by 30 December 2024.

Carried Unanimously

12. OFFICER REPORTS – DECISION ITEMS

12.1 Adelaide Hills Region Waste Management Authority – Draft 2024/25 Annual Business Plan and Budget

Moved Cr Malcolm Herrmann
S/- Cr Lucy Huxter

171/24

Council resolves:

1. That the report on the Adelaide Hills Region Waste Management Authority – Draft 2024-25 Annual Business Plan and Budget be received and noted.
2. To approve the Adelaide Hills Region Waste Management Authority Draft Annual 2024-25 Business Plan and Budget (incorporating updated Long Term Financial Plan)
3. That the CEO is to advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority Draft Annual 2024-25 Business Plan and Budget (incorporating updated Long Term Financial Plan).

Carried Unanimously

**ADELAIDE HILLS COUNCIL
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12.2 Eastern Waste Management Authority – Draft 2024/25 Annual Plan and Budget

Moved Cr Lucy Huxter

S/- Cr Chris Grant

172/24

Council resolves:

- 1. That the report on Eastern Waste Management Authority - Draft 2024-25 Annual Plan and Budget be received and noted.**
- 2. To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2024-25.**
- 3. That the CEO is to advise the Eastern Waste Management Authority Board that Council has provided consent to the Eastern Waste Management Authority Draft Annual Plan 2024-25.**

Carried Unanimously

12.3 Local Heritage Code Amendments – Approach and Preliminary Engagement

Moved Cr Leith Mudge

S/- Cr Chris Grant

173/24

Council resolves:

- 1. That the report on the Local Heritage Code Amendments – Approach and Preliminary Engagement be received and noted.**
- 2. That the administration proceed with investigations that explore the opportunities to further strengthen the heritage policy framework within the Planning and Design Code as it applies to the Torrens Valley and the Onkaparinga Valley, including consideration of Local Heritage Places and Historic Area Overlays.**
- 3. That the administration proceed with a thematically aligned approach to the Torrens Valley and the Onkaparinga Valley Heritage Code Amendments which will allow for staging.**
- 4. That the administration undertake preliminary engagement with property owners directly affected by a proposed Local Heritage Place listing associated with the Torrens Valley or the Onkaparinga Valley Heritage Code Amendment process.**
- 5. That the CEO write to the Minister for Planning seeking assistance, where eligible, for grant funding via the Heritage Code Amendment Grant.**

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Carried Unanimously

12.4 Draft Animal Management Plan

Moved Cr Leith Mudge
S/- Cr Nathan Daniell

174/24

Council resolves:

1. That the report on the Draft Animal Management Plan 2024-2029 be received and noted.
2. That the Draft Dog and Cat Animal Management Plan 2024-2029 be adopted
3. That the CEO provide the Dog and Cat Animal Management Plan 2024-2029 to the Dog and Cat Management Board for approval.
4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Draft Animal Management Plan 2024-2029

Carried Unanimously

12.5 Fabrik Business Implementation Plan

Moved Cr Melanie Selwood
S/- Cr Kirilee Boyd

175/24

Council resolves:

1. That the report on the Fabrik Business and Implementation Plan be received and noted.
2. To receive and note the Fabrik Business and Implementation Plan 2024.
3. To support the continued operation of Fabrik Arts and Heritage in line with the Fabrik Business and Implementation Plan 2024.
4. That regular reporting on Fabrik be provided to Council through the Quarterly Performance Report, including financial, tourism, community and arts support metrics as outlined in the Fabrik Business and Implementation Plan 2024 evaluation and monitoring.

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5. That the CEO provides a progress report on the implementation of the Fabrik Business and Implementation Plan 2024 within 12 months of the redeveloped Fabrik Arts and Heritage becoming operational.

Carried Unanimously

12.6 Sustainable Procurement

Moved Cr Nathan Daniell
S/- Cr Melanie Selwood

176/24

Council resolves:

1. That the report on ISO20400 Sustainable Procurement and Procurement Policy review be received and noted.
2. With an effective date of 1 July 2024, to adopt the amendments as presented in the Procurement Policy as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Policy as per Appendix 1 prior to the date of effect.
4. That Item 7.3 of the Policy under dot point 'greater than \$100k' include the statement a minimum of 10% weighting shall be considered for the criteria of sustainability, or increased to reflect the importance of sustainability based on the goods, works or services to be sourced.

8:00pm Cr Lucy Huxter left the meeting room.

Carried Unanimously

12.7 Coach Parking at Stirling

Moved Cr Chris Grant
S/- Cr Mark Osterstock

177/24

Council resolves:

1. That the updated report on Stirling Village Coach Parking traffic and parking assessment be received and noted.
2. That, based on feedback from the Stirling Business Association and Adelaide Hills Tourism, no further action relating to coach parking be taken at this time and that Council continues to work closely with local developers, Stirling Business

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Association and Adelaide Hills Tourism to promote and develop the Stirling main street as a sought-after tourist destination.

Carried Unanimously

12.8 Food Organic Garden Organic Kerbside Bin Service

Moved Cr Melanie Selwood
S/- Cr Kirrilee Boyd

178/24

Council resolves:

- 1. That the report on Food Organic Garden Organic Kerbside Bin Service be received and noted.**
- 2. That the Food Organic Garden Organic kerbside bin service be expanded to include the clusters of properties identified in Appendix 1 of this report at Paracombe and Ironbank.**
- 3. That these changes to the kerbside bin service be communicated to the effected communities and implemented as soon as possible.**

Carried Unanimously

12.9 Which Bin Stickers

Moved Cr Kirrilee Boyd
S/- Cr Nathan Daniell

179/24

Council resolves:

- 1. That the report be received and noted.**
- 2. That, effective from 1 July 2024, Which Bin stickers be applied to new and replacement food organic garden organic (green) and recycling (yellow) bin lids as part of existing programs for new and replacement bins and lids.**

Carried Unanimously

12.10 2023-24 Budget Review 3

Moved Cr Malcolm Herrmann
S/- Cr Chris Grant

180/24

**ADELAIDE HILLS COUNCIL
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Council resolves:

1. That the report be received and noted.
2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2023-24 financial year which result in:
 - a. A decrease in the Operating Surplus from \$572k to \$558k for the 2023-24 financial year.
 - b. A reduction to the capital expenditure budget for 2023-24 of \$3.05m bringing the total budget to \$21.9m
 - c. Proposed financial sustainability indicators as follows:

<i>i.</i>	Operating Surplus Ratio	1%	(Target 1% to 5%)
<i>ii.</i>	Net Financial Liabilities Ratio	50%	(Target 25% to 75%)
<i>iii.</i>	Asset Renewal Funding Ratio	111%	(Target 95% to 105%)

Carried Unanimously

12.11 Gawler River Floodplain Management Authority – Appointment of Deputy Board Members

8:15pm Cr Lucy Huxter returned to the meeting room.

Decision 1

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

181/24

Council resolves:

That the report on Gawler River Floodplain Management Authority – Appointment of Deputy Board Member be received and noted.

Carried Unanimously

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

182/24

Council resolves:

To note that the Chief Executive Officer has nominated David Collins, Manager Strategic Assets, to the role of Deputy Board Member (Chief Executive Officer) commencing from 28 May 2024 and concluding on 29 November 2024 (inclusive).

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Carried Unanimously

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

183/24

Council resolves:

To determine that the method of selecting the Gawler River Floodplain Management Deputy Board Member (elected member) to be by an indicative vote to determine the preferred person for the position utilising the process set out in this Agenda report.

Carried Unanimously

Decision 2

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.11 (Decision 2).

- I am the nominee to the position of Deputy Board Member

Cr Mudge advised of his intent to leave the meeting room while the item is discussed and will not vote on the matter.

8:18pm Cr Leith Mudge left the meeting room.

**Moved Cr Nathan Daniell
S/- Cr Kirrilee Boyd**

184/24

Council resolves:

- 1. That in relation to the Gawler River Floodplain Management Authority Board to appoint Cr Leith Mudge to the Deputy Board Member (elected member) position for the remainder of the term commencing from 28 May 2024 and concluding on 29 November 2024 (inclusive).**
- 2. To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Gawler River Floodplain Management Authority Board Membership.**

Carried Unanimously

8:19pm Cr Leith Mudge returned to the meeting room.

**ADELAIDE HILLS COUNCIL
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12.12 Deputy Mayor Appointment

Under section 75C of the *Local Government Act 1999* Cr Melanie Selwood disclosed a Material (section 75) Conflict of Interest in Item 12.12.

- I intend to nominate for the position which would have a material benefit.

8:23pm Cr Melanie Selwood left the meeting room.

Moved Cr Mark Osterstock
S/- Cr Adrian Cheater

Council resolves:

1. That the report on the Deputy Mayor Appointment be received and noted.
2. To appoint Cr Melanie Selwood to the position of Deputy Mayor for a 12-month term to commence 1 June 2024 and conclude on 31 May 2025 inclusive.

AMENDMENT

Moved Cr Malcolm Herrmann
S/-

Council resolves:

1. That the report on the Deputy Mayor Appointment be received and noted.
2. To appoint Cr Melanie Selwood to the position of Deputy Mayor for a 7 month term.

Lapsed for want of a seconder

**Moved Cr Mark Osterstock
S/- Cr Adrian Cheater**

185/24

Council resolves:

- 1. That the report on the Deputy Mayor Appointment be received and noted.**
- 2. To appoint Cr Melanie Selwood to the position of Deputy Mayor for a 12 month term to commence 1 June 2024 and conclude on 31 May 2025 inclusive.**

Carried Unanimously

8:27pm Cr Melanie Selwood returned to the meeting room.

**ADELAIDE HILLS COUNCIL
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13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Service Review Biannual Report

**Moved Cr Mark Osterstock
S/- Cr Leith Mudge**

186/24

8:29pm Cr Lucy Huxter left the meeting room and did not return.

Council resolves that the Service Review Biannual Report be received and noted.

Carried Unanimously

13.2 Stirling Oval Pavilion Update

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 13.2

- This matter relates to a development application that may come before the Council Assessment Panel (CAP). As a member of CAP I am prevented by its Code of Conduct from discussing anything that may come before CAP outside of panel meetings.

Cr Mudge advised of his intent to leave the meeting room while the item is discussed and will not vote on the matter.

8:31pm Cr Leith Mudge left the meeting room.

Under section 75B of the *Local Government Act 1999* Cr Nathan Daniell disclosed a General (section 74) Conflict of Interest in Item 13.2.

- I am a deputy member of the Council Assessment Panel (CAP) but will no longer be a deputy member when the matter is presented to CAP.

Cr Nathan Daniell advised the meeting his general interest would not result in him acting in a manner contrary to his public duty and intended to remain in the meeting when the item is discussed, to participate in the debate, and vote on the matter.

**Moved Cr Kirrilee Boyd
S/- Cr Chris Grant**

187/24

Council resolves that the Stirling Oval Pavilion update report be received and noted.

Carried Unanimously

8:33pm Cr Leith Mudge returned to the meeting room.

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14. CORRESPONDENCE FOR INFORMATION

Nil

15. QUESTIONS WITHOUT NOTICE

Cr Mark Osterstock asked the Mayor to discuss the media article printed in The Courier Newspaper on 8 May 2024.

16. MOTIONS WITHOUT NOTICE

Nil

17. REPORTS**17.1 Council Member Function or Activity on the Business of Council****Cr Melanie Selwood**

- 18 May – English Ale Festival at Mylor
- 24 May – Meeting with Charleston Community Centre at Charleston

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

Nil

17.3 CEO Report

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

- An announcement that Mr Gary Lewis has been appointed Director Corporate Services;
- An announcement that Ms Jessica Charlton has been appointed Acting Director Community and Development until the formal recruitment process for the ongoing role is finalised;
- Acknowledgment of Acting Director Corporate Services, Ashley Curtis for his excellent leadership in the acting role over past 3 months;
- A progress update regarding the Amy Gillett Bikeway Project. The CEO thanked Director Environment and Infrastructure, Mr David Waters for working diligently to progress project;
- A progress report regarding drainage issues at Junction Rd, Balhannah. It was noted that a full report will come to Council in due course.

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

**Moved Cr Leith Mudge
S/- Cr Nathan Daniell**

188/24

**ADELAIDE HILLS COUNCIL
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Council resolves that the minutes of the Council Assessment Panel meeting held on 8 May 2024 as distributed, be received and noted.

Carried Unanimously

18.2 Audit Committee

**Moved Cr Melanie Selwood
S/- Cr Malcolm Herrmann**

189/24

Council resolves that the minutes of the Audit Committee meeting held on 20 May 2024 as distributed, be received and noted.

Carried Unanimously

18.3 CEO Performance Review Panel

Nil

18.4 Boundary Change Committee

Nil

19. CONFIDENTIAL ITEMS

Nil

20. MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 11 June 2024 from 6.30pm at 63 Mt Barker Road, Stirling.

21. CLOSE MEETING

The meeting closed at 8:42pm

Petitions / Deputations / Public Forum

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 8.1

Responsible Officer: Karen Cummings
Manager Property Services
Environment and Infrastructure

Subject: Petition – Onkaparinga Valley Football Club Unisex Change Rooms

For: Decision

SUMMARY

A petition has been received with 107 signatories stating:

Requesting that in 2024/25 the Adelaide Hills Council provides financial support to the Onkaparinga Valley Football Club, towards the construction of Unisex change rooms and associated Medical Facilities at the Johnston Memorial Park, 119 Onkaparinga Valley Road Balhannah. Such support, together with the Club's own funds, will enable the Club to apply and secure a grant from the Office of Recreation and Sport.

RECOMMENDATION

Council resolves:

- 1. That the petition signed by 107 signatories requesting that in 2024/25 the Adelaide Hills Council provides financial support to the Onkaparinga Valley Football Club, towards the construction of Unisex change rooms and associated Medical Facilities at the Johnston Memorial Park, 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, but in particular, the Council's resolution of 28 May 2024 seeking a report on the proposal.**
-

1. PETITION DETAILS

Council has received a petition organised by Andrew Adcock of Onkaparinga Valley Football Club and signed by 107 signatories. The covering letter is contained in **Appendix 1**.

The Petition states:

Requesting that in 2024/25 the Adelaide Hills Council provides financial support to the Onkaparinga Valley Football Club, towards the construction of Unisex change rooms and associated Medical Facilities at the Johnston Memorial Park, 119 Onkaparinga Valley Road

Balhannah. Such support, together with the Club's own funds, will enable the Club to apply and secure a grant from the Office of Recreation and Sport.

2. OFFICER'S RESPONSE – Karen Cummings, Manager Property Services

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

The Onkaparinga Valley Football Club (OVFC) have engaged with Council over the last 12 months in relation to the proposed unisex change room project to be undertaken at Johnston Memorial Park at Balhannah. In January 2024, a formal request was made for a letter of support from the Council Administration for a funding application being submitted to the SANFL. This letter of support was provided. The letter did not provide any indication of Council financial support.

A request has been received from representatives from the OVFC to present their project to Council in June. The representatives have been advised of their opportunities to make deputations or representations in public forums at Council meetings.

Requests for facility funding would normally be directed to the Council's annual Community and Recreation Facilities Grants Program, however in this instance the amount of funding sought from OVFC from Council is significantly higher than that available through the grant program (up to \$40,000 per project). It is open to the Council to determine whether or not to consider direct funding, i.e. outside the grant program, or to refer the matter to the grant program for consideration.

At its meeting held on 28 May 2024, Council considered a Motion on Notice regarding this matter from Cr Herrmann. Following consideration of motion, the Council resolved as follows:

Onkaparinga Football Club Unisex Changerooms – Cr Malcolm Herrmann

**Moved Cr Malcolm Herrmann
S/- Cr Nathan Daniell**

169/24

- 1. The CEO conducts an investigation and provides a report on the proposal from the Onkaparinga Football Club seeking financial assistance towards the erection of Unisex change rooms at the Johnson Memorial Park, Balhannah;**
- 2. That the report provides (but is not limited to):**
 - a. An assessment of the merits of the proposal against council policy regarding grants of this nature to recreation facilities, including (but not limited to), the Community and Recreation Facilities Policy and the criteria for Community and Recreation Facility Grants.**
 - b. Alternative sources of funding for this project should Council not provide full funding of the requested amount.**
 - c. Other ways, financial and non-financial, that Council could provide support for this project.**
- 3. The report to be presented to council with staff recommendations, on or before the date when council considers the response to the Annual Business Plan consultation.**

Carried Unanimously

Staff are presently working on the report to come back to Council as required by the above resolution. It is suggested that Council consider that report before making any further decisions on the matter.

➤ **Options¹**

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

- I. That the petition is received and noted. (Recommended)
- II. That the petition is not received. (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

Onkaparinga Valley Football Club Petition

Petition

To: ADELAIDE HILLS COUNCIL, PO BOX 44, WOODSIDE SA 5244

Date: 29/05/2024

We, the undersigned, wish to submit the following petition to Council. We understand that a petition submitted to the Council is a public document

Section 1: The principal signatory must complete this section:

Name: Andrew Adcock  Tel:

Address: C/- 92 Onkaparinga Valley Road, Balhannah SA

Postcode: 5242

Email:

Section 2: This petition makes the following request/submission:

That, in 2024/25, the Adelaide Hills Council provides financial support to the Onkaparinga Valley Football Club, towards the construction of Unisex change rooms and associated Medical Facilities at the Johnston Memorial Park, 119 Onkaparinga Valley Road Balhannah- such support, together with the Club's own funds, will enable the Club to apply and secure a grant from the Office of Recreation and Sport.

Section 3: List of signatories to the petition:

No.	Name	Address	Signature
1	SEE ATTACHED 6 PAGES.		
2			
3			
4			
5			
6			
7			
8			
9			
10			

Questions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 10.1 Question on Notice

Originating from: Cr Pauline Gill

Subject: Legal Fees

1. QUESTION

1. What is the current spend on consultants for FY 23/24?
2. What was the spend on consultants in FY 22/23 by comparison?
3. What is the current spend on legal fees for FY 23/24?
4. What was the spend on legal fees in FY 22/23 by comparison?
5. How much is the average fee for a lawyer to attend Council meetings?
6. What is the timeframe to have a Governance person employed or moved into the position currently occupied by a lawyer?

2. BACKGROUND

There has been an increase in spending in these budget areas and clarity is sought to have a greater understanding of the amount of the increases and of the timeframe for some of these increases.

3. OFFICER'S RESPONSE –

- 1. What is the current spend on consultants for FY 23/24?**
- 2. What was the spend on consultants in FY 22/23 by comparison?**

A comprehensive analysis up to 15th May shows a total expenditure on consultants of \$209,737 for financial year 2023/2024.

In 2022/23 Council started reporting consultancy fees in Financial Statements. The amount reported for consultancy fees for 2022/2023 was \$108,000. An incorrect accounting method was applied. If the same accounting approach was applied to the 2023/24 year the result would be zero.

Administration have commenced a review of how consulting fees are reported, prioritising the current financial year.

There is ongoing work to recalculate the prior years figure so a more meaningful comparison can be made, and this will be included in the Financial Statements for 2023/24.

There is no clear, universally accepted definition of what a consultant is which can lead to challenges in differentiating between contractors and consultants. The approach taken in performing the new analysis is that contractors 'are professionals who provide skills or services for a fixed period', while a consultant is someone who 'works with clients to provide advice, strategies and solutions to specific challenges or goals'.

3. What is the current spend on legal fees for FY 23/24?
4. What was the spend on legal fees in FY 22/23 by comparison?

Refer to the Legal Cost table below. Comparisons to the prior year expenditure need to consider that there was a large recovery of legal costs of \$34k (in addition to the normal rates recoveries). This related to expenses in the preceding year, therefore it reduced the apparent spend in 2022/23.

Table: Legal fees for 2022/23 and 2023/2024*

	2022/23 Actuals	2023/24 YTD Actuals to April 2024
Corporate Services		
Governance & Performance	6,896	92,792
People and Culture & WHS	9,534	20,943
Information Management	0	2,553
Rates	10,538	7,725
	26,968	124,013
Community & Development		
C&D Director's Office	0	6,495
Animal Management	2,902	17,304
Parking and By-Laws	4,637	8,816
Development Assessment & Compliance	181,999	(38,999)
Environmental Health	0	0
	189,538	(6,385)
Environment & Infrastructure		
E&I Director's Office	0	4,368
Manager Open Space	222	1,326
AHBTC	0	0
Property Management	30,936	39,281
	31,158	44,975
Total legal costs	247,664	162,603

* this table does not include legal fees related to Ashton Landfill

5. How much is the average fee for a lawyer to attend Council meetings?

The fee for a lawyer to attend Council meetings is a fixed cost of \$875.

6. What is the timeframe to have a Governance person employed or moved into the position currently occupied by a lawyer?

Governance and Risk Coordinator, Zoë Gill has been appointed to the Governance position. External governance support (by way of a lawyer) has been utilised during the transition period and may continue on an ad-hoc basis as appropriate and as negotiated as part of the appointment agreement.

4. APPENDIX

Nil

Motions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Melanie Selwood

Subject: Grants Policy

1. MOTION

I move that:

- 1. Council notes that the Grant Giving Policy is due for renewal;**
- 2. The CEO undertakes a review of the Grant Giving Policy and current grant programs;**
- 3. The review includes a workshop for Council Members to provide feedback on the current grant offerings and suggestions for future opportunities.**
- 4. The review consider the following:**
 - a. Eligibility criteria is sufficient for the diversity of potential applicants in our communities;**
 - b. The level of funding provided per grant type;**
 - c. Categories of grants;**
 - d. Alignment with strategic objectives;**
 - e. Assessment processes;**
 - f. Consultation with groups and associations likely to access the grant programs**
- 5. Recommendations be provided to Council by the end of January 2025.**

2. BACKGROUND

It has been raised by members of the community that Council grants are insufficient to deliver meaningful outcomes, and the eligibility criteria is difficult for some groups or organisation types to access.

The Adelaide Hills Grant Giving Policy is due for a review, and with a new Strategic Plan in development, a review of the program is timely.

Currently Council offers the following grants

(<https://www.ahc.sa.gov.au/community/community-grants>):

- Community Recreation and Facility Grants up to \$40,000 depending on the nature of the project
- Community Development Grants up to \$2500
- Community Owned Halls Insurance Grants (new program)
- Local Heritage Grants up to \$2500
- Minor Grants up to \$300
- Youth Incentive Grants for up to \$100

A review of our grant program will clearly identify where grants are likely to have the most impact and how we can best use grants to achieve the objectives our strategic plan. Our grants need to be fit-for-purpose to ensure we are getting the best outcomes for our investment.

Grant programs allow us to provide vital funding for community organisations to undertake projects and services. By supporting community-led initiatives, we empower residents and local groups to identify needs and develop solutions.

Given our budget is constrained, allowing residents and groups to deliver projects with some Council support allows Council to partner in delivering valuable services or infrastructure without taking on the entire burden of the project.

As we have seen in projects that have been funded by Council, these programs help build the capacity of community organisations and strengthens community bonds and connection.

We frequently hear from groups that they would like funding for their project. A comprehensive grant program provides equity across communities, as well as delivering on our strategic priorities.

Increasingly, groups are seeking funding from Council to allow groups to access grants from the Office of Sport and Recreation. While we should consider each project on its merit, it is also important for us to take a more strategic approach to ensure that we are providing equity to each area of our Council. A comprehensive grant program can provide a more balanced approach to these types of projects.

January 2025 has been selected for recommendations to Council to provide sufficient time between the adoption of the Strategic Plan and the creation of the Annual Business Plan for the following financial year.

3. OFFICER'S RESPONSE – Jess Charlton, Acting Director Community and Development

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C3 A community that grows together

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

A Grant Giving Policy (the Policy) that ensures consistent, fair and transparent grant giving is fundamental to trust and community confidence in Council spending and supports community capacity building.

➤ Legal Implications

Not applicable.

➤ **Risk Management Implications**

There is a community expectation that grant giving be well targeted, fair, and accessible. There is a risk of community perception that Council is not channelling grant funding in a way that achieves positive, value for money, community outcomes.

Undertaking a review of the Grant Giving Policy and current grant programs will assist in mitigating the risk of:

Community perception that grant funding is not being well spent or that Council is not being duly accountable or fair in the awarding of grants

Inherent Risk	Residual Risk	Target Risk
High 3B	Medium 3C	Low

➤ **Financial and Resource Implications**

A review of the Policy and current grant programs can be completed within existing resources.

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

A review that considers eligibility, funding and assessment processes, amongst other matters, may enhance community satisfaction with the grant program and the Council more broadly.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

4. ANALYSIS

The *Grant Giving Policy (Appendix 1)* was last reviewed in 2021 and resulted in amendments to the Policy aimed at ensuring fairness and transparency, consistency across grant streams and achievement of strategic outcomes.

The policy determines Councils commitment to grant giving and clearly describes the desired outcome and expectations in relation to this. The Grant Giving Policy recognises that, whilst

the type of grants and dollar amounts may change, the level of rigor in each grant stream should be consistent.

The Policy is actioned through operational documents and processes including procedures for administration, eligibility and assessment criteria, customer guidelines and an online grant application portal. Details of specific grants, the amount of funds that may be awarded and total budget allocation for each grant stream are currently determined via the annual business planning process.

A review of the Policy and grant programs will enable Council Members to consider policy settings and their alignment with Council's forthcoming new Strategic Plan in advance of preparation for the 2025-26 Annual Business Plan. The requested review will entail a considerable body of work involving a number of staff which may necessitate engaging external support.

5. APPENDICES

- (1) Grant Giving Policy 2021

Appendix 1

Grant Giving Policy 2021

Council Policy

Grant Giving



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	GRANT GIVING
--	---------------------

Policy Number:	COM-05
Responsible Department(s):	Community Development
Relevant Delegations:	As per the Delegations Register
Other Relevant Policies:	Sport and Recreation Policy (Facilities)
Relevant Procedure(s):	Customer Guidelines Eligibility and Assessment Criteria
Relevant Legislation:	<i>Local Government Act 1999</i>
Policies and Procedures Superseded by this policy on its Adoption:	Grant Giving Policy 23 June 2019, Item 12.6, 192/19
Adoption Authority:	Council
Date of Adoption:	27 April 2021
Effective From:	31 May 2021
Minute Reference for Adoption:	Item 12.5, 73/21
Next Review:	No later than February 2024 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	23 June 2019	Amended Grant Giving Policy	Council
2.0	31 May 2021	Policy review	Council

GRANT GIVING POLICY

1. INTRODUCTION

Through Grant Giving Council actively pursues opportunities to share resources and partner with others for better community outcomes. Council recognizes the role that Grant Giving provides in building capacity and supporting innovative, community lead projects that contribute to achieving strategic goals.

This policy provides Council and its administration with principles and guidance for awarding grants to groups and individuals and applies to all areas of Council funded grant giving.

This policy is to be read in conjunction with other relevant Council policies, including the eligibility criteria, assessment criteria and guidelines for each grant.

2. OBJECTIVES

2.1 The objectives of this Policy are:

- To deliver grant giving that reflects strategic objectives
- To ensure a consistent approach to all areas of grant giving
- To deliver grant giving that is accountable, fair and equitable
- To maximise community outcomes through the investment of public monies

3. DEFINITIONS

“Approval” refers to the authority by which a grant is awarded

“Assessment Criteria” refers to a pre-determined set of criteria against which applications are considered

“Community Group” a group formed of community members and / or relevant stakeholders that is formally incorporated

“Eligibility Criteria” means the requirements that must be met in order for a group or individual to be eligible to apply for a grant

“Grant” means a dedicated and specified amount of funds that may be applied for by an eligible group or individual

“Grant giving” refers to any occasion where Council awards a grant through an application process

“Guidelines” means information provided to assist potential applicants to navigate the application process

“Not for Profit Organisation” means an organisation whose constitution shows that it does not operate for profit, personal gain or other benefits of particular people

4. POLICY STATEMENT

The purpose of Grant Giving is to assist community groups, not for profit organisations and individuals within the Council area to establish and undertake innovative projects or activities that are beneficial to the community and align with Council’s Strategic Plan.

4.1 GRANTS

Council will provide a suite of grants that:

- reflect Council’s strategic intent
- facilitate collaborative community-led projects that benefit the Adelaide Hills Community
- improve community assets and facilities
- preserve local heritage and environment

Grant streams will be targeted to achieve outcomes across a range of areas including:

- Community and Recreation Facilities
- Community Development
- Public Art and Place-making
- Youth Incentive and support
- Sustainability and Biodiversity Management
- Diversity, Inclusion and Accessibility
- Aboriginal recognition and Reconciliation
- Built Heritage

Grant streams, total funding allocation and the maximum amount that may be applied for under each funding stream will be determined through the annual business planning process.

Council reserves the right to change or vary grant programs to reflect future strategic planning and annual business planning.

4.2 ELIGIBILITY

Applications will be considered from community groups which reside in the Adelaide Hills or provide a significant benefit to the Adelaide Hills community and meet the eligibility criteria and requirements of the grant for which they are applying.

Applications will not be considered for projects or purposes that are deemed to:

- be the responsibility of State or Federal Government
- result in an ongoing dependency on Council
- be religious in nature
- be for political or commercial gain

Eligibility criteria will be in place for all Council grants and determine the eligibility of both the applicant and the project or outcome of the grant application.

Council may fund individuals in instances where that person meets the eligibility criteria and requirements of the grant for which they are applying.

Eligibility criteria will be made readily available to applicants via the Council's website www.ahc.sa.gov.au.

4.3 APPLICATION

All Grant Giving streams will be detailed on the Council website www.ahc.sa.gov.au.

Grant funding rounds will be widely advertised. Information, application requirements and guidelines to assist with the application process will be made readily available to potential applicants via the Council website www.ahc.sa.gov.au.

Guidelines will be in place to guide and support applicants through eligibility requirements and the application process for all grants.

4.4 ASSESSMENT AND APPROVAL

Procedures will be put in place which provide for:

- promoting competitive grant giving opportunities in a broad and open manner
- a fair and widely accessible application process
- a robust and transparent assessment process
- acquitting approved grants and ensuring acknowledgement of the Council as a grant provider

Grant applications will be assessed and grants awarded by the delegated authority or through Council endorsement in accordance with the requirements of each grant program and in accordance with predetermined Eligibility and Assessment Criteria.

Assessment Criteria will be in place for all Council grants.

In the case of grants requiring assessment by a panel the selection of the panel members will:

- Deliver the knowledge and expertise to inform assessment
- Manage conflicts of interest in accordance with the provisions of the Local Government Act

In the case of Grant funding rounds details of successful applicants shall be made available on the Council website.

4.5 FUNDING

Council Grant Giving is targeted to reflect Councils role as a Local Government and address costs that sit outside of funding that is the primary responsibility of State or Federal Government or other key stakeholders.

The amount of funds allocated to each grant stream will be determined on an annual basis as part of the normal budget setting process.

4.6 DISASTER RELATED GRANT GIVING

In response to disaster related events such as bushfire or extreme weather, Council may offer dedicated funding grants to support recovery. These grants will be subject to the same rigor as all other grants.

4.7 EXCEPTIONS

Council reserves the right to make donations to, or in other ways financially support, groups and projects that benefit the community and reflect strategic objectives as part of normal budget setting and program management processes.

4.8 CONFLICT OF INTEREST

Staff and Elected Members involved in the assessment and / or approval process are required to declare any real or perceived conflict of interest in relation to any grant application.

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 11.2 Motion on Notice

Originating from: Cr Mark Osterstock

Subject: Proposed OTR Development Heathfield

1. MOTION

I move that:

Decision 1

- 1. Council reaffirms its decision [209/23] of the 8th day of August 2023 in relation to DA 21031284, Proposed OTR Development at Heathfield. That decision being as follows:**

11.1 Proposed OTR Development Heathfield

Moved Cr Mark Osterstock
S/- Cr Chris Grant

209/23

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

Carried Unanimously

Decision 2

1. Council notes that the applicant has submitted an appeal against the Council Assessment Panel (CAP) decision of the 26th day of July 2023 and that this appeal is currently before the Environment Resources and Development [ERD] Court.
2. Council maintains its opposition, in the strongest possible terms, to a large 24-hour retail fuel outlet and canopy, an automatic car wash and dog wash facility, for the reasoning as articulated in its detailed representation that was considered by the CAP at its meeting of the 26th day of July 2023 (*Appendix 1*).

- 3. Council, once again, extends its encouragement to the Assessment Manager, in her role in assisting and supporting the CAP, and by extension to the CAP, under Section 87 of the PDI Act, in defending the appeal should the proposal remain unacceptable.**

2. BACKGROUND

PC Infrastructure Pty Ltd lodged a development application (PlanSA Application ID: 21031284) on 1 February 2022 for 160 Longwood Road Heathfield (CT6003/528) with the following description noted on PlanSA:

24 hour retail fuel outlet with associated canopy, car cleaning & dog wash facilities, 70,000L underground fuel storage tank, pylon advertising sign (maximum height 7m), combined fence & retaining walls (maximum height 4.8m), retaining walls (maximum height 3.25m), car-parking & landscaping

The application was considered by the Council Assessment Panel (CAP) at its meeting held on 26 July 2023 where it determined to refuse planning consent for the reasons outlined in **Appendix 2**.

The applicant appealed the decision of the CAP and the matter continues to be heard before his Honour, Senior Judge Durrant in the Environment Resources and Development [ERD] Court. The matter has been adjourned a number of times whilst the Appellant has considered whether to submit a compromise proposal. A compromise proposal has now been received by Council planning staff via legal representatives.

The compromise proposal will be considered by the CAP in its role as an independent relevant authority at a Special CAP Meeting on Wednesday 19 June 2024.

3. OFFICER'S RESPONSE – Jess Charlton, Acting Director Community and Development

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

Strategic Plan 2020-24 – A brighter future

Goal 1 A functional BUILT ENVIRONMENT

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

Priority B2.3 Proactively work with developers to ensure that built form complements or enhances existing local character whilst preserving the character and amenity of our towns, historic buildings and scenic environment

➤ **Legal Implications**

The Development Application was assessed under the relevant provisions of the *Planning, Development and Infrastructure Act 2016* (PDI Act).

Under the PDI Act, no third-party appeal rights apply for performance assessed development and there is no opportunity for third-party comment on the modified application, as it is a variation through an appeal process and not lodged as a new application.

➤ **Risk Management Implications**

By resolving as proposed, it will assist in mitigating the risk of:

Council Members not being representative of community sentiment regarding the potential character and amenity impact of developments occurring within the Council area leading to a loss of community confidence.

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

➤ **Financial and Resource Implications**

Not applicable.

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

It is a reasonable expectation that the community regards the Council as having a significant interest in the character and amenity of the district.

It is a community expectation that Council will respect the development application process CAP's role as the decision maker in the appeal process.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable
Council Workshops: Not Applicable
Advisory Groups: Not Applicable
External Agencies: Not Applicable
Community: Not Applicable

4. ANALYSIS

The proposed motion reinforces Council's position to not support the development and acknowledges the CAP's role as the decision maker in the appeal process.

5. APPENDICES

- (1) Representation from Kelliedy Jones on behalf of the Adelaide Hills Council
- (2) Minutes from Special Council Assessment Panel Meeting – 26 July 2023

Appendix 1

*Representation from Kelledy Jones on behalf of the
Adelaide Hills Council*

Representations

Representor 76 - Victoria Shute

Name	Victoria Shute
Address	GPO Box 2024 ADELAIDE SA, 5001 Australia
Phone Number	
Email Address	
Submission Date	03/03/2022 12:05 PM
Submission Source	Online
Late Submission	No
Would you like to talk to your representation at the decision-making hearing for this development?	Yes
My position is	I oppose the development
Reasons	I am instructed by the Adelaide Hills Council to object to the proposed development. A detailed representation letter accompanies this form.

Attached Documents

AHC0001_220033_005.pdf

3 March 2022

Deryn Atkinson
Assessment Manager
Adelaide Hills Council Assessment Panel
PO Box 44
WOODSIDE SA 5244

Level 6/19 Gilles Street
Adelaide SA 5000
GPO Box 2024 SA 5001
ABN 66 159 460 723
kelleyjones.com.au

VIA PLANSA PLANNING PORTAL

Dear Deryn

DA 21031284 – OTR PROPOSAL AT 160 LONGWOOD ROAD, HEATHFIELD – REPRESENTATION BY ADELAIDE HILLS COUNCIL

We act for the Adelaide Hills Council (“the Council”).

We refer to DA 21031284 being for a proposed development to be located at 160 Longwood Road, Heathfield (“the Land”), the nature of which is described on the SA planning portal (“PlanSA”) as:

24 hour retail fuel outlet with associated canopy, car cleaning & dog wash facilities, 70,000L underground fuel storage tank, pylon advertising sign (maximum height 7m), combined fence & retaining walls (maximum height 4.8m), retaining walls (maximum height 3.25m), car-parking and landscaping.

We are instructed to make this representation on the behalf of the Council pursuant to section 107(3)(b) of the *Planning, Development and Infrastructure Act 2016* (“the Act”).

The Council **objects** to the proposed development and submits that planning consent for DA 21031284 should be **refused**.

We set out the Council’s detailed representation below.

1. **Seriously at variance**

- 1.1 We submit that DA 2101284 is, clearly, seriously at variance to the Planning and Design Code (“the Code”) and **must be refused** pursuant to section 107(2)(c) of the Act.¹
- 1.2 In determining whether the proposed development is seriously at variance with the Code, guidance is provided in numerous Supreme Court and ERD Court case law authorities which concerned section 35(2) of the *Development Act 1993* which was

¹ See *R v City of Munno Para; ex parte John Weeks Pty Ltd* (1987) 46 SASR 400

phrased in very similar terms to section 107(2)(c) of the Act, and which means that these authorities remain of relevance to planning assessments under the Act.

- 1.3 The task that the relevant authority must undertake in determining whether a proposed development is seriously at variance to the Code is to undertake an “*examination on what is the essential thrust and objective of the (Code) ... so far as they apply to the land the subject of the intended development and its locality*”.
- 1.4 The Land is located within the Rural Neighbourhood zone and the Adelaide Hills subzone of the Code.
- 1.5 According to Part 1 – Rules of Interpretation in the Code, if there is an inconsistency between provisions of the Code for a proposed development, subzone policies prevail over a zone policy or a general development policy and zone policies prevail over a general development policy. On this basis, the subzone should be contemplated ahead of the zone.
- 1.6 The provisions of the Adelaide Hills subzone **do not contemplate** retail fuel outlets or any of their component activities including shop uses. It is entirely clear from subzone DO 1, PO 1.1 and DTS/DPF 1.1 that the **only** form of non-residential development contemplated in the subzone is **tourist accommodation**.
- 1.7 Turning to the Rural Neighbourhood zone, DO 1 seeks:

*Housing on large allotments in a spacious rural setting, often together with large outbuildings. Easy access and parking for cars. Considerable space for trees and other vegetation around buildings, as well as on-site wastewater treatment where necessary. **Limited** goods, services and facilities **that enhance rather than compromise rural residential amenity.***

(my emphasis)

- 1.8 According to Part 1 – Rules of Interpretation in the Code, Desired Outcomes set a “general policy agenda for a zone”. It is DO 1 that the remaining provisions of the zone must be applied consistently with.
- 1.9 The Land Use and Intensity Performance Outcomes and Deemed-to-Satisfy Criteria/Designated Performance Features **do not contemplate** retail fuel outlets. Whilst shops (a component of a retail fuel outlet) are contemplated, they are contemplated, consistent with DO 1 in **very limited circumstances** as follows being where they are:
 - 1.9.1 “*complementary ancillary...compatible with a spacious and peaceful lifestyle for individual households*”²
 - 1.9.2 “*of a scale and type to maintain residential amenity*”³

² Zone PO 1.1

³ Zone PO 1.2

- 1.9.3 located on the same allotment and in conjunction with a dwelling, does not exceed 50m² in gross leasable floor area⁴ and does not involve the display of good in a window or about the dwelling or its curtilage⁵
- 1.9.4 reinstating “a former shop, consulting room or office **in an existing building**” and where the building is a State or Local Heritage Plans and the shop” **is in conjunction with a dwelling** and there is no increase in the gross leasable floor area previously used for non-residential purposes”⁶ (my emphasis)
- 1.9.5 “small-scale”⁷.
- 1.10 The above provisions demonstrate that the essential thrust and objective of the Code as it applies to the Land is that the proposed development is seriously at variance to the Code by virtue of its very nature alone.
- 1.11 The proposed development is so clearly seriously at variance to the Code that it is not even contemplated in the zone and subzone.
- 1.12 Even if it could be argued that, despite the very clearly-stated provisions of the subzone, that the zone contemplates shops and other commercial land uses and that the proposed development should proceed to a merits assessment on this basis, the proposed development is clearly, seriously at variance with the Code when the zone provisions are considered alone.
- 1.13 The proposed development comprises:
- 1.13.1 a “control building” which will contain the “shop” component of the retail fuel outlet of 250m², **five (5) times larger** than the gross leasable floor area tolerated for shops in the zone (50m²);
- 1.13.2 the gross leasable floor areas for the other component land uses comprise:
- (a) a fuel canopy of 122.54m²;
 - (b) an autowash of 61.61m²;
 - (c) a dog wash of 5.53m²;
 - (d) a carwash with is associated plant room of 170.23m².
- 1.14 The total gross leasable floor area for the proposed development is 609.91m² - **more than twelve (12) times (or 1200%) more than the 50m² contemplated in the zone.**
- 1.15 The proposed development is intended to operate twenty-four (24) hours a day, seven (7) days a week.

⁴ Gross leasable floor area is defined in Part 8 of the Code to mean “the total floor area of a building excluding public or common tenancy areas such as malls, hallways, verandahs, public or shared tenancy toilets, common storage areas and loading docks”

⁵ Zone DTS/DPF 1.2(a)

⁶ Zone DTS/DPF 1.2(b)

⁷ Zone PO 1.4

- 1.16 Further and significantly, the proposed development does not incorporate a dwelling of any sort, the existing building on the Land is to be demolished and the existing building is not a State or Local Heritage Place.
- 1.17 The proposed development also incorporates a significant amount of advertising signage and a large, 7m-high pylon sign which is not contemplated at all in the zone. To demonstrate how large the proposed development will be, I provide images of the Land below.



Figure 1.1 – View towards the Land from Longwood Road, facing WNW.



Figure 1.2 – View towards the Land from Heathfield Road, facing SSW



Figure 1.3 – View towards the Land from Longwood Road, facing SE



Figure 1.4 – View of the Land from Scott Creek Road, facing NNE

1.18 The locality is entirely consistent with the zone and subzone and the current buildings on the Land are of an appropriately-small scale. Introducing the proposed development into the locality cannot be considered to be anything other than seriously at variance to the Code.

1.19 Of direct relevance to the assessment of the proposed development is the Supreme Court decision in *Hayes and Ors v Development Assessment Commission and Ors*,⁸ in which a retail development comprising 4,676m² of gross leasable floor area in a Local Centre Zone where the maximum gross leasable floor area for retail developments in the Zone was 3,700m². The Court found, relevantly, that:

1.19.1 the proposed floor area, which exceeded the Zone's maximum by approximately 27% was a serious departure from the provisions of the Zone; and

⁸ [1997] SASC 6155

1.19.2 the thrust and intent of the Development Plan was to create a “hierarchy” of Centre Zones, each with differing scales of retail development. The proposed development in this case was a serious variance from the Development Plan.

1.20 We submit that the proposed development is clearly seriously at variance with the Code. It is clearly and seriously contrary to the intent and objective of the subzone and zone, not only on mathematical calculation of floor area, but in terms of the overall structure of the Code which seeks to limit shop and retail-type developments in the subzone and zone to only the **smallest** forms of developments and **only in conjunction with residential land uses**.

1.21 We submit that the proposed development must be refused on this basis.

2. **Notwithstanding, DA 21031284 should be refused on its merits**

2.1 Should the relevant authority determine that the proposed development is not seriously at variance with the Code (a determination that we strongly disagree with), we submit that the proposed development should be refused on its merits for the reasons given below.

2.2 **Approach to assessment**

2.2.1 As stated above, Part 1 of the Code contains rules of interpretation applying to the Code. Importantly, a hierarchy of provisions is provided for where, in the event of any inconsistencies between any relevant provisions of the Code:

- (a) the provisions of an overlay prevail over all other policies applying in the particular case;
- (b) a subzone policy will prevail over a zone or a general development policy; and
- (c) a zone policy will prevail over a general development policy.

2.2.2 Zones, subzones and overlays contain Desired Outcomes, Performance Outcomes and DTS/DPF assessment criteria. The hierarchy of those provisions is as listed, Desired Outcomes prevail over Performance Outcomes and Performance Outcomes have greater weight than DTS/DPF criteria. Performance Outcomes and DTS/DPF criteria are somewhat interrelated in that the DTS/DPF criteria provide quantitative guidance of examples of what is considered acceptable for the Performance Outcome.

2.2.3 The starting point for an assessment of a development application is to identify all relevant provisions of the Code applicable to the site of the proposed development.

2.2.4 The approach to assessment thereafter involves:

- (a) identifying relevant zone, subzone, overlay and general development policy provisions;

- (b) identifying any inconsistencies between the hierarchy of provisions and resolving them;
- (c) applying the provisions to the proposed development and reaching an “on balance” assessment as to whether the proposed development should or should not be granted a planning consent.

2.3 Zone and subzone provisions

2.3.1 We set out each of the relevant zone and subzone provisions, together with our submissions on each provision, below.

Provision	Commentary
<p>Subzone DO 1; DO2; PO 1.1 and DTS/DPF 1.1; PO 2.1 and DTS/DPF 2.1; PO 2.2.</p>	<p>These provisions create a clear intent and purpose for the subzone to encourage residential development (in the form of dwellings and supported accommodation) and tourist accommodation only.</p> <p>Other forms of land uses are not contemplated.</p> <p>We submit that the fact that other land uses – including the retail fuel outlet proposed in DA 21031284 – are not contemplated in the subzone means that any zone or general development policies which do contemplate them (remotely or otherwise) should be read down such that such uses should only be contemplated in extenuating circumstances as discussed at paragraph [4] below.</p>
<p>Zone DO 1</p> <p>Housing on large allotments in a spacious rural setting, often together with large outbuildings. Easy access and parking for cars. Considerable space for trees and other vegetation around buildings, as well as on-site wastewater treatment where necessary. Limited goods, services and facilities that enhance rather than compromise rural residential amenity</p>	<p>The proposed development does not comprise housing in a spacious rural setting.</p> <p>The proposal is not “limited”; it is a 24/7 retail fuel outlet as that term is defined in the Code. The proposed development does not enhance rural residential amenity, especially visual amenity.</p> <p>We refer to Figures 1.1 – 1.4 above. The existing building on the Land is “limited” in its size and does not compromise rural amenity. The proposed development, by comparison contravenes DO 1 in its size, scale and potential to attract</p>

	customers from outside of the locality and area.
<p>PO 1.1</p> <p>Predominantly residential development with complementary ancillary non-residential uses compatible with a spacious and peaceful lifestyle for individual households.</p> <p>DTS/DPF 1.1</p> <p>Development comprises one or more of the following:</p> <ul style="list-style-type: none"> (a) Ancillary accommodation (b) Consulting room (c) Detached dwelling (d) Office (e) Outbuilding (f) Pre-school (g) Recreation area (h) Shop 	<p>The proposed development is not residential, nor is it an “ancillary” use which is compatible with a spacious and peaceful lifestyle for individual households.</p> <p>The proposal is for a “retail fuel outlet” which is a defined land use in Part 7 of the Code. Whilst it contains a shop component, it is not a shop. It is a distinct form of development which is not recognised in DTS/DPF 1.1.</p>
<p>PO 1.2</p> <p>Commercial activities improve community access to services are of a scale and type to maintain residential amenity.</p> <p>DTS/DPF 1.2</p> <p>A shop, consulting room or office (or any combination thereof) satisfies any one of the following:</p> <ul style="list-style-type: none"> (a) it is located on the same allotment and in conjunction with a dwelling where all the following are satisfied: <ul style="list-style-type: none"> (i) does not exceed 50m² gross leasable floor area (ii) does not involve the display of goods in a window or about the dwelling or its curtilage (b) it reinstates a former shop, consulting room or office in an existing building (or portion of a building) and satisfies one of the following: <ul style="list-style-type: none"> (i) the building is a State or Local Heritage Place (ii) is in conjunction with a dwelling and there is no increase in the gross 	<p>The size, scale and type of the shop component as well as the overall proposed development are clearly contrary to PO 1.2 – it is a very large development especially when assessed against DTS/DPF 1.2 and will be very visible in the locality and will, arguably have other impacts on residential amenity.</p> <p>Whilst the proposed development is not a “shop” as defined in Part 7 of the Code, it does contain a “shop” component and, as such PO 1.2 and DTS/DPF 1.2 have relevance. On this basis, the proposed development is not in conjunction with a dwelling and, in any event, considerably larger than the 50m² gross leasable floor area envisaged in the Zone and will involve the display of goods which will, necessarily, be visible in the locality.</p> <p>Again, we refer to Figures 1.1 – 1.4 above to compare the proposed development to the existing state of the Land which we submit is considerably more in keeping with these provisions.</p>

<p>leasable floor area previously used for non-residential purposes.</p>	
<p>PO 1.3</p> <p>Non-residential development sited and designed to complement the residential character and amenity of the neighbourhood.</p>	<p>A 24/7 retail fuel outlet does not, of itself, complement the residential character and amenity of the neighbourhood. Whilst the subject land is presently a motor repair station (mechanic), this use is considerably smaller in scale in terms of the footprint of the use, the size and scale of the buildings and its capacity for vehicle movements and use generally.</p> <p>It is also of significance that the existing motor repair station is the only commercial/non-residential land use within the locality. This is not a locality in which commercial and non-residential uses are commonplace. It is a locality of residential, village-like character and not a locality where the proposed development could be described as complementary.</p>
<p>PO 1.4</p> <p>Non-residential development located and designed to improve community accessibility to services, primarily in the form of:</p> <ul style="list-style-type: none"> (a) small-scale commercial uses such as offices, shops and consulting rooms (b) community services such as educational establishments, community centres, places of worship, pre-schools and other health and welfare services (c) services and facilities ancillary to the function or operation of supported accommodation or retirement facilities (d) open space and recreation facilities 	<p>The proposed development does not fall within any of these envisaged land uses.</p> <p>It is a large retail fuel outlet which will attract traffic and users from far beyond the local community, contrary to PO 1.4.</p>
<p>PO 2.1</p> <p>Buildings contribute to a low-rise residential character and complement the height of nearby buildings.</p> <p>DTS/DPF 2.1</p> <p>Building height (excluding garages, carports and outbuildings) is no greater than 2 building levels and 9m and wall height no</p>	<p>Whilst the proposed development complies with DTS/DPF 2.1, it arguably contravenes PO 2.1 in that its design and the number of buildings grouped together will not contribute the 'low-rise residential character' of the Zone.</p> <p>Rather, it will result in a visibly more "cluttered" and denser site than that in the prevailing character of the</p>

<p>greater than 7m except in the case of a gable end.</p>	<p>locality. The fuel canopy will be closer to Longwood Road than the present mechanic building. It will also be considerably larger than the existing canopy. The built form will extend towards the entire rear area of the Land which is currently open. It will appear, in the context of the locality, to be a very large and 'closed-off' development with its high retaining walls and fences.</p>
<p>PO 4.1</p> <p>Buildings are set back from secondary street boundaries to maintain a pattern of separation between building walls and public thoroughfares and reinforce a streetscape character.</p> <p>DTS/DPF 4.1</p> <p>Buildings walls are set back at least 2m from the boundary of the allotment with the secondary street frontage.</p>	<p>The car wash control building does not meet this criteria, nor does the fencing to the rear of the Land.</p> <p>When viewed in the context of the locality, these areas of deficiency are significant and unwarranted and will detrimentally affect the character of the locality.</p>
<p>PO 5.1</p> <p>Buildings are set back from side boundaries to allow maintenance and access around buildings and minimise impacts on adjoining properties.</p> <p>DTS/DPF 5.1</p> <p>Building walls are set back from the side boundaries at least 2m.</p>	<p>As above for PO 4.1 and DTS DPF/4.1.</p>
<p>PO 7.1 and DTS/DPF 7.1; PO 7.2 and DTS/DPF 7.2; PO 8.1 and DTS/DPF 8.1;</p>	<p>These provisions clearly reaffirm the intent and purpose of the Zone is to accommodate rural-style residential development and very small, limited shops and services. The proposed development is contrary to this intent and purpose and should be refused.</p>
<p>PO 10.1</p> <p>Advertisements identify the associated business activity, and do not detract from the residential character of the locality.</p> <p>DTS/DPF 10.1</p> <p>Advertisements relating to a lawful business activity associated with a residential use do not exceed 0.3m² and mounted flush with a wall or fence.</p>	<p>The proposed advertisements in their size, scale, number and visibility clearly contravene this criteria.</p> <p>We acknowledge that the number of signs and the amount of branding proposed for the proposed buildings is considerably less and more muted than other OTR developments located within the Council's area.</p>

	<p>However, the advertisements proposed will detract from the residential character of the locality.</p> <p>They clearly exceed the DTS/DPF criteria.</p> <p>They arguably include all areas painted in OTR corporate colours (black/charcoal and yellow) as no distinction has been made between 'lettering' and the area upon which said 'lettering' is not delineated or distinguished from the blade walls, fascia and other areas upon which they are placed in the elevation plans or other drawings. This means that the advertising areas could lawfully increase over time without requiring development approval.</p>
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2.4 Overlay provisions

2.4.1 The following Overlays apply to the site of the proposed development:

- (a) Hazards (Bushfire – High Risk) Overlay
- (b) Hazards (Flooding – Evidence Required) Overlay
- (c) Mount Lofty Ranges Water Supply Catchment (Area 1) Overlay
- (d) Mount Lofty Ranges Water Supply Catchment (Area 2) Overlay
- (e) Native Vegetation Overlay
- (f) Prescribed Wells Overlay
- (g) Regulated and Significant Tree Overlay.

2.4.2 The Council submits that the proposed development does not demonstrate sufficient compliance with the requirements of the Hazards (Bushfire – High Risk) Overlay and should be refused.

2.4.3 In particular:

- (a) Overlay DO 1, DO 2 and DO 3 and Overlay PO 1.1 provide:

Desired Outcome	
DO 1	<p>Development, including land division is sited and designed to minimise the threat and impact of bushfires on life and property with regard to the following risks:</p> <ul style="list-style-type: none"> (a) potential for uncontrolled bushfire events taking into account the increased frequency and intensity of bushfires as a result of climate change (b) high levels and exposure to ember attack (c) impact from burning debris (d) radiant heat (e) likelihood and direct exposure to flames from a fire front.
DO 2	Activities that increase the number of people living and working in the area or where evacuation would be difficult is sited away from areas of unacceptable bushfire risk.
DO 3	To facilitate access for emergency service vehicles to aid the protection of lives and assets from bushfire danger.

Performance Outcome	Deemed-to-Satisfy Criteria / Designated Performance Feature
Land Use	
PO 1.1 Development that significantly increases the potential for fire outbreak as a result of the spontaneous combustion of materials, spark generation or through the magnification and reflection of light is not located in areas of unacceptable bushfire risk.	DTS/DPF 1.1 None are applicable.

- (b) the only detail concerning how these extremely important provisions have been considered and addressed in the proposed development are three (3) sentences at page 9 of the applicant's covering letter for DA 21031284 (page 14 of the application documents obtained from PlanSA), stating:

“The development has been designed to provide access to emergency service vehicles from two public road frontages. Furthermore, the buildings are within close proximity to both Scott Creek Road and Longwood Road and the site is serviced by mains water. The proposed development does not trigger a referral to the South Australian Country Fire Service”

- (c) with respect to the applicant, these three (3) sentences are wholly insufficient to address the abovementioned Overlay provisions and reveal a complete lack of appreciation and understanding of the locality;
- (d) the Ash Wednesday I fire on 20 February 1980 began in Heathfield, at what is now known as the Heathfield Resource Recovery Centre at 32 Scott Creek Road, approximately 600 metres “as the crow flies” from the Land;⁹

⁹ Please note that the Centre is located in an Infrastructure Zone and not the Rural Neighbourhood Zone

- (e) the locality has been subject to bushfires on numerous occasions since then, including the Ash Wednesday II fire in 1983 and in 1995 and has been threatened on numerous occasions since;
- (f) despite this, **no detail** has been provided as to:
 - (i) fire mitigation measures or even a bushfire plan in the event that the proposed development is threatened by a bushfire;
 - (ii) measures to ensure that the proposed development is sufficiently protected in the event of ember attack;
 - (iii) measures to ensure sufficient risk mitigation in the event of exposure to burning debris, radiant heat and flames from a direct fire front;
- (g) the mere proximity of the Land to Scott Creek Road and Longwood Road and accesses being designed to accommodate emergency service vehicles does not address the relevant DO's and PO 1.1;
- (h) the fact that no referral to the CFS is required for DA 21031284 does not mean that the abovementioned DO's and PO 1.1 have been fulfilled;
- (i) the Council strongly submits that, **at the very least** given the locality and its present bushfire risk, a report from a fire safety engineer should accompany DA 21031284 to confirm that it satisfactorily complies with the abovementioned DO's and PO 1.1;
- (j) again, with respect to the applicant, the absence of this information, at best, indicates a failure to understand the locality, local conditions, the Overlay and the present bushfire risk and, at worst, suggests that the proposed development cannot satisfactorily meet the abovementioned DO's and PO 1.1.

3. General Development Policies

3.1 The following provisions are relevant to the proposed development:

Provision	Commentary
<p>Advertisements DO 1</p> <p>Advertisements and advertising hoardings are appropriate to context, efficient and effective in communicating with the public, limited in number to avoid clutter, and do not create hazard.</p>	<p>We submit that this DO 1 must be read down in accordance with the zone provisions which discourage advertisements and require them to only be in association for a home-based business and limited to 0.3m².</p> <p>Accordingly, this DO 1 does not provide support for the proposed development, particularly the large pylon sign which is considerably larger than that desired in the zone.</p>

<p>Advertisements PO 1.1</p> <p>Advertisements are compatible and integrated with the design of the building and/or land they are located on.</p> <p>DTS/DPF 1.1</p> <p>Advertisements attached to a building satisfy all of the following:</p> <p>...</p> <p>(a) <i>are not located in a Neighbourhood-type zone</i></p> <p>...</p>	<p>Read together with zone PO 10.1 and the DTS/DPF 1.1 criteria (a), the proposed development clearly breaches this provision.</p> <p>Advertisements attached to a building are clearly discouraged in all Neighbourhood-type zones and especially the Rural Neighbourhood Zone. Corporate logos are prominent as is branding and the use of corporate colours for the exterior finishes of the buildings, especially the yellow used on the car wash buildings. The 7m-high advertising pylon sign is very high and will be visually prominent in the locality (refer to Figures 1.1 – 1.4 above).</p>
<p>PO 1.2</p> <p>Advertising hoardings do not disfigure the appearance of the land upon which they are situated or the character of the locality.</p> <p>DTS/DPF 1.2</p> <p>Where development comprises an advertising hoarding, the supporting structure is:</p> <p>(a) concealed by the associated advertisement and decorative detailing or</p> <p>(b) not visible from an adjacent public street or thoroughfare, other than a support structure in the form of a single or dual post design.</p>	<p>Whilst some efforts have been undertaken to comply with these provisions, demonstrated through the less-than-usual and muted OTR branding and number of signs, especially behind the control building, these measures arguably do not overcome the Zone provisions and PO 1.1 which strongly discourage advertisements altogether.</p> <p>Further and in any event, we submit that PO 1.2 and DTS/DPF 1.2 are inconsistent with the provisions of the zone and subzone and must be read down accordingly. We submit that the correct interpretation of these provisions in light of the zone and subzone is that they do not encourage advertising hoardings and only apply where the advertising hoardings comply with the zone and subzone provisions first.</p>
<p>PO 1.3</p> <p>Advertising does not encroach on public land or the land of an adjacent allotment.</p> <p>DTS/DPF 1.3</p> <p>Advertisements and/or advertising hoardings are contained within the boundaries of the site.</p>	<p>Whilst the proposed development complies with these provisions, limited weight attaches to this compliance given the overarching weight attached to the zone provisions and PO 1.1 above.</p>
<p>PO 1.5</p>	<p>Whilst the advertisements are reduced in size and number from 'usual' OTR developments, they are still of a size and</p>

<p>Advertisements and/or advertising hoardings are of a scale and size appropriate to the character of the locality.</p>	<p>scale foreign and incompatible with the locality.</p> <p>In any event, the advertisements are inconsistent with the Zone and PO 1.1 and these non-compliances are not 'made good' by compliance with, or attempts to comply with, this provision (refer to Figures 1.1 – 1.4 above)</p>
<p>PO 2.1</p> <p>Proliferation of advertisements is minimised to avoid visual clutter and untidiness.</p> <p>DTS/DPF 2.1</p> <p>No more than one freestanding advertisement is displayed per occupancy.</p>	<p>Whilst these criteria are arguably met, however and as discussed above, this does not overcome the identified non-compliances with applicable Zone criteria and PO 1.1 above.</p>
<p>PO 2.3</p> <p>Proliferation of advertisements attached to buildings is minimised to avoid visual clutter and untidiness.</p> <p>DTS/DPF 2.3</p> <p>Advertisements satisfy all of the following:</p> <ul style="list-style-type: none"> (a) are attached to a building (b) other than in a Neighbourhood-type zone, where they are flush with a wall, cover no more than 15% of the building facade to which they are attached (c) do not result in more than one sign per occupancy that is not flush with a wall. 	<p>The proposed development does not satisfactorily comply with these provisions.</p> <p>Whilst the number of size of advertising signs is reduced from what the Council considers to be a "typical" OTR development, these provisions are not satisfied. In particular, PO 1.1 above and the zone and subzone provisions discourage advertising signs altogether and DTS/DPT 2.3 reflects this, as it means that there is no envisaged amount of advertising areas in the zone.</p>

<p>Design DO 1</p> <p>Development is:</p> <ul style="list-style-type: none"> (a) contextual - by considering, recognising and carefully responding to its natural surroundings or built environment and positively contributes to the character of the immediate area <p>...</p>	<p>This DO criteria is not met given the sheer size and scale of the proposed development when considered in its locality where it will be the only commercial/retail-type development.</p> <p>To the extent that the proposed development has been designed to be of a lower-scale to a 'usual' OTR development and uses darker, more natural colours to achieve this criteria, the zone provisions must be afforded</p>
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	<p>more weight than this provision and, as the zone discourages the proposed development, compliance with this criteria does not warrant the grant of planning consent.</p>
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<p>Design in Urban Areas DO 1</p> <p>Development is:</p> <p>(a) contextual - by considering, recognising and carefully responding to its natural surroundings or built environment and positively contributes to the character of the immediate area</p> <p>...</p>	<p>Note – this is identical to Design DO 1.</p> <p>See submissions made above.</p>
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<p>Interface between Land Uses DO 1</p> <p>Development is located and designed to mitigate adverse effects on or from neighbouring and proximate land uses.</p> <p>...</p>	<p>The main potential for adverse impacts on neighbouring land uses is from noise.</p> <p>The Sonus report provided with the application documents considers residential noise level criteria under the Environment Protection (Noise) Policy and confirms compliance, subject to the provision of a 3 metre high fence, limited hours for deliveries, etc, plantings and construction techniques.</p> <p>We note that the Sonus report is premised upon limited hours for deliveries being imposed. Should the relevant authority determine to approve the proposed development, we urge it to impose conditions reflecting the recommended hours.</p> <p>However, we also note that the Sonus report is premised on the construction of a 3m-high fence which will be located on top of relatively high retaining walls at some locations on the Land.</p> <p>The 3m-high fence and the significantly-high retaining walls are of serious concern.</p> <p>Neither the fence nor the retaining walls are shown on any elevations.</p>
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	<p>In the locality, such a high fence will cause adverse visual amenity impacts and be contrary to the established character of the Zone as it is considerably higher than a “standard” fence (2.1 metres), and will be even higher than 3 metres when the boundary retaining walls are taken into account. The Council is rightly concerned that the fence will be perceived as a large and solid intrusion into what is, currently and in consistency with the intent and purpose of the zone, a rural-type locality with small-scale buildings and high visual amenity.</p> <p>This deficiency provides compelling reasons to object to the proposed development together with the relevant zone provisions mentioned above.</p>
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4. Conclusion

- 4.1 The Council submits that, for the reasons given at paragraph [1] above, DA 2101284 is clearly, seriously at variance to the Code and must be refused.
- 4.2 Even if the relevant authority disagrees with this position, we submit that DA 2101284 must be refused on its merits. As discussed above, the proposed development is clearly and significantly deficient and does not satisfactorily meet the most relevant and significant provisions of the Code.
- 4.3 Further, there is simply no justification for departing from the very clearly expressed provisions of the Code which are not satisfied by the proposed development.
- 4.4 The key case law authority which applies to circumstances in which clearly expressed provisions of the Code can be departed from, and which we submit applies under the Act, is the Supreme Court decision in *Town of Gawler v Impact Investment Corporation Pty Ltd*.¹⁰ In this decision, the Court provided ten (10) relevant considerations to apply whenever the departure from clearly-expressed provisions of the Code are proposed, being:
- 4.4.1 the language of the principle or principles concerned- whether it is direct or contemplates some flexibility in approach;
 - 4.4.2 whether the relevant principle is in conflict with some other applicable planning principle.
 - 4.4.3 the evident purpose and objective of the policy expressed in the principle or principles concerned;

¹⁰ [2007] SASC 356

- 4.4.4 the significance of the policy to the particular proposed development.
 - 4.4.5 where the policy contemplates possible degrees of compliance, the extent of the proposed development's compliance with the policy;
 - 4.4.6 consistency of the proposed development with other objectives and purposes of the Zone;
 - 4.4.7 whether there is something unusual about the proposed of the land on which it is to take place which makes the policy inapplicable or inappropriate;
 - 4.4.8 whether other events have happened since the Code was adopted which make the policy redundant, either generally or in respect of this particular development;
 - 4.4.9 the probable effect of non-compliance with the policy on the planning objectives of the zone; and
 - 4.4.10 whether non-compliance with the policy in this case is likely to encourage other similar developments in the zone.
- 4.5 We submit that, applying the *Impact* test, there is no justification for this proposed development to be approved.
- 4.6 DA 2101284 is significantly out of conformity with all relevant provisions of the zone and subzone.
- 4.7 It does not demonstrate compliance with the Hazards (Bushfire – High Risk) Overlay.
- 4.8 No justifiable reasoning has been provided as to why the very clear and applicable provisions of the zone, subzone and overlay should be departed from.
- 4.9 Whilst DA 2101284 demonstrates some compliance with general development policies, this does not justify its approval, particularly in light of the clear and prevailing zone and subzone provisions which must be afforded the most weight in the assessment of the proposed development.
- 4.10 DA 2101284 is completely inappropriate when assessed against the Code and must be refused.
- 4.11 Whilst we acknowledged that, of itself, community objection to a proposed development is not relevant to an assessment of a proposed development against the Code, the Council notes the high level of community objection to DA 2101284. The Council submits that this high level of community objection is simply a reflection of the community's awareness that DA 2101284 is completely contrary to the relevant provisions of the zone and subzone, which provisions reflect the unique, rural-village style character of the locality and which render DA 2101284 not worthy of approval.

I confirm that the Council wishes to be heard on its representation and that I have been instructed to appear at the relevant assessment panel meeting to make a verbal representation.

Please advise of the meeting date and time in due course.

Yours sincerely

KELLEDY JONES LAWYERS

A handwritten signature in blue ink that reads "Victoria Shute". The signature is written in a cursive, flowing style.

VICTORIA SHUTE

Appendix 2

*Minutes from Special Council Assessment Panel
Meeting – 26 July 2023*

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL SPECIAL MEETING
WEDNESDAY 26 JULY 2023
THE VILLAGE WELL, 54 STRATHALBYN ROAD, ALDGATE
AND LIVESTREAM**

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Paul Mickan

Myles Somers

Leith Mudge

In Attendance

Natalie Armstrong

Deryn Atkinson

James Booker

Marie Molinaro

Tom Portas

Ashleigh Gade

Jessica Tonkin

Tim Mason

Karen Savage

Director Development & Regulatory Services

Assessment Manager

Team Leader Statutory Planning

Acting Senior Statutory Planner

Systems Analyst, Information Systems

Statutory Planner

Development Support Officer

Statutory Planning Cadet

Minute Secretary

1. Commencement

The meeting commenced at 5.03pm

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”.

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3. Apologies/Leave of Absence

3.1 Apologies
Nil

3.2 Leave of Absence
Nil

4. Previous Minutes

4.1 Meeting held 12 July 2023

The minutes were adopted by consensus of all members (11)

That the minutes of the meeting held on 12 July 2023 be confirmed as an accurate record of the proceedings of that meeting.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

The following Conflict of Interest Statement was provided by Cr Leith Mudge:

"I wish to address the matter of a perception that some may hold that I have a conflict of interest in relation to Item 8.1 for the development application for 160 Longwood Road, Heathfield.

I am the Elected Member representative on this Council Assessment Panel and a local Councillor for the Ranges Ward in which this proposed development would be located. I represent on Council both the owner of the subject land and the surrounding residents and ratepayers.

It could be perceived that I have a conflict of interest between my role of representing the interests of these communities and that of an impartial decision maker on this development application. However, there are a number of factors and measures that I have taken to mitigate this.

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From the time that this development application was first muted until now I have been bound by the Code of Conduct for Council Assessment Panel members as a Member of the Panel and previously as a Deputy Member. The code is provided under the *Planning, Development and Infrastructure Act 2016* (the PDI Act) and specifically prohibits me from:

- a. Engaging in consultation outside of the Panel process with any party on a proposed development application that is likely to be heard by the panel;
- b. Giving advice to an applicant or other third party on a development application after it has been lodged outside of a Panel meeting;
- c. Speaking at a public meeting for or against a proposal where the purpose of the meeting is to discuss either a proposed development or a development application unless required by the Act;
- d. Expressing an opinion on a development application or a proposed development outside of a panel meeting; and
- e. Engaging in any other act or omission which may give rise to a reasonable presumption that I have prejudged a development proposal or application.

I have taken this responsibility very seriously and thank members of the public for their understanding in not approaching me or attempting to engage with me on this matter, and for those that inadvertently attempted to engage for their understanding of my polite refusal to discuss.

As a local Councillor it is understandable that a number of the representors on this matter are known to me and some I would class as acquaintances. However, having surveyed the list of representors, I can say that none of them are family members, friends, or business associates and consistent with my duties under the Code of Conduct I have never discussed this application with any of them. I therefore believe that I have been able to maintain my independence on this matter.

I want to address two particular representors:

- One being Victoria Shute representing the Adelaide Hills Council and the submission that she has made on behalf of Council, and the consultations she has made with the Elected Members to form this submission. Whenever this matter was discussed in Council workshops or decisions made in Council meetings on this submission, I absented myself under the Code of Conduct provisions. The first time I ever read any version of this submission was reading the agenda items in preparation for this meeting, and the first time I will have heard from Ms Shute on this issue will be when she speaks to the submission tonight.

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- One of our other Councillors, Chris Grant, has chosen to make a written and oral submission. While I have served on the Council with Cr Grant for almost five years now, I have never discussed this application with him and was not aware of his opinions on this matter until I read his submission as part of the agenda items in preparation for this meeting.

Given these measures and the fact that the Code of Conduct requires me to put aside any biases and be an impartial decision maker, I believe that I have been able to maintain my independence on this matter and based on my belief that I have no actual conflict, I will participate in the meeting and discussion of the item”.

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

Nil

8. Development Assessment Applications – Planning, Development and Infrastructure Act

8.1 Development Application 21031284 by PC Infrastructure Pty Ltd for 24 hour retail fuel outlet with associated canopy, car cleaning & dog wash facilities, 70,000L underground fuel storage tank, pylon advertising sign (maximum height 7m), combined fence & retaining wall (maximum height 6m), internal acoustic fencing (maximum height 3m), retaining walls (maximum height 3.25m), car parking & landscaping at 160 Longwood Road, Heathfield

8.1.1 Representations

The following representors addressed the Panel as indicated, and answered questions from the Panel:

Name of Representor	Address of Representor	Nominated Speaker
Adelaide Hills Council	Mount Barker Road, Stirling	Victoria Shute Kelledy Jones
Yazan Akeel	5 Scott Creek Road, Heathfield	Did Not Attend
Peter & Elaine Anderson	41 Sheoak Road, Crafers West	Did Not Attend
Catherine Baylis	169 Longwood Road, Heathfield	Did Not Attend
Jamie Booth	32 Heather Road, Stirling	Did Not Attend

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Kevin Brogan	PO Box 677, Mylor	Kevin Brogan
Gerard Faber	16 Kiaka Lane, Scott Creek	Did Not Attend
Phillipa Fox	17 Walker Avenue, Heathfield	Did Not Attend
Glenice & Don Gare	15 Victoria Street, Hahndorf	Did Not Attend
Justin Gare	8 Brick Kiln Road, Heathfield	Justin Gare
Chris Grant	88 Mawson Road, Forest Range	Chris Grant
Mark Harrington	PO Box 63, Hahndorf	Did Not Attend
Rhys Harrington Downie	35 Heathfield Road, Heathfield	Rhys Harrington Downie
Sallie Harrington Downie	35 Heathfield Road, Heathfield	Did Not Attend
Mark Hergott	164 Longwood Road, Heathfield	George Hergott
John Hill	118 Piccadilly Road, Crafers	John Hill
Corin Kersten	PO Box 113, Upper Sturt	Did Not Attend
Bill Kierns	3 Scott Creek Road, Heathfield	Bill Kierns
Jordan Kierns	29 Leader Street, Rosewater	Did Not Attend
Graeme Laheen	4 Scott Creek Road, Heathfield	Graeme Laheen
Sarah Matthews	43 Walker Avenue, Heathfield	Sarah Matthews
Graham Nathan	17 Learmonth Court, Ironbank	Justin Gare
Sally Owen	11 Erica Road, Heathfield	Sally Owen
Dr Jasmin Packer	17 Learmonth Court, Ironbank	Justin Gare
Roy Page	99 Longwood Road, Heathfield	Did Not Attend – former Principal of Heathfield High School
George Petrakis	158 Longwood Road, Heathfield	George Petrakis
Kristin Phillips	8 Brick Kiln Road, Heathfield	Kristin Phillips
Byron Riessen	91 Longwood Road, Heathfield	Did Not Attend
Heathfield High School Governing Council	99 Longwood Road, Heathfield	Danielle Grant-Cross
Allye Sinclair	PO Box 113, Upper Sturt	Did Not Attend
Ruth Taylor-Hull	118A Longwood Road, Heathfield	Ruth Taylor-Hull

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Daniel Trotta	156 Longwood Road, Heathfield	Irena Trotta
Irena Trotta	156 Longwood Road, Heathfield	Irena Trotta
Robert Tuddenham	2 Silverwood Drive, Heathfield	Robert Tuddenham (Bob)
Maya Ueda	Erica Road, Heathfield	Did Not Attend
Cing Wardleworth	16 Walker Avenue, Heathfield	Did Not Attend
Maxine Wilson	9 Keithley Road, Heathfield	Did Not Attend

7:52pm The meeting was adjourned for a short break

8:04pm The meeting resumed

The applicant's representatives, Tim Beazley (Peregrine Corporation), Chris Turnbull (Sonus) and Ian Bishop (formerly with Stantec), addressed the Panel and answered questions from the Panel.

8.1.2 Decision of Panel

Moved Leith Mudge **Carried**
S/- Ross Bateup **(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 seriously at variance with the provisions of the Planning and Design Code; and**
- 2) Development Application Number 21031284 by PC Infrastructure Pty Ltd for 24 hour retail fuel outlet with associated canopy, car cleaning & dog wash facilities, 70,000L underground fuel storage tank, pylon advertising sign (maximum height 7m), combined fence & retaining wall (maximum height 6m), internal acoustic fencing (maximum height 3m), retaining walls (maximum height 3.25m), car parking & landscaping at 160 Longwood Road, Heathfield is REFUSED Planning Consent for the following reasons:**

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Rural Neighbourhood Zone

Desired Outcome 1:

The proposal is for a commercial development that is not considered to enhance rural residential amenity.

Performance Outcome 1.1:

The proposal is not considered to be a complementary ancillary non-residential use and it is not compatible with a spacious and peaceful lifestyle.

Performance Outcome 1.2:

The proposal is not considered to be of a scale and type that maintains residential amenity.

Performance Outcome 1.3:

The proposal is not considered to be sited and designed to complement the residential character and amenity of the neighbourhood.

Performance Outcome 1.4:

The proposal is not for any of the listed anticipated non-residential development types in the Zone.

Performance Outcome 3.1:

The setback of the proposed control/shop building to Longwood Road is not consistent with the existing streetscape on the southern side of Longwood Road.

Performance Outcome 4.1:

The setback of the automatic car wash building to the Scott Creek Road boundary does not maintain a pattern of separation between building walls and public thoroughfares.

Performance Outcome 5.1:

The setback of the shop/control building to the western side boundary is not considered to minimise impacts on the adjoining residential property.

Adelaide Hills Subzone

Desired Outcome 1 and Performance Outcome 1.1:

The proposal is not for additional residential or tourist accommodation. It is not considered to embrace the values of retaining mature vegetation particularly as it relates to roadside vegetation. The proposal is not for an accommodation option, and it is not considered to complement residential character.

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Overlays

Mount Lofty Ranges Water Supply Catchment (Area 2) Overlay

Performance Outcome 4.1:

The proposal is not considered to minimise the need to modify landscapes and natural features with regard to the filling of land and road verge vegetation modification.

General Development Policies

Advertisements

Desired Outcome 1:

The proposed freestanding pylon advertisement is not considered to be appropriate to the residential context of the locality and former freestanding sign on the land.

Design

Desired Outcome DO1:

The proposal is not considered to be contextual as the building design and siting does not respond well to the slope of the land or character of the immediate area.

Performance Outcome 3.1:

The proposal does not incorporate soft landscaping and tree planting that enhances the appearance of land and streetscapes.

Performance Outcome 3.2:

The proposal does not maximise the use of locally indigenous plant species in soft landscaping and tree planting.

Performance Outcome 8:1:

The proposal does not minimise the need for filling of land so as to limit disturbance to natural topography.

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Performance Outcome 9.1:

The fill concrete sleeper retaining walls on the Scott Creek Road boundary are considered to impact on visual amenity from the public realm. The fill concrete sleeper retaining walls on the western side and rear boundaries are considered to impact the amenity of the adjoining residential land. Additionally, the proposed fencing height will unreasonably impact upon the visual amenity of the locality.

Performance Outcome 9.2:

The fill retaining walls on the Scott Creek Road boundary are not landscaped on the low side.

Interface Between Land Uses

Desired Outcome 1:

The proposal is not considered to be located and designed to mitigate adverse effects on neighbouring and proximate land uses. A retail fuel outlet is not a desired type of land use in the Rural Neighbourhood Zone.

Performance Outcome 1.2:

The proposal is not considered to be designed to minimise adverse impacts. Waste storage and the fuel re-filling location is proposed adjacent to an adjoining residential use. The proposal includes 3m high internal Colorbond fencing and a maximum 6m high combined fence & retaining wall structure along the shared boundaries with adjoining residential sites.

Performance Outcome 2.1:

The proposal is for a non-residential development type with unlimited hours of operation adjoining existing residential uses in a Zone that is primarily intended to be for residential development. Commercial non-residential development in the Zone is intended to be complementary uses such as tourist accommodation and small-scale shops, offices and consulting rooms.

Transport, Access and Parking

Desired Outcome 1:

The proposal does not contribute to a safe transport system. Minimum driver sightlines are not achievable at all access points, an access point to Longwood Road is within a prohibited access zone per AS/NZS2890.1:2004 and the design/location of the fuel pumps presents a potential crash risk.

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MINUTES OF COUNCIL ASSESSMENT PANEL SPECIAL MEETING
WEDNESDAY 26 JULY 2023
THE VILLAGE WELL, 54 STRATHALBYN ROAD, ALDGATE
AND LIVESTREAM**

Performance Outcome 2.1:

The sightlines at all crossovers cannot be maintained or enhanced to ensure safety for all road users.

Performance Outcome 3.1:

An access point to Longwood Road is not safe and convenient as it is within a prohibited access zone per AS/NZS2890.1:2004.

Performance Outcome 3.9:

The proposal is not designed to ensure vehicle circulation between the control/shop building and car wash and dog wash activity areas occurs within the site without the need to use public roads.

9. **Development Assessment Applications – Development Act**
Nil

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

11. **ERD Court Appeals**
Nil

12. **Policy Issues for Advice to Council**
Nil

13. **Other Business**
Nil

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

15. **Confidential Item**
Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL SPECIAL MEETING
WEDNESDAY 26 JULY 2023
THE VILLAGE WELL, 54 STRATHALBYN ROAD, ALDGATE
AND LIVESTREAM**

16. Next Meeting

The next ordinary Council Assessment Panel meeting will be held on Wednesday 9 August 2023.

17. Close meeting

The meeting closed at 10.06pm.

Administration Reports Decision Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 12.1

Responsible Officer: Jess Charlton
Acting Director Community and Development
Community and Development

Subject: Adelaide Hills Tourism Funding Agreement

For: Decision

SUMMARY

Adelaide Hills Tourism (AHT) is an independent regional tourism organisation constituted as an Incorporated Association and covers the geographical areas of the Adelaide Hills Council (AHC) and Mount Barker District Council (MBDC).

AHT provides direction and market intelligence, coordinates marketing and provides connectivity between tourism operators and government. It is governed by a Board comprising tourism operators, industry sector and regional stakeholder representatives, and appointees of the main funding partners (MBDC and AHC).

To enable certainty for AHT and employment security for the project officers engaged to deliver on AHT's strategic priorities, it is proposed that a one-year funding agreement be approved (refer **Appendix 1**).

RECOMMENDATION

Council resolves:

Decision 1:

1. To acknowledge the disclosure of interests contained in this report and to authorise the Chief Executive Officer, Mr Greg Georgopoulos, to act in the course of his official duties in relation to Adelaide Hills Tourism.

Decision 2:

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

1. BACKGROUND

Adelaide Hills Tourism (AHT) is an independent regional tourism organisation constituted as an Incorporated Association and covers the geographical areas of the AHC and MBDC. AHT is governed by a volunteer Board comprising appointees of funding partners and other key stakeholders including industry associations, RDA and tourism operators.

Council has a long history of funding AHT with \$50,000 per annum provided since 1997 until a two-year funding agreement was approved at the Council meeting on 24 April 2018. In recognition of the fundamental change in the way tourists made decisions and behaved, Council at that time decided to double its contribution to support an increased role for AHT in visitor information servicing including an improved digital presentation of the region and improving the industry's digital capability.

The second funding agreement was approved at the Council meeting for the period 2020 to 2023. This was continued with a further one-year funding deed which was approved at the Council meeting on 13 June 2023.

12.3 Adelaide Hills Tourism One Year Funding Agreement

A/Chief Executive Officer, David Waters reminded Council that he has a Conflict of Interest and that Council has previously determined that he can act in relation to Adelaide Hills Tourism under s120(1) of the *Local Government Act 1999*.

Moved Cr Kirrilee Boyd
S/- Cr Leith Mudge

150/23

Council resolves:

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

Carried

The current agreement expires on 30 June 2024. It is proposed that the next funding agreement (see **Appendix 1**) is also for a one-year period to enable Council to consider funding priorities in alignment with Council's forthcoming new Strategic Plan.

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal	Economy
Objective E.1	Support and grow our region’s existing and emerging industries
Priority E1.1	Support and encourage a compelling reason for both local and international tourists to visit the Adelaide Hills

To establish how best to support economic development in the region, the Council adopted its second Economic Development Strategy (EDS) in February 2021. The EDS recognises the importance of tourism which contributed \$220,000,000 to the regional economy in 2022.

It is vital for success that these processes are industry initiated, industry supported and industry led. The EDS therefore recognises Council’s role as largely one of facilitator, information provider, advocate and in some cases, leader. By supporting and working together with AHT, Council’s strategic priorities will be more effectively progressed and achieved through:

- Developing an agreed vision to enable a clear direction for the tourism industry
- Providing a governance structure and a collective commitment to work together in the best interests of the industry with a consistent and integrated approach to contemporary issues
- Providing information, education, incentives and more effective strategies for the tourism sector.

➤ **Legal Implications**

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

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

Council’s *Economic Development Strategy* (EDS) identifies the tourism and primary production sectors as the key focus areas for economic development opportunities in our district, which accords with the abovementioned legislative directive.

Disclosures of interest

Pursuant to Section 120(1) of the *Local Government Act 1999*, the Council is advised that the Chief Executive Officer is a member of the AHT Board. This is not a paid position.

Under s120(2)(a) Council can resolve that the Chief Executive Officer can continue to act in relation to matters concerning AHT.

➤ **Risk Management Implications**

Supporting AHT through this one-year funding agreement will assist in mitigating the risk of:

Tourism development activities that are uncoordinated, reactive and short-term focussed leading to suboptimal economic development outcomes.

Inherent Risk	Residual Risk	Target Risk
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Medium (3D)	Low (2D)	Low (2D)
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The *Economic Development Strategy* and its implementation is an existing control put in place to address this risk.

➤ **Financial and Resource Implications**

Funding for the AHT agreement is included in the draft *2024-25 Annual Business Plan*.

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

Many of AHT’s key activities are targeted towards improving communication and engagement between the region’s tourism sector, other levels of government, key industry groups, regional development bodies, Council and visitors to our region.

➤ **Sustainability Implications**

By working closely with AHT, Council is able to encourage economic sustainability that supports long-term economic growth without negatively impacting social, environmental, and cultural aspects of the community.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Tourism Insights

Tourism expenditure in the Adelaide Hills achieved record expenditure levels as of December 2023, with a nearly \$70 million increase from the previous December and exceeding the 2025 targets by \$48 million. International visitors continue to come back, in line with aviation loads, with numbers doubling since the same time last year. Intrastate and Interstate visitation continues to be the major driver of visitor expenditure.

Of these numbers, there were 1.4 million day trips (up by 200,000 from 2022) and 233,000 overnight visitors (up by 77,000), representing 1.1 million visitor nights (up by 591,000 nights). 1 in 20 direct jobs are supported by tourism.

Funding and Strategic Priorities

Adelaide Hills Tourism is funded by the Adelaide Hills Council, Mount Barker District Council and the South Australian Tourism Commission (SATC). With the closure of the Adelaide Hills Visitor Centre in the main street of Hahndorf in January of this year, Mount Barker District Council has now matched Adelaide Hills Council funding levels. The draft agreement in **Appendix 1** includes an increase to funding equivalent to the Consumer Price Index (CPI) for

Adelaide All Groups annual change to March 2024, to align funding to that in the Mount Barker District Council’s agreement which includes CPI increases. Moving forward, this will allow AHT to progress with some additional projects (to be outlined in the 2024-25 Operating Plan) and the Regional Tourism Manager is now a full-time position.

The strategies and outputs of Adelaide Hills Tourism are driven by the *Adelaide Hills Regional Strategic Plan 2025*, endorsed by the AHT Board in 2021 (including Adelaide Hills Council and Mount Barker District Council). The priority is to build a resilient and sustainable industry that capitalises on its proximity to Adelaide, aiming to convert more visitors to stay overnight, encourage day trippers to linger longer, spend more and grow repeat visitation. This strategy will be refreshed in 2025 which will line up well with Council’s forthcoming new Strategic Plan. AHT will be seeking new measurable targets via SATC informed by insights from the Regional Visitor Survey.

Appendix 2 provides a summary of AHT’s highlights from 2023-24 (up to May 2024) against the priority areas and key deliverables of the *Adelaide Hills Regional Strategic Plan 2025*.

The Annual Business Plan for AHT in 2023-24 is also provided as a reference in **Appendix 3** along with the audited financial statements for the 2022-23 financial year in **Appendix 4**.

3. OPTIONS

Council has the following options:

- I. To approve the one year funding arrangement (Recommended)
- II. To not approve the three year funding arrangement (Not Recommended)
- III. Seek changes to the draft agreement.

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

4. APPENDICES

- (1) One Year Funding Agreement
- (2) 2023-24 Key Deliverables Highlights
- (3) AHT Annual Business Plan 2023-24
- (4) Audit Report – Financial Statements 2022-23

Appendix 1

One Year Funding Agreement



ADELAIDE HILLS

FUNDING AGREEMENT

BETWEEN

ADELAIDE HILLS TOURISM ABN 33 213 621 020

AND

ADELAIDE HILLS COUNCIL ABN 239 55 071 393

DATED THE

PARTIES

ADELAIDE HILLS COUNCIL, ABN 239 55 071 293 (**Council**)

ADELAIDE HILLS TOURISM INC ABN 33 213 621 020 of PO Box 741, Hahndorf SA 5245 (**Recipient**)

BACKGROUND

- A. The Recipient operates within the Council's area and since 1997 has received Funding from the Council.
- B. The Council has agreed to provide the Funding to the Recipient on the terms and conditions set out in this Agreement.
- C. The Recipient has agreed to the terms and conditions of this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1 Interpretation

1.1 Introductory

In the Agreement, unless the contrary intention appears:

- 1.1.1 a reference to this Agreement is a reference to this document;
- 1.1.2 words beginning with capital letters are defined in clause 1.2;
- 1.1.3 a reference to a clause, schedule or annexure is a reference to a clause in, or, or schedule or annexure to, this Agreement; and
- 1.1.4 a reference to an Item is a reference to an item in the Schedule.

1.2 Defined Terms

In this Agreement:

- 1.2.1 **Anticipated Funding** means the funding anticipated to be received by the Recipient during the Term from sources other than the Council as set out in **Item 6**.
- 1.2.2 **Commencement Date** means 1 July 2024
- 1.2.3 **Funding** means the amount set out in **Item 1**.
- 1.2.4 **Funding Requirements** means the requirements for the Recipient set out in the document contained in **Annexure A**.
- 1.2.5 **Insurances** means those insurances set out in **Item 2**.
- 1.2.6 **Policies** means the policies of the Council as published, and amended from time to time, on the Council's website.

1.2.7 **Purpose** means the purpose set out in **Item 3**.

1.2.8 **Term** means the term commencing on the date of execution of this Agreement, and expires on the date set out in **Item 4**.

2 Funding

2.1 In consideration of the Recipient:

2.1.1 fulfilling the Funding Requirements;

2.1.2 complying with the terms and conditions of this Agreement; and

2.1.3 only using the Funding for the Purpose;

the Council will pay the Funding to the Recipient in the manner set out in **Item 5** of the Schedule.

3 Recipient obligations

3.1 The Recipient must render a valid tax invoice to the Council at least 10 Business Days prior to each of the dates set out in **Item 5** for the payment of the Funding.

3.2 The Recipient must perform the Funding Requirements competently and promptly and in accordance with timelines and principles set out in this Agreement, as well as any correspondence between the Parties in relation to the Funding.

3.3 The Recipient must provide the Council with all information regarding the expenditure of the Funding as and when reasonably required by the Council, and not less than quarterly, including cash flow statements and acquittal reports.

3.4 The Recipient must provide its annual report and audited financial statements to the Council within 14 days of being approved by its members, board or management committee (as applicable).

3.5 The Recipient must fulfil the Funding Requirements at its own risk.

3.6 The Recipient may, on an annual basis, submit amendments to the Funding Requirements which may be accepted or refused at the Council's absolute discretion. Upon acceptance by Council, the amendments will form part of the Funding Requirements. The Council may withhold payment of the Funding until the amendments to the Funding Requirements have been agreed.

3.7 The Recipient must comply with applicable licences, laws and industry standards, as well as the policies and reasonable requests of the Council during the Term.

3.8 The Recipient must maintain the Insurances and any other insurances required by law. On request, the Recipient must provide certificates of currency to the Council prior to the Commencement Date and on each anniversary of the Commencement Date during the Term.

3.9 The Recipient must indemnify the Council against all claims in respect of loss or damage to property, or death or injury to any person, caused or contributed to by the Recipient (or its employees, contractors or agents). The indemnity is reduced to the extent the

Council contributed to the event. This clause 3.9 survives the termination of this Agreement.

4 Changes to funding arrangements

- 4.1 If the Funding is not completely expended during the Term, or not expended in accordance with the Funding Requirements or for the Purpose, the unexpended portion of the Funding must (at the Council's absolute discretion):
- 4.1.1 be returned to the Council; or
 - 4.1.2 credited in the Council's favour for any future contracts entered into between the parties.
- 3.11 In the event that the Anticipated Funding is either not received by the Recipient or is withdrawn, the Recipient will promptly notify the Council.
- 3.12 Following the notification, the Recipient and the Council will meet in good faith to discuss potential alternate funding arrangements.
- 3.13 If no alternate funding arrangement can be agreed between the parties within 4 months of the meeting, the Council may terminate this agreement.
- 3.14 Upon termination in accordance with clause 3.13 above, no further payments will be made by the Council, and any unexpended Funding will be treated in the same manner set out in clause 4.1 above.

5 Goods and Services Tax

- 5.1 In this clause an expression defined in the *A New Tax System (Goods and Service Tax) Act 1999* (Cth) has the meaning given to it in that Act.
- 5.2 If a party makes a supply under or in connection with this Agreement in respect of which GST is payable, the consideration for the supply is increased by an amount equal to the GST payable by the supplier on the supply.
- 5.3 A party need not make a payment for a taxable supply under or in connection with this Agreement, until it receives a tax invoice for the supply.

6 Breach

- 6.1 The Council may terminate this Agreement if the Recipient breaches a material term of this Agreement, or if the Recipient, in performing the Purpose, causes reputational damage to the Council (as reasonably determined by the Council).
- 6.2 If the Council requires the Recipient to remedy a breach of this Agreement, and the Recipient does not do so within the time specified by the Council, the Council may suspend all or any payments, remedy the breach at the Recipient's cost using Council employees or other contractors, terminate this Agreement, and/or pursue other legal remedies.
- 6.3 The Council may also terminate this Agreement if the Recipient becomes externally administered, insolvent, or actions are taken to wind up the Recipient.

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- 6.4 Upon termination of this Agreement for any breach by the Recipient, the Recipient must return any portion of the Funding which has been expended or otherwise allocated at the date of termination, within 14 days of termination of this Agreement.

7 Representations and warranties

The Recipient represents and warrants to the Council that as at the date of this Agreement and otherwise on each day any Funding is made that:

- 7.1 it has and will continue to have the power to execute this Agreement and to fulfil its obligations under it;
- 7.2 it has taken and will take all necessary action to authorise the entry into and performance of this Agreement and the conduct of the transactions contemplated by this Agreement;
- 7.3 the execution and delivery and the performance of its obligations under this Agreement do not and will not breach contractual restrictions or any existing law, regulation, consent or authorisation binding on it;
- 7.4 no event has occurred and is continuing which constitutes or would constitute, but for the requirements of notice or lapse of time or both, an Event of Default; and
- 7.5 it is not in default under any agreement by which it is bound nor in respect of any financial obligation (including contingent obligations).

8 Dispute resolution

- 8.1 If any dispute or disagreement arises between the parties in connection with this Agreement, they agree to undertake to use all reasonable endeavours, in good faith, to settle the dispute or disagreement by negotiation between representatives nominated by each party.
- 8.2 In the event that negotiations do not resolve the dispute within one calendar month, a mediator agreeable to both parties may be engaged to seek a resolution. If the parties cannot agree upon a mediator, the mediator will be appointed by the President or Acting President of the Law Society of South Australia. The cost of the mediator will be borne equally by the parties.
- 8.3 Nothing in this Agreement is intended to limit either party's right to seek a legal remedy for any dispute that arises.
- 8.4 The parties agree that matters arising out of any conflict must be kept confidential.
- 8.5 Irrespective of any dispute, each party will continue to perform its obligations under this Agreement.

9 General obligations

- 9.1 The Recipient must keep confidential any information of a confidential nature supplied by the Council to the Recipient in connection with this Agreement.
- 9.2 The Recipient consents to disclosures by the Council to members of the public as required by it in compliance with *the Freedom of Information Act 1991 (SA)*. For the purposes of that Act, there are no confidential sections.

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- 9.3 The Recipient must not sub-contract or assign this Agreement or any right under it, without the expressed consent of the Council.
- 9.4 Each party will bear their own costs in relation to the negotiation, preparation and execution of this Agreement.
- 9.5 A reference to a party includes its executors, administrators, successors and permitted assigns.
- 9.6 If any part of this Agreement is, or becomes, unenforceable or void, or if the Agreement would, if any part were not omitted, be or become unenforceable or void, that part will be severable without affecting the remainder of this Agreement, and the Agreement will be read and interpreted as if the part were not contained in it.
- 9.7 This Agreement is the entire agreement about its subject matter.
- 9.8 Notices and waivers under this Agreement, and amendments of this Agreement, must be in writing.
- 9.9 The Council enters into this Agreement as a council under sections 7 and 36 of the *Local Government Act 1999* and not in any other capacity under that Act or otherwise. This Agreement does not preclude or pre-empt the exercise by the Council of any other regulatory or statutory power or function.
- 9.10 The Recipient acknowledges and agrees that by entering into this Agreement the Recipient will be deemed to be a public authority for the purposes of the *Independent Commissioner Against Corruption Act 2012 (ICAC Act)*.
- 9.11 The Recipient acknowledges that the funding is public money. In which case it has an obligation to ensure that any decisions made with respect to the acquittal of the funding, is made in a transparent, informed and accountable manner.
- 9.12 The Council does not warrant or otherwise provide any assurance that this Agreement, and any written communication under this Agreement will be kept confidential and nor will such:
- 9.12.1 qualify as an exempt document under the *Freedom of Information Act 1991*; or
 - 9.12.2 if recorded in minutes of the Council kept under the *Local Government Act 1999*, can or will be prevented from being made publicly available under that Act.
- 9.13 The Recipient acknowledges and agrees that in entering into this Agreement, its Purpose will be deemed to fall within the jurisdiction of the *Ombudsman Act 1972* and it is obliged to comply with that Act, and any direction or requirement issued by the Ombudsman.
- 9.14 This Agreement does not create a relationship of employer and employee, agency, joint venture or partnership between the Council and Recipient.
- 9.15 This Agreement is governed by the laws of South Australia and the parties submit to the exclusive jurisdiction of the courts of South Australia and the Adelaide registries of the Australian Federal Courts.

EXECUTION

Executed by the parties as an **Agreement**:

EXECUTED on behalf of **ADELAIDE HILLS COUNCIL**, ABN 239 55 071 293 under delegated authority
by in the presence of:

.....
Signature of Witness

.....
Authorised Delegate

.....
Name of Witness

.....
Position

THE COMMON SEAL OF ADELAIDE HILLS TOURISM INC ABN 33 213 621 020 was affixed in
accordance with the Rules of the Association in the presence of:

.....
Signature of Authorised Office Bearer

.....
Signature of Authorised Office Bearer

.....
Name of Authorised Office Bearer

.....
Name of Authorised Office Bearer

.....
Date

SCHEDULE

Item 1 Funding	\$110,900 (GST exclusive) per annum.
Item 2 Insurances	Public Liability - \$20 million per claim Professional Indemnity - \$0.5 million per claim
Item 3 Purpose	The Recipient is funded to support the policies and priorities of the Adelaide Hills Council to create a vibrant and sustainable visitor economy in the Adelaide Hills through leadership, representation, industry engagement and strategic projects.
Item 4 Term	30 June 2025
Item 5 Payment of Funds	<p>For the period 1 July 2024 to 30 June 2025, the Council will pay to the Recipient \$110,900 (GST exclusive), increased by an amount equal to the the Consumer Price Index for Adelaide All Groups annual change to March 2024.</p> <p>For the avoidance of doubt, in advance of all payments, the acquittal obligations from the preceding period must have been met, and the Recipient must have issued a valid tax invoice to the Council.</p>
Item 6 Anticipated Funding	<p>Adelaide Hills Council: \$110,900 (ex GST)</p> <p>South Australian Tourism Commission: <i>\$52,198.13 (ex GST) + \$10,000 (ex GST) and to be confirmed in June 2024</i></p> <p>Note: AHT will advise both major funding partners of the annual invoicing amount for full transparency.</p>

ANNEXURE A – FUNDING REQUIREMENTS

The following documentation is required by Council:

- Current Strategic Plan that aligns and supports the policies and strategic priorities of the South Australian Government, Tourism Australia, and the Adelaide Hills and Adelaide Hills Council's economic development outcomes in terms of tourism in the region
- By 31 July – 12 month Business Plan outlining the proposed activities for the year and the annual budget
- By 30 September – 12 month end of year actuals and a report on the performance of the Recipient in relation to its obligations under this Agreement by reference to the Purpose
- Presentation to Council and written summary report, at least once per annum, on the current status and progress of key strategies and initiatives and proposed plans and projects for the future
- Certificates of currency for the insurances required under this Agreement;
- Organisational documentation and on-going records and reporting in accordance with the requirements of the *Associations Incorporation Act 1985 (SA)*;
- Evidence of governance training undertaken by the Recipient's Executive team during the Term.

PERFORMANCE CRITERIA

The Performance Criteria may be updated from time to time to reflect changes in priority areas, in writing, jointly signed by the Chief Executive Officer of the Council and the Chairperson of the Recipient.

The parties currently agree the following performance criteria:

- The Recipient must ensure that its organisational documentation is up-to-date and the activities of the Recipient comply with the requirements of the *Associations Incorporation Act 1985 (SA)* (the **Associations Act**)

Target Measure: Providing Council with an updated Constitution and demonstrating on-going compliance with the record-keeping and reporting requirements of the Associations Act as requested by the Council from time to time.

- Annual business planning and annual budgeting.

Target Measure: Presentation to Council on the current status and progress of key strategies and initiatives and proposed plans and projects for the future on or before 1 August 2024, and otherwise within one calendar month of each anniversary of the Commencement Date.

Appendix 2

2023-24 Key Deliverables Highlights

Deliverables over the last 12 months in line with Regional Visitor Strategic Tourism Plan 2021-2025

Key win: AHT Board is pleased to report that tourism expenditure in the Adelaide Hills achieved record expenditure levels as of December 2023, a nearly \$70 million increase on the previous December and exceeding the 2025 targets by \$48 million. International visitors continue to come back, in line with aviation loads, with numbers doubling since the same time last year. Intrastate and Interstate visitation continues to be the major driver of visitor expenditure.

Key Deliverables are focused on the following areas and the annual activity plan is linked to these deliverables

Marketing

Driving awareness, appeal and booking of Adelaide Hills by target consumers through the digital strategy (including social media and website, visitor information servicing support (including visitor guide, maps, signage) and leveraging SATC marketing.

Actions	Supporting Activity/Results	Delivered y/n
Social Media Reach and Content	The region continues to lead the way in social media reach and content, having recently passed 65,000 Instagram followers (number 1 in the state and 10,000 followers ahead of nearest competitors) and 33,000 Facebook followers (2 nd to Kangaroo Island). AHT continues to encourage operators to tag our platforms to ensure that we are pushing user generated content that appears organic, rather than intentionally curated which promotes strong engagement levels.	Y
Leveraging SATC Marketing	AHT leverages the SATC marketing and digital spend by ensuring that all tourism products are listed on the Australian Tourism Data Warehouse. ATDW listings for Adelaide Hills businesses were viewed on southaustralia.com 111,231 times, generating 67,706 ATDW leads (where the user clicks to call or clicks through to the business website or booking page). This has been an intentional strategy by AHT to chase operators whose listings have expired. As of March 2024, there were 363 ATDW listed products in the Adelaide Hills.	Y

Product Update – Trade and Press Visits	AHT provides an annual product update to all key marketing and product personnel at the SATC and Tourism Australia to ensure the region’s operators are receiving trade and press visits along with being featured across SATC’s web and social channels. There have been significant successes from these updates including Kane Pollard becoming a Tasting Australia Ambassador, Carriage House in Crafers getting significant content created and connectivity of multiple specialist staff members (such as the cruise product directors) to new product offerings.	Y
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Experience and Supply Development

Cultivating a sophisticated industry that anticipates and exceeds consumer expectations through experience, itinerary and cluster development, event support, crisis management, digital assessments and mentoring and training delivery (or support of third-party training).

Accommodation	AHT is eagerly awaiting the approval of more significant room numbers when other major projects have gone through planning (e.g. The Lane Hotel development). There are also many small projects that have been delivered in the boutique venue & accommodation space where AHT has supported the operators with their digital and marketing capability. Examples in the Adelaide Hills Council zone are Espira, Carriage House (Eurilla), Ondeen and Pikes Brewery Accommodation.	Y
Training	In 2023, AHT introduced a new training forum called “Back to Basics”. AHT partnered with the SATC, TiCSA and ATEC to train 80 operators from the region on marketing, distribution and booking systems. The event was extremely successful and triggered another industry initiative with Tourism Accelerator and the Adelaide Business Hub to provide 3 hours of customized support to operators. AHT subsidized this by a further 50% and this was picked up by a further 35 operators.	Y
The Wellness Wander Event	The Wellness Wander is currently being considered for Regional Events Funding through the SATC with the view to delivering the event again in October 2024. AHT	Y

	<p>intentionally moved away from an April event this year due to multiple other event offerings over the same period (Gather Round, Oakbank Easter Races, A Taste of the Adelaide Hills and school holidays). Tanya recently represented the Adelaide Hills Sustainable Event Strategy, using the Wellness Wander as a case study as part of Adelaide Festival City's Event Policy Forum. These events and the focus on Wellness Tourism are supported by the Adelaide Hills Wellness Tourism Strategy.</p>	
Cruise Sector Touring Options	<p>The cruise sector returned to previous capacities with 45 arrivals in the state and 111,560 passengers and crew arriving in the city. More than 5,000 passengers visited the Adelaide Hills as part of the on-ground touring options.</p>	Y
Agritourism	<p>Following the launch of both the national and State Agritourism strategy, Tanya now sits on Minister Bettison's Agritourism Working Group, along with Paracombe Premium Perry, @Lenswood and Jurlique Flower Farm. This helps to inform government strategy and sector development through the SATC.</p>	Y
B-Corp Status	<p>It has been encouraging to see that two additional major Adelaide Hills Corporations, Jurlique Farm and Nepenthe Wines have achieved B-corp status. Unico Zelo/Applewood are already members of B-corp and there are only three wineries in Australia who have achieved this status, two of whom are in the Adelaide Hills and in the Adelaide Hills Council zone.</p>	Y
Representation on International Stage	<p>AHT is actively seeking key Adelaide Hills operators to represent the region on an international stage. This year, for the first time, Tanya will be attending the Australian Tourism Exchange Trade Show in Melbourne, representing five operators in the Hills. The intention is that become a key component of international travel agents Australia programmes, attracting a higher spend, discerning clients from across the globe.</p>	Y

Industry Stakeholder and Collaboration

Communications/Updates	AHT deliver a monthly newsletter to 750 subscribers, run an internal Facebook site for immediate updates and meet with the industry at least once a year to provide strategic updates.	Y
Industry Networking	The latest industry event was to welcome Philippa Harrison, the MD of Tourism Australia to the region (at Nepenthe Winery). This was a small-scale event however the next industry networking event will be in October, to introduce the new Chair and focus on new product. Whilst traditionally AHT has invited the Mayor, CEO and funding representatives from Councils, they will also host all Councillors with invites to follow.	Y
Leveraging Connections	Executive officer Tanya Jarman spends a minimum of three days on the road, meeting operators, conducting site inspections, providing advice on booking platforms, leveraging multiple industry connections and advising operators how to reach as many consumers as possible, at minimum costs. Tanya also connects like-minded operators and products to ensure that cross-promotion occurs.	Y
Australian Regional Tourism Board	Tanya is an active board member of Australian Regional Tourism so represents South Australia's regional tourism interests at a national level.	Y

Business & Leisure Events

Gather Round	With the Gather Round being hosted again in Mount Barker, Adelaide Hills Tourism invested in a local paid Facebook campaign to encourage dispersal and brand awareness of the region, beyond Mount Barker. This campaign provided branding and awareness opportunities for multiple Adelaide Hills businesses, achieving 5,335 clicks and 334,000 impressions.	Y
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Wellness Wander Event	The Wellness Wander will be re-delivered in October 2024 of this year (see sector development).	Y
Australian Tourism Export Council	AHT secured the Australian Tourism Export Council's Meeting Place final day of the programme on 1 November 2023. This saw 400 national inbound operators, wholesalers and products visit the Adelaide Hills for an immersion of multiple experiences which included Grunthal Brew and The Lane. This commenced a positioning of the region as a true international destination beyond just a day tour.	Y
Hosting Australian Regional Tourism Conference pitch	Tanya is currently pitching to host the Australian Regional Tourism Conference in 2025 in the region. This would welcome 200 delegates from throughout the nation including plenary and guest speakers. Pre- and post-touring and hosted dinners in different locations will be part of the conference. AHT is awaiting the results of the bid and has been supported by the SATC and Business Events Adelaide.	Y
Adelaide Hills Garden Affair	Tanya worked closely with Adelaide Hills Garden Affair on their inaugural event at Stangate House. AHT continues to liaise with multiple event organisers supporting the promotion of their events (Bay to Birdwood, A Taste of the Adelaide Hills, Chardonnay May, Winter Reds, Sparkling Spring, Gather Round activations etc).	Y

Appendix 3

AHT Annual Business Plan 2023-24

**Adelaide Hills
Tourism Annual
Business Plan
2023-2024**



Introduction

Adelaide Hills Tourism's (AHT) key priorities and actions for 2022-2023 are aligned with the Adelaide Hills chapter of the 2021-2025 South Australian Regional Visitor Strategy (RVS). Published in February 2021, the RVS was developed in collaboration between Adelaide Hills Tourism (AHT) and the South Australian Tourism Commission after extensive regional consultation including a workshop with key industry partners and stakeholders in September 2020. Supporting the RVS is the [Adelaide Hills Regional Visitor Strategic Tourism Plan](#) which drives the operational outcomes of Adelaide Hills Tourism.

Adelaide Hills Tourism's Three Strategic Pillars

- Marketing
- Industry Capacity and Capability Development
- Collaboration

To achieve deliverables under the three strategic pillars the work of Adelaide Hills Tourism is underpinned by strong corporate governance and organisational effectiveness.

Overarching Priorities

- Build a resilient and sustainable industry in a pandemic environment
- Capitalise on the region's proximity to Adelaide
- Convert more visitors to stay overnight
- Encourage day trippers to stay longer
- Encourage visitors to spend more
- Grow repeat visitation

Strategic Priorities are drawn from the Adelaide Hills Chapter of the RVS. Italicised actions are deliverables of Local Contact Officer grant funding from the South Australian Tourism Commission.

Marketing

Drive awareness, appeal and booking of Adelaide Hills experiences, events and accommodation through marketing and PR initiatives that reaffirm the region's brand positioning and messaging.

Marketing Priorities

- Capitalise on the region's proximity to Adelaide through leveraging Adelaide marketing initiatives (e.g. Adelaide Visitor Guide), organisations (e.g. Adelaide City Council, Adelaide Convention Bureau), major events and the hotel concierge network.
- Convert more visitors to stay overnight in order to lift occupancies and room rates by showcasing the breadth of experiences available, the benefits of staying overnight, and the quality and diversity of accommodation.
- Encourage day trip visitors to stay longer by showcasing the breadth of experiences available, and highlighting twilight and evening experiences.
- Encourage visitors to spend more (stay longer, disperse further and undertake higher value experiences) by showcasing high-yield experiences (including accommodation) and the region's diversity of experiences and locations (e.g. suggested itineraries and touring routes).
- Grow repeat visitation through delivery on marketing promise (honesty in marketing), giving visitors more reasons to visit (e.g. seasonal and event offerings, revitalised towns and tourism clusters) and engagement with local audiences through traditional media and AHT social media platforms.

Target Markets

- Effectively target high-yielding travellers to ensure sustainable growth and maximise expenditure outcomes.
- Prioritise domestic markets in the medium term while remaining agile to international market opportunities as they emerge.
 - Local residents and their visiting friends and relatives (VFR)
 - Intrastate (Families with children 5-12, Professional Couples, Groups)
 - Interstate (Professional and Older Couples)

Key Marketing Partners

- AHT leverages the marketing activities of SA Tourism Commission, Tourism Australia, other SA regions, tourism operators, Adelaide Hills Wine Region, town and business associations, agritourism industry association, local online travel agents and platforms (e.g. RAA SA Experiences), Business Events Adelaide, and Study Adelaide. As the national database of tourism businesses and events, the Australian Tourism Data Warehouse (ATDW) is a key partner platform.

Consumer Sentiment

- Due to the COVID-19 global health pandemic visitors are seeking greater connection to nature, open and uncrowded spaces, and experiences that positively impact physical, mental and social wellbeing.
- Align content creation with insights gleaned from
- Growing consumer demand for digital channels for trip inspiration, planning, booking and experience sharing.
- Regardless of the experiences on offer, AHT and partners must prioritise the health and wellbeing of our visitors, operators and the community.

Strategic Priority	AHT Actions 2023-2024	Deliverables	Budget
<p>RVS Key Priority</p> <p>Grow visitors to the new Adelaide Hills website (www.visitadelaidehills.com.au) and use site data to better understand visitor behaviour.</p>	<p>Engage with digital specialists to deliver optimum site performance including analysis of website data to assess user experience, search visibility and conversion.</p> <ul style="list-style-type: none"> • Identify and prioritise opportunities for optimisation. • Develop and implement a program for content creation and optimisation with a focus on driving engagement with ideal customers rather than growth in audience. 	<ul style="list-style-type: none"> • Consideration of moving over to the SATC platform to reduce costs and access their Adobe Audience Manager analytics. • Deliver a new look and feel website in line with the brand work delivered in 2023. • Use Paid Media budget to drive visitors and engagement on the site (see content creation) 	\$4,000
	<ul style="list-style-type: none"> • Build upon 2022/23 rich content curation to load rich storytelling content (including video and blogs) and ensure key content is regularly updated, engaging and meets current consumer needs – with an emphasis on outdoor and nature activities that support physical, social and mental wellbeing, 	<ul style="list-style-type: none"> • Curate (or use influencers) video reels for use on facebook, Instagram and re-loaded on website 	\$15,000

	Leverage SATC digital insights and audience behaviours.	<ul style="list-style-type: none"> Attend fortnightly RTM meetings and briefings with SATC. Use quarterly digital report insights from SATC. 	EO Salary Resource
	Review third party websites and encourage links to AHT website.	<ul style="list-style-type: none"> Review Adelaide Hills content on SATC and Tourism Australia websites quarterly. Review tourism content and links to AHT website quarterly on AHC, MBDC, VIC and Adelaide Hills Wine Region websites. 	EO Salary Resource
	Increase sharing of website content via AHT social media channels.	<ul style="list-style-type: none"> Provide link to relevant AHT content in majority of posts – 8 per month (either operator/event ATDW listing or thematic/seasonal info). 	<p>\$2,000 (ATDW Licensing fee)</p> <p>\$ 39,000 (social media – always on)</p>
	Include website URL and/or QR code in as many marketing and PR initiatives as possible including non-traditional business in the visitor economy.	<ul style="list-style-type: none"> Include unique QR code link to AHT website in the Adelaide Hills visitor guide, A3 tear-off maps, other collateral and any advertising features (e.g. Adelaide Hills Herald). 	EO Salary Resource
<p>RVS Key Priority</p> <p>Leverage South Australian Tourism Commission’s marketing initiatives to increase leads to local businesses.</p>	<p><i>Promote industry sign-on to the Australian Tourism Data Warehouse (ATDW) especially in categories linked to SATC campaigns/initiatives with the aim of increasing the number and quality of ATDW listings.</i></p>	<ul style="list-style-type: none"> Strongly promote ATDW to industry via newsletters, factsheets, website, SATC in-region workshops, and assistance/follow-up via email and face-to-face with individual operators/events who have not listed (especially new businesses) or have outdated/expired listings. 	<p>\$18,000 (Admin resource split across multiple activities) & EO Salary Resource</p>

		<ul style="list-style-type: none"> Maintain a feed of ATDW to the regional website www.visitadelaidehills.com.au for the categories of accommodation, tours, attractions, events and food & drink. 	\$7,500 (website maintenance)
	<p><i>Assist the SATC to maintain accurate and up-to-date digital content about the region through regular briefings with SATC staff and support of SATC staff famils.</i></p>	<ul style="list-style-type: none"> Weekly calls and emails with relevant SATC staff. Annual regional update to all relevant SATC staff. Monthly scheduled meeting with Destination Development staff to feed through new product developments. 	EO Salary Resource
	<p><i>Act as a contact for SATC-referred trade and media familiarisations including some hosting.</i></p>	Provide suggestions and support in a timely manner as opportunities arise.	EO Salary Resource
	<p><i>Assist SATC's PR team with content and contacts for media releases, enquiries etc.</i></p>	Provide suggestions and support in a timely manner as opportunities arise.	EO Salary Resource
	<p><i>Assist SATC's marketing team with development, refinement, industry communication and engagement elements of marketing campaigns.</i></p>	<ul style="list-style-type: none"> Provide suggestions and support in a timely manner as opportunities arise. Arrange and host familiarisations for campaign staff (at least two per year). 	EO Salary Resource
	<p><i>Assist with regional photo shoots, including identifying products and locations, and assisting with sourcing of props.</i></p>	<ul style="list-style-type: none"> Provide suggestions and support in a timely manner as opportunities arise. 	\$15,000 (part of paid media)
	<p>Align marketing to SATC's brand pillars and Sector Plans:</p> <ul style="list-style-type: none"> Natural Therapy - slow down, disconnect and immerse in nature without sacrificing comfort or style Accessible Provenance - fresh local produce in amazing natural locations – connecting visitors 	Roll out AHT's new Brand Narrative which aligns with current SATC Brand	EO Salary Resource

	<p>with the source of food and beverages, meet winemakers and food producers</p> <ul style="list-style-type: none"> • Wildlife Encounters – national parks, with iconic wildlife • The Coolest Boutique Capital – Adelaide focus but opportunity for Adelaide Hills to leverage due to proximity – work with city hotel concierges • Loves a Party – festivals and events, social activities • Sector Plans – Wellness, Cruise, Aboriginal Cultural, Food and Drink + Agritourism, Recreation & Trails 		
<p>RVS Priority Provide locals with new reasons to explore their own region, which will then enhance the trips of their visiting friends and relatives.</p>	<p>Invest strongly in social media through expert and dedicated resources to target local audiences (Adelaide and Adelaide Hills) – more than 70% of AHT’s Instagram followers and 75% of AHT’s Facebook followers are from Adelaide or the Adelaide Hills.</p>	<p>Facebook: https://www.facebook.com/visitadelaidehills</p> <ul style="list-style-type: none"> • Maintain content plan • Minimum of 8 posts per week, focusing on key experiences/products/activities/events. • Engage regularly with Adelaide Hills operators and key influencers (like, comment and share). • Maintain 1.2% engagement per post • Maintain average reach of 2200 users per post • Maintain quarterly audience growth of 5% • Monitor key social media metrics and prepare Quarterly Digital Report <p>Instagram: https://www.instagram.com/visitadelaidehills</p> <ul style="list-style-type: none"> • Introduce more regular “reel” content • Maintain content plan 	<p>\$ 39,000 (social media – always on)</p>

		<ul style="list-style-type: none"> • Minimum of 3 posts per week, focusing on high-quality aspirational imagery that supports AHT’s messaging around experiences/products/activities/events. • Minimum of 3 Instagram Stories per week • Engage regularly with Adelaide Hills operators and key influencers (like, comment and share). • Maintain 2% engagement per post • Maintain average reach of 8000 per post • Maintain quarterly audience growth of 15% • Increase Facebook audience sharing of Visit Adelaide Hills website content <p>Monitor key social media metrics and prepare Quarterly Digital Report</p>	
	Engage regularly with local media (including PR releases for key initiatives) and support tourism features highlighting new or lesser-known experiences.	<ul style="list-style-type: none"> • Support Hills Wanderer (Mount Barker Courier initiated publication) with either quarterly ads or editorial features in The Courier (under negotiation) • Quarterly (seasonal) update to local media showcasing new experiences and upcoming events and seasonal highlights, distributed to media • Provide timely suggestions and contacts for media enquiries. 	<p>\$2,000 (part of paid media)</p> <p>\$1,650/quarter (PR agency)</p> <p>EO Salary Resource</p>

<p>RVS Priority Encourage greater mid-week visits from key relevant segments:</p> <ul style="list-style-type: none"> • corporate – business meetings, events and incentives • sporting events • interstate and international markets 	<p>Increase content on AHT’s website about meeting and business event venues and activities.</p>	<ul style="list-style-type: none"> • Review and update information at www.visitadelaidehills.com.au/business-events 	<p>EO Salary Resource</p>
	<p>Maintain and leverage membership with Business Events Adelaide</p>	<ul style="list-style-type: none"> • Attend networking events and support BEA familiarisations as resources allow. 	<p>\$750 (BEA annual fee) EO Salary Resource</p>
	<p>Support and leverage interstate PR and marketing campaign activities with SATC, and international markets as they open</p>	<ul style="list-style-type: none"> • Maintain connection with SATC Global team and undertake training and briefing opportunities. • Establish and maintain Adelaide Hills presence on Tourism Australia’s Australia 360 On Demand platform (information resource and contact directory) for international trade. 	<p>EO Salary Resource & PR quarterly update (\$1,650) EO Salary Resource</p>
<p>RVS Priority Boost the promotion of experiences that best match changing visitor needs and are reflective of the Adelaide Hills Tourism Interpretive Themes and Messages (i.e. brand).</p>	<p>Consistently communicate Adelaide Hills Tourism’s new branding across all marketing and PR activities.</p>	<ul style="list-style-type: none"> • Focus AHT website and social media content underpinned by elevation, seasonality and proximity to Adelaide. 	<p>EO Salary Resource, Paid Media and Social Media Servicing</p>
	<p>Distribute new Adelaide Hills brand to industry with insights on how to use the brand to benefit their business</p>	<ul style="list-style-type: none"> • Produce and distribute guide to industry and stakeholders (including via industry page of AHT website) 	<p>EO Salary Resource</p>
	<p>Regularly review website content to meet increased consumer desire for uncrowded spaces, outdoor activities, reconnection and wellness activities.</p>	<p>Focus on blogs, imagery and itineraries/collections responding to consumer interests</p>	<p>As per web investment above</p>

	Continue to grow social media audiences and engagement (Visit Adelaide Hills on Facebook and Instagram) with content aligned with key themes and increased consumer desire for uncrowded spaces, outdoor activities, reconnection and wellness activities.	As per social media targets on pages 6-7.	-
	Review and prioritise Acknowledgement of Country, Peramangk information, and indigenous experiences/events on the website, visitor guide and maps.	<ul style="list-style-type: none"> • Add Acknowledgement of Country to AHT website home page. • Add Acknowledgement of Country to AHT's A3 Tear-off map pads (being re-printed in July 2023) • Participate in board cultural awareness session with Mandy Brown 	\$1,000
<p>RVS Priority Work collaboratively with the South Australian Tourism Commission's team to adapt visitor target markets and messages based on changing global and local pandemic responses.</p>	<ul style="list-style-type: none"> • Engage regularly with SATC Insights, Marketing and Events teams. • Align AHT marketing with SATC's priority markets and messaging. 	<ul style="list-style-type: none"> • Attend and support SATC cross-regional meetings including workshops, briefings and fortnightly regional meetings with RTM's. • Support SATC Sector Development messaging around sustainability, indigenous and wellness sectors. 	EO Salary Resource
<p>RVS Priority Work with StudyAdelaide to encourage international students to visit and bring their visiting families.</p>	Engage with StudyAdelaide's student engagement and marketing teams so Adelaide Hills is top of mind for initiatives including VFR.	<ul style="list-style-type: none"> • Re-engage with StudyAdelaide 	EO Salary Resource
<p>RVS Priority Optimise major Adelaide and cross-regional events including Bay to Birdwood, Tasting Australia and Tour Down Under.</p>	Promote Adelaide Hills elements of state-wide and cross-regional events/programs via AHT consumer and industry channels	<ul style="list-style-type: none"> • Ensure event listings are on ATDW and appearing on events page of AHT website. • Feature key events on the AHT website homepage and publish a blog if appropriate. • Share event information on AHT's social media platforms (Visit Adelaide Hills on Facebook and Instagram). 	EO Salary Resource with Admin and social media contractor support

		<ul style="list-style-type: none"> • Highlight opportunities for involvement and promote event to local industry via the AHT industry e-newsletter and closed Facebook group. 	
<p>RVS Key Priority Embrace relatively new wine events (Chardonnay May and Sparkling Spring) and existing signature wine events (Winter Reds), as well as exploring new agritourism, arts and wellness event opportunities.</p>	<p>Promote and support Adelaide Hills Wine Region Events: Promote and support other key regional events including:</p> <ul style="list-style-type: none"> • Gather Round (AFL) • Pick a Pink Lady Weekend • Pome Fest • Country Shows – Meadows, Mount Barker, Callington etc. • Wellness Wander Weekend • Hahndorf Christmas Events & Hahndorf Handmade, Handcrafted, Handpicked • English Ale, Mylor • Lights of Lobethal • Medieval Fair 	<ul style="list-style-type: none"> • Ensure event listings are on ATDW and appearing on events page of AHT website. • Feature events on the AHT website homepage and publish a blog if appropriate. • Share event information on AHT’s social media platforms (Visit Adelaide Hills on Facebook and Instagram). • Highlight opportunities for involvement and promote event to local industry via the AHT industry e-newsletter and closed Facebook group. • Contribute to planning of Adelaide Hills Wine Region events through AHT representation on marketing and events sub-committee. • Engage with Events SA (SA Tourism Commission) regarding event opportunities. • Support and promote the Events SA (SA Tourism Commission) Regional Events Fund. 	EO Salary Resource with Admin and social media contractor support
<p>RVS Key Priority Promote relevant events held at the Mount Barker District Council’s new recreation and leisure precinct.</p>	<p>Promote and support relevant events through AHT’s consumer and industry channels.</p>	<ul style="list-style-type: none"> • Ensure event listings are on ATDW and appearing on events page of AHT website if relevant. • Feature events on the AHT website homepage and publish a blog if appropriate. 	EO Salary Resource with Admin and social media contractor support

		<ul style="list-style-type: none">• Share event information on AHT's social media platforms (Visit Adelaide Hills on Facebook and Instagram).• Share event information with industry and stakeholders via AHT newsletter and closed Facebook group if relevant.• Promote the venue via AHT website and recommendations to event organisers and Events SA (SA Tourism Commission).	
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Industry Capacity and Capability Development

Support the sustainable development of, and investment in, existing and new tourism ventures and events that deliver exceptional experiences and bring more people to the region and have them staying longer and spending more.

Key Elements of this Strategic Pillar

- Experience & Supply Development - enhance existing tourism experiences and create new offerings that reinforce brand strengths and interpretive themes for the Adelaide Hills and South Australia.
- Industry Capability – deliver and/or support training and business development programs that build business resilience and skills in digital marketing, customer service, experience development and distribution.

Industry Capacity and Capability Development Priorities

- Capitalise on the region's proximity to Adelaide through development of experiences compatible with Adelaide touring programs.
- Convert more visitors to stay overnight by supporting the improvement of existing accommodation and development of new accommodation.
- Encourage day trip visitors to stay longer by supporting the improvement of existing visitor experiences and development of new visitor experiences including twilight and evening experiences.
- Encourage visitors to spend more by supporting the development of high yield experiences including accommodation that encourage dispersal beyond gateways and established tourism hubs.
- Grow repeat visitation through delivery on marketing promise (e.g. training to develop and deliver exceptional visitor experiences) and giving target markets new reasons to visit (e.g. development of seasonal and event offerings, support town revitalization initiatives).

Key Industry Capacity and Capability Development Partners

- Tourism Industry Council SA (TiCSA)
- South Australian Tourism Commission (SATC)
- Business Events Adelaide (BEA)
- Regional Development Australia (RDA) – Adelaide Hills Fleurieu & Kangaroo Island
- Local Government – Mount Barker District Council and Adelaide Hills Council
- Tourism Australia
- Other tourism and business industry associations – Australian Tourism Export Council, Business SA

Key Consideration

Workforce Skills Shortage

Many tourism and hospitality businesses are struggling to find qualified, skilled workers to fill open positions. AHT will work with SATC, RDA & TiCSA to better understand the challenges and support possible solutions to address labour shortages.

Strategic Priority	AHT Actions 2023-2024	Deliverables	Budget
<p>RVS Key Priorities</p> <ul style="list-style-type: none"> Support the development of existing and new experiences and events that reflect SATC and new AHT brand. Advocate for the development of 16 new rooms and 22 room upgrades by 2025. Encourage unique, immersive and experiential accommodation linked to trails, nature, wildlife, food, beverage and wellness. 	<p>Support new funding applications through grant advice, introductions and letters of support for projects consistent with consumer demand and regional brand. (eg second round of nature based fund launching in August)</p>	<ul style="list-style-type: none"> Promote funding opportunity (and successful projects) to industry through AHT newsletters, closed industry Facebook group and targeted communications. Provide support to applicants in a timely manner. 	<p>EO Salary Resource</p>
	<p>Support access to capital, government grants and investment including referrals to RDA (Adelaide Hills, Fleurieu & Kangaroo Island).</p>	<ul style="list-style-type: none"> Promote opportunities to industry through AHT newsletters, closed industry Facebook group and targeted communications. Provide support, contacts and referrals in a timely manner. 	<p>EO Salary Resource</p>
	<p>Assist operators to develop strong business cases for investment in new developments and enhancements including referrals to RDA (Adelaide Hills, Fleurieu & Kangaroo Island).</p>	<ul style="list-style-type: none"> Maintain list of grant writers and provide to potential developers. Provide access to relevant data and support services. 	<p>EO Salary Resource</p>
	<p>Develop linkages between experiences and businesses to create clusters and collaborations.</p>	<p>Provide individual introductions and create opportunities for networking (including closed Facebook group and industry events).</p>	<p>EO Salary Resource</p>
	<p>Support initiatives to address development barriers.</p>	<p>Provide advice to potential developments regarding working with council and provide feedback to council.</p>	<p>EO Salary Resource</p>

		<ul style="list-style-type: none"> Engage with reviews of development approval processes, on request. 	
	Support initiatives that streamline regulations to make it easier for operators to innovate and develop sustainable tourism experiences.	<ul style="list-style-type: none"> Provide feedback around complex regulatory and legislative constraints (e.g. Productivity Commission’s Tourism Regulation Review) and promote feedback opportunities to industry/stakeholders. 	EO Salary Resource
	Share consumer research on appealing experiences for different visitor groups to assist experience development and refinement.	<ul style="list-style-type: none"> Provide information about relevant research through AHT communications channels (newsletter and closed Facebook group) and at industry functions. 	EO Salary Resource
	Support sustainable tourism development that is in keeping with the region’s charms and character.	<ul style="list-style-type: none"> Ensure personal site visit and understanding of proposal before providing AHT letter of support. Engagement with Tourism Australia and SATC on their sustainability product focus. 	EO Salary Resource
	Foster the development of Peramangk cultural experiences.	<ul style="list-style-type: none"> Share relevant opportunities with industry (e.g. Indigenous Tourism Fund) Initiate engagement with new cultural experiences Immerse board in cultural awareness training 	EO Salary Resource
<p>RVS Priority Support Department for Environment and Water (DEW) initiatives such as the reinvigoration of Cleland Wildlife Park.</p>	<ul style="list-style-type: none"> Engage regularly with DEW Executive and staff on key projects. 	<ul style="list-style-type: none"> Maintain DEW representation on AHT Board. Provide letters of support and feedback on Nature-based Tourism Fund applications. 	EO Salary Resource
<p>RVS Priority Advocate for improved regional Wi-Fi and telephony connectivity.</p>	<ul style="list-style-type: none"> Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement. 	Provide feedback to relevant government departments on request.	EO Salary Resource

<p>RVS Priority Address infrastructure including touring routes, scenic drives signage, walking and cycling trails and coach and car parking facilities.</p>	<ul style="list-style-type: none"> • Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement (including SATC’s brown directional tourist signage improvement project). 	<ul style="list-style-type: none"> • Provide feedback to relevant partners about maintenance requirements for other infrastructure such as road and public amenities (toilets, rubbish bins). • Advocate for high-priority infrastructure development initiatives including: <ul style="list-style-type: none"> - Trails – access to Heysen Trail from Mount Lofty House Estate, Fox Creek Mountain Bike Trails, Amy Gillett Pathway extension, Hahndorf trails to connect key new attractions (Sidewood Cellar Door & Restaurant, new Udder Delights site, Hahndorf Resort, Ambleside Distillers etc.), Women’s Pioneer Trail - Roads and Related Infrastructure – sealing roads to key attractions including Fox Creek, Lot 100 and Mount Barker Leisure Precinct. - Public Amenities - Hahndorf Township Upgrade (car parking, lighting etc.), Amy Gillett Pathway (benches, signage, water points, toilets etc.) 	<p>EO Salary Resource</p>
<p>RVS Priority Address gaps in transport connectivity (e.g. ride sharing services and shuttles).</p>	<ul style="list-style-type: none"> • Work with industry and key partners (RDA, AHC, MBDC, SATC) on identifying issues and supporting initiatives to drive improvement. 	<ul style="list-style-type: none"> • Stay informed and provide suggestions and feedback as opportunities arise. • Update transport information on AHT website accordingly. 	<p>EO Salary Resource</p>
<p>RVS Priority Focus on building skills across digital marketing, customer service, experience development and distribution.</p>	<ul style="list-style-type: none"> • Partner with ATEC on Meeting Place Australia • Ensure visitor economy businesses have access to and engage with tools and technologies to maximise their professionalism and profitability. 	<ul style="list-style-type: none"> • Sponsorship of 200 Global Buyers to spend a day in the Hills as part of the “Meeting Place 2023” Event. • Final dinner to be held in the Adelaide Hills (venue to be advised) but the day’s activities will be across the region. • <i>Nb: Meeting Place is ATEC’s biggest trade event and takes place each year,</i> 	<p>\$3,500 (sponsorship) \$1,100 (membership of ATEC)</p>

		<p><i>usually in November. Meeting Place is a full three day program offering business-to-business trade engagement appointments, an insightful conference program, topical break-out sessions, buyer and supplier forums, extensive networking opportunities and gala celebration and recognition awards.</i></p> <ul style="list-style-type: none"> • Promote capability development opportunities including via the industry and stakeholder newsletter, the industry page of the AHT website and the closed industry and stakeholder Facebook page (Adelaide Hills Tourism Network). • Support new tourism businesses with the information, tools and connections they will need to succeed. Deliver a Tourism 101 Workshop in August in partnership with TiCSA, SATC and Tourism Accelerator to provide AH operators with a deep dive on the sector and how to leverage.(see grants) • Promote third-party training opportunities (e.g. TiCSA, RDA, SATC, councils) especially those with a focus on business continuity, industry resilience, business management (including risk management), digital marketing, event management, distribution, customer service, storytelling, staff development and retention, experience development, packaging/collaboration, and grant writing. 	<p>EO Salary Resource</p> <p>\$5,000 (this potentially leads 50 operators to a federal business grant support programme generating \$39,000 of grant support through Tourism Accelerator)</p> <p>EO Salary Resource</p>
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		<ul style="list-style-type: none"> Promote other business development programs including TiCSA's SA Tourism Awards and Tourism Accreditation. Champion businesses that are developing or refreshing their visitor experiences through inclusion at networking events and via the industry and stakeholder newsletter and closed Facebook group. Target 4 lead hills products to attend either ATE or SATC national trade shows to help them with distribution opportunities. 	<p>EO Salary Resource</p> <p>EO Salary Resource</p> <p>\$7,000 (cost of attendance for AHT – operator subsidised)</p>
<p>RVS Key Priority Support industry resilience including developing business cases for grants and investments.</p>	<ul style="list-style-type: none"> Monitor grant opportunities for AH industry around digital capability and distribution. 	<ul style="list-style-type: none"> Promote grants and support programs via the industry and stakeholder newsletter, the industry page of the AHT website and the closed industry and stakeholder Facebook page (Adelaide Hills Tourism Network). Monitor grant opportunities and apply for relevant grants that align with identified gaps. 	EO Salary Resource
<p>RVS Key Priority Research and expand the health and wellbeing sector by becoming an incubator for state-wide industry development and positioning the region as a wellness hub.</p>	<ul style="list-style-type: none"> Deliver the Wellness Wander 2024 as a major sponsor with SATC 	<ul style="list-style-type: none"> Potentially deliver another Wellness Wander (budget dependant) Maintain 80% participation levels and 2023 spend 	\$50,000
<p>RVS Priority Advocate for a training centre to upskill local regional tourism and hospitality staff.</p>	<ul style="list-style-type: none"> Support in-region initiatives that drive tourism and hospitality skills development to help address labour and skills shortages. 	<ul style="list-style-type: none"> Provide letters of support as required. Share SATC insights around regional workforce shortages to stakeholders. 	EO Salary Resource
<p>RVS Priority Leverage major Adelaide events and maximise Adelaide Hills content in major cross-regional events including Bay to</p>	<ul style="list-style-type: none"> Support regional hubs of major Adelaide-based events including Fringe and the Adelaide Festival. Promote opportunities for tourism businesses and venues to host events as part of major 	<ul style="list-style-type: none"> Brief SATC on event opportunities and provide input on regional event potential. Promote opportunities to host events via the industry and stakeholder newsletter 	EO Salary Resource

<p>Birdwood, Tasting Australia and Tour Down Under.</p>	<p>events including SALA, History Festival, Tasting Australia, Adelaide Guitar Festival's Guitars in Bars, Umbrella Music Festival, Nature Festival SA etc.</p> <ul style="list-style-type: none"> • Work with event organisers including Bay to Birdwood and Tour Down Under to engage wider tourism network and communities. 	<p>and the closed industry and stakeholder Facebook page (Adelaide Hills Tourism Network).</p> <ul style="list-style-type: none"> • Ongoing contact with major event organisers. 	
<p>RVS Key Priority Support development of new wine events (Chardonnay May and Sparkling Spring) and enhancement of existing signature wine events (Winter Reds), as well as explore new agritourism, arts and wellness event opportunities.</p>	<ul style="list-style-type: none"> • Build on Chardonnay May insights and focus on Sparkling Spring as they become more established. • <i>Provide annual input to the assessments of applications to SATC's Regional Event Fund as required and promote industry engagement with Events SA's major events such as Tasting Australia.</i> 	<ul style="list-style-type: none"> • Provide SATC / Events SA with feedback on Regional Events Fund applicants and alignment with key regional priorities and brand. • Promote SATC's Regional Events Fund to Adelaide Hills stakeholders (including events staff at Adelaide Hills Council and Mount Barker District Council) and industry via newsletter, closed industry Facebook group, one-on-one meetings, targeted emails and industry website. • Provide letters of support for events applying for grants where relevant. • Support events to list on the Australian Tourism Data Warehouse (ATDW). • Encourage the development of packages and offerings around events to help extend stays. • Foster information sharing and collaboration between councils, volunteers, event organisers, AHT and SATC / Events SA. • Advocate for more event skills training and support. 	<p>EO Salary Resource</p>
<p>RVS Priority Drive greater mid-week opportunities through the development of new and enhanced business event venues, services and events.</p>	<p>Identify and support products that have the propensity to host business events, corporate groups or incentives.</p>	<ul style="list-style-type: none"> • Connect relevant businesses to Business Events Adelaide • Hosting of ATEC Meeting Place in October 	<p>EO Salary Resource (and BE annual membership)</p>

Collaboration

Work closely and align efforts with the tourism industry, partners and stakeholders for an integrated and coordinated tourism region.

Partners:

- Tourism Operators and Event Managers
- Adelaide Hills Community
- Local Government – Adelaide Hills Council and Mount Barker District Council
- SA Tourism Commission
- RTO network
- Other State Government Departments – DEW, DTI, DPC
- Regional Development Australia (Adelaide Hills, Fleurieu & Kangaroo Island)
- Adelaide Hills Wine Region and other industry associations (e.g. agritourism)
- Federal Government – Tourism Australia, Austrade
- Town/sub-regional tourism and commerce groups

Strategic Priority	AHT Actions 2022-2023	Deliverables	Budget
<p>RVS Key Strategy Encourage partnerships between local tourism operators and stakeholders via industry networking events, familiarisations, digital platforms, cross-promotion and bundling of commissionable experiences.</p>	<p>Visit and engage regularly with tourism businesses to keep product knowledge and contacts current; facilitate connections between complementary businesses, mentoring, identifying distribution opportunities and sharing case studies.</p>	<ul style="list-style-type: none"> • EO to continue with minimum 2 days of operator visits per week to ensure that opportunities are leveraged and industry is engaged in the visitor economy. • Maximise AHT Board visibility and industry connection through the use of venues around the region. • Hold at least one major industry function (80-100 people) with the view to adding a Christmas event in December 2023 • Communicate with industry and stakeholders via e-newsletter (monthly), 	<p>EO Salary Resource</p> <p>\$1,500</p> <p>\$2,000 (industry pays a contribution)</p> <p>EO Salary Resource & Admin officer</p>

	<i>Ensure that regional operators and stakeholders are kept fully informed of opportunities and developments in tourism such as grants, strategies, reports, marketing campaigns etc. from SATC, Tourism Australia and other State and Federal agencies.</i>	<p>closed FB group (Adelaide Hills Tourism Network), LinkedIn, segments at industry events.</p> <ul style="list-style-type: none"> • Maintain a media and industry page on AHT website featuring strategic plan, RVS information, ATDW help sheet and key opportunities and contacts document. • <i>Help coordinate SATC regional functions such as workshops and Board and CEO visits and itineraries and encourage regional operator participation.</i> • Be a point of contact in-region for the regional industry re SATC contacts and resources, referring enquirers on to SATC where appropriate. 	
	<i>Contribute to the maintenance of up-to-date key stakeholder databases for both SATC and Adelaide Hills Tourism.</i>	Maintain an up-to-date database / contact management system.	EO Salary Resource & Admin Officer
	Represent the region at key forums and meetings and act as a conduit between government, councils and relevant bodies and local tourism operators.	Attend fortnightly SATC RTM Meetings, AHWR Marketing & Events sub-committee, sub-regional and town association meetings as required.	EO Salary Resource and Admin Officer
	Conduct industry and stakeholder survey about preferred communications, challenges and priorities – e.g. best way to communicate, value of visitor guide, VIC.	Survey monkey communication with a target of 50 responses.	Admin Officer
	Continue to build relationship with Peramangk representatives to ensure improved and appropriate acknowledgements and information.	Work with Mandy Brown on key Indigenous messaging for AHT communications.	EO Salary Resource
RVS Key Strategy Implement the Visitor Information Services strategy and ensure changing visitor needs are being serviced by local	<ul style="list-style-type: none"> • Adelaide Hill Regional Visitor Guide – production (in collaboration with publishing partner at no cost/risk to AHT), storage, 	<ul style="list-style-type: none"> • Fact-checking existing guide before print run. 	EO Salary Resource

<p>tourism operators and across all digital platforms.</p>	<p>distribution and content support with HWR Media.</p> <ul style="list-style-type: none"> • A3 tear-off map pads – production, storage, distribution • Support the evolution of the region’s visitor information servicing model as consumers seek timely, inspiring and practical information via multiple channels during their trip – a mix of face-to-face information delivery (VIC, VIOs, individual businesses, locals for VFR market) and digital platforms/mobile phones 	<ul style="list-style-type: none"> • Print run due in July 2024 and support of distribution when available. • Provide key businesses and visitor information outlets (VIOs) with the information, tools and resources they need to help visitors plan their trip (through EO Business Development Sales Calls) 	<p>\$3,500</p> <p>EO Salary Resource</p>
<p>RVS Strategy Ensure Adelaide Hills is well represented on major cross-regional touring route promotions (e.g. Epicurean Way).</p>	<p>Work closely with SA Tourism Commission on Epicurean Way campaigns and materials including tear-off maps.</p>	<ul style="list-style-type: none"> • Brief SATC on key operators along the route and feed back consumer and business insights regarding touring route experiences. • Distribute recently updated tear-off map pads. 	<p>EO Salary Resource</p> <p>EO Salary Resource</p>
<p>RVS Strategy Support cross-regional and cross-industry resilience and crisis management plans to minimise risks for operators and visitors.</p>	<p>Work closely with SA Tourism Commission on coordinated responses to natural disaster responses.</p>	<p>Provide input into crisis management and communications plans (e.g. COVID-19 hotspot declaration) and align communication messaging using SATC as the lead agency.</p>	<p>EO Salary Resource</p>
<p>RVS Strategy Collaborate with rail, cruise and other specialist tour operators to include Adelaide Hills as part of their extended itineraries or packages.</p>	<p>Develop connections with major national operators including Journey Beyond (rail) and APT and leverage SATC’s relationship with key operators.</p>	<ul style="list-style-type: none"> • Bi-annual check-in with Cruise contact (SATC) and Adelaide-based major tour operators (Journey Beyond, SeaLink, APT). • Timely response to enquiries from major tour suppliers around new products and itinerary design. 	<p>EO Salary Resource</p> <p>EO Salary Resource</p>

<p>RVS Strategy Collaborate with Mount Barker District Council to attract events to the new recreation and leisure precinct.</p>	<p>Facilitate connections with major event managers and stakeholders including key staff at SA Tourism Commission, Events SA and potential tourism investors.</p>	<ul style="list-style-type: none"> • Feed MBDC updates from SATC Events team around hosting and marketing opportunities. • As new precinct develops, ensure event venues are ATDW ready to leverage digital promotional platforms. 	<p>EO Salary Resource</p>
<p>RVS Strategy Promote the value of tourism in plain accessible language using evidence from highly credible data sources to ensure a solid understanding of the contribution of the visitor economy.</p>	<p><i>Ensure local councils in the region are kept abreast of key SATC and Adelaide Hills Tourism initiatives and promote the economic value of tourism to councils and other stakeholders, to ensure the visitor economy is considered in local government decision making, build confidence and a positive environment for investment.</i></p>	<ul style="list-style-type: none"> • Annual AHT briefing of key staff and elected members.(2024 - July for AHC and August for MBDC) • Inclusion of key council representatives at stakeholder and industry events and workshops. • Representatives from both funding councils on AHT Board. 	<p>EO Salary Resource</p>
	<p>Educate the community through local media about the breadth of the visitor economy and the diversity of businesses that benefit to drive positive community sentiment towards the visitor economy and encourage locals to be ambassadors for the region.</p>	<p>Leverage relationship with local media (print, radio) to demonstrate tourism’s economic, social, cultural and environmental value (e.g. providing careers in the region, better infrastructure for locals to enjoy and protecting natural and man-made heritage assets). Potentially move from Hills Wanderer support back to Courier for key corporate messaging.</p>	<p>\$2,000</p>
	<p>Share research and performance data demonstrating the value of tourism with industry and stakeholders.</p>	<p>Include the value of tourism information on industry page of website, through e-newsletters, closed Facebook group and LinkedIn.</p>	<p>EO Salary Resource</p>

Governance and Organisational Effectiveness

Best practice AHT performance and governance

Priority	AHT Actions 2022-2023	Deliverables	Budget
Monthly board meetings	Manage schedule of meetings, arrangements with meeting venues, meeting requests, apologies, dissemination of agenda and board papers, and minutes.	Work with Chair, Deputy Chair and Treasurer to deliver bi-monthly board meetings that are well organised and in accordance with AHT constitution. <ul style="list-style-type: none"> 2024 schedule of meetings and meeting requests sent out December 2023. Board agendas, papers and last month's minutes sent out the Tuesday prior to meeting 	Combination of EO Salary Resource & Admin Officer.
Reporting	<ul style="list-style-type: none"> Bi-monthly Board report Quarterly Digital Report Annual report to SATC and funding partners 	<p>Compile all reports professionally and provide them in a timely manner.</p> <ul style="list-style-type: none"> Bi-monthly EO's Report distributed with Agenda on the Tuesday prior to Board meetings. Quarterly Digital Reports distributed with the Agenda on the Tuesday prior to Board meetings in SATC Local Contact Officer Grant and Co-operative Marketing Fund Reports due end of July 2023 (proposal for 2023-24 Co-operative Marketing Fund due by September 2023). <p>Reports to funding partners due in August including council presentations.</p>	\$7,400 (all admin)
IT & Communications	Ensure robust administrative services and back-ups to ensure business	<ul style="list-style-type: none"> Maintain website domain names and AHT email services for AHT Staff, Contractors and Chair. 	As per above

	continuity, security and data access and accuracy for key personnel.	<ul style="list-style-type: none"> • Implement cloud-based sharing of files • Implement back-up of AHT electronic files and emails. • Establish a more formal database / contact management system or CRM software. 	
Finance	Ensure robust and transparent financial management and reporting in accordance with AHT Finance Policy, AHT Constitution and requirements of an Incorporated Association.	<ul style="list-style-type: none"> • Prepare budget and review bi-monthly. • Provide a bi-monthly finance report by the Treasurer to AHT Board. • Undertake an annual independent financial audit. • Optimise the use of Xero for more efficiency of sign-offs and coding 	As per above
Plans	Produce an annual business plan.	<ul style="list-style-type: none"> • Develop an annual business plan in June 2023 	
	<i>Contribute to the implementation of the 2025 South Australian Regional Visitor Strategy (RVS)</i>	<ul style="list-style-type: none"> • <i>Disseminate reports and communications to local councils, Regional Development Australia and other relevant stakeholders as may be requested by the SATC.</i> • <i>Provide input into a bi-annual 'progress report' in a timely and accurate manner.</i> • <i>Present 'progress report' to local councils, Regional Development Australia and other relevant stakeholders.</i> • <i>Align local regional tourism plans to the strategic priorities identified in the RVS.</i> • <i>Share the RVS with industry through AHT communication platforms.</i> 	EO Salary Resource with admin support

Appendix 4

Audit Report – Financial Statements 2022-23



PCS ACCOUNTANTS
AND BUSINESS ADVISORS

Adelaide Hills Tourism Incorporated

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

Adelaide Hills Tourism Incorporated

Report on the Audit of the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Adelaide Hills Tourism Incorporated (the association), which comprises the balance sheet as at 30 June 2023, the income statement, and notes to the financial statements, including a summary of significant accounting policies and the statement by members of the committee.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2023 is prepared, in all material respects, in accordance with the Associations Incorporation Act 1985.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the code.

As is common for not-for-profit organisations, it is not practicable for the association to maintain an effective system of internal control over income including donations and fundraising activities until their initial entry into its financial records. Accordingly, our audit on the association's income was limited to the amounts recorded in the financial records. We are therefore unable to express an opinion whether the income including donations and fundraising activities is complete.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter- Basis of Accounting

We draw attention to note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in meeting the requirements of the Associations Incorporation Act 1985 and regulations. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the association and should not be distributed to or used by parties other than the association. Our opinion is not modified in respect to this matter.

Responsibilities of Management and those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 1985 and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.



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CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND



PCS ACCOUNTANTS
AND BUSINESS ADVISORS

Auditors' Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

Name of Firm: PCS Accountants & Business Advisors

Name of Director: _____

Andrew Jeynes

Address: 160 Main Road McLaren Vale SA 5171

Dated: Tuesday, 21 November 2023



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McLaren Vale SA 5171



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CHARTERED ACCOUNTANTS
AUSTRALIA • NEW ZEALAND

Profit and Loss

Adelaide Hills Tourism Incorporated For the year ended 30 June 2023

	2023	2022
Trading Income		
Grants - AAA various - unspent from previous year	59,026.04	-
Grants - Adelaide Hills Council	110,944.20	109,237.50
Grants - Mount Barker District Council	57,307.74	57,147.73
Grants - RTBR - Wine Events	2,000.00	16,250.00
Grants - RTBR - Wine Events - unspent from previous year	-	3,500.00
Grants - SATC Contact Role	50,925.00	49,927.00
Grants - SATC Marketing Fund	45,000.00	80,000.00
Grants - Wellness-led Resilience Project - unspent from previous year	-	274,040.00
Grants - XXX Various - unspent at year end	19,639.83	(59,026.04)
Interest Income	1,071.57	2.55
Other Revenue	38.64	-
Total Trading Income	345,953.02	531,078.74
Gross Profit	345,953.02	531,078.74
Operating Expenses		
Admin - Car parking	-	65.44
Admin - Contractor Fees	18,658.64	-
Admin - Gifts	-	695.29
Admin - IT: email service, domain names	3,336.39	4,122.39
Admin - Meeting costs (not Board meetings)	1,563.01	474.64
Admin - Memberships	911.27	664.00
Admin - Motor Vehicle/Mobile Phone Allowance	11,131.04	3,269.27
Admin - Printing, post, stationery, promotional materials, subscriptions, name badges	1,119.32	770.34
Admin - Registrations	4,082.75	1,454.90
Admin - Superannuation	10,198.78	3,138.54
Admin - Wages	95,999.81	31,384.55
Admin - Workers Comp Fees	837.45	225.00
Finance & Professional Costs - Accounting Software & Consultancy	2,257.48	574.55
Finance & Professional Costs - Bank fees and charges	227.26	-
Finance & Professional Costs - Financial audit	-	1,025.23
Finance & Professional Costs - Insurance	2,596.49	2,397.04
Finance & Professional Costs - Strategic planning	-	2,550.00
Governance - Board Meetings	762.96	1,761.10
Governance - Board Reporting	-	750.00
Governance - Sally Smith	-	7,982.59
Governance - Tanya Jarman	-	14,406.77
Industry Capability Building - Industry & Distribution	200.00	4,400.00
Industry Capability Building - International Distribution	2,933.32	-
Industry Capability Building - LER Wellness Tourism Initiative - AHT Project Officers	-	8,160.00
Industry Capability Building - Sally Smith	-	8,955.00

	2023	2022
Industry Capability Building - Tanya Jarman	-	8,640.00
Marketing - Wellness Wander Weekend - Droga & Co	100,000.00	266,000.00
Marketing - ATDW Distributor Licence	1,800.00	1,800.00
Marketing - Branding & Interpretation Guide	20,910.00	-
Marketing - Content Creation	1,950.00	-
Marketing - Familiarisations	2,310.29	1,491.36
Marketing - Hills Sculpture Trail	37.72	-
Marketing - Lachlan Swan	35,040.00	30,720.00
Marketing - Media Advertising and Features	-	3,181.83
Marketing - Paid Media	6,484.08	-
Marketing - Photography/Videography	-	3,610.00
Marketing - Sally Smith	-	19,200.00
Marketing - Social Media Reporting Tools	948.18	-
Marketing - Tanya Jarman	-	17,280.00
Marketing - VIS Adelaide Visitor Guide Advertising	-	1,363.64
Marketing - VIS Maps Digitisation	6,000.00	7,600.00
Marketing - VIS Strategy	-	3,270.54
Marketing - Website - maintenance, optimisation, development	11,300.39	5,800.00
Marketing - Website Marketing/Paid Social media	-	7,500.00
Marketing - Wine Tourism Adelaide Hills Payment	-	14,722.73
Marketing - Wine Tourism Events - Contractor Marketing	-	7,000.00
Stakeholder & Industry Engagement - AHT Functions	2,356.39	3,171.00
Stakeholder & Industry Engagement - Sally Smith	-	12,221.00
Stakeholder & Industry Engagement - Tanya Jarman	-	17,280.00
Total Operating Expenses	345,953.02	531,078.74
Net Profit	-	-

Balance Sheet

Adelaide Hills Tourism Incorporated As at 30 June 2023

	30 JUN 2023	30 JUN 2022
Assets		
Bank		
WPAC Cash Reserve	54,781.62	13,710.05
WPAC Community Solutions	9,623.90	131,157.61
Total Bank	64,405.52	144,867.66
Current Assets		
Accounts Receivable	-	45.00
Grants Receivable	19,639.83	-
Total Current Assets	19,639.83	45.00
Total Assets	84,045.35	144,912.66
Liabilities		
Current Liabilities		
Accounts Payable	-	140.00
BusinessChoice Everyday Master	1,982.02	-
Grants Received Not Yet Spent	-	59,026.04
GST	1,458.48	(2,475.73)
PAYG Withholdings Payable	2,116.00	8,857.00
Superannuation Payable	785.08	1,661.58
Total Current Liabilities	6,341.58	67,208.89
Total Liabilities	6,341.58	67,208.89
Net Assets	77,703.77	77,703.77
Equity		
Retained Earnings	77,703.77	77,703.77
Total Equity	77,703.77	77,703.77

Adelaide Hills Tourism Incorporated
NOTES TO AND FORMING PART OF THE ACCOUNTS
30 June 2023

Summary of Significant Accounting Policies

The financial report is a special purpose financial report prepared in order to satisfy the requirements of the Associations Incorporation Act 1985. The Committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item:	12.2
Responsible Officer:	Zoë Gill Governance and Risk Coordinator CEO's Office
Subject:	Attendance at National General Assembly of Local Government 2024
For:	Decision

SUMMARY

The National General Assembly of Local Government (the “NGA24”) is being held in Canberra from Tuesday 2 July 2024 to Friday 5 July 2024.

Council has submitted a motion to the NGA24 calling for increased Australian Government funding to support local government to prevent violence against women and children in their communities (in conjunction with State resources). It is anticipated that Councils will be notified regarding their successful motions imminently.

Consistent with the *Council Member Training & Development Policy* (the “Policy”), the attendance at a conference or seminar in an official (representative) capacity is not considered a developmental activity however, where projected costs exceed \$1,500, approval of the Council is required.

Mayor Jan-Claire Wisdom and Deputy Mayor Selwood have advised they will not be attending NGA24 in a representative capacity. Under the policy the Mayor, or the Deputy Mayor, are the default representative of Council but if they are not able to attend Council can resolve for another Council Member to be the representative of Council. The Chief Executive Officer will be attending.

The overall cost of attendance at NGA24, including registration, fares and accommodation, is approximately \$4,500 per person. An option for a Virtual Registration is available for \$739.

These application(s) are to be considered for approval by the Council under the provisions of the Policy given that the indicative costs exceed the \$1,500 threshold.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. To approve Cr..... attendance in a representative capacity at the National General Assembly of Local Government in Canberra in July 2024 and coverage of related costs estimated at \$4,500 in accordance with the *Council Member Training and Development Policy*.**

1. BACKGROUND

The National General Assembly of Local Government is being held in Canberra from Tuesday 2 July 2024 to Friday 5 July 2024. A copy of the NGA24 Program is at **Appendix 1**.

The estimated cost of in-person attendance at the Conference, Regional Cooperation & Development Forum is:

- Registration \$1045 or \$945 (early bird) plus \$175 for the General Assembly Dinner
- Travel (\$800 - \$1,000)
- Accommodation (\$1,500 - \$1,800)
- Taxis and meals over 4 days are estimated to be an extra \$500

Total costs for in person attendance is estimated to be up to \$4,500.00.

The alternative option is a Virtual Registration for \$739.

At the 12 March 2024 Ordinary Council Meeting it was resolved at 68/24 that:

1. **Council resolves to submit the following motion for debate at the 2024 National General Assembly of Local Government (NGA):**

This National General Assembly calls on the Australian Government to:

- a. **Recognise local government plays a pivotal role in achieving the Australian Government's vision of ending gender-based violence in a generation.**
 - b. **Recognise councils can lead this generational change by adopting Our Watch's Prevention Toolkit for Local Government.**
 - c. **Fund a dedicated Domestic and Family Violence Prevention Officer in each State's local government association, this role should be jointly funded by Commonwealth and state governments. That this position be funded for a minimum of five years in line with the first stage of the National Plan to End Violence against Women and Children 2022-2032. The focus of the role should be to support councils in the implementation of Our Watch's Prevention Toolkit for Local Government.**
 - d. **Fund the establishment of a local government grant funding program, similar to the Victorian Government's Free from Violence Local Government program, to be administered by the LGA. That this program should be jointly funded by Commonwealth and state governments to support councils to embed gender equality and violence prevention practices into every part of their workplaces and services.**
2. **That the CEO write to the Local Government Association of South Australia informing them of our resolution.**

Council submitted a motion to the Australian Local Government Association for debate as the NGA as per this resolution on the 25 March 2024. It is anticipated that Councils will be notified regarding their successful motions imminently.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5	A Progressive Organisation
Objective O4	We actively represent our community
Priority O4.2	Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community
Priority O4.3	Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Clause 7 of the Policy provides that attendance at conferences and seminars where the estimated costs are greater than \$1,500 must be approved by the Council.

Clause 8 of the Policy provides that the Mayor, or the Deputy in the Mayor’s absence, is the default representative of Council in an official capacity at events such as the NGA24. Council can nominate another Council Member to be a representative if the Mayor and Deputy Mayor are unavailable. Where costs exceed \$1,500, requests to attend functions in an official capacity shall be the subject of a report to Council for consideration.

Clause 9 of the Policy further provides that Council Members who have attended an external training and development activity will provide a summary written report at the next Council meeting outlining the nature of the program/activity, the benefits gained from attendance along with feedback on ideas to enhance Council’s activities. Council could elect to nominate additional elected members if they see appropriate.

➤ Legal Implications

There are no direct legal implications in regard to the matters contained in this report.

Section 80A of the *Local Government Act 1999* requires that a council must prepare and adopt a training and development policy for its members. Council’s current policy was adopted on 8 September 2015.

➤ Risk Management Implications

Council representation at Local Government assemblies and conferences enable advocacy. It also ensures Council Members continue to be informed and improve their understanding of current issues across local government. Collectively these assist in mitigating the risks of:

Poor representation of the community by Council Members leading to formal decisions that do not appropriately take account of the community needs.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Medium (2C)	Medium (2C)

Failure to engage in sector-wide reform initiatives leading to the Adelaide Hills community not being adequately represented.

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

➤ **Financial and Resource Implications**

Sufficient funds are available in the Governance & Performance Department budget for the costs associated with the attendance of a Council Member approved to attend. The budget could accommodate 2 elected member attendees.

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

Attendance at the National General Assembly may build up to date knowledge of local government issues and improve understanding of local community requirements, in addition it may provide opportunities for advocacy.

➤ **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

Community: Not Applicable

➤ **Additional Analysis**

The National General Assembly of Local Government is a significant gathering of local government representatives and other key stakeholders from across the country. It is the peak decision-making forum for local government in Australia and provides direction as well as formal and informal discussion on topical issues.

The option of a Virtual Registration for \$739 is available. Obviously, this provides access to the Conference and Forums but lacks the networking benefits of in-person attendance.

As the overall cost of attendance at the Assembly, including registration, fares and accommodation is in excess of \$1,500, in accordance with the Policy, any such requests from Council Members to attend the Assembly, requires approval by Council.

In previous years, Council has supported, in addition to the Mayor attending in a representative capacity, also a Councillor attending in a development capacity.

3. OPTIONS

Council has the following options:

1. Approve a Councillor's physical or virtual attendance at NGA23 and payment of related costs in accordance with the *Council Member Training and Development Policy (Recommended)*.
2. Approve more than one elected member attending the conference, one in a representative capacity and one on a professional development capacity
3. Not approve any Councillor's attendance at NGA23 physically or virtually (*Not Recommended*).

4. APPENDICES

(1) NGA24 Program

Appendix 1

NGA Program 2024

2024 SPONSORS

Foundation Sponsor



Gold Sponsor



Australian Government

**Department of Infrastructure,
Transport, Regional Development,
Communications and the Arts**



PRESIDENT WELCOME



Friends,

I am delighted to invite you to attend our Australian Local Government Association's 30th annual National General Assembly (NGA) of Local Government in Canberra.

Following on from the tremendous success of last year's annual Conference, this year promises to be our best yet.

I'm thrilled that we will once again be partnering with the Federal Government to host the Australian Council of Local Government (ACLG) immediately after our Conference, on Friday 5 July.

Last year's ACLG – secured by ALGA on your behalf – was the first held in more than a decade, and provided us with the opportunity to provide direct feedback to the Prime Minister and key Federal Ministers on what local governments need to thrive for the future.

This will be the last ACLG before the next Federal Election, and is a valuable opportunity for us to speak to the Federal Government with one voice about the policies and funding partnerships our communities need.

The theme of this year's NGA is "Building Community Trust". As the most trusted level of government, we know trust is an incredibly important foundation, and under threat in democracies around the world today.

Sadly, Australia has not been immune to a general decline in public trust over recent years, and many of you have witnessed the effects this has had on our communities firsthand.

We all know that if we are going to continue to deliver in the face of ongoing natural disasters, skills shortages and cost of living pressures, then trust in government, between governments, our institutions and our citizens is fundamentally important.

As the level of government closest to the community we have the best opportunity to bring people together at a grassroots level, and work collaboratively for the public good.

Local government has a crucial part to play in restoring trust in Australian democracy, and without question, investing in local government is an investment in our nation's future.

I look forward to hearing your ideas on the support we need to realise this opportunity, and welcoming you to our annual conference in Canberra this July.

Cr Linda Scott
ALGA President

KEY DATES & EVENT OUTLINE

TUESDAY 30 APRIL 2024

Call for Motions Closes

FRIDAY 7 JUNE 2024

Close of Early Bird Registrations

TUESDAY 2 JULY 2024

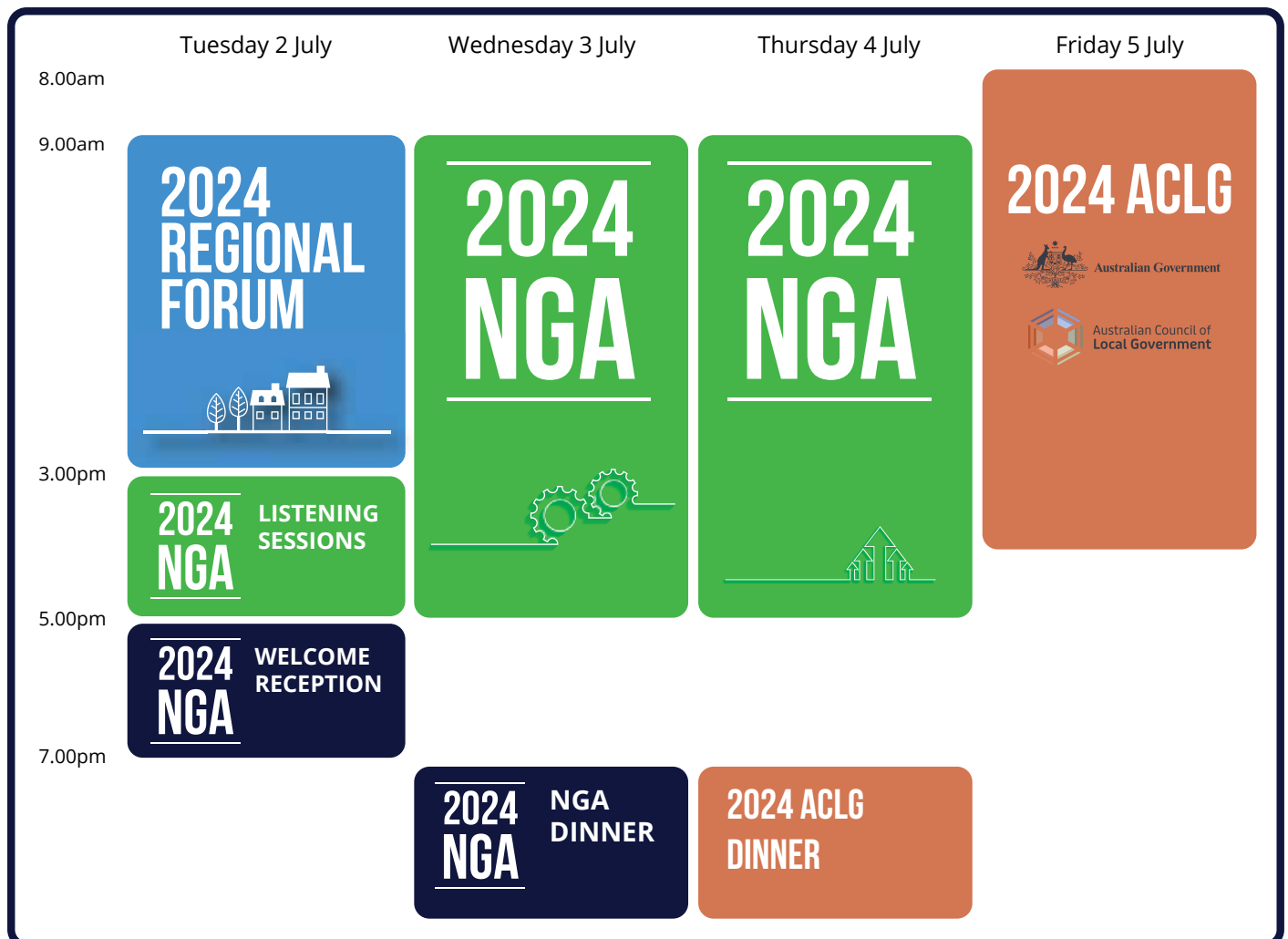
Regional Cooperation & Development Forum
National General Assembly | Listening Sessions

TUESDAY 2 - THURSDAY 4 JULY 2024

National General Assembly

FRIDAY 5 JULY 2024

Australian Council of Local Government (ACLG)



FULL PROGRAM

TUESDAY 2 JULY

REGIONAL FORUM

8.00am Registrations Open

9.00am - **Regional Forum**
3.00pm (Additional registration required)

NATIONAL GENERAL ASSEMBLY | LISTENING SESSIONS

3.00pm NGA Listening Sessions:
Roads and Transport
Energy Transition
National Housing and Community Infrastructure
Disaster Resilience and Recovery

5.00pm - Welcome Reception &
7.00pm Exhibition Opening

WEDNESDAY 3 JULY

NATIONAL GENERAL ASSEMBLY

8.00am Registrations Open

9.00am **Opening Ceremony**
Welcome to Country
Governor-General of the Commonwealth of
Australia (invited)

9.40am **Minister Address**
The Hon Catherine King MP, Minister for
Infrastructure, Transport, Regional Development
and Local Government (invited)

10.00am Leader of the Opposition Address
The Hon Peter Dutton MP, Leader of the
Opposition (invited)

10.20am **ALGA President's Address**
Cr Linda Scott, ALGA President

11.00AM MEAL BREAK ONE

12.00pm **Politics and Civic Engagement**
Anabelle Crabb, ABC Writer and Presenter

1.00pm State of the Assets / Local Government Inquiry
Update (TBC)

2.00PM MEAL BREAK TWO

3.00pm **Debate on Motions**

7.00pm - **General Assembly Dinner**
11.00pm EPIC, Canberra

THURSDAY 4 JULY

NATIONAL GENERAL ASSEMBLY

9.00am **Intergenerational Equity and Fairness**
Simon Kuestemacher, Director and Co-Founder,
Demographics Group

10.00am **PANEL - Addressing Intergenerational Trust**

11.00AM MEAL BREAK ONE

12.00pm **Community Trust in the Built Environment**
Stephen Yarwood, Urbanist and Former Lord
Mayor of Adelaide

1.00pm **For the Love of Community Engagement**
Becky Hirst, Author

2.00PM MEAL BREAK TWO

3.00pm **Debate on Motions**

5.00pm **Close**

AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT | DINNER

7.00pm ACLG Dinner

FRIDAY 5 JULY

AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT

7.30am Registrations Open

8.00am - **Australian Council of Local Government (ACLG)**
3.30pm



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2024 REGIONAL FORUM

National Convention Centre
Canberra

REGIONALFORUM.COM.AU



2 JULY
2024

GENERAL INFORMATION

REGISTRATION FEES

Forum Only Registration

\$475

NGA Delegate Discount Registration

\$275

Register Online Now:

regionalforum.com.au

Dress Code: Smart Casual

PROVISIONAL PROGRAM

- 8.00am **REGISTRATIONS OPEN**
- 9.00am **Welcome to Country**
- 9.20am **Minister Address**
The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- 9.40am **Shadow Minister Address**
The Hon Darren Chester MP, Shadow Minister for Regional Development, Local Government and Territories
- 10.00am **Regional Connectivity and Services**
- 10.45am **MORNING TEA**
- 11.15am **Keynote: State of the Regions**
Nicki Hutley, Economist
- Panel: State of the Regions**
- 12.30pm **LUNCH**
ALGA President Press Club Address
live telecast
- 1.30pm **Panel: Regional Housing**
- 2.30pm **AFTERNOON TEA**



REGIONAL FORUM SPEAKERS



THE HON KRISTY MCBAIN MP

Minister for Regional Development, Local Government and Territories

Kristy McBain proudly grew up on the NSW Far South Coast, and she is the first woman to represent Eden-Monaro.

Since being elected in 2020, Kristy has built a formidable reputation as a plain spoken, hard-working local member who advocates with all levels of Government and all sides of politics to get results for her constituents.

A former Mayor of the Bega Shire Council, Kristy advocated day and night for people through the darkest days of the Black Summer Bushfires in 2019-20.

Kristy studied law at the University of Canberra and as the first person in her family to go to university, she is passionate that all kids get the chance to go to university or TAFE and have the opportunity to build their careers and lives in the regions as she has done.



THE HON DARREN CHESTER MP

Shadow Minister for Regional Development, Local Government and Territories

Darren Chester was born and educated in Sale.

He was elected to Federal Parliament as the Member for Gippsland on June 26, 2008, in a by-election following the retirement of the Hon Peter McGauran.

During his time in Parliament, Darren has served in multiple executive positions across both Government and Opposition such as Minister for Infrastructure and Transport, Minister for Veterans' Affairs and Defence Personnel, Assistant Minister for Defence and Shadow Parliamentary Secretary for Roads and Regional Transport.

Prior to entering Parliament, Darren worked as a newspaper and television journalist before becoming Chief of Staff to the Leader of The Nationals in Victoria.

Darren is a keen sportsman who enjoys boating, camping and running marathons. He lives in Lakes Entrance with his wife Julie and their four children.



NICKI HUTLEY

Economist

Nicki Hutley is a highly experienced economist, with broad-based expertise in both macroeconomics and microeconomic policy gained over more than three decades in financial and investment markets and in economic consulting. She is particularly interested in the intersection of economy, society and environment.

After many years in the corporate world of banking, investment and consulting, Nicki is now an independent economist and keynote speaker. Nicki helps her clients top measure the impact of policies, programs and projects using triple bottom line Cost Benefit Analysis. Nicki is also the Chief Economic Adviser to the Customer-Owned Banking Association and a member of JANA's sustainability advisory committee.

Nicki is also a highly sought-after keynote speaker on long and short term economic issues, with a lens on social and environmental influences. She is also a frequent commentator in the media, and a regular guest on both The Drum and The Project.

NGA INFORMATION

New NGA Program Format

This year's NGA will feature some changes to the format of conference sessions and breaks. Conference sessions have been extended in length to allow extra time for questions and answers. Break times have been rearranged so there are now two 60 minute breaks on each day of the NGA, rather than two 30 minute and one 60 minute break. These changes are designed to provide delegates greater value through better opportunities to ask questions in presentations, as well as more time to visit the exhibition hall, or conduct meetings during meal breaks.

Listening Sessions

Another change to the format of the NGA this year is the inclusion of four concurrent "Listening Sessions" being held immediately following the Regional Forum on the afternoon of Tuesday 2 July. These sessions have been designed to provide delegates the opportunity to engage directly with representatives from federal government departments about the issues being faced by councils. The sessions will focus on four key topics: Roads and Transport, Energy Transition, Disaster Resilience and Recovery, and National Housing and Community Infrastructure. All NGA delegates are invited to attend one of these sessions and will be asked to nominate which when registering their attendance.

Virtual Registration

If you can't make it to the 2024 National General Assembly take advantage of the Virtual Registration. As a virtual participant you will be able to view ALL National General Assembly Sessions from Tuesday through to Thursday.

The registration fee is \$739.00.

President's Soccer Match

There will once again be a Local Government versus Parliament soccer match in the early morning on Wednesday 3 July

Join ALGA President Linda Scott at the Senate Oval next to Parliament House at 6:45am for a 7:00am start.

Social Functions

Welcome Reception & Exhibition Opening

Tuesday 2 July 2024

Venue: National Convention Centre Canberra

The Welcome Reception will be held in the exhibition hall and foyer.

5:00pm - 7:00pm

\$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

Dress Code: Smart casual

General Assembly Dinner

Wednesday 3 July 2024

Venue: EPIC Canberra

The dinner is being held in The Budawang Pavilion.

7:00pm - 11:00pm

\$175.00 per person

Dress Code: Formal/Cocktail

Numbers to this dinner are limited. Tickets are allocated on a first in basis.

General Assembly Business Sessions

Wednesday 3 July 2024 -
Thursday 4 July 2024

Venue: National Convention Centre Canberra

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress Code: Smart casual

Exhibition

Wednesday 3 July 2024 -
Friday 5 July 2024

Venue: National Convention Centre

The exhibition is being held in the Exhibition Hall at the National Convention Centre.

Partner Tours

The partners meet at the National Convention Centre Canberra each morning to join the tour guide for their specialised trip around Canberra.

Canberra Cruise & Governor General Garden Tour Wednesday 3 July - 9.45am

We will start the morning with a Canberra Boat Cruise on Lake Burley Griffin, with a special garden tour visiting the Governor General's house.

At the end of the cruise, we will then enjoy a relaxing lunch at Snapper & Co whilst taking in the scenery of the lake.

To complete the day, we will show you the best sightseeing spots in the Canberra region. Your guide will share local knowledge with you and provide an insight into Canberra's culture and history.

Gold Creek Station & Murrumbateman Winery Thursday 4 July - 11:00am

Today we will get to explore Gold Creek station, a 400 hectare property that has been a sheep station since 1861. The tour will include a history of the station with an insight into the industry and a sheep shearing demonstration, followed by a hearty BBQ lunch.

Then on to a wine tasting at Murrumbateman Winery to experience their outstanding and award-winning Riesling and Shiraz.

We will then finish the day with Murrumbateman Chocolate Co, a local shop with handcrafted artisan chocolates.

2024 SPEAKERS



THE HON CATHERINE KING MP
(INVITED)

Minister for Infrastructure, Transport,
Regional Development and Local
Government

Catherine King was born in Melbourne. She holds a Degree in Social Work and a Masters in Public Policy from the Australian National University and has recently completed a law degree from Deakin University.

First elected to Federal Parliament in 2001 to represent the electorate of Ballarat, Catherine has been re-elected as member at each subsequent Federal Election.

Following the 2019 election, Catherine was appointed to the role of Shadow Minister for Infrastructure, Transport and Regional Development in the Shadow Cabinet led by the Hon. Anthony Albanese.

Prior to entering Parliament, Catherine worked in the social welfare sector in Ballarat and later in the public sector in Canberra, as a director for the Commonwealth Department of Health and Aged Care and as a senior manager at KPMG's Health Consulting Practice.



THE HON PETER DUTTON MP (INVITED)

Leader of the Opposition

Peter Dutton is the Federal Member for Dickson and Leader of the Liberal Party.

For nine years, Peter served his community as a Police Officer. He worked in the National Crime Authority and Drug and Sex Offenders' Squads, with a focus on protecting women and children.

First elected to Parliament in November 2001, Peter was appointed to the Ministry in 2004. In January 2006, he became Peter Costello's Assistant Treasurer.

Peter is married to Kirilly and is the proud father of Rebecca, Harry and Tom and lives in Dayboro in the Dickson electorate.





ANNABEL CRABB

ABC Writer and Presenter

Annabel Crabb is an ABC writer and presenter who has covered Australian politics for nearly 25 years as a news reporter and columnist.

She is the creator and presenter of Ms Represented, presenter and writer for the ABC-wide Australia Talks project, and co-host of the initial and 2021 return series of Tomorrow Tonight. She has written and presented the documentary series on life inside parliament, The House, With Annabel Crabb. She created the political interview series Kitchen Cabinet, which she has presented for seven seasons on ABC TV, and for which she received two Logie nominations in 2013 including the Graham Kennedy Award For Most Outstanding New Talent and Most Popular New Female Talent.

Annabel is a regular face on ABC TV's election night and Budget broadcasts and has a long history of appearances on ABC's Insiders program, including a stint as acting host in 2019.



SIMON KUESTENMACHER

Co-Founder, Demographics Group

Simon Kuestenmacher is a Director and Co-founder of The Demographics Group based in Melbourne, Australia. He holds degrees in geography from leading universities in Berlin and Melbourne and worked for several years as a business consultant with KPMG Australia.

In 2017 Simon, with Bernard Salt, co-founded The Demographics Group. The group provides specialist advice on demographic, consumer and social trends for business. He has presented to numerous corporate and industry audiences across Australia and overseas on demographic trends, consumer insights and cultural change in Australia.

Simon's presentations and quirky observations are enjoyed by groups from the financial services, property, government, education, technology, retail and professional services industries, among others.

He is a columnist for The New Daily newspaper and a contributor to The Australian newspaper and he is a media commentator on demographic and data matters.



STEPHEN YARWOOD

Urbanist

Stephen Yarwood is a renowned Futurist, highly respected Urbanist, former Lord Mayor of Adelaide and an award-winning member of the Planning Institute of Australia. Serving as a catalyst for change for both corporate and community organisations, his passion extends beyond envisioning the future; he actively educates, motivates and empowers people to shape it.

With a strong skill set in cross-disciplinary strategic foresight, he is deeply fascinated by the dynamic interplay between people, places, technology, and change. Recognised as an international thought leader on “the future citizen,” Stephen is committed to collaborative leadership that aids corporate and community leaders in navigating the rapidly changing and complex social, environmental, and economic landscape, allowing them to explore possible futures and create preferred outcomes.



BECKY HIRST

Author

Becky Hirst is a well-respected leader in community engagement across the world. Beginning her career in the late nineties during the early-Blair years of social inclusion and community development, over two decades, Becky has worked with multiple communities, on multiple topics, across two continents. Her clients include countless local, state and federal Government agencies, as well as non-government organisations and private enterprise.

Becky is an energetic consultant, author, public speaker, trainer and mentor for those keen to develop their skills in engaging with people, groups and communities. In October 2021, Becky was awarded a Fellowship of the Royal Society for Arts, Manufactures and Commerce (FRSA), in recognition of her exhaustive work on social inclusion and development in the UK and Australia, her best-selling book on community and participation, and her empowering services toward engagement and bringing people together.



CAMERON SULLINGS

Master of Ceremonies

Cam Sullings is a long-time radio, video and online presenter in Canberra. He's been behind the mic, in front of a lens or presenting on stage for more than 30 years. He currently presents two hours of content driven radio on Mix106.3 each Saturday.

Cam hosts many of Canberra's top corporate events, gala evenings, awards nights and community gatherings. He is the on-screen presenter and ground announcer at Canberra Raiders home matches. He's presented at other venues outside of Canberra including Sydney's Olympic Stadium and the SCG.

Through the day Cam manages his business, Present with Impact. He combines his presenting roles with public speaking and media tuition.



Australian Council of
Local Government

ABOUT THE ACLG

The Australian Government will hold the sixth Australian Council of Local Government (ACLG) in Canberra on 5 July 2024 at the National Convention Centre. The ACLG showcases the important partnership the Australian Government has with local governments across Australia, and puts local government priorities front and centre.

As a trusted partner, local governments are fundamental to the development and delivery of policies and programs for all Australians. The ACLG provides an important opportunity for councils to engage with Ministers on opportunities and challenges in their areas.

The ACLG was first established as a formal meeting between senior leaders of local government and the Australian Government in 2008. The establishment of the ACLG in 2023 builds on the Australian Government's commitment to work with local governments to build liveable and socially equitable communities in Australia's cities and regions.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts is working with the Australian Local Government Association (ALGA) to deliver this important event. The ACLG will coincide with ALGA's National General Assembly (NGA) from 2 to 4 July 2024.

PROGRAM OUTLINE

Climate Change and Renewable Energy

An opportunity to explore with local governments the practicalities of securing social license and community engagement around renewable energy projects.

Disaster Recovery and Resilience

A panel session designed to explore current support available for disaster events, resilience during and after disasters, telecommunications and future disaster mitigation challenges.

Service Delivery Housing, Communications, Skills and Capacity

An opportunity to discuss service delivery including skills shortages across the local government sector, the Housing Accord and national homelessness plan and managing an ageing population.

Peri-Urban Councils and Regional Cities

An opportunity for a more open discussion to ascertain the experience and challenges of peri-urban councils and regional cities.

THE ACLG DINNER

The ACLG Gala Dinner will be held on the evening of Thursday 4 July 2024 in the Great Hall of Australian Parliament House, Canberra.

At the Gala Dinner the Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain will announce the winners of the National Awards for Local Government, and present each winning category with an award.



GENERAL INFORMATION

All Australian local governments are invited to send elected members and staff, and state and territory association representatives to attend the ACLG Forum, and ONE council-endorsed delegate to the ACLG Gala Dinner. There is limited seating at the dinner, however there is a waitlist available for non-council-endorsed delegates who wish to attend.

There is no cost to attend the ACLG Forum and the ACLG Gala Dinner.

There are no limits to the number of online attendees.

Detailed timings and other arrangements will be provided closer to the date.

REGISTRATION INFORMATION

Registration form available at NGA24.COM.AU

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Registration Fees — Early Bird Payment received by Friday 7 June 2024	\$945.00	— Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Late Payment received after Friday 7 June 2024	\$1045.00	— One ticket to the Welcome Reception & Exhibition Opening — General Assembly satchel and materials

VIRTUAL REGISTRATION FEES		INCLUSIONS
Full Virtual Registration	\$739.00	— Virtual access to all General Assembly sessions for day(s) selected
Virtual Day Registration (Wednesday or Thursday)	\$539.00	— Meeting hub to connect with other virtual attendees

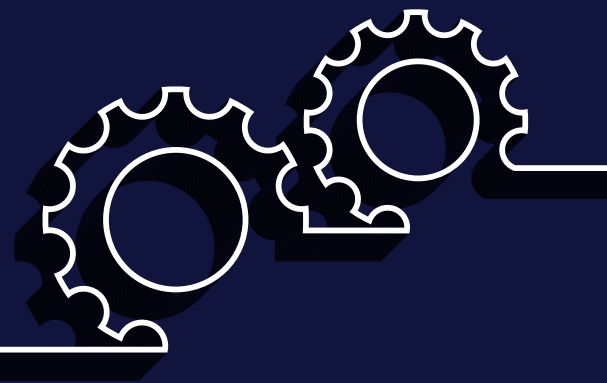
DAY REGISTRATION FEES		INCLUSIONS
Wednesday 3 July 2024	\$525.00	— Attendance at all General Assembly sessions on the day of registration
Thursday 4 July 2024	\$525.00	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day — General Assembly satchel and materials

TUESDAY REGIONAL FORUM REGISTRATION FEES	
Forum Only Tuesday 2 July 2024	\$475.00
NGA Delegate Delegates attending the Regional Forum and the NGA are entitled to this discount	\$275.00

ACCOMPANYING PARTNERS REGISTRATION FEES		INCLUSIONS
Accompanying Partners Registration Fee	\$330.00	— 1 ticket to the Welcome Reception, Tuesday 2 July — Day tour Wednesday 3 July — Day tour Thursday 4 July

All amounts include GST

ACCOMMODATION OPTIONS



A by Adina

1 Constitution Avenue, Canberra

A by Adina Canberra is the newest hotel to Canberra which is located on Constitution Avenue only a 5-minute walk from the National Convention Centre.

The hotel combines spacious apartment living with 24-hour reception, room service, service provided by knowledgeable concierges and a well-equipped gym.

A new dining district is also newly constructed in the immediate area.

All rooms have a king bed and the studios offer a twin option of two singles beds.

Studio Rooms: \$255 per night
— Single/twin/double

1 Bedroom Apartments: \$285 per night
— Single/double

2 Bedroom Apartments: \$475 per night
— Single/twin/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the only 5 star options in the Canberra city and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

The apartments have a fully functioning kitchen. Twin option at the hotel consists of two king singles.

Superior King Rooms \$305 per night
— Single/twin/double

1 Bedroom Apartments \$335 per night
— Single/double

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district.

Twin option at the hotel consists of two double beds.

City View Room \$360 per night
— Single/twin/double

Park View Room \$405 per night
— Single/twin/double

Mantra on Northbourne

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna and a fully-equipped gymnasium.

All apartments offer one king bed, individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, a separate lounge and dining area, kitchen and a fully equipped laundry.

1 Bedroom Apartments: \$219 per night
— Single/double

Nesuto Apartments

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Nesuto Apartments is only a five-minute walk from the National Convention Centre. The one-bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment \$275 per night
— Single/twin/double

1 Bedroom Apartments \$295 per night
— Single/twin/double

Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10-minute walk to the National Convention Centre.

Twin option at the hotel consists of two single beds.

King Room \$239 per night
— Single/twin/double

Superior King Room \$259 per night
— Single/twin/double

The Sebel Canberra Civic

197 London Circuit, Canberra

The Sebel Canberra Civic is one of Canberra's newest hotels which opened in June 2019 and is just a 7-minute walk from the National Convention Centre.

This property offers free WiFi throughout the hotel, a fully equipped gym, and an onsite restaurant and bar lounge.

All rooms come with a fully equipped kitchenette with Nespresso machine and dining table. Every bathroom is accessibility friendly with walk in showers.

Superior rooms come with a queen bed, Executives are fitted with king beds.

Superior Room \$235 per night
— Single/double

Executive Room \$265 per night
— Single/double

CANCELLATION POLICY

STANDARD REGISTRATION TERMS

An administration charge of \$110.00 will be made to any participant cancelling before Friday 7 June 2024. Cancellations received after Friday 7 June 2024 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost

By submitting your registration you agree to the terms of the cancellation policy.

Substitutions

As with all ALGA events, substitutions are allowed for delegates. Please notify the conference organisers in writing if substitutions are required.

No refund will be available to no shows.

ACCOMMODATION TERMS

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by email.

All rooms cancelled 30 day prior to check-in will be charged the full amount unless the room can be resold.

You are required to pay for your full accommodation account and any incidental expenses incurred during your stay when checking in to the hotel.

No refund will be available to no shows.

GENERAL INFORMATION

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities.

If you do not consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name can also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Photographs

During the General Assembly there will be a contracted photographer taking photographs during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image. Images may be used for print and electronic publications.

Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$22.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$19.00 per day. The voucher machines accept either cash or cards (Visa or MasterCard).

Coach Transfers

Welcome Reception and Exhibition Opening - Tuesday 2 July 2024
National Convention Centre

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart at 7:00pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

General Assembly Dinner- Wednesday 3 July 2024
EPIC, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:30pm. A return shuttle service will operate between 10:30pm and 11:45pm.

ACLG Dinner- Thursday 4 July 2024
Parliament House, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:15pm. A return shuttle service will operate between 10:30pm and 11:00pm.

Payment Procedures

Payment can be made by:

Credit card

MasterCard and Visa

Cheque

Made payable to ALGA

Electronic Funds Transfer

Bank: Commonwealth Bank

Branch: Woden

BSB No: 062905

Account No: 10097760

ALGA ABN

31 008 613 876

Contact Details

Conference Co-ordinators

PO Box 905

Woden ACT 2606

Phone: 02 6292 9000

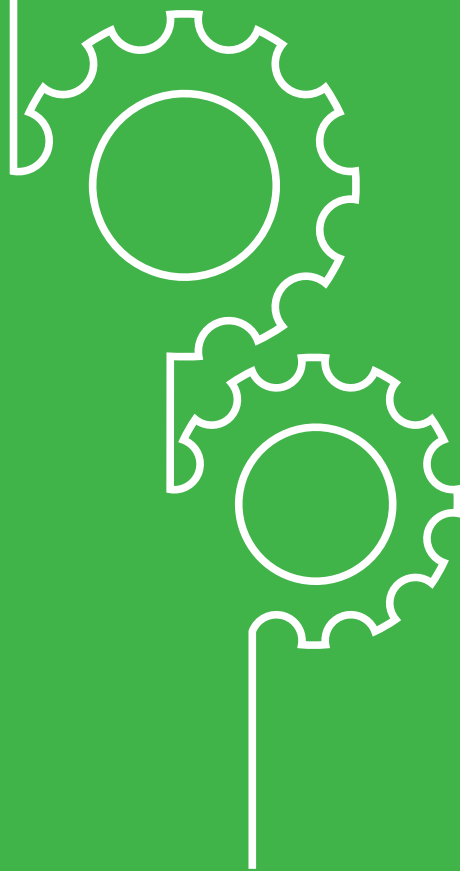
Email: nga@confco.com.au

All amounts include GST. Invoices are sent once a registration has been completed.

Canberra Weather in July

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 11-15C and temperatures do drop to 0C on average in the evenings, so be sure to bring a warm jacket.

Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 12.3

Responsible Officer: Jennifer Blake
Manager Communication, Engagement and Events
Corporate Services

Subject: Road Closure Approval - Inside Line State Series 2024

For: Decision

SUMMARY

The purpose of this report is to seek consent to road closure orders proposed for the conduct of the 2024 Inside Line State Series Round 5 mountain biking event. The Inside Line Incorporated are planning to hold a State Series downhill mountain bike event in Morialta Conservation Park on Saturday 24 and Sunday 25 August 2024. They are proposing to close Norton Summit Road between Teringie Drive to Teringie Drive, to provide safe access to the trail head adjacent to Norton Summit Road.

Separating vehicle and rider movements addresses some of the highest ranking risks associated with running the event and the road closure being requested provides the best solution to reducing this risk. Local resident access will be maintained for the majority of the closure, with only two residents impacted by a hard road closure. Cyclists will have access through the road closure throughout the weekend.

For the event to run successfully a full road closure is required. Before a road closure order can be issued by the Commissioner of Police, consent must be obtained from the applicable local council(s). As per Councils fees and charges register, a temporary road closure fee is to be charged for events requiring closures within the council area. Due to the event being run by a not-for-profit organisation, being held on a road managed by the Department of Infrastructure and Transport, and the limited work required by the administration, the administration suggest this fee is waived.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That Council provides consent for road closure orders in relation to the 2024 Inside Line State Series Round 5 mountain biking event as follows:

**Saturday 24 and Sunday 25 August 2024
Approximate closure 7:00am – 5:00pm both days
Norton Summit Road closed between the eastern and western intersections with Teringie Drive**

3. **That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for changes to the road closures in the lead up to the event, so long as the overall scope of the event road closures remains similar to the proposal described above.**
 4. **That Council provides approval for the Chief Executive Officer to use the delegation already provided to him to consider consent for road closures under Section 33(2) of the *Road Traffic Act 1961* if the event is to be run in future years.**
 5. **The temporary road closure application fee is waived as per Councils fees and charges register.**
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1. **BACKGROUND**

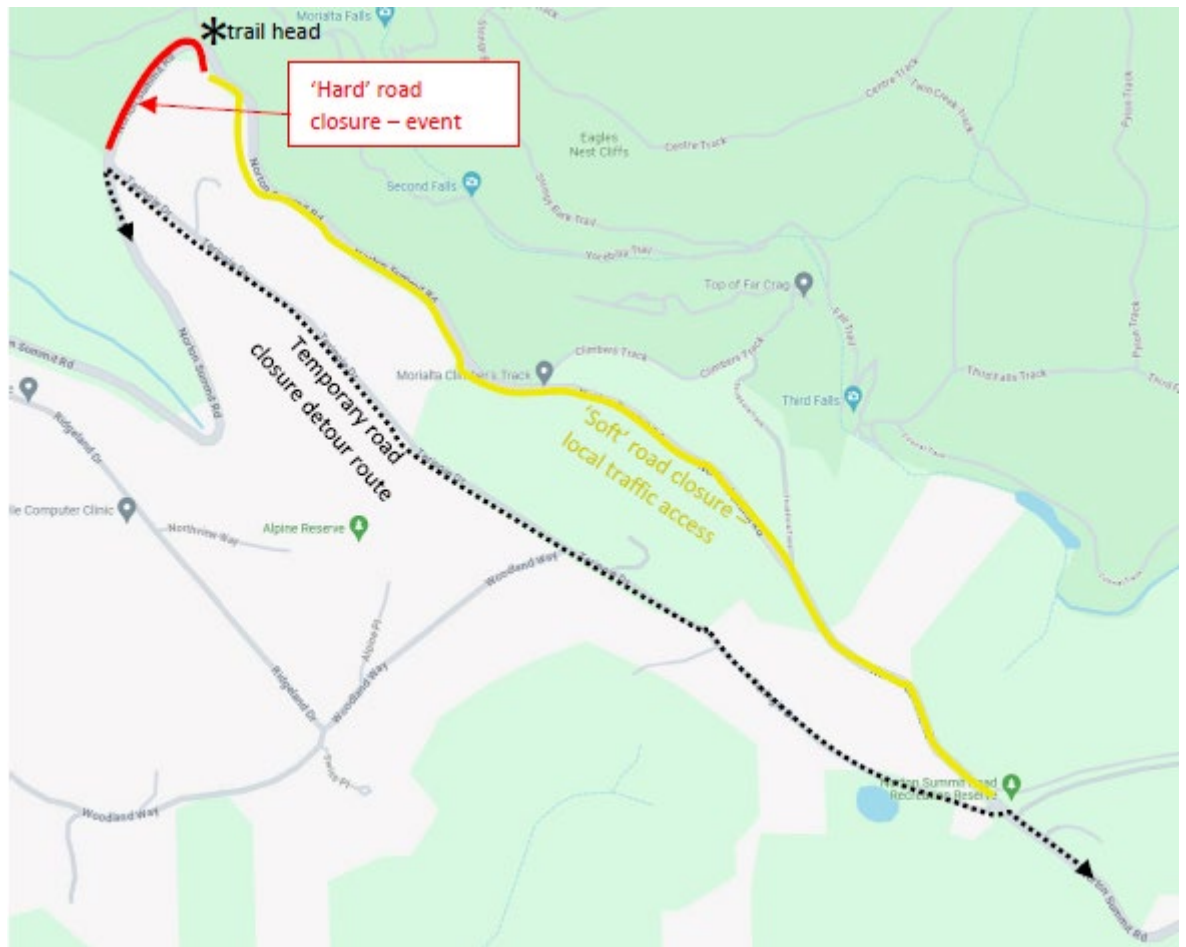
Council's *Festivals and Events Policy* provides criteria for Council staff in assessing the level of support for events. Operational staff have advised there are no works planned for this period that will be impacted and that they have no general objections to the closure proposed. Economic Development confirmed they are not aware of any businesses along that section of Norton Summit Road that would be impacted, and for those businesses in Norton Summit the detour should mitigate any issues.

The proposed road closure is as follows:

Event: Inside Line State Series Round 5
Date: Saturday 24 and Sunday 25 August 2024
Closure time: Approximate closure 7:00am – 5:00pm both days
Road closed: Norton Summit Road hard closure between the Western intersection with Teringie Drive to the cycling track Trail Head. Soft closure from Trail Head to the Eastern intersection of Norton Summit Road and Teringie Drive

A 300m section of Norton Summit Road from the intersection with the western end of Teringie Drive through to the trail head would be closed during the daytime running of the event. Local traffic access will be available at all times from the eastern intersection of Teringie Drive with Norton Summit Road back to the road closure adjacent to the trail head (see map below).

A temporary detour along the full length of Teringie Drive will be in place to enable through traffic from the top to bottom of Norton Summit Road. Professional accredited traffic management personnel will be utilised to manage the requirements associated with the road closure.



2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2 Community Wellbeing

Objective C4 An active, healthy, thriving and resilient community

Priority C4.4

Recognise that trails are a destination in their own right and support both commuter and recreational trail opportunities
 Support clubs and groups to continue to provide sport and recreation activities to the community

Goal 1 A functional Built Environment

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

Priority B1.1

Increase accessibility to our district through the development and delivery of high priority trails and routes for all cyclists (on-road, off road, commuters, recreational) and pedestrians

Goal 3 A prosperous economy

Objective E1 Support and grow our region’s existing and emerging industries

Priority B1.1 Support and encourage local and international tourists to visit the Adelaide Hills

➤ **Legal Implications**

There are no legal implications associated with hosting the event, however, for the event to take place in a safe manner it will be necessary to put road closures in place. Under the *Road Traffic Act 1961*, the Council has a role in providing consent to road closures within its area.

Section 33 of the *Road Traffic Act 1961* (the “Act”) allows the Minister to declare events to be events to which the Section applies, and then to declare road closures, part closures and exemptions to the Road Rules for that event.

Section 33(1):

On the application of any person interested, the Minister may declare an event to be an event to which this section applies and may do either or both of the following:

- a. make an order directing that specified roads (being roads on which the event is to be held or roads that, in the Minister’s opinion, should be closed for the purposes of the event) be closed to traffic for a specified period in, or determined in accordance with, the order;*
- b. make an order directing that persons participating in the event be exempted, in relation to specified roads, from the duty to observe an enactment, regulation or by-law prescribing a rule to be observed on roads by pedestrians or drivers of vehicles.*

The Minister has delegated this power to the Commissioner of Police (as well as to Council for local roads). However, and importantly, subsection 33(2) of the Act states:

An order to close a road under subsection (1) can only be made with the consent of every Council within whose area a road intended to be closed by the order is situated.

It should be noted that the Chief Executive Officer already has delegation to consider the provision of consent to road closures, but the Chief Executive Officer’s usual practice is to act under this delegation only in respect to regular, well known and well accepted events such as Christmas Pageants. As the proposed road closures are for a new event, a formal decision by Council is being sought.

➤ **Risk Management Implications**

Consent to road closures for the 2024 Inside Line State Series Round 5 mountain biking event will assist in mitigating the risk of:

Missed social and economic opportunity leading to this new event not being able to be conducted in our Council area.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Low (3E)	Low (3E)

The residual risk rating takes into consideration the provision of organisers’ risk management plans, public liability insurance and on-site traffic marshals and action taken to mitigate

resident and business concerns following public consultation. The target risk takes into consideration the acceptance of the road closure which would allow this event to proceed and allow future events of a similar nature to consider holding their events in our Council area.

➤ **Financial and Resource Implications**

There is no direct financial cost to the Adelaide Hills Council for the delivery of this event.

A small amount of staff time has been dedicated to working with the event organiser in the interests of achieving good outcomes for the community. This has been accommodated within normal operational resourcing and the organiser bears all the financial costs associated with the required community consultation. Only two residents are impacted by the proposed hard road closure, so staff have not been required to provide extensive resident lists. It is therefore proposed that the applicable road closure fee of \$2443.00 be waived (application fee including a one day closure of \$1628.00 and a fee of \$815.00 for an additional day).

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

Council's *Festival and Events Policy* Guideline No.4 for Sporting Events details that events that involve road closures may be subject to a formal decision by Council and may be required to undertake consultation with all affected residents.

The Inside Line State Series Round 5 mountain biking event will have a direct effect on some residents through the closure of Norton Summit Road. Local resident access will be maintained for the majority of the closure, and cyclists will have access through the road closure throughout the weekend.

The administration have assessed the route and two residents will be impacted by the hard closure. The event organiser has consulted with all residents impacted by the hard and soft closure, as well as residents in Woodforde who back onto the Conservation Park, and have provided the consultation report in **Appendix 1**.

A total of only three (3) responses were received by Inside Line directly. All responses were received early in the response timeframe and all three responses were overwhelmingly positive. Key sentiments from these responses included:

- The consultation letter was very clear, comprehensive and informative
- A great way to promote a healthy, inclusive and exciting sport
- Supportive of more people using the park
- An appropriate use of our unique conservation parks for the wider community

A fourth response was received by Adelaide Hills Council and relayed to Inside Line with the consent of the respondent, after the closure of the formal consultation period. Inside Line made contact with the respondent to further explore their concerns. The respondent is a local resident adjacent to the Park and would prefer not to be identified in this report. They were not specifically opposed to the proposed event, but shared more general concerns around the management and use of the park, including the shared use of trails for cycling and concerns around potential track degradation as a result of an increase in cycling related activities. They were appreciative of the return call to discuss their concerns and did not wish to pursue a further dialogue in relation to the proposed event.

If the road closure is approved, residents will receive a notification letter ahead of the event and advance notice signage will be in place at least two weeks before the event.

➤ **Sustainability Implications**

Events such as this are planned and run in a manner to be in sympathy with the natural environment and aim to set an example as to how mountain biking events can be undertaken sustainably in this respect.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Residents consulted. The event organiser has consulted with all residents impacted by the hard and soft closure, as well as residents in Woodforde who back onto the Conservation Park

➤ **Additional Analysis**

The following criteria will inform Council's decision in considering the application for road closures as outlined in the *Festival & Events Policy*: community impact, economic impact, environmental impact and timing.

Inside Line actively promotes an inclusive environment including providing opportunities for new participants, junior riders and supporting increased female rider participation. Mountain biking by its very nature promotes physical activity and a healthy outlet for youth as well as senior riders. These events regularly attract riders in the 50+ age category. Hosting such an event in a very public setting such as Morialta Conservation Park provides an excellent opportunity to promote the sport to a general public audience.

Inside Line seeks to partner with similarly aligned not-for-profit local, community-based groups for the provision of catering services and other services as may be required, such as Scout groups, RSL and Lions Clubs. Economic analysis developed in conjunction with AusCycling estimates that a 'regular' near-metro area race weekend generates an attributable tourism spend of approximately \$160K across food, accommodation and miscellaneous (e.g., fuel) expenditure. The accommodation component is attributable to a regular number of non-Adelaide based competitors, including from interstate.

The timing of the event works well as it is before cherry picking season and away from other events involving road closures in the area. The dates and timing of the event are determined based on the other State Series events throughout the year.

3. OPTIONS

Council has the following options:

- I. Receive the report and resolve to consent to the road closure contemplated in this report and to waive the temporary road closure application fee (Recommended)
- II. Resolve not to provide consent for the road closure contemplated in this report. Should the Council not consent to the road closure proposed for this event, significant parts of the event, or the event in its entirety, would be unable to proceed as intended (Not recommended)


4. APPENDICES

- (1) Inside Line Mountain Bike Club – Morialta Public Consultation Report

Appendix 1

*Inside Line Mountain Bike Club – Morialta Public
Consultation Report*



The Inside Line Mountain Bike Club
info@insideline.com.au
 @ildhmtbclub

Inside Line Mountain Bike Club – Morialta Event Application

Public Consultation Report

26th April 2024

Executive Summary

The Inside Line Downhill Mountain Bike Club (Inside Line) are seeking to run an event within Morialta Conservation Park during August 2024. As part of the logistical arrangements proposed for the event a road closure for part of Norton Summit Road is being sought. Inside Line have initiated the application for a road closure via the Adelaide Hills Council's Event Application process, facilitating a requirement for public consultation. The public consultation is also making residents bordering the parts of the conservation park relating to the event aware of the proposal and soliciting any feedback that residents may wish to provide.

The Adelaide Hills Council event management team identified a total of 70 residents for direct consultation, which was undertaken by mail out on 25th March 2024, with responses invited by Friday 19th April (approximately 3.5 weeks).

A total of three responses were received, all conveying positive sentiments for the proposed event. A fourth response was received indirectly via Adelaide Hills Council.

This report serves to capture details relevant to the public consultation process as well as convey additional support Inside Line has recently received and relevant to the Club's event-related endeavours.

Overview, Purpose & Context

The purpose of this report is to provide the context around recently undertaken public consultation in relation to an event Inside Line are seeking the required consents to run in August this year. The event Inside Line is seeking to run is a race round of the 6-part state series the club facilitates every year. It is the first time Inside Line has sought to run an event at this location and has required extensive planning, consideration, and consultation prior to the lodging of formal event applications. A key logistical requirement for the event will be seeking a road closure for a 300m section of Norton Summit Road, to enable safe access to the trail head. The road closure will have a practical detour in place to enable through access along Norton Summit Road, although will potentially inconvenience some residents adjacent to the road closure.

In addition to the road closure, the event route (ie the bike track) will pass close by a number of local residents' properties that back onto Morialta Conservation Park. They will experience increased levels of public access within the Conservation Park during the event and have similarly been made aware through the recently completed public consultation process.

Consultation Process

The Adelaide Hills Council Events Management team identified a total of 70 residents for Inside Line to notify and seek feedback from in relation to the event. A list of addresses was provided by council to Inside Line, with each resident receiving a hard copy consultation letter via regular post. The nominated addresses are provided in Appendix 1, with the consultation letter provided in Appendix 2. Adelaide Hills Council suggested a minimum consultation period of three weeks, with the effective period for responses being slightly more than this (3 weeks & 4 days, including postage time). Inside Line remains open to receiving feedback beyond the closing date although will not be able to be table late feedback with Council as part of the application process. No additional feedback has been received post the 19th April closing date.

Consultation Results

A total of only three (3) responses were received by Inside Line directly. All responses were received early in the response timeframe and all three responses were overwhelmingly positive. Key sentiments from these responses included:

- The consultation letter was very clear, comprehensive and informative
- A great way to promote a healthy, inclusive and exciting sport
- Supportive of more people using the park
- An appropriate use of our unique conservation parks for the wider community

All three responses are provided as pdf copies in Appendix 3.

A fourth response was received by Adelaide Hills Council and relayed to Inside Line with the consent of the respondent, after the closure of the formal consultation period. The author of this report made contact with the respondent to further explore their concerns. The respondent is a local resident adjacent to the Park and would prefer not to be identified in this report. They were not specifically opposed to the proposed event, but shared more general concerns around the management and use of the park, including the shared use of trails for cycling and concerns around potential track degradation as a result of an increase in cycling related activities. They were appreciative of the return call to discuss their concerns and did not wish to pursue a further dialogue in relation to the proposed event.

Additional Feedback

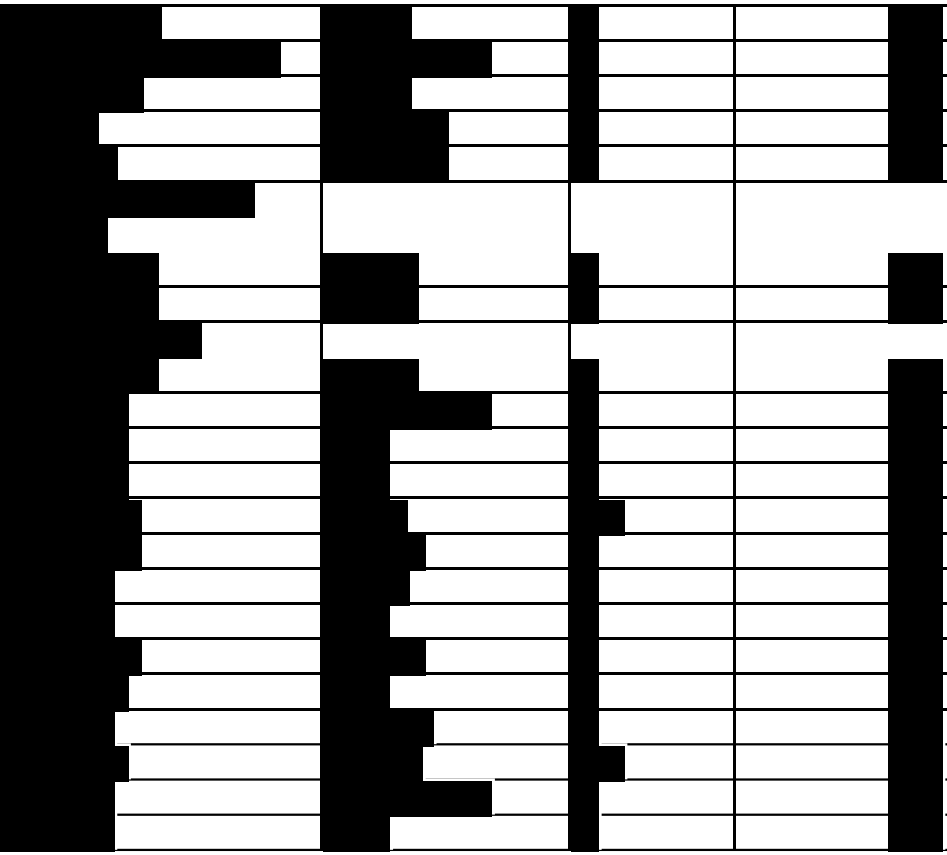
Inside Line routinely receives unsolicited feedback from participants at our events. Whilst not directly relevant to the public consultation process recently undertaken for the purpose of this event application, a summary of feedback from the 2024 Round 1 event has been compiled and provided for additional context in Appendix 4.

In addition to the Round 1 feedback, a letter of support (Appendix 5) for Inside Line's related endeavours has also been provided by a partner organisation, Lighthouse Youth Projects (LYP). Inside Line has been supporting LYP for a number of years through the running of charity-supporting events.

Concluding remarks

The formal public consultation process undertaken has resulted in a relatively low number of responses being received, although all responses received were largely positive. Inside Line remain open to receiving and addressing as required any further feedback that may be received during the event application and planning process going forwards. Inside Line will directly approach and further engage with specific residents closer to the event in specific instances, such as several residents close to the proposed finish line and the residents closest to the proposed road closure.

Appendix 1 Mail-out addresses - Redacted



Appendix 2 Consultation Letter

Dear Resident,

RE: Proposed Downhill Mountain Bike Event at Morialta Conservation Park, 24-25th August 2024

The Inside Line Mountain Bike Club is seeking to run a downhill mountain bike event within Morialta Conservation Park over the weekend of 24-25th August, 2024. The purpose of this letter is to inform residents close to the event location about this event and seek feedback that people may wish to provide.

A limited road closure along part of Norton Summit Road is being sought to safely facilitate some of the logistics associated with this event and may inconvenience some residents close to these parts of the event.

Inside Line Mountain Bike Club

The Inside Line Downhill Mountain Bike Club is an Adelaide-based club dedicated to supporting downhill mountain biking in South Australia. The club is celebrating its 30-year anniversary this year and has a long history of running events at a local and national level to a high standard. The club is an incorporated association which operates on a not-for-profit basis. The club is a member of the national cycling body AusCycling and is run by a committee of volunteers and supported by an extensive pool of volunteers to run events. Further detail on the Inside Line club can be found at the club's website <https://insideline.com.au/>

The club's primary focus is running two parallel event series each year across the autumn-winter-spring seasons. In addition to running events, the club actively supports and mentors the development of both junior riders as well as providing support to increase the participation of female riders across all age groups. Recently the club has worked towards enabling the participation of adaptive riders, such as paraplegic riders on modified bikes.

The development of new race locations is an important part of Inside Line's commitment to providing a variety of locations to develop and improve riders' abilities. Inside Line members regularly compete at the national level and currently has several members competing at the international (World Cup) level.

Inside Line promotes a family-friendly environment with active members spanning all ages, genders and demographics, with an inclusive culture and values to support this endeavour.

Event Overview

The event that Inside Line are proposing is a race round as part of the state downhill series. The Morialta venue has been selected as a new event location as it offers a suitable track and an event base plus parking required to facilitate such an event.

Consultation and approval is being sought through the National Parks and Wildlife Service in parallel with the processes facilitated by Adelaide Hills Council.

The event will be run across a weekend commencing at around 7am on Saturday morning at the event village with riders on track from 10am – 4pm on the Saturday and again from 8am – 3:30pm on the Sunday. It is anticipated that there will be approximately 200 competitors, with approximately this number again spectating and assisting with the running of the event.

The base for the event will be the public picnic area adjacent to the Stradbroke Road carpark at the entrance to Morialta CP. The track location to be used for the event is adjacent to the southern and western boundaries of the CP. The track is an existing trail and already designated for multiple-use including mountain biking.

The start of the event track (trail head) is located adjacent to Norton Summit Road approximately 200m past Teringie Drive with the finish line adjacent to the Park entrance off of Stradbroke Road.

Riders are ferried from the event village to the start of the track in 20-seat buses towing bike trailers and utilising a route along public roads.

Locations for the bike trail, event village and transport route are illustrated in Figure 1.

Proposed Road Closure

To facilitate the safest possible means of enabling riders to access the trail head, approval for a temporary road closure is being sought.

Event: Inside Line State Series Round 5
Date: Saturday 24th and Sunday 25th August 2024
Closure time: Approximate closure 7:00am – 5:00pm both days
Road closed: Norton Summit Road closed between the western end of Teringie Drive to 300m east.

A 300m section of Norton Summit Road from the intersection with the western end of Teringie Drive through to the trail head would be closed during the daytime running of the event. Local traffic access will be available at all times from the eastern intersection of Teringie Drive with Norton Summit Road back to the road closure adjacent to the trail head.

A temporary detour along the full length of Teringie Drive will be in place to enable through traffic from the top to bottom of Norton Summit Road. Traffic management personnel will be utilised to manage the requirements associated with the road closure.

The proposed road closure arrangements are illustrated in Figure 2

What should neighbours expect?

Local residents that abut the boundary of Morialta CP (Figure 3) will likely see a range of activities in the lead up to and during the event. In the week leading up to the event club volunteers will mark out the race route with plastic poles and bunting tape. The track will be officially closed to riding during this lead-up period. During the event there will be an increase in pedestrian traffic along the length of the bike track. Crowd noise for the most part along the track is generally quiet during practice (all day Saturday & Sunday morning). Action and excitement will peak during racing (11am-3pm Sunday) with crowds lining many parts of the track to support riders. Prior to the event Inside Line will actively promote spectator respect for neighbours close to the track (eg keeping noise to a minimum, respecting privacy of abutting neighbours).

The finish line will be located a short distance past the closest residences to assist with minimising the noise impacts to these residents.

The race village will have a PA system operating for the duration of the event, although this will be located well away from residents (at the public picnic area) and operated at a respectful volume in sympathy with the proximity to close residents. The race village is also the transport base for riders being ferried to the trail head. No residential 'backstreets' will be used for routine rider-ferrying transport (other than the detour route) and spectators will be directed to not use residential streets adjacent to the village and finish line for event parking.

All Inside Line events are run by an accredited race director who has the accountability for the running of an event, including being the point of contact for local residents during the event.

Invitation for feedback

Local residents to the event location and interested general public are invited to provide any feedback they may wish to, or raise specific concerns about the event with the Inside Line MTB club. Submissions may be addressed to the Club Secretary and submitted via the club's email address provided at the top of this letter. Please provide contact details if you would like an event organiser to speak with you about specific concerns you may have.

Feedback received during this consultation period will be tabled and provided to both Adelaide Hills Council (AHC) and National Parks and Wildlife Service (NPWS) as part of the application and approval processes for this event.

The consultation period for receipt of feedback will remain open until Friday 19th April 2024, although the club will happily receive and respond to feedback beyond this date. Feedback received after this closing date will however not be formally tabled with AHC & NPWS.

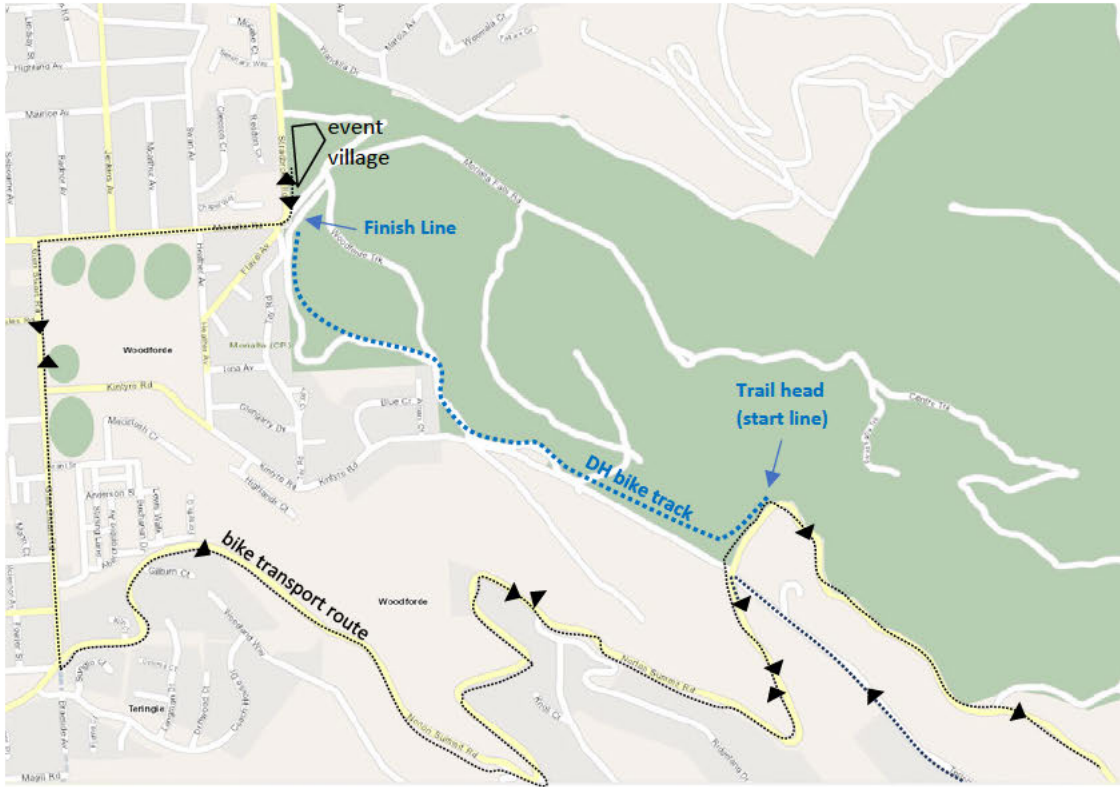


Figure 1 Event location overview

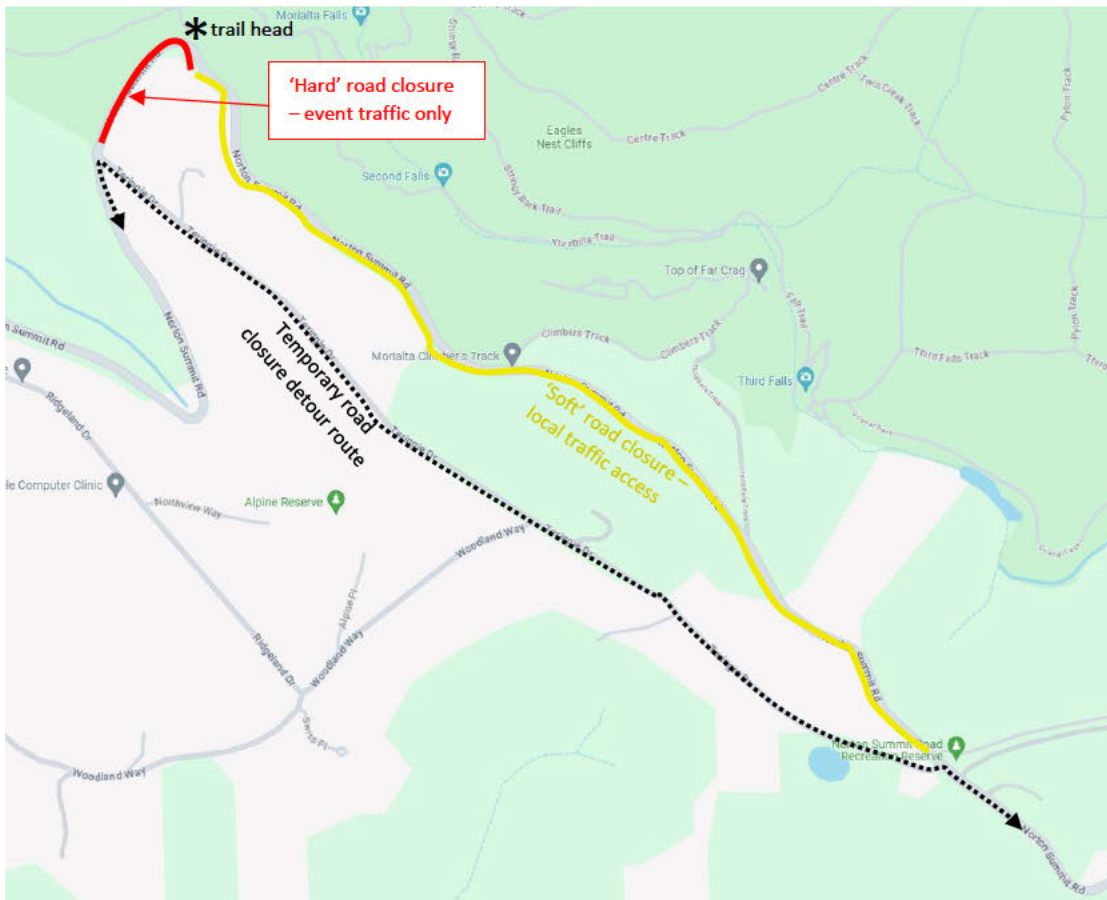


Figure 2 Road closures and detours

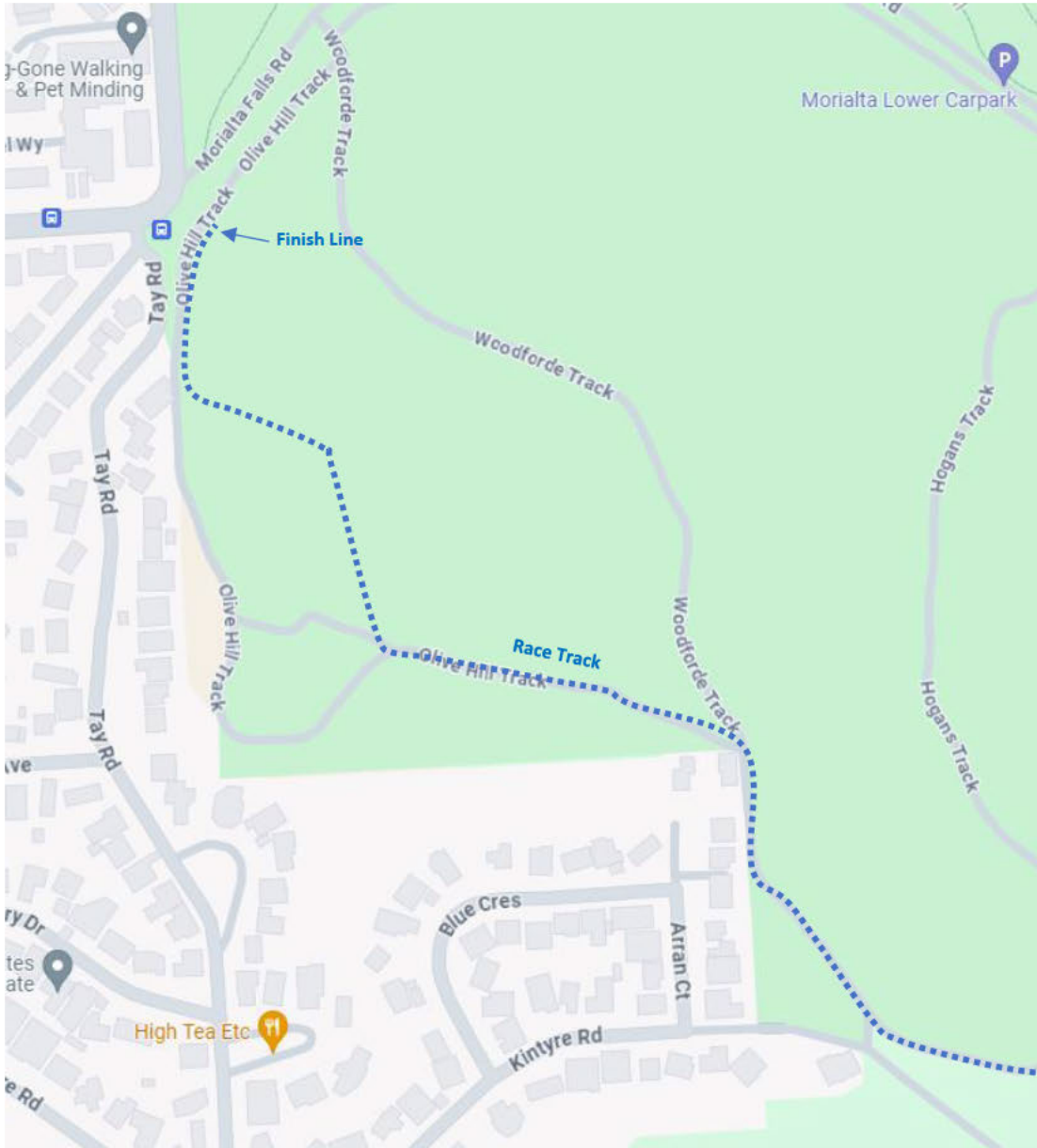


Figure 3 Location of race track with respect to close residents

Appendix 3 Consultation Responses

Marc Twining

From: Inside Line MTB Club <info@insideline.com.au>
Sent: Thursday, 25 April 2024 8:41 AM
To: [REDACTED]
Subject: Fwd: Mountain Bike Event at Morialta Conservation Park 24-25 August 2024

----- Forwarded message -----

From: [REDACTED]
Date: Sat, 30 Mar 2024, 3:48 pm
Subject: Mountain Bike Event at Morialta Conservation Park 24-25 August 2024
To: <info@insideline.com.au>

Hi,

I am a resident at Teringie Drive, Teringie, and received your notice for the proposed Mountain Bike Event at Morialta Conservation Park on 24-25 August 2024.

Thank for the comprehensive information.

My family are very supportive of the proposed event, and have no concerns about the proposed conduct or plans.

We hope you have a great event.

Best regards,

[REDACTED]

Marc Twining

From: Inside Line MTB Club <info@insideline.com.au>
Sent: Thursday, 25 April 2024 8:41 AM
To: [REDACTED]
Subject: Fwd: Proposed Downhill Mountain Bike Event at Morialta Conservation Park, 24th - 25th August 2024

----- Forwarded message -----

From: **Inside Line MTB Club** <info@insideline.com.au>
Date: Sat, 30 Mar 2024, 2:11 pm
Subject: Fwd: Proposed Downhill Mountain Bike Event at Morialta Conservation Park, 24th - 25th August 2024
To: [REDACTED]

----- Forwarded message -----

From: [REDACTED]
Date: Sat, 30 Mar 2024, 12:49 pm
Subject: Proposed Downhill Mountain Bike Event at Morialta Conservation Park, 24th - 25th August 2024
To: <info@insideline.com.au>

Dear members of the Inside Line Mountain Bike Club,

Thank you for your letter outlining your proposal. Well thought through and very informative!

It is really good to see appropriate use of our unique conservation parks for our wider community being proposed.

Our family fully endorses your proposal and wishes your organisation every success in hosting the event.

Kind regards,

[REDACTED]

Marc Twining

From: Inside Line MTB Club <info@insideline.com.au>
Sent: Thursday, 25 April 2024 8:40 AM
To: [REDACTED]
Subject: Fwd: Community Feedback - Proposed Event at Morialta

----- Forwarded message -----

From: **Inside Line MTB Club** <info@insideline.com.au>
Date: Fri, 29 Mar 2024, 8:50 am
Subject: Fwd: Community Feedback - Proposed Event at Morialta
To: [REDACTED] >

----- Forwarded message -----

From: [REDACTED] >
Date: Thursday, March 28, 2024
Subject: Community Feedback - Proposed Event at Morialta
To: "info@insideline.com.au" <info@insideline.com.au>

Hello,

I received today the letter from Inside Line Mountain Bike Club regarding the proposed mountain bike event at Morialta in August.

I'm a resident of Woodforde, and my house backs onto the section of Morialta where the event location is proposed. I'd like to thank you for the opportunity for local residents to provide feedback directly to the club, and I note that my feedback will be shared with Adelaide Hills Council and National Parks and Wildlife Service.

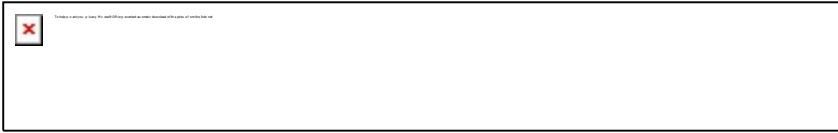
I am fully supportive of the proposed mountain bike event at Morialta Conservation Park. I really hope that the event is the first of many to come. I also hope that others in my local community will see this event in the same way I do - a great way to promote a healthy, inclusive and exciting sport, in a city that is tailor made for it. The more people getting outdoors and making use of the park, the better!

Best of luck with your proposal - I reckon my two kids will really enjoy watching the event!

Regards,

[REDACTED]

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www.insideline.com.au

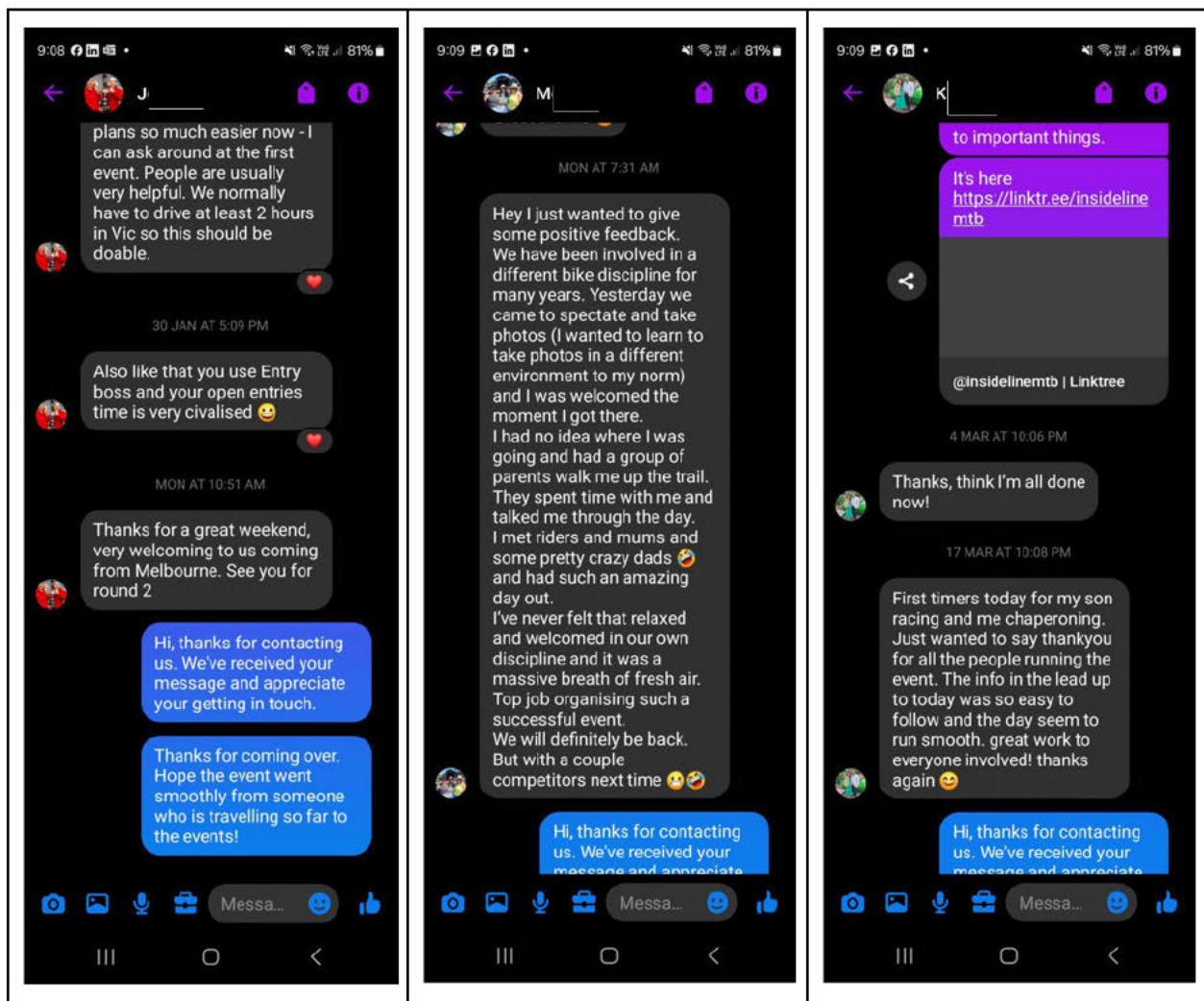
Appendix 4 2024 Round 1 event feedback

RE: General community feedback about Inside Line and MTB events

Inside Line is a supportive, inclusive club with a focus on family involvement and running high quality events, at the Club (intermediate), State and National levels.

Round 1 of both club and state series have been run this year, to great success. The Club Round introduced 100 new riders to the racing scene, with a number of those flowing into the State Round.

Below is a snapshot of the unsolicited feedback we receive about the events.



The screenshot is divided into three vertical sections. The left section shows an Instagram profile for 'R [redacted] Instagram' with a 'View profile' button. Below the profile is a direct message conversation: a message from 'Sun 18:07' says 'Great event today.. Thanks for all the work you all put in.' and a reply from 'Mon 15:28' says 'Thanks!' with a 'Seen' status. The middle section shows an Instagram post from 'Gravity' dated 'Apr 21, 2024, 11:58AM (4 days ago)'. The post is addressed 'To the Inside Line Committee' and contains a thank-you message for their support of the Gravity Girls SA Race Series. The text of the post reads: 'On behalf of the entire team behind the Gravity Girls SA Race Series, I wanted to take a moment to extend our thanks for your support throughout our inaugural year. Your backing has been instrumental in creating this successful series. You contributions have helped us create a vibrant community for female mountain bikers. We had 71 different women attend across the three races, including 13 women that raced the whole series! We're thrilled with what we've achieved together this year, and we're excited about the possibilities for the future. Your support has been highly valuable, and we're grateful for your belief in our vision. Although we feel that the series was well received, we would appreciate it if you could take the time to fill out our short feedback survey to help us improve for next year. It should only take you approximately 5 minutes. You can find the survey [here](#). Thanks again for your support.' Below the text are two images: one of a person's hands and another of a person's face. The right section is empty.

[redacted]
President Inside Line DH MTB Club

Appendix 5 Letter of Support – Lighthouse Youth Projects

Marc Twining

From: [REDACTED]
Sent: Saturday, 27 April 2024 12:06 PM
To: [REDACTED] <info@insideline.com.au>
Subject: Fwd: Support letter for Inside Line MTB club
Attachments: lhyplogo_0aec9e8c-480a-4609-87cc-667d28bf8c23.png

----- Forwarded message -----

From: **Jamie Moore** <Jamie@lighthouseyp.org>
Date: Sat, 27 Apr 2024, 11:25 am
Subject: Support letter for Inside Line MTB club
To: [REDACTED] >
Cc: Ryan Lloyd <ryan@lighthouseyp.org>

To whom it may concern,

Lighthouse Youth Projects is a registered not for profit charity registered in South Australia.

Our work completely revolves around young people with significant disadvantage, Our work is

Completely entwined with BMX and MTB bikes and has made huge inroads for many of this states

most in need of help young people. With support from John and his team at Inside Line MTB club

We have been able to continue our work which is so relevant to all members of the cycling community.

We hope that these charity round events that they have run can continue to help our organization with

The relevant and functional work we do!

Thanks from the bottom of our hearts.

The team at LYP inc.



Jamie Moore

Co founder

Lighthouse Youth Projects Inc.

- ☎ [0449105526](tel:0449105526)
 - ✉ Jamie@lighthouseyp.org
 - 🌐 lighthouseyp.org
 - 📍 1 Grand Junction
Port Adelaide 5015
- Enter From Lipson

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 12.4

Responsible Officer: Jennifer Blake
Manager Communications, Engagement and Events
Corporate Services

Subject: Support for Road Closures – 2024 Adelaide Hills Rally

For: Decision

SUMMARY

The purpose of this report is to seek Council consent to road closure orders proposed in the Application Information (**Appendix 1**) for the conduct of the 2024 Adelaide Hills Rally organised by Ultimate Motorsport Events Pty Ltd. (UME).

The 2024 Adelaide Hills Rally is a major event in the Australian motorsport calendar, featuring the Bosch Motorsport Australia Rally Championship (ARC) and the MRF Motorsport Australia SA Rally Championship (SARC). The rally will take place from 11-15 September 2024, with one day proposed on unsealed roads within the Adelaide Hills Council district on Saturday 14 September 2024. The routes to be used and extent of closures are largely unchanged from previous years.

For these events to run successfully throughout the Adelaide Hills, a number of full road closures are required. Before a road closure order can be issued by the Commissioner of Police, consent must be obtained from the applicable local council(s). The full list of proposed closures is included under Section 2 of this report (Analysis).

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. That, in relation to the 2024 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer:**
 - a. **Complying with Council's *Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Events***
 - b. **Payment of an Application Fee as per the Council's Fees and Charges Register for Temporary Road Closures**
 - c. **Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event**
 - d. **Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event**
 - e. **Providing confirmation that the affected business owners are aware of the proposed road closures**

- f. **Providing written confirmation that the concerns raised by affected residents and businesses have been addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents and businesses) and that the event organisers will make their best endeavours to arrange for egress and ingress to those properties within the event where possible where a pressing need has been advised in advance**
 - g. **Written confirmation from the organisers that they will erect advance notice of road closures on the affected roads, at least three weeks prior to the event**
 - h. **Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times**
3. **That subject to the requirements of Item 2. being undertaken, Council provides consent for road closure orders in relation to the event, to be held on Saturday 14 September 2024 as follows:**
 - a. **Kenton Valley Stage (Kenton Valley and Mt Torrens)
Closure 12:00pm – 5:30pm
Turner Road, Maidment Road, Lihou Road and Schocroft Road – from Burfords Hill Road to Schuberts Road**
 - b. **Charligate Stage (Charleston)
Closure 12:30pm – 6:00pm
Harrison Road, Kings Road, Burnley Road, Teakles Road, Lewis Road, Bell Springs Road and Warmington Run closed – from Quarry Road to Hollows Road (then continued into Mount Barker District Council)**
4. **That the Council confirms that the Chief Executive Officer may use existing powers under delegation to consider, and determine whether or not to provide consent to, any proposals for changes to the road closures in the lead up to the event, so long as the overall scope of the event road closures remains similar to the proposal described above.**

1. BACKGROUND

In 2018 and 2019 the Adelaide Hills Rally ran from headquarters at the Mount Barker Showgrounds, with only one of four days of racing within the Adelaide Hills Council district. In 2020 they moved to set up the event headquarters in Birdwood, at the National Motor Museum, for a weekend of public activities. The 2021 event did not proceed due to the impact of border closures and health requirements.

In 2022, the rally headquarters were based at The Bend Motorsport Park, with one day of racing within the Adelaide Hills Council district. The 2023 event did not hold any stages in our district.

The 2024 Adelaide Hills Rally will take place from 11-15 September, starting and finishing in Mount Barker, South Australia. One day of racing is proposed on unsealed roads within the Adelaide Hills Council district on Saturday 14 September 2024.

This event is important to the unsealed road rally sporting community, as it is a major event in the Australian motorsport calendar, featuring the Bosch Motorsport Australia Rally

Championship (ARC) and the MRF Motorsport Australia SA Rally Championship (SARC). The rally will also attract local and regional competitors in the SARC, who will battle for points and glory on their home turf.

The rally will also be broadcast live on 7Plus, so that fans across the country can follow the action and cheer for their favourite drivers and teams.

This event will be run under the jurisdiction and rules of Motorsport Australia (MA) (previously the Confederation of Australian Motor Sport [CAMS]) and carry the appropriate insurances and permits.

The Council's *Festivals & Events Policy* (the Policy) contains a specific appendix with guidelines for Competitive Motoring Events. These guidelines provide for road closures to be considered by Council on a case-by-case basis. The Policy requires six months' notice of the event followed by a Motoring Event Application with proposed road closures and a Consultation Report a minimum of three months prior to the event (**Appendix 1**). If road closures are approved by Council, written notification is required to be sent to affected businesses and residents at least three weeks before the event and Council-approved advanced warning signage must be installed along routes at least two weeks before the event. Provision of reasonable traffic detour information including online maps must be made available to Council and the community at least two weeks before the event is conducted.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

Objective C6 Celebrate our community's unique culture through arts, heritage and events

Priority C6.2 Develop, support and bring events to our district that have social, cultural, environmental or economic benefits.

Council's Strategic Plan recognises that events play a key role in connecting our community and are an important contributor to economic and social prosperity. They offer an opportunity to bring communities together, welcome visitors to the area, promote the unique culture of the Hills and build community spirit.

➤ Legal Implications

There are no legal implications associated with hosting the event, however, for the event to take place in a safe manner it will be necessary to put road closures in place. Under the *Road Traffic Act 1961*, the Council has a role in providing consent to road closures within its area.

Section 33 of the *Road Traffic Act 1961* (the "Act") allows the Minister to declare events to be events to which the Section applies, and then to declare road closures, part closures and exemptions to the Road Rules for that event.

Section 33(1):

On the application of any person interested, the Minister may declare an event to be an event to which this section applies and may do either or both of the following:

- a. make an order directing that specified roads (being roads on which the event is to be held or roads that, in the Minister’s opinion, should be closed for the purposes of the event) be closed to traffic for a specified period in, or determined in accordance with, the order;*
- b. make an order directing that persons participating in the event be exempted, in relation to specified roads, from the duty to observe an enactment, regulation or by-law prescribing a rule to be observed on roads by pedestrians or drivers of vehicles.*

The Minister has delegated this power to the Commissioner of Police (as well as to Council for local roads). In the case of the Adelaide Hills Rally, SA Police will issue the applicable road orders, including exemptions to the observance of certain road rules (including speed limits), for the vehicles involved in the event within the closed sections of road.

However, and importantly, subsection 33(2) of the Act states:

An order to close a road under subsection (1) can only be made with the consent of every Council within whose area a road intended to be closed by the order is situated.

While the Chief Executive Officer has delegation to act under subsection 33(2), Council always retains the powers to make road closure decisions under subsection 33(2).

➤ **Risk Management Implications**

Consent to full road closures for the 2024 Adelaide Hills Rally will assist in mitigating the risk of:

Conflicts between event participants, residents, business owners and road users leading to injuries and/or property/vehicle damage and/or financial loss to those affected parties. It also mitigates the risk of the event not being able to be conducted in our Council area.

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

The residual risk rating takes into consideration the provision of organisers’ risk management plans, public liability insurance and on-site traffic marshals and action taken to mitigate resident and business concerns following public consultation. It also considers full road closures as approved by the Council or CEO under delegation and the event run in accordance with guidelines provided by Council and Motorsport Australia.

➤ **Financial and Resource Implications**

There is no direct financial cost to the Adelaide Hills Council for the delivery of this event.

An amount of staff time has been dedicated to working with the event organiser in the interests of achieving good outcomes for the community. This has been accommodated within normal operational resourcing and the organiser bears all the financial costs associated with the required community consultation.

The organiser will be required to pay the application fee (currently \$989.00) for temporary road closures as detailed in Councils Fees and Charges Register if the road closures are approved.

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

The Adelaide Hills Rally will have a direct effect on some residents through the closure of several roads. In line with the Council's *Festivals and Events Policy*, people on roads that are closed, or on roads that have no other access but onto closed roads, were given the opportunity to comment on the proposal. Their feedback on the road closures is detailed in the Additional Analysis section of this report and in **Appendix 1**.

The business community has potential to benefit from increased tourists to the area during the event. The event falls outside of fruit picking season, and as the event makes use of unsealed non-arterial roads, closures do not cause significant disruptions to commuters, tourists and through traffic.

➤ **Sustainability Implications**

There is potential for the event to impact the environment of residents and businesses as follows:

- Noise nuisance
- Litter from spectators
- Damage or adverse impact to roads, trees, livestock and other flora and fauna.

The cars involved in the event are required to meet certain noise standards and, while there will be some level of noise associated with the event; it will be capped according to standard road rules and Motorsport Australia (MA) guidelines. Additionally, MA scrutineers will be auditing the event for compliance before, during and post-event including decibel readings.

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

Event organisers have been in contact with Adelaide Hills Council staff about the 2024 Adelaide Hills Rally since March 2024.

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: The organisers have undertaken consultation with affected residents which, for the purposes of the *Festivals and Events Policy*, are those properties that lie directly along the proposed rally routes, or along roads that exit exclusively onto a proposed race route. A staff approved consultation letter as contained in **Appendix 3**, was sent in

March to the ratepayers of these properties by event organisers and encouraged feedback about the proposed road closures to be submitted before 10 May 2024. The consultation report is attached in **Appendix 1**. SA Police will be engaged should Council approve the event's road closure orders.

➤ **Additional Analysis**

Council's *Festivals and Events Policy* provides criteria for Council staff in assessing the level of support for events (outlined below). In this instance the organiser is seeking support for road closures as without this, the event will not be able to run in the Adelaide Hills Council district.

The *Festival and Events Policy*, Guideline No.1 for Competitive Motoring Events outlines considerations to help determine whether the benefits of the event outweigh the detriments around community impact, economic impact, timing and environmental impact.

Community impact of road closures

A Consultation Report (**Appendix 1**) provided by the event organiser is required by the Policy to inform Council Assessment and decision-making.

The organisers sent Council-approved consultation letters to 84 directly affected residents. In addition, Council sent letters to 5 residents which needed to be individually addressed to ensure the letter reached the resident. This was the same letter and requested feedback to the Adelaide Hills Rally organisers directly. This totalled 89 letters sent.

Two responses were received to the rally during the consultation period, one in support of the event and another enquiring about access and road closure times. The organisers have reached out to this resident and are awaiting a response. They will continue to follow up to ensure their concerns are answered. Details on the correspondence is available in the Consultation Report in **Appendix 1**.

or motorsport events covering a number of roads across multiple council areas, the road closure order is normally made by a sub-delegate of the Commissioner of Police, who acts under ministerial delegation. The Council's role, albeit a critical one, is limited to providing or withholding consent to the road closure. The actual order is not made by the Council.

Council operational staff have advised that they have no general objections to the route proposed, but that some wear or damage is possible to the unsealed roads. This will be determined via dilapidation reports completed by Council staff and event organisers before and after the event. Recent years' events have not resulted in dilapidation of the road condition to any material degree. Any significant, accidental damage to the roads, boundaries, public or private property will be covered by the event's insurance with Motorsport Australia (MA).

Temporary closure of roads during the rally is requested to ensure the safety of event participants and the public in the area at the time. The organiser has undertaken to place reminder signage out at least two weeks prior to the event. Staff will recommend that the

name of the event is included in the roadside signage to notify land and stock owners who were not included in the consultation area, of the event.

The full list of proposed road closures on Saturday 14 September 2024 is as follows:

- a. Kenton Valley Stage (Kenton Valley and Mt Torrens)
Closure 12:00pm – 5:30pm
Turner Road, Maidment Road, Lihou Road and Schocroft Road – from Burfords Hill Road to Schuberts Road
- b. Charligate Stage (Charleston)
Closure 12:30pm – 6:00pm
Harrison Road, Kings Road, Burnley Road, Teakles Road, Lewis Road, Bell Springs Road and Warmington Run closed – from Quarry Road to Hollows Road (then continued into Mount Barker District Council)

Timing of other road closures

The event organisers have focussed on stages that have low resident impact and have tried to use routes that have not received a high amount of feedback in recent years.

The Policy guidelines require consideration of any other planned road closures within six months either side of the event and there is no expected use of these same unsealed roads.

Economic Impact

Participants and spectators are expected to spend time and money in nearby townships including Woodside, Mt Torrens, Birdwood, Lobethal and Charleston.

Environmental Impact

Minor vehicle incidents have occurred in previous years that were managed by the event response team and did not result in any vegetation damage. Fence repairs were made to a property on the day of the event in October 2020 and again in May 2021 when the owner contacted organisers to complain about the original incident and repair which he claims led to stock loss. At the 2022 event there was one competition incident with a small engine fire requiring one of the front runners to stop on stage. It was attended to immediately and caused no issues.

Post Event Report 2022

The organisers provide a post-event report each year with the report from the last event in 2022 attached as **Appendix 2**. No complaints were received direct to Council on event day or after the event. Civil Operations staff reported no repairs required to routes post-event.

3. OPTIONS

Council has the following options:

- i. Receive the report and resolve to consent to the road closures contemplated in this report (Recommended).

- II. Resolve not to provide consent for the road closures contemplated in this report. Should the Council not consent to some, or all road closures proposed for this event, significant parts of the event, or the event in its entirety, would be unable to proceed as intended (Not Recommended).

4. APPENDICES

- (1) 2024 Adelaide Hills Rally Application Information and Consultation Report
- (2) 2022 Adelaide Hills Rally Post-Event Report
- (3) 2024 Adelaide Hills Rally Consultation Letter to Residents

Appendix 1

*2024 Adelaide Hills Rally Application Information and
Consultation Report*



Partnering with



Adelaide Hills
COUNCIL

2024 ADELAIDE HILLS RALLY

September 11th to 15th, 2024

Dear Council

The Event:

The 2024 Adelaide Hills Rally is a major event in the Australian motorsport calendar, featuring the Bosch Motorsport Australia Rally Championship (ARC) and the MRF Motorsport Australia SA Rally Championship (SARC). The rally will take place from September 11th to 15th, starting and finishing in Mount Barker, South Australia.

The rally will showcase some of the best drivers and teams in the country, competing in various categories such as the ARC 2WD Cup, ARC Production Cup, ARC Junior Cup, ARC 2WD Classic Cup and ARC 4WD Classic Cup. The rally will also attract local and regional competitors in the SARC, who will battle for points and glory on their home turf.

The rally will offer plenty of opportunities for spectators and fans to get close to the action and enjoy the festive atmosphere. The Summit Sport and Recreation Park will serve as the service park and rally HQ location, as well as the Subaru rally village, where visitors can find food, drinks, entertainment, and merchandise. The rally will officially launch on Friday evening, September 13th, at Morphett Street Mount Barker, where the public can meet the rally teams and see the rally cars up close.

The rally will consist of two days of competitive stages, covering a total distance of over 300 km. The stages will run through some of the most scenic and challenging roads in the Adelaide Hills region, featuring a mix of open and twisty sections, over differing surfaces, and varying elevation changes. The stages will test the drivers' skills and endurance.

The Saturday itinerary will take the rally to the northern Adelaide Hills, visiting locations such as The Glen and Callington Back in the morning, and Kenton Valley and Charligate in the afternoon. The Sunday itinerary will explore the southern Adelaide hills, passing through places like Clarendon, Meadows and Bugle Ranges, Wattle Flat and Old Bull Creek, with the Power Stage ending at Strathalbyn Town Centre. The rally will conclude with a podium ceremony on Sunday at 6:30 pm at the Subaru Rally Village, where the winners will be crowned and celebrated.

The 2024 Adelaide Hills Rally promises to be an exciting and spectacular event for both competitors and spectators alike. It will showcase the best of Australian rallying, as well as the beauty and diversity of the Adelaide Hills region. The rally will also be broadcast live on 7+, so that fans across the country can follow the action and cheer for their favourite drivers and teams.

Yours sincerely

Andrew Admiraal

Director

andrew@ume.cool

0403 116 400

Michael Clements

Director

michael@ume.cool

0418 804 105



The Program Snapshot:

The **2024 Adelaide Hills Rally** promises an exhilarating showcase of Australian rally competition. As the fifth round of the **Bosch Motorsport Australia Rally Championship**, it features six distinct national categories:

1. **Bosch Motorsport Australia Rally Championship (Outright)**: The pinnacle of the competition.
2. **ARC 2WD Cup**: A thrilling contest for two-wheel-drive vehicles.
3. **ARC Production Cup**: Showcasing production-based cars.
4. **ARC Junior Cup**: Fostering young talent in rallying.
5. **ARC 2WD Classic Cup**: Celebrating classic two-wheel-drive cars.
6. **ARC 4WD Classic Cup**: Honouring four-wheel-drive classics.

Additionally, it serves as round 3 of the **MRF Motorsport Australia SA Rally Championship**, which includes the intriguing **SA Rally Regularity Series** where drivers compete against their own target times.

Event Details:

- **Dates**: September 11th to 15th.
- **Starting Point**: The picturesque town of **Mount Barker** in the Adelaide Hills.
- **Service Park**: The innovative **Subaru Rally Village** at the **Summit Sport and Recreation Park** (also the event's Rally HQ).
- **Fan Experience**: Fans can get up close to the action, interact with rally teams, and witness the adrenaline-fueled spectacle.
- **Launch Event**: On Friday evening, September 13th, head to the **Pop Up Park, Morphett Street, Mount Barker** for a chance to meet the rally teams, admire the rally cars, and enjoy entertainment and activities.
- **Partners and Sponsors**: A special function awaits event partners and sponsors on Saturday evening, September 14th, at the Summit Sport and Recreation Park.
- **Scenic Routes**: The rally covers challenging terrain and scenic routes across the northern and southern Adelaide Hills and forests.
- **Saturday Stages (September 14th)**:
 - Morning: **The Glen** and **Callington Back**.
 - Afternoon: **Kenton Valley** and **Charligate**.
- **Sunday Stages (September 15th)**: Shifts to the southern hills:
 - Morning: **Clarendon, Meadows, and Bugle Ranges**.
 - Afternoon: **Wattle Flat** and **Old Bull Creek**.
 - **Power Stage** will be **Televised live** on Channel 7 from **Strathalbyn**.
- **Podium Ceremony**: The rally culminates with a podium ceremony at **6:30pm** at the Subaru Rally Village, where the champions will be crowned and celebrated.

Mark your calendars: The **2024 Adelaide Hills Rally** is a must-see event for all rally enthusiasts! 🚗 🏁 🌲



Event Deliverables:

Please note the below list of the key deliverables that are indicative of what we would bring to the region with the 2024 Motorsport Australia Australian Rally Championships Adelaide Hills Rally.

We would expect to achieve better results for the 2024 event as the ARC has had good growth in the last 12 months.

A round of the ARC would consist of approximately 60 teams.

20 Teams consist of a team of 12 people/35 Teams consist of a team of 7 people.

Motorsport Australia (MA) will provide (via its own media team) media messaging through all media channels (digital, social, print, daily VNR's)

Live broadcast of Power Stage for the event via Channel 7

ARC Facebook – 20,183 Followers

These media numbers would be supplemented by the Adelaide Hills Rally events' social media channels as well as the Ultimate Motorsport Events (and subsidiaries) media channel and the SA Rally social media channel.

The numbers stated below have a genuine follower base with high ongoing engagement that has grown organically as UME events continue to mature.

Adelaide Hills Rally Facebook – 2,434 Followers

Ultimate Motorsport Events (and subsidiaries) Facebook – 14,780 Followers

SA Rally Facebook – 1,900 Followers (currently SA centric)

DirtFish Facebook – 81,000 Followers (Worldwide Rallying Page)

ROUND REVIEW

R6 ADELAIDE HILLS RALLY
21-23 OCTOBER 2022



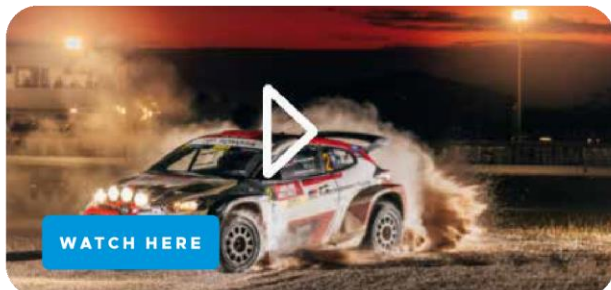
NB: Figure are based on 2022 as 2023 figures are not yet available.

TV

7 NOVEMBER — 7MATE

Metro	7,148
Regional	12,620
National	19,768

Streaming total viewership will be included in the End of Year Review



EVENT RESULTS TOP 10

Outright Top 10 — Driver/Co-Driver

1. Lewis Bates/Anthony McLoughlin
2. Richie Dalton/Dale Moscott
3. Troy Dowel/Bernie Webb
4. Daniel Gonzalez/Larisa Biggar
5. Jamie Luff/Bradley Luff
6. Nathan Quinn/Ray Winwood Smith
7. Zayne Admiraal/Matthew Heywood
8. Taylor Gill/Daniel Brkic
9. Molly Spalding/Douglas Johnson
10. James Dimmock/Paul Bennett

EVENT CLASS WINNERS

Shamrock Haulage ARC 2WD Cup
James Dimmock/Paul Bennett

White Wolf Constructions Production Cup
Jamie Luff/Bradley Luff

Glendun ARC Junior Cup
Molly Spalding/Douglas Johnson

ARC Classic Cup
David Thompson/Matthew Sanders

DIGITAL STATS

FB/IN/TW
ENGAGEMENTS
13,135

FB POST REACH
235,824

FB POST IMPRESSIONS
240,637

FB/TW/IN/YT
TOTAL VIDEO VIEWS
112,273

IN REACH
94,116

IN IMPRESSIONS
38,649

WEBSITE PAGE VIEWS
19,993

WEBSITE UNIQUE VIEWS
16,675

ATTENDANCE

ADELAIDE HILLS
RALLY
FRI, SAT, SUN
4,947



The Benefits:

	No. People	No. Days	\$ per day	No. Nights	\$ per night	Total
Rally Competitors						
Competitors/Crews	580	6	\$75	5	\$150	\$696,000
Competitors Recce	150	2	\$75		\$150	\$22,500

Officials						
Pre-Event						
Officials Management	14	7	\$75	3	\$150	\$13,650
Event						
Officials Management	14	5	\$75	4	\$150	\$13,650
Officials Rally	280	3	\$75		\$150	\$63,000
Media	29	4	\$75	3	\$150	\$21,750
Motorsport Australia	10	4	\$75	3	\$150	\$7,500

Spectators Local	3,000	1.5	\$75		\$150	\$337,500
Spectator Interstate	450	2	\$75	3	\$150	\$270,000

Total forecast \$ spend in region						\$ 1,445,550.00
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The Compliance:

To ensure the safety of the competitors and the public we request a short-term closure under Section 33 of the Road Traffic Act, of the roads, which we would like to add to the competitive part of the route.

If Council approves our request, we will make every effort to run the rally with minimum inconvenience to residents.

Additionally, we will:

- Notify adjoining landowners in writing at least 3 months beforehand.
- Compile a Traffic Management Plan
- Employ a Traffic Management company to undertake the Traffic Management Plan
- Leave all control areas in a clean and tidy state (repair any damage)
- Notify the police of the running of the event and obtain permission to close the roads under Section 33 of the Road Traffic Act
- Notify the emergency services in the area.
- Affect a public risk insurance policy through the Confederation of Australian Motor Sport (CAMS) which includes \$100 million public liability insurance. (A copy of the permit and insurance cover can be supplied if required).
- Place advice signs along all roads 4 weeks before the event to forewarn road users of impending road closure.
- Advertise the road closures in the local papers the week before the event.
- During the event, man the access points to these roads to advise users of the temporary restrictions.

We run our events to Australia's best standards and have medical vehicles at the start of each competitive stage. If a landowner has an emergency during the road closure period, upon receiving notification we will stop the event and send in our medical vehicles which have trained Paramedics and a Fire Marshal. If an emergency worker lives on one of the roads we are using, and is called for duty, we will stop the event to let them attend the emergency.

We appreciate the consideration extended to us in our efforts to organise this event.



BOSCH
Motorsport

ARC
MOTORSPORT AUSTRALIA
RALLY CHAMPIONSHIP



The Community:

The event will be utilising and supporting many sporting, volunteer emergency service and social groups through the region to aid in the running of the event. From an event perspective, all these groups will be getting both financial and social benefits.

In 2024, the route chosen will bypass the areas that have been challenging in the past. We will also have on board as a partner of the event, Adelaide, and Hills Koala Rescue - 1300KOALAZ Inc. They will be aiding if there are any issues and satisfy those that may have concerns.

With the national focus on the Adelaide Hills and Murraylands Regions through the fact that it is a true Motorsport National Championship, the media coverage that the event will bring as well as all the teams that will be competing will highlight and showcase all the wonderful benefits that we know we have here. This will have positive financial flow on to businesses in the region.

The Remediation Process:

The Ultimate Motorsport Events team will:

Liaise with the engineering team from the Adelaide Hills Council to evaluate the route before and immediately after the event to determine if any remediation is required.

The event course vehicles, Course Closer (000) & Course Checker (00), will have front mounted cameras to provide footage of the route immediately prior to competition. Course Opener (Sweep) will also have a front mounted camera to provide footage of the route immediately after competition. This footage will be made available to the engineering team.

It is requested that any scheduled road engineering works on the route that are part of standard council practise, and within the council budget, be held until after the running of the event. This will allow any required repairs on the route caused by the event to be amortised into the scheduled ongoing maintenance.

It is requested that if the route requires remediation that is greater than that performed via scheduled maintenance, that the Adelaide Hills Council and Ultimate Motorsport Events possibly companion in the cost.



BOSCH
Motorsport

ARC
MOTORSPORT AUSTRALIA
RALLY CHAMPIONSHIP



The Consultation Process:

We accepted written feedback in relation to the proposed road closures via email and post up to 10/05/2024.

The results of this consultation are provided to the Adelaide Hills Council below.

Feedback was to:

Email: secretary@ume.cool or

Post: PO Box 10213, Adelaide BC, SA, 5000

Consultation Responses and Feedback:

We have had only 2 pieces of correspondence, both via email:

From: Redacted

Sent: Saturday, 24 April 2024 10:55 AM

Subject: Rally

All good by me.

Redacted

Bell springs rd Charleston

Redacted

Sent from my iPhone.

Response:

Thank you Redacted, we appreciate the support.

Regards,

Andrew

Andrew Admiraal

From: Redacted

Sent: Thursday, 18 April 2024 1:31 PM

Subject: Consultation Rally 2024

Thanks for opportunity.

We live on Schocroft Road so do hope our road is not closed until quite near the time cars come through. We are elderly and do not want to be cutoff during the morning/middle of the day times.

Redacted

Response:

Hi Redacted

May we have your phone number so that we are able to chat re the event and circumvent/overcome any concerns that you have?

Regards,

Andrew



BOSCH
Motorsport

ARC
MOTORSPORT AUSTRALIA
RALLY CHAMPIONSHIP



The Request:

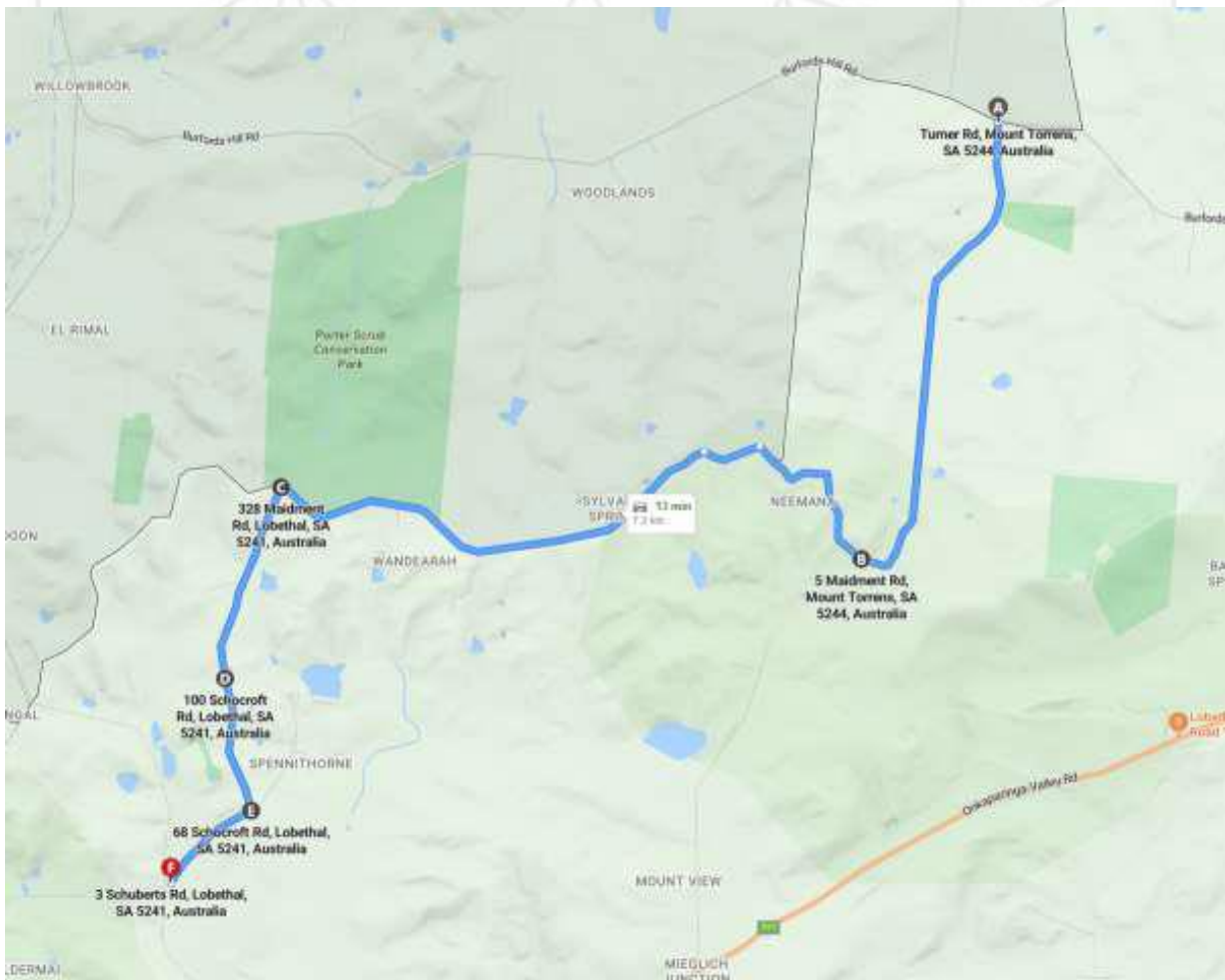
We would like to apply for the following roads to be closed by the Event.

The roads, the day & date and the times are:

Saturday 14th of September 2024:

Kenton Valley – 1200hrs – 1730hrs

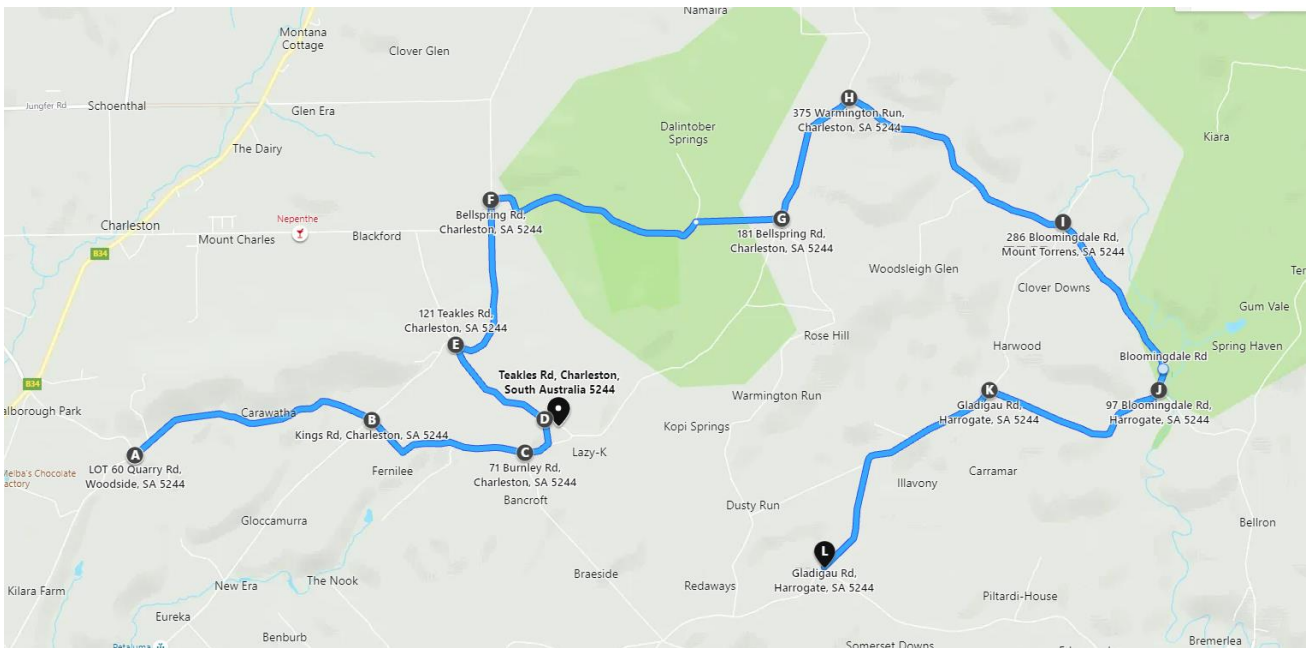
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- B: Maidment Rd from Turner Rd to Lihou Rd
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Saturday 14th of September 2024:

Charligate: 1230hrs – 1800hrs

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- J: School Bus Rd from Bloomingdale Rd to Gladigau Rd
- K-L: Gladigau Rd From School Bus Rd to Mail Rd



BOSCH
Motorsport

ARC
MOTORSPORT AUSTRALIA
RALLY CHAMPIONSHIP



Appendix 2

2022 Adelaide Hills Rally Post-Event Report

SEA
SAFETY

MOTO
RALLY



2022 ADELAIDE HILLS RALLY REPORT



2022 ADELAIDE HILLS RALLY REPORT

Held October 20th to 23rd 2022.



Dear Stakeholder

The 2022 Adelaide Hills Rally was held at The Bend Motorsport Park (TBMP) from October 20th to 23rd. The event headquarters and main service park was based at TBMP and traversed the greater Adelaide Hills Region.

It was a qualifying round for the Asia Pacific Rally Championship, round 6 of the Australian Rally Championship and the final round of the SA Rally Championship. The event also catered for entry level rallyists and novices with the opportunity to take part in the AHR Regularity Rally competition.

The event commenced on the Thursday evening with an opening ceremony at East Terrace, Murray Bridge, with representation by Motorsport Australia, The Bend Motorsport Park, Rural City of Murray Bridge and the Ngarrindjeri people. It was reasonably well attended considering the time and day. All event competition cars and teams were present on East Terrace and there was also a static display of vehicles of relevance to the event in the adjacent carpark.

Friday was the start of competition with a Special Stage (SS) at TBMP in the evening. It was well attended by competition crews and team members from all the motorsport discipline competition that were in attendance for the Shannons Nationals, The Bend Classic as well as the Adelaide Hills Rally. Assessment of General Public numbers did not occur as ticketing was not in play on the Friday.

Saturday saw competitors taking part in stages throughout the Adelaide Hills eastern regions. The teams competed on stages in the Adelaide Hills Council, the Mid Murray Council, the Mount Barker District Council and the Rural City of Murray Bridge, as well as coming back to TBMP for servicing and stages within the confines of the property.

Road sections within the council regions that provided the events' Special Stages were all closed on time and were reopened before or on the required time. There were no issues during the running of the stages with public, directly affected residents or property owners. All requests for entry and egress were actioned as per arrangements made with said residents or property owners.

There was only one competition incident on the council stages with a small engine fire requiring one of the front runners to stop on stage. It was attended to immediately and caused no issues. However, as a duty of care, the stage was downgraded to a transport that then had a flow on effect to the Monarto and Rockleigh stages. This meant that the aforementioned stages were not used for a second pass and were reopened earlier than required.

Saturday evening had the Super Special Stage the SSS at TBMP Stadium Track. It was very well attended as it was run after the Shannons Nationals and The Bend Classic competition had completed, with many of the spectators and teams moving to the Stadium Track, as well as others coming in from the outlying council stages.



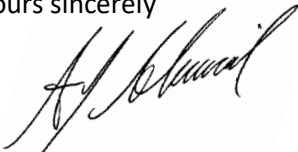
Sunday, the event ran wholly at TBMP. The routes for the Special Stages incorporated the rally sprint tracks and bitumen circuit tracks, with link roads joining the loops together. The finale was a shortened Power Stage due to the inclement weather affecting tracks within the park, however it was still televised live on Channel 7 and presented very well.

Post event road assessment was performed and there was no noted degradation of roads due to the event using them as special stages.

One issue has occurred post event, with a property owner in the Mid Murray Council area requesting recompense for a damaged fence. This is currently being discussed as the stage that the property is on had no incidents during competition. When competition had been completed, the stage management officials that performed the breakdown of the stage noted that there was no property damaged. After the event, the property owner advised us of the damaged fence. One of our management team immediately went and reassessed the area. He found one damaged fence post, that he repaired/reinforced with "star droppers". The property owner then requested that 90 metres of replaced fencing be paid for. He then downgraded that to 50 metres to be paid for. We will keep you informed as to the outcome of the discussions.

Due to the success with the format of the event and integrating into the greater motorsport festival at The Bend Motorsport Park, it is envisaged that a similar format will be undertaken in October 2023. However, to bring benefits to the entire region, there is a plan to spread the required council stages over two days, allowing for greater overall presence, with remote regroup and remote servicing at a few suitable towns in the region, and less impact that a condensed timeframe and area brings.

Yours sincerely



Andrew Admiraal
Event Director

andrew@ume.cool

0403 116 400



Michael Clements
Clerk of the Course

michael@ume.cool

0418 804 105

APPENDIX:

2022 Round Review – Round 6 – Adelaide Hills Rally

2022 RSEA Safety Motorsport Australia Rally Championship Review



ROUND REVIEW

R6 ADELAIDE HILLS RALLY
21-23 OCTOBER 2022

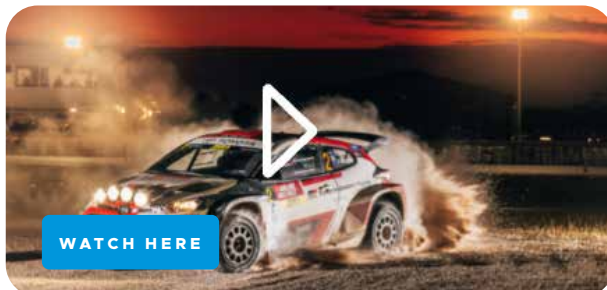


TV

7 NOVEMBER — 7MATE

Metro 7,148
Regional 12,620
National 19,768

Streaming total viewership will be included in the End of Year Review



EVENT RESULTS TOP 10

Outright Top 10 — Driver/Co-Driver

1. Lewis Bates/Anthony McLoughlin
2. Richie Dalton/Dale Moscott
3. Troy Dowel/Bernie Webb
4. Daniel Gonzalez/Larisa Biggar
5. Jamie Luff/Bradley Luff
6. Nathan Quinn/Ray Winwood Smith
7. Zayne Admiraal/Matthew Heywood
8. Taylor Gill/Daniel Brkic
9. Molly Spalding/Douglas Johnson
10. James Dimmock/Paul Bennett

EVENT CLASS WINNERS

Shamrock Haulage ARC 2WD Cup

James Dimmock/Paul Bennett

White Wolf Constructions Production Cup

Jamie Luff/Bradley Luff

Glendun ARC Junior Cup

Molly Spalding/Douglas Johnson

ARC Classic Cup

David Thompson/Matthew Sanders

DIGITAL STATS

FB/IN/TW
ENGAGEMENTS
13,135

FB POST REACH
235,824

FB POST IMPRESSIONS
240,637

FB/TW/IN/YT
TOTAL VIDEO VIEWS
112,273

IN REACH
94,716

IN IMPRESSIONS
38,649

WEBSITE PAGE VIEWS
19,993

WEBSITE UNIQUE VIEWS
16,675

ATTENDANCE

ADELAIDE HILLS
RALLY
FRI, SAT, SUN
4,947



RSEA Safety Motorsport Australia Rally Championship 2022 Outright and Cup Winners

RSEA Safety Motorsport Australia Rally Championship

Driver: Lewis Bates

Co-Driver: Anthony McLoughlin

White Wolf Constructions Production Cup

Driver: Taylor Gill

Co-Driver: Larisa Biggar

Shamrock Haulage ARC 2WD Cup

Driver: Guy Tyler

Co-Driver: Phillip Bonser

Glendun ARC Junior Cup

Driver: Molly Spalding

Co-Driver: Douglas Johnson

ARC Classic Cup

Driver: David Thompson

Co-Driver: Matthew Sanders

Manufacturer

Toyota

2022 RSEA Safety Motorsport Australia Rally Championship Website

1 January 2022 - 16 December 2022

Page views

2022: 259,737

2021: 137,286

69%

Unique page views

2022: 220,487

2021: 116,553

89%

Average time spent on page

2022: 2:19

2021: 1:59

77%

Users

2022: 87,740

2021: 49,622

77%

Desktop/Mobile/Tablet Ratio

2022: 25:70:5

Mobile usage up 120%

Desktop usage up 13%

Tablet usage up 92%

Gender split

Male: 73%

Female: 27%

Male up 81%

Female up 94%

Age split

25-34: 23% +79%

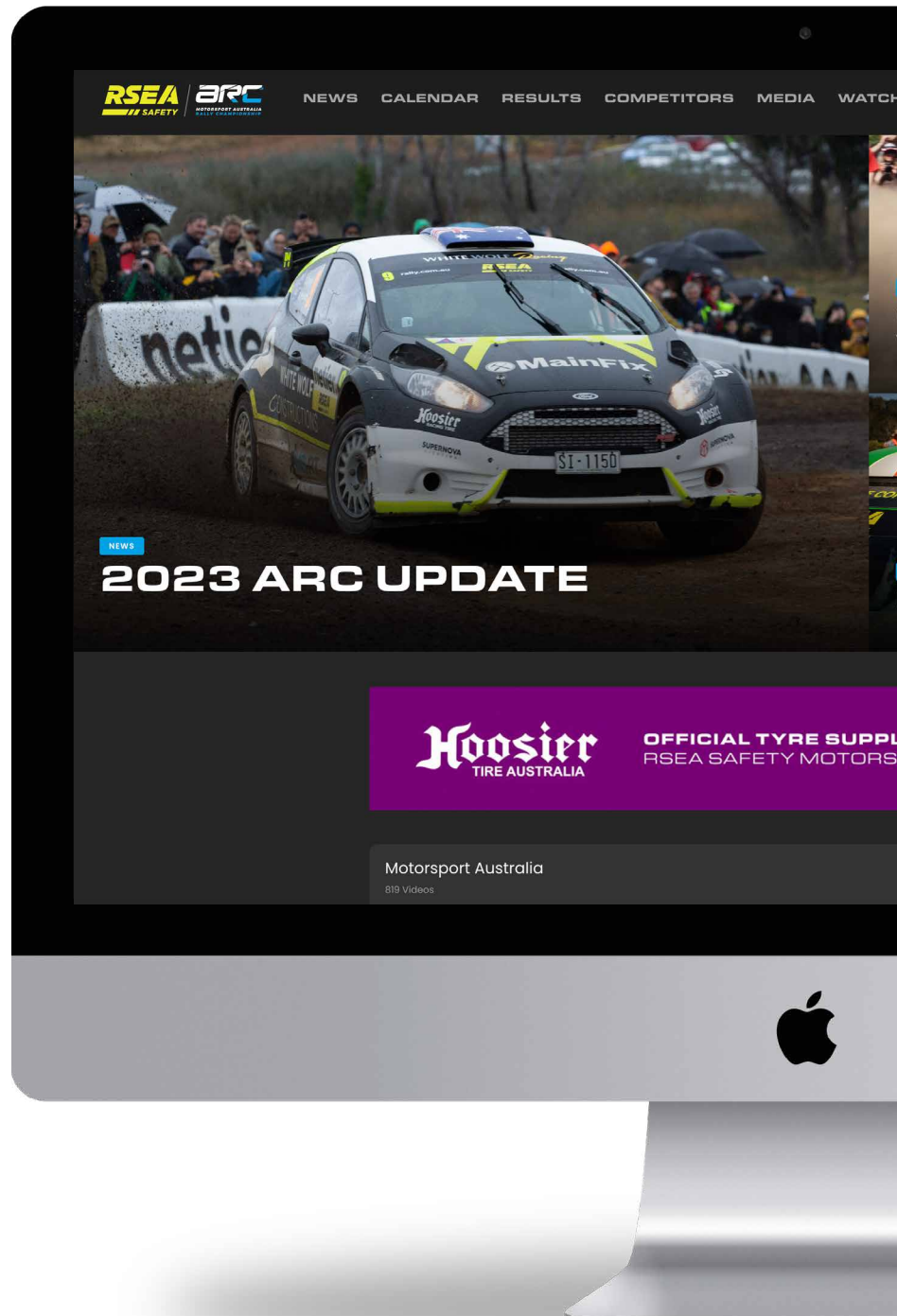
35-34: 22% +119%

45-54: 20% +78%

18-24: 14% +86%

55-64: 12% +52%

65+: 9% +48%



2022 RSEA Safety Motorsport Australia Rally Championship Social Media



FACEBOOK

20,183

10% increase from 2020

Engagement

2022: 100,050

2021: 65,537

53%

Page impressions

2022: 5,075,376

2021: 2,692,894

89%

Post impressions

2022: 3,327,303

2021: 2,055,647

62%

Video views

2022: 1,029,402

2021: 591,091

74%



INSTAGRAM

6,273

33% increase from 2021

Engagement

2022: 52,368

2021: 26,178

100%

Profile reach

2022: 542,318

2021: 260,570

108%

Post reach

2022: 697,022

2021: 292,205

139%

Video views

2022: 107,840

2021: 19,495

453%



TWITTER

2,075

7% increase from 2020

Video views

2022: 42,104

2021: 2,340

1700%

Engagement

2022: 17,906

2021: 1,279

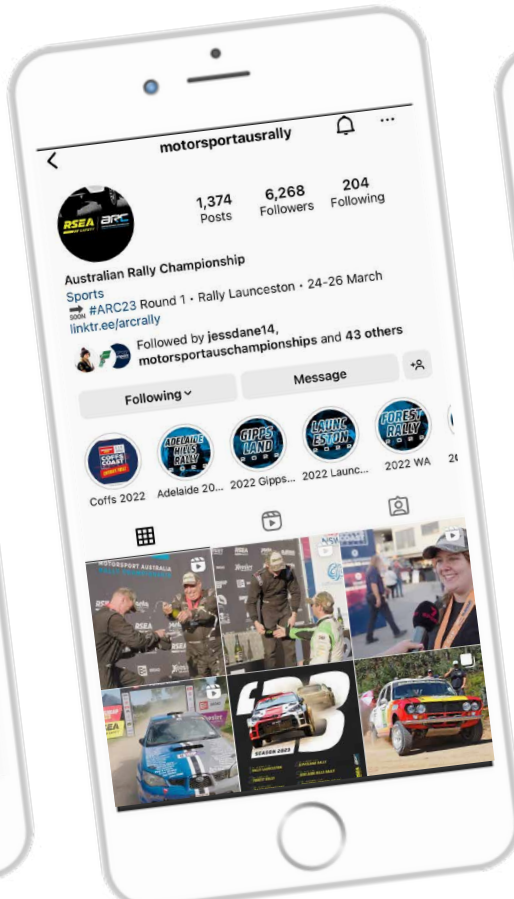
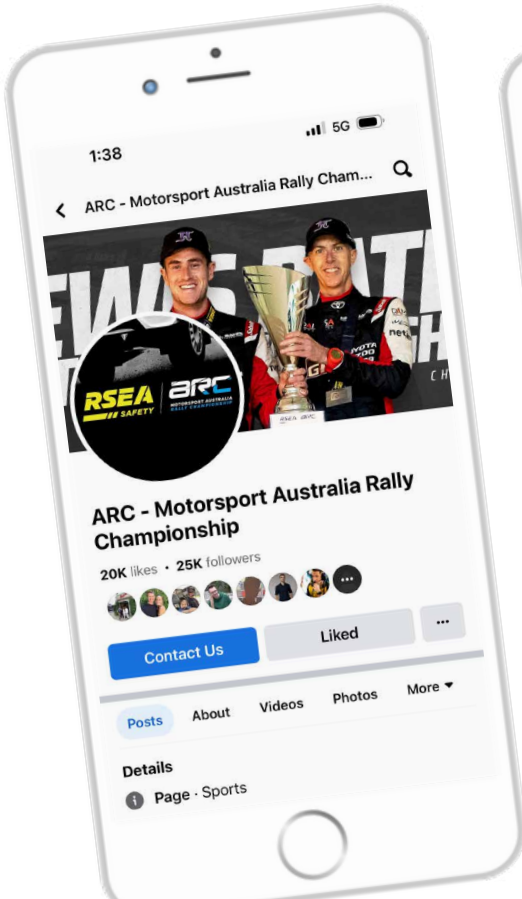
1300%

Mentions

2022: 312

2021: 229

36%



2022 RSEA Safety Motorsport Australia Rally Championship Broadcast

HIGHLIGHTS SHOW



Netier National Capital Rally **18 April 2022**

Metro: 14,022
Regional: 9,025
National: 23,047

Shannons Rally Launceston **11 July 2022**

Metro: 8,788
Regional: 6,884
National: 15,672

Adelaide Hills Rally **7 November 2022**

Metro: 7,148
Regional: 12,620
National: 19,768

Make Smoking History Forest Rally **6 June 2022**

Metro: 17,595
Regional: 12,677
National: 30,272

Middle of Everywhere Gippsland Rally **22 August 2022**

Metro: 4,984
Regional: 18,567
National: 23,551

Supercheap Auto Coffs Coast Rally

To be aired in Jan 2023

STREAMING + ON DEMAND



7plus season total (YTD)

495,398 minutes viewed

7plus EROAD Power Stage (YTD)

126,130 minutes viewed

Netier National Capital Rally

Total views: 88,985

Make Smoking History Forest Rally

Total views: 59,220

Shannons Rally Launceston

Total views: 77,292

Middle of Everywhere Gippsland Rally

Total views: 44,352

Adelaide Hills Rally

Total views: 112,273

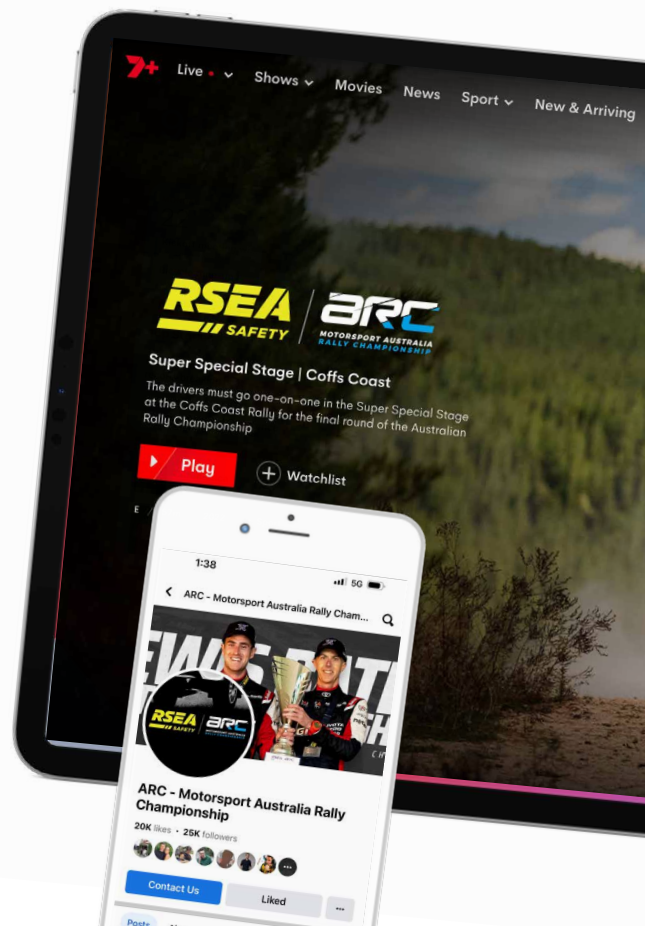
Supercheap Auto Coffs Coast Rally (YTD)

Total views: 167,056

Total views for season 2022 (YTD)

684,513*

*Does not include Supercheap Auto Coffs Coast Rally 7plus data





RALLY.COM.AU

Appendix 3

*2024 Adelaide Hills Rally
Consultation Letter to Residents*

2024 ADELAIDE HILLS RALLY

September 11th to 15th, 2024

COMMUNICATION TO RESIDENTS WITHIN THE VICINITY OF

PROPOSED ADELAIDE HILLS ROAD CLOSURES

Wednesday, 20 March 2024

Dear Owner/Occupier

Proposed Motoring Event

We are writing to inform you that Ultimate Motorsport Events wish to run an event named the 2024 Adelaide Hills Rally in the Adelaide Hills Region on **Saturday 14th of September 2024**.

A road within your vicinity has been selected to host a closed road section within the proposed rally route (see proposed road closure maps enclosed) and we are seeking your feedback as a resident who may be impacted. Further information will be available online at www.ume.cool.

Consultation Process

We are accepting written feedback in relation to the proposed road closures via email and post prior to 10/05/2024. If you do not reside on the affected property and have a tenant on site please forward this information to them.

The results of this consultation will be provided to the Adelaide Hills Council as part of the road closure approval process.

Please send feedback by Friday 10th of May 2024 to:

Email: secretary@ume.cool

or

Post: PO Box 10213, Adelaide BC, SA, 5000

WE WILL KEEP YOU INFORMED OF THE PROPOSED TEMPORARY ROAD CLOSURES VIA POST PRIOR TO THE EVENT

Yours sincerely

Andrew Admiraal

Director
andrew@ume.cool
0403 116 400

Michael Clements

Director
michael@ume.cool
0418 804 105



The Event

The 2024 Adelaide Hills Rally is a major event in the Australian motorsport calendar, featuring the Bosch Motorsport Australia Rally Championship (ARC) and the MRF Motorsport Australia SA Rally Championship (SARC). The rally will take place from September 11th to 15th, starting and finishing in Mount Barker, South Australia.

The rally will offer plenty of opportunities for spectators and fans to get close to the action and enjoy the festive atmosphere. The Summit Sport and Recreation Park will serve as the service park and rally HQ location, as well as the Subaru rally village, where visitors can find food, drinks, entertainment, and merchandise. The rally will officially launch on Friday evening, September 13th, at Morphett Street Mount Barker, where the public can meet the rally teams and see the rally cars up close.

The rally will consist of two days of competitive stages, covering a total distance of over 300 km. The stages will run through some of the most scenic and challenging roads in the Adelaide Hills region, featuring a mix of open and twisty sections, over differing surfaces, and varying elevation changes. The stages will test the drivers' skills and endurance.

The Saturday itinerary will take the rally to the northern Adelaide Hills and forests, visiting locations such as Mt Crawford, Telephone Road and Mt Pleasant in the morning, and Kenton Valley and Charligate in the afternoon. The Sunday itinerary will explore the southern Adelaide hills, passing through places like The Glen, Callington Back, Meadows, Old Bull Creek and Wattle Flat. The rally will conclude with a podium ceremony on Sunday at 6:30 pm at the Subaru rally village, where the winners will be crowned and celebrated.

The event will be run in compliance with Motorsport Australia guidelines and in accordance with Section 33 of the *Road Traffic Act*.

We run our events to Australia's best standards and have medical vehicles at the start of each competitive stage. If a landowner has an emergency during the road closure period, upon receiving notification we will stop the event and send in our medical vehicles which have trained Paramedics and a Fire Marshal. If an emergency worker lives on one of the roads we are using, and is called for duty, we will stop the event to let them attend the emergency.



The Program

- **Dates:** September 11th to 15th.
- **Starting Point:** The picturesque town of **Mount Barker** in the Adelaide Hills.
- **Service Park:** The innovative **Subaru Rally Village** at the **Summit Sport and Recreation Park** (also the event's Rally HQ).
- **Fan Experience:** Fans can get up close to the action, interact with rally teams, and witness the adrenaline-fueled spectacle.
- **Launch Event:** On Friday evening, September 13th, head to **Gawler Street, Mount Barker** for a chance to meet the rally teams, admire the rally cars, and enjoy entertainment and activities.
- **Partners and Sponsors:** A special function awaits event partners and sponsors on Saturday evening, September 14th, at the Summit Sport and Recreation Park.
- **Scenic Routes:** The rally covers challenging terrain and scenic routes across the northern and southern Adelaide Hills and forests.
- **Saturday Stages (September 14th):**
 - Morning: **Mt Crawford, Telephone Road, and Mt Pleasant.**
 - Afternoon: **Kenton Valley and Charligate.**
- **Sunday Stages (September 15th):** Shifts to the southern hills:
 - Morning: **The Glen, Callington Back**
 - Afternoon: **Meadows, Old Bull Creek, and Wattle Flat**
- **Podium Ceremony:** The rally culminates with a podium ceremony at **6:30pm** at the Subaru Rally Village, where the champions will be crowned and celebrated.



Proposed Road Closures

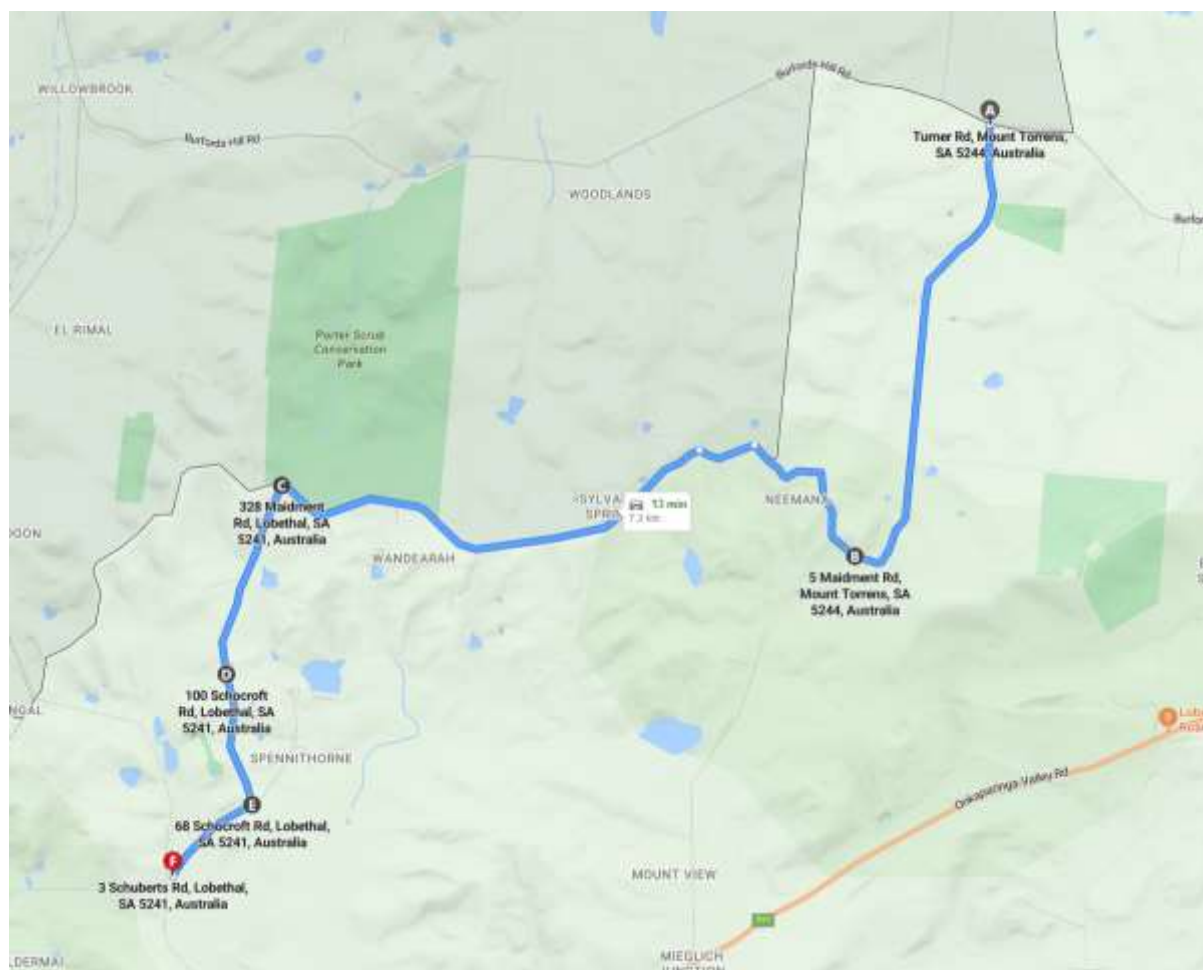
We would like to apply for the following roads to be closed for the event and are seeking written feedback in relation to the proposed closures.

Please see detail on the two routes to be held in Adelaide Hills Council below.

Saturday 14th of September 2024:

Kenton Valley – 1200hrs – 1730hrs

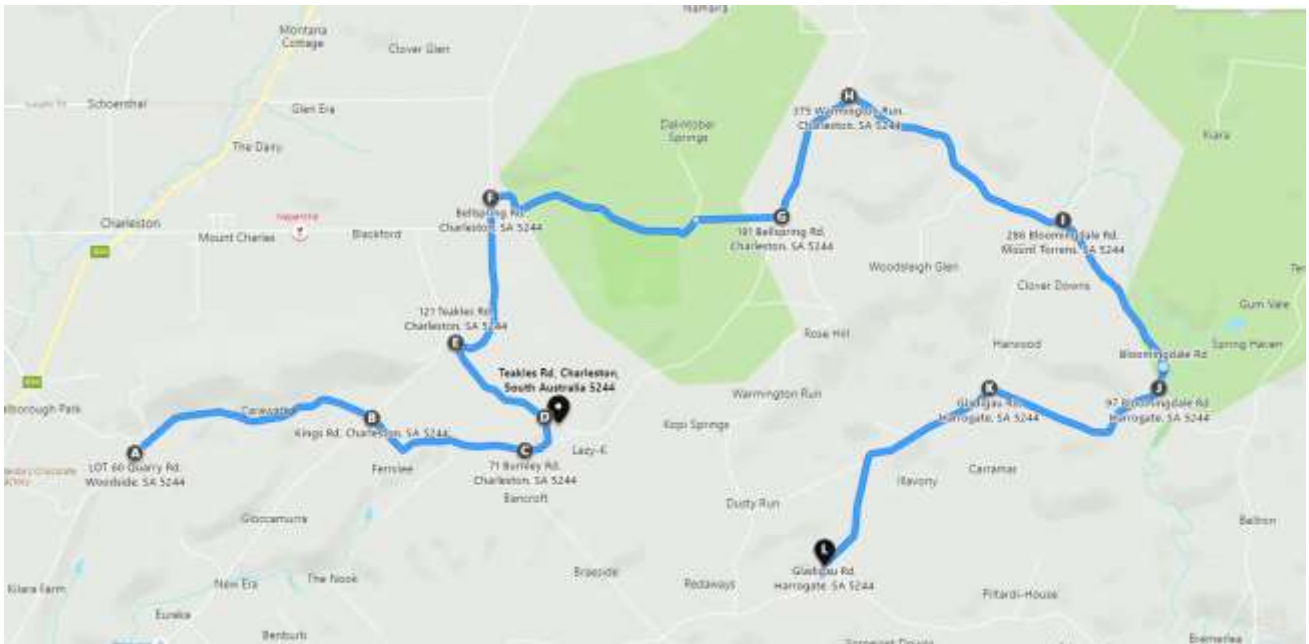
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Saturday 14th of September 2024:

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- J: School Bus Rd from Bloomingdale Rd to Gladigau Rd
- K-L: Gladigau Rd From School Bus Rd to Mail Rd



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
AGENDA BUSINESS ITEM**

Item: 12.5

Responsible Officer: Matt Ahern
Team Leader Regulatory Services
Community and Delevopment

Subject: Enforcement Review – Fire, Wastewater and Animal
Management

For: Decision

SUMMARY

The purpose of this report is to present a review of current education and enforcement practices in relation to fire prevention, wastewater systems, animal management and building/planning compliance.

The *Enforcement Review* is provided in **Appendix 1** and details the following for each of the individual functions: Council’s role and legislative responsibilities, enforcement and education practices, effectiveness of current practices and recommendations for alternate practices. The role of specialised officers for compliance and education opportunities is also considered.

The review recommends that an increased level of fire prevention service would enable greater enforcement of fire mitigation throughout the year as well as enable increased community education activities. An additional specialised Fire Prevention Officer would create capacity for existing Rangers to increase enforcement of animal management and parking to address gaps identified in the review. The review notes that additional administrative resources would increase the wastewater compliance output but recommends that an education campaign be undertaken as an initial first step given greater enforcement in this area is a relatively recent focus.

In addition, the *Enforcement Policy* has been reviewed. While the policy was found to be generally fit for purpose, staff considered that including a clear process for appeals of expiations should be included. The draft revised policy is in **Appendix 2**.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That the *Enforcement Review* in **Appendix 1** be noted.

3. That the CEO increase the level of service to facilitate year-round education and enforcement relating to fire prevention on private land and make any necessary resourcing changes to enable the provision of this service.
 4. To adopt the revised *Enforcement Policy* in *Appendix 2*.
-

1. BACKGROUND

The Council undertakes a number of compliance activities which includes animal management, fire prevention, parking, wastewater management and planning/building compliance.

At its meeting on 24 March 2024, Council passed the following motion:

11.3 Fire, Wastewater and Animal Management – Cr Adrian Cheater

Moved Cr Adrian Cheater
S/- Cr Melanie Selwood

85/24

I move that Council requests the CEO to provide a report to Council by 31 May 2024 that:

1. Reviews the Council's Enforcement Policy and provides recommendations for updates.
2. Reviews the current educational and enforcement practices, assesses their effectiveness with particular focus on fire prevention, wastewater systems and environmental impacts, animal management and building/planning compliance and provides recommendations for alternate practices (if appropriate).
3. If recommendations are made to consider changes to the Enforcement Policy and/or alternate educational and compliance practices, include detailed information in relation to how that would be delivered, resourced and the financial implications of any recommendations.
4. Investigates the financial and resourcing implications of adding specialised officers for compliance and educational opportunities in the areas of:
 - i. Fire prevention
 - ii. Wastewater and associated environmental impacts
 - iii. Animal management
5. Assumes no reduction in existing compliance officer resourcing and consider the specialised officer roles as additional.

Carried Unanimously

The review in *Appendix 1* examines opportunities to increase our performance in key community areas of focus while investigating ways to limit the financial burden to the community and increase investment to these critical areas of concern.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal	A valued Natural Environment
Objective N2	Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts
Priority N2.2	Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora
Priority N2.3	Mitigate bushfire risks across the landscape by undertaking fuel reduction activities including woody weed control, maintenance of asset protection zones and educate & enforcement to reduce fuels on private land
Objective N3	Nurture valuable partnerships and collaborations and engage the local community in the management of our natural environment
Priority N3.1	Increase knowledge and environmental awareness within the community through engagement and education
Goal	A progressive Organisation
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O5.2	Make evidenced-based decisions and prudently assess the risks and opportunities to our community before taking action.

➤ Legal Implications

Council's role and legislative responsibilities fall within the following:

- *Local Government Act 1999*
- *Private Parking Areas Act 1986*
- *Fire and Emergency Services Act 2005*
- *Dog and Cat Management Act 1995*
- *Public Health Act 2011*
- *Environment Protection Act 1993*
- *Enforcement of Judgements Act 1991*
- *Local Nuisance and Litter Control Act 2016*
- *Food Act 2001*
- *Water Industry Act 2012*
- *Planning, Development & Infrastructure Act 2016*

The application and implications of Council's role and legislative responsibilities are detailed in the review in **Appendix 1**.

➤ Risk Management Implications

While there are existing controls, enhancing our enforcement and education practices as detailed in the review summary will further mitigate the following risks:

Ineffective parking enforcement (schools) leading to unsafe conditions for pedestrians

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

Ineffective public health programs (wastewater) leading to insanitary conditions.

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

Failure to exercise, perform and discharge the powers, functions and duties under legislation and policies leading to ineffective compliance management and breaches of legislation.

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

➤ **Financial and Resource Implications**

The review in **Appendix 1** details the resource options and implications to increase enforcement and education practices. In particular, it canvasses the implications of adding a specialised officer for Fire Prevention compliance and education and the additional capacity this would create for animal management and parking enforcement.

Should the Council resolve as recommended, there would be additional staff costs for the specialised Fire Prevention Officer. This is outlined in **Appendix 1**, including the additional revenue that is estimated from increased enforcement activities. Overall, the net financial impact is estimated to be a \$30,000 surplus.

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

It is reasonable to assume that with an increase in education and enforcement that customer services will likely be impacted with an increase in contact via the customer service centre.

➤ **Sustainability Implications**

A greater level of enforcement of legislation is likely to have social and environmental benefits with greater safety around schools, less public health risk, better busfire preparedness and greater deterrents for residents impacting Council vegetation.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

The *Enforcement Review* is provided in **Appendix 1**. For the sake of brevity, the contents are not provided here, however the key recommendation in the summary of the report is to resource an additional specialised Fire Prevention Officer. This would enable greater enforcement of fire mitigation requirements throughout the year as well as enable increased community education activities. The additional costs would be offset to a large extent by anticipated increased revenue from expiations. Further, an additional officer would create capacity for existing Rangers to increase enforcement of animal management and parking to address the gaps identified above, such as undertaking patrols of parking around schools.

In conjunction, the *Enforcement Policy* (the Policy) has also been reviewed. While the “educate, encourage and enforce” compliance methodology in the Policy is still fit for purpose, there is an opportunity to strengthen the Policy by including a clear process for appeals of expiations. While the *Expiation of Offences Act 1996* details the circumstances in which a notice can be withdrawn, it is open to Council to detail the appeal process. The updated policy in **Appendix 2** provides information on who will conduct appeals and importantly, limits the appeal of notices to one review, unless significant or new information is provided. In addition, a new clause has been included in the updated Policy to provide guidance on the application of civil penalties by Council under the *Planning, Development and Infrastructure Act 2016*.

3. OPTIONS

Council has the following options:

- I. Adopt the revised *Enforcement Policy* and resolve to increase the level of service to provide year-round enforcement and education relating to fire prevention on private land. (Recommended).

This option is recommended as it will lead to reduced bushfire risk across the Council area and create capacity for enhanced animal management and parking controls, both in alignment with increased community expectations.

- II. Adopt the revised *Enforcement Policy* and maintain the current level of service.

While this option will provide an improved process for appeals of expiations, it maintains the status quo and does not address the gaps in Council’s current enforcement and education practices relating to fire prevention, animal management, parking and wastewater.

- III. Seek alternative amendments to the *Enforcement Policy* and enforcement and education practices and resourcing.

Should Council identify the need for substantial amendments to the revised Policy or enforcement and education practices and resourcing, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to Council for further consideration.

4. APPENDICES

- (1) Review of Council Educational & Enforcement Practices
- (2) Draft Enforcement Policy

Appendix 1

Review of Council Educational & Enforcement Practices

Review of Council Educational and Enforcement Practices

This review details the current education and enforcement practices and recommendations for alternative approaches for compliance activities related to fire prevention, animal management, parking, wastewater systems and development.

1. Fire Prevention

The Adelaide Hills Council is located in a high bushfire risk area, and historically has been impacted by a number of major bushfire events.

Role and Legislative Responsibilities

Councils play a crucial role in administering the *Fire and Emergency Services Act 2005*. Specifically, Councils are responsible for fire prevention and fire mitigation on private property and may conduct inspections, issues permits and take enforcement action to ensure compliance with the Act and the *Fire and Emergency Services Regulations 2021* as well as the CFS Codes of Practice relating to mowing and slashing, vegetation pile burning, comfort fires and the use of metal cutting tools and welders.

Education and Enforcement Practices

Prior to the fire danger season each year, Council Rangers carry out inspections of private properties across the district and assess fire risk. Properties identified as not being adequately prepared are issued an expiation notice under the *Fire and Emergency Services Act 2005* (Section 105F) and are required to take action within 21 days to ensure their property is prepared. Usually, the action required is trimming or removing vegetation or establishing or maintaining fire breaks or fuel breaks.

In the lead up to the fire danger season, the Regulatory Services team stops all work not considered an emergency and focuses only on fire prevention activities.

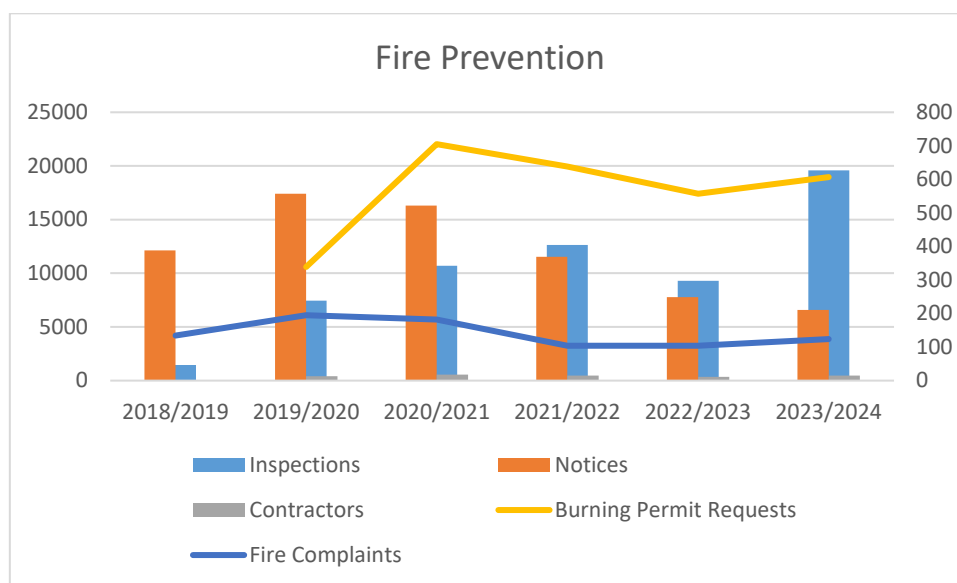
Community education is undertaken through the use of CFS educational materials, including the Bushfire Safety Guide and Community Fire Safe and Bushfire traveller safety pamphlets. The CFS annual bushfire safety marketing campaign materials are also shared on council's website, social media and through the newsletter. Council has also produced a Fire Danger Season Preparation checklist and information pamphlet that has been shared with the community on council's website and as a hard copy with rates notices. Council sends reminder letters to all properties that have received a S105F notice in the past 5 years to ensure they are aware of their obligations for the upcoming fire danger season.

Through external funding, Council has been able to employ a Landscape Management Project Officer who has been responsible for developing council's Bushfire Mitigation Strategy. This Officer has also played an important role in community engagement, co-presenting with the CFS to answer community members' questions around property and vegetation management in preparation for the bushfire season through forums and workshops. The officer has also been involved in extensive community engagement which has informed the strategy and future priorities for council around bushfire mitigation. Having a resource at council to provide in-person education and to answer resident questions has been positively received by the community, providing useful information and simultaneously improving public perception about Council's operations in bushfire mitigation.

The funding for the Landscape Management Project Officer concludes on 30 June 2024. An opportunity therefore exists to investigate future community education programs around bushfire mitigation and a potential ongoing role with council.

Current Situation Analysis

Following increased expectations from the public, Council staff have increased property inspections in recent years, with the number almost doubling between 2021-22 and 2023-24. The graph below shows the increase in inspections completed over the last six years and a corresponding reduction in S105F notices across the same time period. This delivers a better outcome from the community with increased fire prevention reducing fire risk across the Council area.



	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Inspections	1450	7457	10709	12625	9307	19596
Notices	388	557	522	369	249	211
Contractors	1	13	18	15	11	15
Burning Permit Requests		339	705	638	557	607
Fire Complaints	134	195	182	104	104	124

Recommendations for Alternate Practices

There are increased community expectations following recent bushfires in the region, including that fire prevention is monitored throughout the year and not just in the lead up and during the fire danger season. Surrounding Councils have dedicated Fire Prevention Officers which enables education and encouragement to be undertaken throughout the year. This supports residents to understand their obligations and arguably delivers better fire prevention outcomes for the community.

To meet this expectation, Council would require additional resources, specifically stand-alone Fire Prevention Officers.

The graph below shows the costs and estimated revenue of increasing resourcing for fire prevention education and enforcement, with two options canvassed, one additional officer and two additional officers.

Recommendations for Alternate Practices



Staff have considered improvements to current practices, in particular, the possible role of specialised Fire Prevention Officers. Stand-alone Fire Prevention Officers would enable a year-round approach to fire prevention rather than the Regulatory Service only focusing on the area over the fire danger season. Additional resources in this area would enable better education for residents around bushfire preparedness, such as personal bushfire planning. It was evident during the Mount Bold fire that the majority of residents in Stirling and the surrounding areas did not have any plans in the event of an outbreak of fire. Further, having a specialised officer would allow other Rangers to focus on parking, animals and By-law breaches.

It's estimated there would be an increase in revenue from expiation notices as a result of enhanced fire prevention activities and property inspections. The graph below shows the estimated increases in staff costs and revenue, noting that revenue may decrease over time as residents become more aware of their obligations through increased education. The graph also shows that the costs of two additional officers are offset by the additional revenue to a lesser degree than one additional officer.

2. Animal Management

Council is responsible for Animal Management within the Adelaide Hills Council area, this includes animal registration, responsible animal ownership, animal enrichment areas, animal incidents and nuisance complaints around animals.

Role and Legislative Responsibilities

Council is responsible for implementation of most of the requirements of the *Dog and Cat Management Act 1995*. This includes ensuring compliance with registration and identification of dogs and cats and maintaining databases of registered animals. Council is also responsible for enforcement of related regulations and Council by-laws, including managing the number of animals at a property, controlling dogs in public places, preventing nuisance behavior (such as excessive barking), and managing dangerous or aggressive animals. Council has the authority to investigate complaints, issue warnings or fines, and take legal action if necessary to ensure compliance with the law.

Council has powers under the *Local Government Act 1999* and the *Local Nuisance and Litter Control Act 2016* to control nuisance on a property. This could include animals that are causing a hazard or nuisance. Council has from time to time used this legislation in relation to poultry kept on private property.

Additionally, Council has powers under the *Impounding Act 1920* and Council By-laws to manage stock wandering on public roads and the various other legislation to control excessive numbers of animals kept on a property that are causing a hazard or nuisance.

Education and Enforcement Practices

Currently Council does not have the resources to educate residents proactively around responsible pet ownership. Council does educate animal owners but only when another issue is brought to the Regulatory Services Team, such as a wandering animal, animal attack or other nuisance issue.

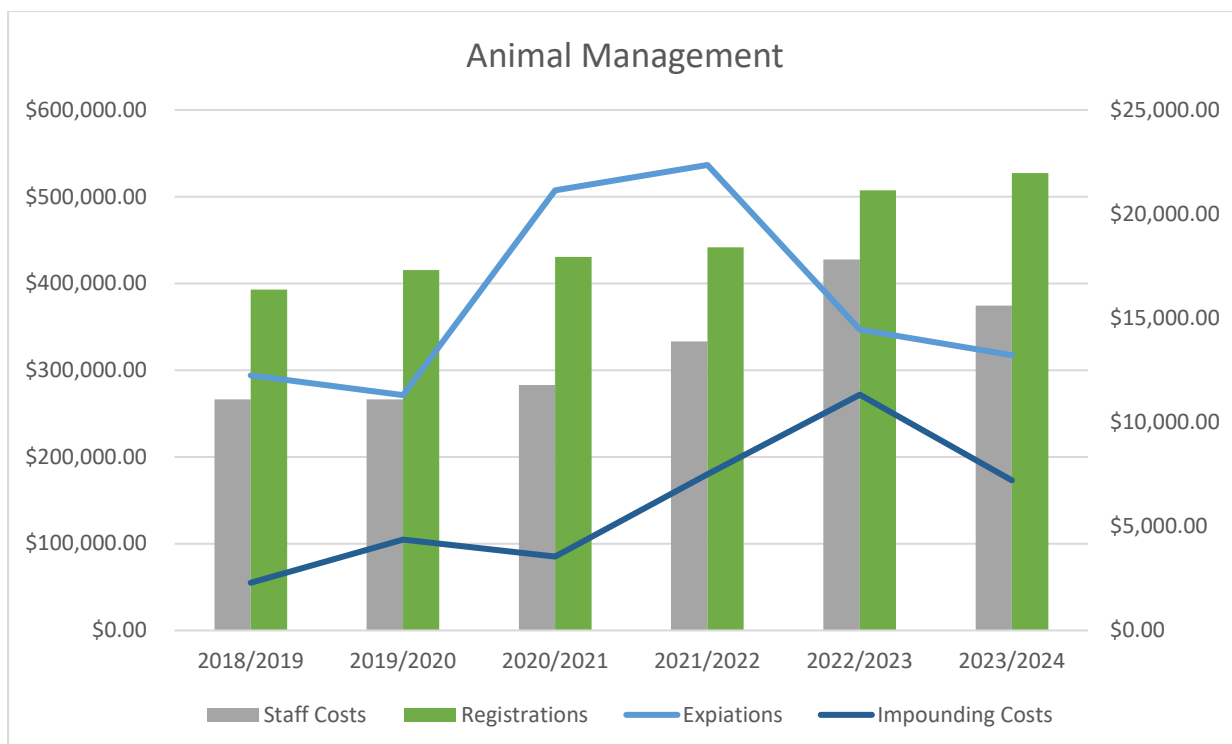
Current Situation Analysis

At the time of this review, Council had over 1200 unrenewed dogs and 346 unrenewed cats. This represents over \$80,000 of income from unrenewed registrations. The community is increasingly expecting more services 'in return' for their animal registration fees. This includes more designated animal areas or upgrades to existing areas and better education to animal owners about their responsibilities regarding effective control. Given resourcing constraints, the Regulatory Services team has been limited in providing this proactive support for pet owners.

In addition, Council brought in a new Cat By-law in January 2022 which has seen a new workload added to the team, to ensure cats are confined to their resident's premises.

Further, the RSPCA and Animal Welfare League have both essentially ceased their animal rehoming services to the Adelaide Hills Council. This means that Council will have to spend additional time managing abandoned or lost animals at its pound facilities and now build a program to re-home abandon animals resulting in additional costs.

The graph below shows revenue from registrations increasing over the last six years, largely due to increased animal registration fees and the introduction of the new requirement to register cats. Expiation revenue has remained fairly constant, despite additional enforcement responsibilities, due to the limited ability to undertake these enforcement activities.



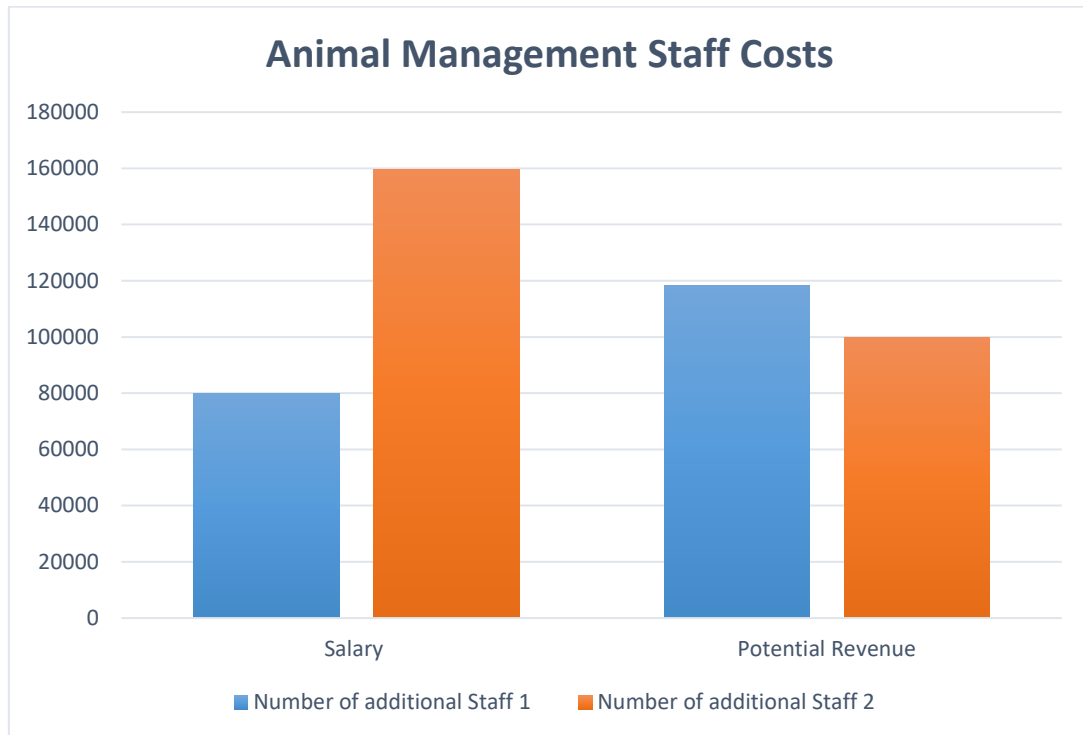
Note – 2023-24 figures are 'year to date' figures to April 2024.

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Expiations	\$12,252.60	\$11,303.90	\$21,147.20	\$22,359.70	\$14,445.85	\$13,218.45
Legal Costs	\$8,598.00	\$7,635.50	\$6,076.95	\$0.00	\$2,901.50	\$15,509.54
Staff Costs	\$266,409.29	\$266,520.00	\$282,994.39	\$333,056.01	\$427,758.09	\$374,459.04
Vehicle Costs	\$27,600.00	\$26,400.00	\$27,998.00	\$28,000.00	\$31,035.29	\$0.00
Equipment Costs	\$36,727.40	\$10,390.91	\$10,552.69	\$6,057.50	\$11,916.02	\$4,840.19
Registrations	\$392,803.25	\$415,449.95	\$430,592.50	\$441,611.75	\$507,291.50	\$527,469.00
Impounding Costs	\$2,290.00	\$4,369.99	\$3,555.00	\$7,506.30	\$11,324.76	\$7,211.23

Recommendations for Alternate Practices

As shown in the below graph, increased enforcement of animal management could be undertaken with additional resources, with increased staff costs being offset to a degree by increased revenue. Revenue would increase from better retention of animal registration renewals which has additional benefits by increasing animal registration across the Council area.

Additional staff this would allow Council to better enforce dog parks, dog attacks, barking dog complaints, wandering cats and undertake general education for animal owners. With the additional workload of re-homing animals starting to become part of Council's role due to other agencies ceasing this service, there will be less resourcing to follow up on requests and be proactive regarding registrations and renewals.



3. Parking

Local Councils have a responsibility to enforce parking restrictions on roads. Council also has multiple agreements with private carpark owners to enforce private parking areas. By enforcing parking restrictions Council ensures road safety and ensures that car parks are used for their intended purpose.

Role and Legislative Responsibilities

Council has a responsibility to enforce the Australian Road Rules under the Road Traffic Act 1961. In doing so, Council promotes turnover of parking spaces that supports business. Enforcing parking restrictions also contributes to the safety of residents and pedestrians when using roads and footpaths.

Education and Enforcement Practices

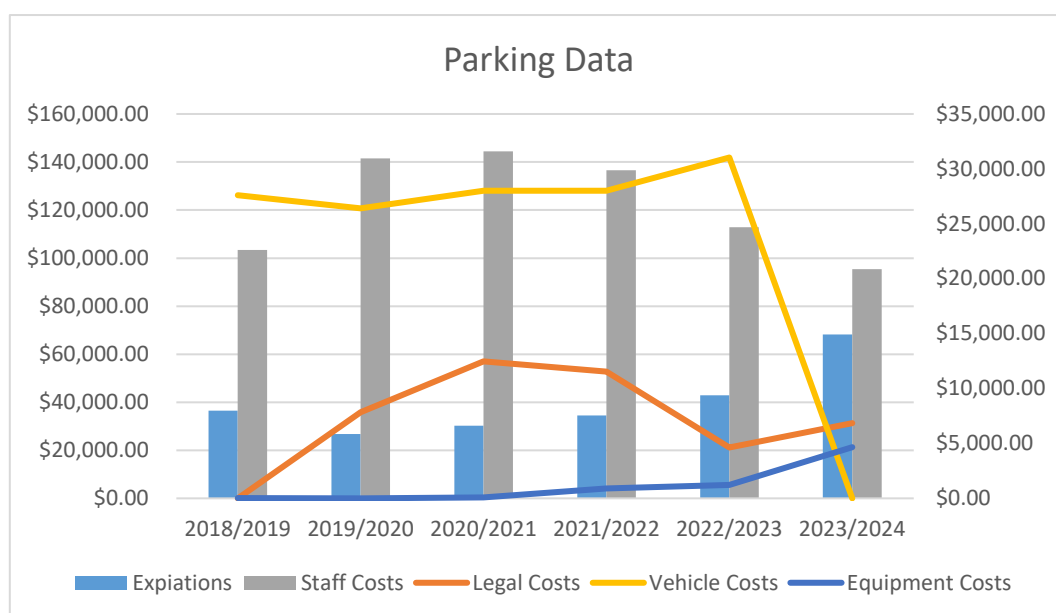
In the past, Regulatory Officers have tried to educate vehicle users via visibility during patrols and providing warnings and education to road users. This education approach has not been as effective as possible, as Council has continued to receive a consistent number of requests and enquiries complaining about inappropriate or illegal parking.

In 2023-24, regulatory staff have increased their focus on parking compliance in response to specific complaints about dangerous parking around events and schools to provide better outcomes for road users and pedestrians.

Current Situation Analysis

By prioritising parking enforcement, Council has increased revenue from expiations by over \$30,000 in 2023-24, with increased revenue budgeted in 2024-25. It's important to note that while this change in compliance approach brings additional revenue, it also leads to an increase in administration resourcing due to expiation complaints and appeals and registration searches.

Council changed its procedure around high risk areas late last financial year, the change was put in place due to 2 main factors (staff safety and behavior change). This change was mainly around schools as Council was not seeing a behavior change in parents picking up children at school. This has resulted in an increase in revenue that if continued will result in greater revenue due to more resources being allocated towards parking patrols.



	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Expiations	\$36,518.50	\$26,712.30	\$30,227.07	\$34,549.58	\$42,850.95	\$68,236.19
Legal Costs	\$0.00	\$7,827.79	\$12,473.40	\$11,529.78	\$4,637.40	\$6,850.30
Equipment Costs	\$29.84	\$0.00	\$100.27	\$914.49	\$1,226.32	\$4,660.01
CRM enquires	156	140	134	117	157	159

Recommendations for alternate practices

The graph below shows that there are significant possible increases from parking enforcement revenue with additional staff resources. There is a key compliance focus around parking at schools to ensure community safety, noting that Council does not have the resources to patrol school parking on a daily basis. Complaints from parents, schools and residents regarding vehicles users around schools are common. Staff also focus on parking in high use areas in township main streets, retail precincts and around cafes and restaurants to ensure parking turnover in these areas.



4. Wastewater Systems

Council is responsible for ensuring that the wastewater systems installed in the Adelaide Hills Council area are compliant and don't create a public health risk.

Role and Legislative Responsibilities

Council monitors compliance with service requirements for wastewater systems which are required as conditions of permits issued in line with the *South Australian Public Health (Wastewater) Regulations 2013* under the *Public Health Act 2011*. These aerobic systems are required to be serviced by a qualified person every three months, with the service report logged and registered with Council. Regular servicing ensures that effluent is contained within the property and not running off the approved area which can then increase the risk of disease to anyone visiting the property as well as any surrounding properties.

Education and Enforcement Practices

Council has over 3300 properties with aerobic systems that require regular servicing, with this number increasing each year by approximately 150-200 systems. In addition to monitoring compliance with service requirements, Council also conducts inspections of on-site wastewater treatment systems to ensure they are functioning properly and pose no risk to public health or the environment. Council also investigates complaints related to malfunctioning systems or pollution incidents and takes enforcement action to address non-compliance.

Due to the other legislative workload requirements and resourcing restrictions Council has not been able to maintain an up to date register and administer servicing requirements for aerobic systems. As a result, Council had a backlog of over 300 systems that had not submitted service reports (some properties over 10 years).

Due to resource and workload restrictions Council has been unable to educate residents of their requirements to submit service reports and comply with the *South Australian Public Health (Wastewater) Regulations 2013*. It is clear that many residents are not aware or understand the requirements around service reports.

Current Situation Analysis

Over the past 12 months Council has focused considerable time and resources to clear a back log of properties that have not been compliant (over 300). Without additional resources this back log of properties will unfortunately return and increase the public health risk. By increasing the resources, Council will also increase revenue as non-compliant properties can be issued expiations for not providing reports. In the past financial year, staff have issued over 45 expiations for the 300 property back log.

Over the past 12 months, Council has begun to address the backlog of systems that have not complied with the service reporting requirements. This has been undertaken progressively in small increments within existing resourcing. In the past financial year, staff have issued over 45 expiations for the 300 property back log.

Recommendations for alternate practices

With an additional staff member within the health team, this would allow Council to administer the aerobic wastewater system database and ensure that properties submit service reports to Council every three months. Council has over 3300 aerobic wastewater systems that require to be serviced every 3 months to ensure public health safety. Currently the Environmental Health team are only able to undertake enforcement activities when time permits given other legislative requirements including inspections of food business, inspections of new builds and local nuisance complaints. The graph

below shows there would be a potential increase in revenue due to the staff member focusing on aerobic wastewater system service reporting compliance. The potential for increased revenue may decrease over time as community awareness and compliance increases, noting that better compliance reduces the public health risk from noncompliant or failing wastewater systems.



5. Building and Planning Compliance

Council is responsible for building and planning compliance across the Council area to ensure that all properties that require Council approval are compliant and meet legislative requirements.

Role and Legislative Responsibilities

Building and Planning compliance operate under the *Planning, Development and Infrastructure Act 2016*, *Planning, Development and Infrastructure (General) 2017* and the *Building Code of Practice*.

Education and Enforcement Practices

Council does not currently have any proactive education surrounding Building and Planning compliance with education usually only occurring when a breach is reported or found. When a breach occurs, Council staff consider on a case by case basis whether education or enforcement is required.

Current Situation Analysis

The current levels of resourcing requires further investigation as a service review of the area was completed with recommendations across both planning and building services.

Recommendations for Alternate Practices

While additional resources for development compliance would be welcomed, the main priority/ for additional resources in Development Services is building compliance. New legislative requirements commence on 1 October 2024 regarding certificate of occupancy requirements which will increase the workload for Council. Further investigation is required before 1 October to ensure appropriate staff are in place prior to the additional workloads.

6. Summary and Recommendations

In investigating the resourcing, education and enforcement practices currently in place, it is evident that additional resourcing would enable increased enforcement and proactive community education. While Council can continue with its current level of resourcing, there is a risk that Council will continue to be reactive rather than proactive which may result in residents feeling that Council is being “heavy handed”.

The following is recommended to the Council to be able to fulfill the current legislative and regulatory requirements and to educate residents of their responsibilities under the various Acts administered by Regulatory Services and Environmental Health.

Fire Prevention, Animal Management and Parking

Fire Prevention, Animal Management and Parking are all administered by the Regulatory Services area so resourcing can be looked at collectively.

While the assessment of each function above has outlined additional costs and possible revenue at an individual functional level, consideration of the overall resourcing needs for Fire Prevention, Animal Management and Parking can be done collectively as these functions are administered by the Regulatory Services team.

One additional specialised Fire Prevention Officer would enable greater enforcement of fire mitigation requirements throughout the year as well as enable increased community education activities. The additional costs would be offset to an extent by anticipated increased revenue from expiations. Further, an additional officer would create capacity for existing Rangers to increase enforcement of animal management and parking to address the gaps identified above, such as undertaking patrols of parking around schools. There is also anticipated additional revenue from these activities. It would also facilitate proactive education and follow up of animal registration renewals. Increased enforcement activities are likely to increase the need for administration resourcing. This includes correspondence with customers, registration checks, processing notices, managing appeals and Fines Recovery Unit processing. It's estimated that an additional administration resource of 0.5 to 1.0FTE would be required noting this is an estimate based on current administration levels.

The financial implications of the additional Fire Prevention Officer are:


- Staff costs - \$95,355.43 (including on-costs)
- Estimated additional revenue from Fire Prevention - \$25,000.00
- Estimated additional revenue from Parking - \$50,000.00
- Estimated additional revenue from Animal Management - \$50,000.00
- Net surplus – \$-29,644.57

Wastewater

In investigating wastewater system compliance activities, it's evident that specialised officers for compliance activities are not required as this stage. Rather, additional administrative resources would increase the compliance output. However, given the increased focus on service requirements compliance is a relatively recent focus of Council, it's recommended that Council undertake an education campaign to allow better enforcement.

Appendix 2
Draft Enforcement Policy

COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	<h2 style="margin: 0;">ENFORCEMENT</h2>
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Policy Number:	GOV-10
Responsible Department(s):	Waste, Health & Regulatory Services
Relevant Delegations:	Delegations made under legislation relevant to this policy including all regulations, codes and policies made thereunder
Other Relevant Policies:	Order Making Policy 140826 Code of Conduct For Council Employees 140213 Complaint Handling 140610
Relevant Procedure(s):	Standard Operating Procedures
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Development Act 1993 & Development Regulations 2008</i> <i>Planning Development & Infrastructure Act 2016</i> <i>Planning Development & Infrastructure (General) Regulations 2017</i> <i>Planning Development and Infrastructure (Swimming Pool Safety) Regulations 2019</i> <i>Expiations of Offences Act 1996</i> <i>Expiations of Offence Regulations 2011</i>
Policies and Procedures Superseded by this policy on its Adoption:	Reporting of Offences , 27/02/2001, Item 15.2.2
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>

Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than November 2025 or as required by legislation or changed circumstances

ENFORCEMENT POLICY

1. INTRODUCTION

The Adelaide Hills Council is responsible for the administration and enforcement of various legislation. This responsibility includes taking action where necessary to protect the community and/or preserve the amenity of the Council area.

This Policy outlines Council's approach, method and priorities for ensuring compliance with the legislation for which it is responsible, including by carrying out enforcement functions where necessary. The Policy provides a framework to promote consistency in enforcement action and to ensure that any action taken is proportionate to the alleged offence and, where applicable, the principles of natural justice are observed.

2. OBJECTIVES

This Policy is relevant to all enforcement actions undertaken by Council staff and its authorised contractors for and on behalf of the Council within the Adelaide Hills Council. This includes but is not limited to, enforcement activities relating to Adelaide Hills Council By-laws and the following legislation (including all regulations, codes and policies made thereunder):

- *Local Government Act 1999*
- *Expiation of Offences Act 1996*
- *Road Traffic Act 1961 and the Australian Road Rules*
- *Private Parking Areas Act 1986*
- *Dog and Cat Management Act 2005*
- *Fire and Emergency Services Act 2005*
- *Local Nuisance and Litter Control Act 2016*
- *The South Australian Public Health Act 2011*
- *The Food Act 2001*
- *The Environment Protection Act 1993*
- *The Development Act 1993*
- *Planning, Development & Infrastructure Act 2016*
- *The Water Industry Act 2012*

3. DEFINITIONS

“Compliance” means the act of adhering to and demonstrating adherence to an Act, By-Law, Regulation or similar.

“Enforcement” means a combination of the provision of education, encouragement and formal enforcement when required to assist achieve compliance.

“Formal Enforcement” means use of legislative or regulatory mechanisms to achieve compliance including orders, expiations, prosecution and notices.

“Prosecution” means the process of instituting legal proceedings.

“Order/Notice” means a written direction of Council requiring specific action to be taken to secure legislative compliance.

“3E’s “ means Educate, Encourage, Enforce.

“In writing” means - letter or email.

4. POLICY STATEMENT

4.1 Introduction

Council is charged with legislative responsibilities which protect individuals and the community. Council’s customers include those whom the law places a duty and those whom the law protects. Whilst it is ultimately the responsibility of individuals and other bodies to comply with the law, from time to time Council is required to carry out enforcement activities to secure compliance with legislative obligations.

This policy is an “umbrella” policy which outlines Council’s approach to enforcement matters and provides staff with direction about the manner in which enforcement activities are to be undertaken. Council will adopt an education, encouragement and enforcement approach where appropriate (3E’s philosophy) to secure legislative compliance. In line with the 3E’s, it is recognised that prevention of behaviours to avoid a breach of legislation is optimal. Education and encouragement is a critical component in achieving this objective.

Taking the above into account, the provision of education and encouragement to the community is an important element for all Regulatory and Compliance staff to influence the prevention of inappropriate practices and behaviours. It is recognised that prevention may not always be achievable, which is where encouragement and enforcement may take the lead role.

Compliance responsibilities under Council’s Regulatory and Compliance staff are unique and require careful consideration to ensure that the right balance of education, encouragement and formal enforcement is achieved. All compliance responsibilities are managed according to their merits, having regard to the evidence in Council’s possession.

4.2 Principles of Good Enforcement

Enforcement actions are taken within the context of both a legal and policy framework. Council staff will carry out their enforcement related duties with due regard to the following principles.

4.2.1 Proportionality

A proportionate response means that Council’s actions will be scaled to the seriousness of the breach. It is important to note however, that expiation amounts for offences (with the exception of offences under Council By-laws) are set by the State Government. Council does not have the discretion to reduce or set expiation fees.

Council recognises that most individuals want to comply with the law and will assist compliance by being open and helpful, offering informal advice and providing the chance to discuss compliance problems.

Attention will be focussed on those activities that give rise to the most serious risks, or where potential hazards are ineffectively controlled. Depending on the seriousness and persistence of the infringement, Council will minimise the costs to the person or body infringing the law by enforcing the minimum action necessary to secure future compliance. Mediation may also be considered and utilised where considered appropriate to resolve disputes.

Prosecution will generally be used as a last resort, or for continuous or serious offences.

4.2.2 Consistency

Council will take a consistent approach in similar cases to achieve similar outcomes. While decisions on enforcement require the use of professional judgement and discretion to assess varying circumstances, officers will:

- follow standard operating procedures wherever possible; and
- ensure fair, equitable and non-discriminatory treatment.

4.2.3 Transparency

Council will be open and transparent about the manner in which it undertakes enforcement activities and the laws it enforces. Council will consult on and provide ready access to published standards and levels of service and performance that can be expected, and be clear and open about what is expected from those on whom the law places a duty.

In educating the community, Council will make clear distinction between what is legally required and what is desirable but not compulsory.

Staff will be open to discussing potential and actual compliance failures before, during and after formal action has been taken. However, subject to legal requirements, information will not be disclosed that would likely prejudice an investigation of an alleged breach of legislation or enforcement action that is proposed to be taken.

When remedial action is required Council will explain clearly and in plain language why the action is necessary. Where practicable, Council will give notice of its intent to commence formal action and advice will be provided on the process for seeking a review of, or how to appeal against that decision.

Wherever practicable, people raising concerns will be advised of what action has been taken and why that action has been taken.

4.3 Authorised Officers

Only officers who are competent by training, qualification and/or experience will be authorised to take enforcement action. Officers will also have sufficient training and understanding of Council's policies and procedures to ensure a consistent approach to their duties. Any decision to act other than in accordance with this policy must have approval from relevant Manager or Director and the reasons for action recorded in accordance with Council's records management protocols.

Officers are required to show their Authorised Officer/Person Identification card on request or otherwise as required by legislation.

4.4 Decision Making

Where non-compliance is discovered as a result of enforcement investigations, options available to the Council to seek or promote compliance include:

- explaining legal requirements and, where appropriate, the means to achieve compliance;
- providing an opportunity to discuss points of issue where appropriate;
- allowing reasonable timeframes to achieve compliance, eg lodge a Development Application to seek retrospective approval;
- facilitating mediation between affected parties;
- issuing a verbal or written warning; or
- enforcement actions such as:
 - issuing an expiation;
 - issuing a an enforcement order notice; or
 - prosecution.

Enforcement decisions must be fair, consistent, balanced and relate to common standards that ensure the public is adequately protected. Where a decision is made not to investigate concerns raised, the decision and reasons will be recorded in accordance with Council's records management systems and protocols and the person raising the concerns will be advised verbally and/or in writing. Decisions will be evidence based and made taking into account any public interest considerations such as public safety and environmental risk and Council resources.

In coming to a decision on the most appropriate means of enforcement, the officer shall consider, amongst other relevant factors:

- severity of the incident including whether it resulted in injury to a person or damage to property and the seriousness of any injury or damage;
- the impact of the breach/offence on the community;
- the degree of wilfulness involved on the part of the offender;
- the consequences of non-compliance;
- the offender's attitude, history, degree of cooperation and consistency of approach to similar/repeat breaches or offences;
- the degree of any hazard/danger or risk to health/safety posed to the community or the environmental risk;
- the impact of any previous actions to address the breach/offence;
- the likely effectiveness of the various enforcement options at preventing any repeat offending;
- other public interest factors;
- whether there is sufficient evidence upon which Council may rely to exercise its powers;
- the personal situation of the individual concerned including health matters, hardship and family/relationship matters;
- consistency of approach to similar breaches/offences;
- if the property is on the market, the need to ensure the non-compliance is listed to inform the real estate agent and potential purchasers.

In the case of a decision to prosecute, such decision will only be made where Council is satisfied (having regard to any legal advice regarding the merits of the prosecution case) that there is a likelihood of securing a conviction and a prosecution is in the public interest.

Where a staff member has a personal association or relationship with the alleged offender or any other person involved, the Authorised Officer will ensure:

- the matter will be brought to the attention of the relevant Team Leader, Manager, Director and the Executive Manager Governance and Performance;
- facts about any conflict/relationship will be recorded in accordance with Council's records management protocols; and
- decisions on who will investigate the alleged contravention will be made by the relevant Manager, Director and the Executive Manager Governance and Performance.

Written documentation to the land owner and/or tenant will:

- include all the information necessary to make clear what needs to be done to comply with legal requirements, the required time frame and if necessary, the reasons for these actions and potential penalties for failing to comply with the request;
- include the legislation contravened, measures necessary to ensure compliance and the consequences of non-compliance; and
- clearly differentiate between legal requirements and recommendations of good practice.

Council will assess all reports of breaches of legislation received and will prioritise matters according to the seriousness of any alleged breach whilst ensuring the most effective use of resources.

4.5 Enforcement

Prior to considering any enforcement action Council Officers will, in the first instance, determine if any action is required or justified. Action will not be taken when, after investigation, no breach of legislation or other regulatory mechanism is discovered.

It may also be appropriate to take no action when:

- the concerns raised are frivolous, vexatious or trivial in nature;
- the alleged offence is outside Council's area of authority; or
- taking action may prejudice other major investigations.

If, after investigation, it is established that enforcement action is required the following enforcement activities will be utilised in line with the 3E's philosophy and in accordance with departmental standard operating procedures.

4.5.1 Education

Education is a key component in achieving voluntary compliance in a number of regulatory functions in which Council has a responsibility. This can be achieved a number of ways through several platforms such as websites, social media, community forums, local media outlets and one on one discussions with relevant Council staff.

Use of education aims to prevent or minimise the potential for community members to breach legislative or regulatory compliance in the first instance. Generally, education focuses on ensuring community members are aware of compliance requirements. In circumstances where a compliance breach occurs, and subject to the severity of the matter, Council will take into consideration the principles of good enforcement and educate rather than commence formal enforcement action.

The availability of Council policies is another form of education to ensure stakeholders have the ability to understand requirements and therefore compliance ensues. An example of using education to ensure voluntary compliance is the annual 'dog registration due' signs used to provide advance warning of dog registration requirements.

4.5.2 Encouragement

Encouraging community members will generally occur when a compliance breach has occurred but is not severe enough to warrant formal enforcement action.

Council places a strong emphasis on engaging with, educating and assisting stakeholders to build trust, confidence and encourage voluntary compliance. Council will listen, respond and provide information and opportunities for stakeholders to ask questions and discuss issues of concern. Where a contravention is detected, the party will be informed and given the opportunity to voluntarily comply. To assist the party to comply, Council will provide guidance to help them understand how to comply. An example of encouraging voluntary compliance is use of 'written warnings' affixed to motor vehicles when parking breaches of a minor nature have occurred.

Council may use informal actions to encourage compliance with legislation which may include:

- offering a verbal or written warning;
- verbal warnings and requests for action; or
- written warnings.

Advice from Council officers will be put clearly and simply and will be confirmed in writing. The circumstances in which informal action may be appropriate include:

- the act or omission is not serious enough to warrant formal action;
- past history reasonably suggests that informal action will secure compliance;
- confidence in the individual/other body is high;
- the consequences of non-compliance will not pose a significant risk; or
- where informal action may prove more effective than a formal approach.

Where a statutory action is not possible, but it would be beneficial in a wider public safety context to urge a particular outcome, informal action will be taken by a Council officer and the reasons recorded in accordance with Councils records management protocols.

Mediation is a useful tool for encouraging self-resolution between disputing parties and when successful negates the need for Council to undertake formal enforcement action against one or both parties.

Where appropriate and dependent upon the severity of the breach, Council may make mediation available. Mediation is a possible alternative where, after investigation, it is determined that the non-compliance is capable of resolution through mediation rather than enforcement. The use of mediation services may also be appropriate where a positive outcome for Council, in the interests of the broader community, is considered possible through this alternative dispute resolution process in order to minimise the costs to both Council and the individual.

4.5.3 Formal Enforcement Options

Direct commencement of formal enforcement action may be undertaken in the following circumstances:

- The breach is one of life safety (e.g. swimming pools safety requirements deficient or not installed, unsafe building or structure, building essential safety provisions or fire safety) or,
- The breach is unlikely to be rectified in a timely manner by other means (i.e. development application process) and there are on-going or multiple complaints;
- The person has been involved in a previous breach under the same legislation in the Adelaide Hills Council area.
- Other circumstances approved by Team Leader/Manager e.g. the Property is listed for sale.

A number of formal enforcement options are available which will be dependent on the merits of each matter being considered. These options are outlined below.

Serving of Orders/Notices

An Order/Notice is a written direction of Council issued in exercise of a statutory power that requires specific action to be taken to secure legislative compliance. A range of legislation administered across the organisation provides Authorised Officers with the ability to issue an Order. To the extent that the legislation outlines process requirements for issuing of an Order/Notice, Council officers will ensure compliance with these requirements.

For example, some legislation requires the following steps be observed before an Order/Notice is issued:

- advise of the intention to issue an order;
- invite submissions with respect to the matter;
- order a person to do, or refrain from doing, a thing under a specified circumstances; and/or
- issue directions specifying how the Order may be complied with.

Council officers will use professional judgement and discretion to assess the variables relating to each matter under consideration, including the reasonableness of the actions required by an Order/Notice and the timeframe to comply.

If legislation does not prescribe requirements to advise of an intention to issue an Order/Notice, Council will determine whether it is appropriate in the circumstances to give such notice. In circumstances where there is a threat to life or immediate threat to public health and safety, an Order/Notice will be made without giving notice of intention. In these circumstances immediate compliance to resolve the situation can be required.

In circumstances when the threat to public health and safety is significant, and the property owner cannot reasonably undertake the required work within a reasonable time, Council may undertake the action required.

In many cases the person receiving the Order/Notice has a right of appeal to the appropriate Court or directly to Council. If an Order/Notice is served for which an appeal is possible, Council will advise the recipient in writing of the right to appeal and the relevant legal provisions at the time of serving the Order in accordance with the relevant legislation.

Where there is evidence that an offence has been committed, Council may issue an Expiation Notice or launch a prosecution in addition to serving an Order/Notice. This will only be done where it is determined that the conduct of the recipient justifies taking both steps or in other circumstances approved by Team Leader/Manager.

Action in Regard to a default of Order/Notice

Failure to comply with an Order/Notice may result in further enforcement action being taken, such as the issuing of an Expiation Notice or commencement of a prosecution.

Where legislation confers power on Council to take action in default of an Order/Notice and the necessary work has not been carried out in the time allowed without good reason, Council may consider undertaking the required work. Where work in default is undertaken, Council will seek to recover all costs over a fair period, using all statutory means available. Wherever practicable and appropriate, Council will notify the person who is in default of an Order/Notice before taking action.

The decision to carry out action in default will be made by the Authorised Officer in conjunction with the Team Leader and/or Manager.

Where an offence has been committed Council may issue an Expiation Notice or launch a prosecution in addition to taking action to fulfil an Order. This will only be done where the conduct of the recipient justifies taking such steps. Factors such as giving false information, the obstruction of Council staff and the harm or risk of harm caused by the recipient's delay will be considered in determining additional enforcement actions.

Service of an Expiation Notice

A person receiving an Expiation Notice is entitled to elect to be prosecuted for an alleged offence and there must be substantial, reliable and admissible evidence that an identifiable person or organisation has committed the alleged offence. In other words, there must be sufficient evidence to establish a person has committed an offence before an Expiation Notice is issued to that person.

The following circumstances are likely to warrant an Expiation Notice:

- certain breaches of legislation administered by Council, including parking and stopping offences under the Australian Road Rules;
- failure to correct an identified problem after having been given reasonable opportunity to do so by an Authorised Officer;
- failure to comply with the requirements of an Order/Notice (unless Council considers that the failure is sufficiently serious to warrant prosecution);
- confidence in the individual/other body is low; or
- a written warning has been given for a similar offence.

Appeals/Reviews of Decisions to issue Expiation Notices

A person who receives an expiation will have the right to have said notice reviewed in accordance with the *Expiation of Offences Act 1996*.

The appeal/review will be administered and acted upon by a different Authorised Officer (Review Officer) than the issuing Authorised Officer. The Team Leader of the relevant issuing department will determine the Review Officer. The Review Officer undertaking Appeals/reviews will be one of the following positions: Senior staff, Team Leaders, Managers and Directors in the relevant departments.

A person can only seek a review of an expiation notice once, except in the circumstances described below.

It is Council's discretion to accept a second appeal/review if there is additional or new information that would impact the original review decision. A Director or the Chief Executive Officer has the authority to determine whether a second appeal/review will be accepted and to conduct the review.

Prosecution

A prosecution will only proceed where there is a reasonable prospect that an offence can be proved beyond reasonable doubt.

The following circumstances are likely to warrant a prosecution:

- a blatant breach of the law such that public health, safety and welfare has been put at risk;
- the alleged breach is too serious, or the risks too great, to be dealt with by means of an expiation;
- a failure to correct an identified serious problem after having been given reasonable opportunity to do so;
- a failure to comply with the requirements of an Order/Notice;
- an established and recorded history of similar offences;
- a person or body elects to be prosecuted;
- an unwillingness, on the part of the individual or other body, to prevent a recurrence of the problem; or
- the recovery of the costs of the investigation or remedial work or financial compensation that are required by Council or an aggrieved party.

Where circumstances warrant a prosecution, all relevant evidence and information will be considered. Before a prosecution is recommended there must be substantial, reliable and admissible evidence that an identifiable individual or other body has committed an offence. A decision to prosecute must be in the public interest. In considering whether prosecution is in the public interest, the following additional factors will be considered:

- whether the offence was premediated;
- the need to influence the offenders future behaviour;
- the effect on the offenders or witnesses physical or mental health, balanced against the seriousness of the offence;
- the availability and efficiency of any alternatives to prosecution;
- the prevalence of the alleged offence and the need for deterrence, both personal and general; and
- the likely length, expense and outcome of a trial.

The final decision to prosecute will be made by the Chief Executive Officer or Council delegate.

Civil Penalties and Enforceable Voluntary Undertakings under the Planning, Development and Infrastructure Act 2016

Council is authorised by the State Planning Commission to use civil penalties under section 225 of the *Planning, Development and Infrastructure Act 2016* (the PDI Act) and enforceable voluntary undertakings under section 230 of the PDI Act.

Civil penalties and/or enforceable voluntary undertakings may be utilised as an alternative to prosecution where enforcement action by an authorised officer appointed by the Council under the PDI Act has commenced in the following circumstances:

- The enforcement action relates to an unlawful change of use or unlawful building work; or
- The enforcement action relates to unlawful Regulated or Significant Tree removal; or
- The enforcement action relates to a repeat – offence by a person or a company under the PDI Act

5. DELEGATION

The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

This policy will be available for inspection at Council Offices during ordinary business hours and via Council's website www.ahc.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Confidential Items

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Responsible Officer: Jennifer Blake
Manager Communications, Engagement & Events
Corporate Services

Subject: Event Opportunity – Santos Tour Down Under 2025

For: Decision

1. Event Opportunity Santos Tour Down Under 2025 – 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
- Director Corporate Services, Gary Lewis
- Acting Director Community & Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Rebekah Lyons
- Governance and Risk Officer, Skye Ludzay
- Manager Communications, Engagement & Events, Jennifer Blake
- Events Officer, Stephanie Murgatroyd

be excluded from attendance at the meeting for Agenda Item 19.1: (Event Opportunity – Santos Tour Down Under 2025) in confidence.

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

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

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

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

2. Event Opportunity Santos Tour Down Under 2025 – Confidential Item

3. **Event Opportunity Santos Tour Down Under 2025 – Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(j) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2025.
Related Attachments	Not Applicable
Minutes	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2025.
Other (discussion and considerations of the subject matter)	Until Council receives written confirmation from the South Australian Tourism Commission that the event information is no longer confidential, but not longer than 30 June 2025.

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.2

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

Subject: CEO Review Process

For: Decision

1. CEO Review Process – 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
- Director Corporate Services, Gary Lewis
- A/Director Community & Development, Jess Charlton
- Governance and Risk Coordinator, Zoe Gill
- Governance and Risk Officer, Skye Ludzay
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portal

be excluded from attendance at the meeting for Agenda Item 19.2: (CEO Review Process) 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 of a personal nature 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. CEO Review Process – Confidential Item

3. CEO Review Process – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.2 in confidence under sections 90(2) and 90(3)(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	11 June 2028
Related Attachments	11 June 2028
Minutes	11 June 2028
Other (presentation, documents, or similar)	11 June 2028

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

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 11 June 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.3

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

Subject: Mayor Seeking Legal Advice Update

For: Information

1. Mayor Seeking Legal Advice Update – 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
- Director Corporate Services, Gary Lewis
- A/Director Community & Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- Governance and Risk Officer, Skye Luzday
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.3: (Mayor Seeking Legal Advice) 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) and (h) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is:

- a) Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b) Legal advice.

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. Mayor Seeking Legal Advice Update – Confidential Item

3. Mayor Seeking Legal Advice Update – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.3 in confidence under sections 90(2) and 90(3) (a) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	For 12 months unless Council determines otherwise
Related Attachments	For 12 months unless Council determines otherwise
Minutes	For 12 months unless Council determines otherwise
Other (presentation, documents, or similar)	For 12 months unless Council determines otherwise

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.