



## ORDINARY COUNCIL MEETING

### NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

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

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

**Tuesday 23 July 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 23 July 2024**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### ORDER OF BUSINESS

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

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

**3. APOLOGIES/LEAVE OF ABSENCE**

3.1. Apology

3.2. Leave of Absence

3.2.1. Cr Lucy Huxter, 8 July 2024 to 25 July 2024, approved at Council 25 June 2024.

3.2.2. Cr Louise Pascale, 19 July 2024 to 23 July 2024, approved at Council 9 July 2024.

3.2.3. Cr Pauline Gill, 22 July 2024 to 26 July 2024, approved at Council 9 July 2024.

3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 9 July 2024

*That the minutes of the ordinary meeting held on 9 July 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

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

**6. MAYOR'S OPENING REMARKS**

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

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

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

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

**9. PRESENTATIONS (by exception)**

Nil

**10. QUESTIONS ON NOTICE**

- 10.1. Blackspot Funding – Cr Adrian Cheater

*Has the Council received any updates on funding from the Australian Government's Blackspot Program for the Adelaide Hills Council area?*

**11. MOTIONS ON NOTICE**

- 11.1. Review of Road Closure Fees

*I move that a report be prepared for Council's consideration regarding:*

- 1. *The appropriate level at which to set fees for road closures for commercial applicants in the Fees and Charges Register. The report should identify fee levels that are commensurate with both:
  - a. *The amount of disruption, inconvenience and loss road closures cause for affected businesses and the community, and*
  - b. *The true commercial value of such an exclusive use of a public asset.**

- 11.2. Levels of Service

*I move that:*

- 1. *A report be prepared for Council's consideration in conjunction with the existing services review, detailing the "levels of service" being provided by Council, including, but not restricted to infrastructure asset management in a manner that allows the Chamber to identify the*

*"Level of Service" being provided in order to assess what is affordable, equitable and appropriate.*

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

12.1. Review of Burials outside Cemeteries Policy and Update

1. *That the report be received and noted.*
2. *With an effective date of 1 August 2024, adopt the 23 July 2024 Burials outside Cemeteries Policy as per Appendix 1.*
3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 July 2024 Burials Outside Cemeteries Policy as per Appendix 1 prior to the date of effect.*

12.2. Community Bushfire Reference Group Terms of Reference

*Decision 1*

*Council resolves:*

1. *That the report be received and noted.*
2. *That Council establish a Community Bushfire Reference Group to improve the Council and community's approach to bushfire preparedness, response, and recovery.*
3. *That Council adopts the Terms of Reference (TOR) in Appendix 1 for the Community Bushfire Reference Group.*
4. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Community Bushfire Reference Group Terms of Reference as per Appendix 1.*
5. *To determine that the method of selecting the Council's representative on the Community Bushfire Reference Group be by an indicative vote utilising the process set out in clause 4.7 of the Code of Practice for Council Meeting Procedures.*
6. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person as the Council's representative on the Community Bushfire Reference Group and for the meeting to resume once the results of the indicative vote have been declared.*

*Decision 2*

*Council resolves:*

7. *To appoint \_\_\_\_\_ as the Council's representative on the Community Bushfire Reference Group for a term to commence from 24 July 2024 and conclude 23 July 2026.*

12.3. *Gawler River Floodplain Management Authority Membership Report*

1. *That this report Gawler River Floodplain Management Authority Membership Report be received and noted.*
2. *In light of the risks and opportunities of continued membership of GRFMA as outlined in this report, the CEO undertake a detailed examination of the implications of leaving the GRFMA, to be brought back to the Council for consideration by October 2024, noting that the CEO will seek additional budget to progress this project based on a cost estimate.*
3. *That the CEO formally notify the GRFMA Board and Constituent Councils that Adelaide Hills Council is exploring leaving the GRFMA and seek their views of Adelaide Hills Council staying or leaving the GRFMA.*
4. *That the CEO may, if appropriate, seek the views of the Minister or his office about Adelaide Hills Council staying or leaving the GRFMA.*

12.4. *Gawler River Floodplain Management Authority Draft 2024-35 Annual Business Plan Options Report*

1. *That this report Gawler River Floodplain Management Authority Annual Business Plan Options Report be received and noted.*
2. *That Council notes its decision at the 23 April 2024 Council Meeting to not approve the Draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan at that time on the following basis:*
  - a. *That the Council sees little if any benefit to the Adelaide Hills community in contributing to the cost of the further development of the flood mitigation works business case.*
  - b. *That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils.*
  - c. *That the cost apportionment should be reflective of the relative contribution to the flood risk and the relative benefits of the flood mitigation works, to each community.*
3. *Notes that Council and the GRFMA have entered into dispute regarding the Draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan*

4. *For efficiency and resourcing reasons, to now approve the Gawler River Floodplain Management Authority Annual Business Plan while registering its objections to the proposed further development of the flood mitigation works business case.*
5. *That the Chief Executive Officer advises the Gawler River Floodplain Management Authority Board of Councils resolution and is authorised to undertake all procedures and processes necessary and incidental thereto.*

12.5. Community Renewables Program

1. *That the report be received and noted.*
2. *To note the City of Mitcham's Community Renewable Framework and thanks Mr Matt Romaine, Group Manager City of Mitcham, for his presentation on Monday 3 June 2024.*
3. *That a further report on the Community Renewal Program tailored to the Adelaide Hills Council and Community be provided to Council by no later than 12 November 2024.*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

13.1. Updating Arrangements for Building Fire Safety Committee Membership

*That the report be received and noted.*

**14. CORRESPONDENCE FOR NOTING**

- 14.1. Correspondence from Green Industries South Australia regarding single-use plastic bans
- 14.2. Correspondence from Department of Infrastructure, Transport, Regional Development, Communications and the Arts regarding the Enhanced Electromagnetic Energy Program
- 14.3. Correspondence from Australia Day Council regarding Public Service Medal nominations

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

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

**18. REPORTS OF COMMITTEES**

- 18.1. Council Assessment Panel – 10 July 2024  
*That the minutes of the CAP meeting held on 10 July 2024 as supplied, be received and noted.*
- 18.2. Audit Committee  
Nil
- 18.2.1. Audit Committee recommendations to Council – 15 April 2024
  - 1. *That the report be received and noted.*
  - 2. *In relation to Appendix 1 of this report:*
    - a. *To approve the 2023-24 External Audit Plan by BDO Audit Pty Ltd.*
    - b. *To note the 2023-24 Financial Statement Audit – Engagement Letter (Appendix 2) and the 2023-24 Internal Financial Control Audit – Engagement (Appendix 3).*
  - 3. *In relation to Appendix 4 of this report, to receive and note the Q3 2023-24 Quarterly Council Performance Report.*
- 18.3. CEO Performance Review Panel  
Nil
- 18.4. Boundary Change Committee  
Nil

**19. CONFIDENTIAL ITEMS**

- 19.1. Land Management Agreement – Burial on Private Land  
  
*Refer to Agenda Reports*

**20. NEXT MEETING**

Tuesday 13 August 2024, 6.30pm, 63 Mt Barker Road, Stirling

**21. CLOSE MEETING**

## Council Meeting & Workshops 2024

### 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	Skye Ludzay
Tues 20 August	Professional Development	Stirling	N/A
Mon 26 August	Workshop	Stirling	N/A
Tues 27 August	Ordinary Council	Stirling	Skye Ludzay

### 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 Mid-term mandatory training	Stirling	N/A
Thurs 19 September	CEO PRP	Stirling	Kelledy Jones Lawyers
Tues 24 September	Ordinary Council	Stirling	Skye Ludzay

### 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	Skye Ludzay
Tues 15 October	Professional Development Mid-term mandatory training	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	Skye Ludzay
Tues 19 November	Professional Development	Stirling	N/A
Tues 26 November	Ordinary Council	Stirling	Skye Ludzay

### 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
3.06.2024 (WS)	AP	AP	F	F	F	F	AP	F	F	F	F	AP	F
18.06.2024 (PD)	F	F	F	F	F	F	F	AP	F	F	F	AP	F
01.07.24 (WS)	AP	F	AP	F	F	AP	AP	F	AP	F	P	P	F
09.07.4 (WS)	AP	F	F	F	LOA	F	F	F	AP	F	F	LOA	F
16.07.2024 (PD)	F	F	F	AP	F	F	LOA	F	AP	F	F	LOA	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	LOA	LOA	F	F	F	F
11.06.2024	F	F	F	F	F	F	F	LOA	F	F	F	AP	F
17.06.2024	F	F	F	F	F	F	AP	F	F	F	F	F	F
25.06.2024	F	AP	F	F	F	F	F	F	AP	F	F	F	F
01.07.2024	F	F	AP	F	F	AP	F	F	AP	F	F	F	F
09.07.2024	AP	F	F	F	LOA	F	F	F	AP	F	F	LOA	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

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

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

## 8.3 PUBLIC FORUM

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

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

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# **Minutes of Council**

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

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In Attendance

**Presiding Member:** Deputy Mayor Melanie Selwood

**Members:**

Councillor Kirrilee Boyd
Councillor Adrian Cheater
Councillor Nathan Daniell
Councillor Chris Grant
Councillor Malcolm Herrmann
Councillor Mark Osterstock
Councillor Kirsty Parkin
Councillor Louise Pascale

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
Jess Charlton	A/Director Community and Development
David Waters	Director Environment and Infrastructure
Zoë Gill	Governance and Risk Officer
Rebekah Lyons	Minute Secretary
Tom Portas	Technical Support

**1. COMMENCEMENT**

The meeting commenced at 6:30pm.

**2. OPENING STATEMENT**

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

**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Mayor Jan-Claire Wisdom  
Cr Pauline Gill

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Mayor \_\_\_\_\_

23 July 2024

**ADELAIDE HILLS COUNCIL  
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**3.2 Leave of Absence**

Cr Leith Mudge, 9 July 2024 to 11 July 2024, approved at Council 25 June 2024.  
Cr Lucy Huxter, 8 July 2024 to 25 July 2024, approved at Council 25 June 2024.

**Moved Cr Louise Pascale**

**S/- Cr Adrian Cheater**

**242/24**

- 1 That a Leave of Absence from all duties of office be granted to Cr Pauline Gill from 22 July 2024 to Friday 26 July 2024.**
- 2 That any committee or panel membership currently held by Cr Pauline Gill be undertaken by the Deputy during the leave of absence.**

<b>Carried Unanimously</b>
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**Moved Cr Nathan Daniell**

**S/- Cr Adrian Cheater**

**243/24**

- 1 That a Leave of Absence from all duties of office be granted to Cr Louise Pascale from 19 July 2024 to 23 July 2024.**
- 2 That any committee or panel membership currently held by Cr Louise Pascale be undertaken by the Deputy during the leave of absence.**

<b>Carried Unanimously</b>
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**Moved Cr Malcolm Herrmann**

**S/- Cr Chris Grant**

**243/24**

- 1 That a Leave of Absence from all duties of office be granted to Cr Mark Osterstock from 10 July 2024 to 22 July 2024.**
- 2 That any committee or panel membership currently held by Cr Mark Osterstock be undertaken by the Deputy during the leave of absence.**

<b>Carried Unanimously</b>
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**3.2.1 Revoked Leave of Absence**

**Moved Cr Nathan Daniell**

**S/- Cr Chris Grant**

**244/24**

- 1 That Cr Adrian Cheater's Leave of Absence from all duties of office from 15 July 2024 to 21 July 2024 be revoked.**

<b>Carried Unanimously</b>
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**3.3 Absent**

Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1 Council Meeting – 25 June 2024**

Moved Cr Malcolm Herrmann  
S/- Cr Chris Grant

**245/24**

Council resolves that the minutes of the Ordinary Council meeting held on 25 June 2024, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**4.2 Special Council Meeting – 1 July 2024**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

**246/24**

Council resolves that the minutes of the Special Council meeting held on 1 July 2024, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL**

**5.1 Material Conflict of Interest, Cr Adrian Cheater – Item 12.2 External Training and Development**

Under section 75C of the *Local Government Act 1999* Cr Adrian Cheater disclosed a Material (section 75) Conflict of Interest in Item 12.2.

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

The Deputy Mayor reported that the motion initiated by Cr Louise Pascale and presented at the Australian Local Government Association National General Assembly, was carried. Deputy Mayor Selwood congratulated Cr Pascale and thanked the Administration for their efforts to support the initiative.

The Honourable Mention received by Adelaide Hills Council at the 2024 National Awards for Local Government in the 'Addressing Violence against Women and their Children' Category was also acknowledged by the Deputy Mayor, and she extended her congratulations to all involved.



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In closing, Deputy Mayor Selwood mentioned that a seating change had been made in the Chamber and was done so at the discretion of the CEO.

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

**7.1 Questions Adjourned**

Nil

**7.2 Questions Lying on the Table**

Nil

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

**8.1 Petitions**

Nil

**8.2 Deputations**

Nil

**8.3 Public Forum**

Nil

**9. PRESENTATIONS**

Nil

**10. QUESTIONS ON NOTICE**

**10.1 Expenditure Query – Cr Mark Osterstock**

**Q. What are the potential; remuneration savings in the executive team for the next four years, comparing the new three-director model with the previous executive structure?**

**A.** The ongoing saving to Council's budget of the restructure of the executive leadership team is estimated to be in the order of \$952,266 - \$1,028,861 over 4 years.

**10.2 Development Plan (Corner Jacaranda and Ridge Rd) – Cr Kirsty Parkin**

**Q. Are there any development approvals currently under consideration or recently approved either with Council or Planning SA at the property on the corner of Jacaranda and Ridge Rd Woodside through to John St?**

**A.** There are no recent development approvals relating to this land (11 Ridge Road, Woodside). There are two approvals on record, a dwelling addition in 2003 and a veranda in 2005. However, recently Council's Civil Services Team negotiated with the owner of this property to install a stormwater detention basin and easement over this land to solve a

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local stormwater issue. This was completed in 2023 and did not involve the removal of any trees.

**Q. The number of trees felled at that location within the last 12 months and any reasons for this.**

**A.** The number of trees felled at this location in the last 12 months is not known to Council. Being in the Productive Rural Landscape zone, the land is not located within the Regulated or Significant Tree Overlay. Thus, Council does not have enforcement powers relating to regulated or significant tree removal.

The Development Services Team recently received an anonymous complaint regarding tree removals at this site and this was forwarded to the Native Vegetation Council for investigation.

**11. MOTIONS ON NOTICE**

**11.1 Proposed OTR Development Heathfield – Cr Mark Osterstock**

**Moved Cr Mark Osterstock  
S/- Cr Chris Grant**

**247/24**

**I move that:**

- 1. Council reaffirms its decisions [196/24 and 197/24] of the 11th day of June 2024 in relation to DA 21031284, Proposed OTR Development at Heathfield. Those decisions being as follows:**

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Moved Cr Mark Osterstock  
S/- Cr Chris Grant

196/24

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
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Carried Unanimously
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Mayor \_\_\_\_\_

25 June 2024

**Decision 2**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

197/24

I move that:

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, under Section 87 of the PDI Act, in defending the appeal.

Carried
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Mayor \_\_\_\_\_

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2. Council notes that this matter has now been considered by the Council's [Independent] Assessment Panel [CAP] on two separate occasions, namely; the 26<sup>th</sup> day of July 2023 and the 19<sup>th</sup> day of June 2024.
3. Council further notes that on both these occasions the proposal has not been supported by the CAP.
4. Council requests that the Chief Executive Officer, on behalf of Council, and the local Heathfield community, noting the significant and widespread community opposition to the proposal for a 24-hour retail fuel outlet and associated facilities, writes to the applicant, PC Infrastructure Pty Ltd [ACN: 612 900 946] requesting that, in the public interest, the current appeal proceedings before the Environment Resources and Development Court be discontinued.

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

**11.2 Updated Housing Strategy – Cr Kirsty Parkin**

Moved Cr Kirsty Parkin  
S/- Cr Kirrilee Boyd

**248/24**

That the administration run an information and briefing session on developing a housing strategy before the end of October 2024.

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

**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 Road Closure Approval – AusCycling Super Series 2024**

Moved Cr Mark Osterstock  
S/- Cr Adrian Cheater

**249/24**

Council resolves:

1. That the report be received and noted.
2. That Council provides consent for road closure orders in relation to the 2024 AusCycling Super Series event as follows:

Sunday 20 October 2024  
Approximate closure 7:00am – 6:00pm

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**Mount Barker Road closed between Adelaide Hills Council boundary to South Eastern Freeway exit**

- 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.**

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

**12.2 External Training and Development – Cr Adrian Cheater**

Under section 75C of the *Local Government Act 1999* Cr Adrian Cheater disclosed a Material (section 75) Conflict of Interest in Item 12.2.

- I may gain a benefit or suffer a loss as a result of the decision.

The Presiding Member advised that Cr Adrian Cheater would remain in the Chamber to answer questions and would then leave for the debate and vote on the matter.

6:51pm Cr Adrian Cheater left the meeting room.

6:54pm Cr Mark Osterstock left the meeting room.

6:56pm Cr Mark Osterstock returned to the meeting room.

**Moved Cr Nathan Daniell**

**S/- Cr Malcolm Herrmann**

**250/24**

**Council resolves:**

- 1. That the report be received and noted.**
- 2. To not approve the payment of \$3000 for the EOG-7005 – Community Engagement training via the University of Adelaide for Cr Adrian Cheater.**
- 3. That the Council Member Training and Development Policy (the Policy) be revised to prohibit retrospective approval from being granted for training and development applications.**

<b>Carried Unanimously</b>
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7:01pm Cr Adrian Cheater returned to the meeting room.

**12.3 AHRMWA Strategic Plan**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

**251/24**

**Council resolves:**

1. That the report be received and noted.
2. To approve the *Adelaide Hills Region Waste Management Authority Strategic Plan 2024-34*.
3. That the CEO advises the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the *Adelaide Hills Region Waste Management Authority Strategic Plan 2024-34*.

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

**13.1 Adelaide Peri-Urban Project**

Moved Cr Louise Pascale  
S/- Cr Chris Grant

**252/24**

**Council resolves that the report be received and noted.**

<b>Carried Unanimously</b>
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**14. CORRESPONDENCE FOR INFORMATION**

**14.1 Letter to the Governor, Her Excellency Francis Adamson, on the passing of her mother.**

Moved Cr Chris Grant  
S/- Cr Nathan Daniell

**253/24**

**Council resolves that the correspondence is received and noted.**

<b>Carried Unanimously</b>
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**14.2 Letter to OAM recipient, Mr Ted Huber**

Moved Cr Kirrilee Boyd  
S/- Cr Mark Osterstock

254/24

**Council resolves that the correspondence is received and noted.**

<b>Carried Unanimously</b>
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**15. QUESTIONS WITHOUT NOTICE**

Cr Malcolm Herrmann requested a progress update following Council's resolution in February 2024 regarding pursuing land sales for the non-payment of rates.

Cr Louise Pascale asked a question about legal fee expenditure.

**16. MOTIONS WITHOUT NOTICE**

Nil

**17. REPORTS****17.1 Council Member Function or Activity on the Business of Council****Cr Louise Pascale**

- 26 June - Rostrevor College Advisory Council
- 3 July - Jill Molloy, Chief of Staff, Assistant Minister for Prevention of Family Violence, Justine Elliot, MP (Canberra) and Kate Coleman Adviser, Office of the Hon Amanda Rishworth MP, Minister for Social Services (Canberra)
- 4 July - Hon Kristie McBain, Minister for Local Government (Canberra), Monica Telesny Senior Policy Adviser ALGA – Domestic Violence and Prevention (Canberra), Mikaela Wangmann – Tourism Advisor to Senator the Hon Don Farrell (Canberra)

**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:

- Adelaide Hills Council Priority Projects and Initiatives and Preventing Domestic and Family Violence Prospectus documents were prepared for engagement with Ministers during the trip to Canberra for the Australian Local Government Association National General Assembly. The CEO advised that these documents will be provided to Elected Members for information and were predicated on the 2023 Country Cabinet publication.

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- Recruitment of key senior roles across the organisation is underway and elected members will be kept informed of progress.
- The Amy Gillett Bikeway Project contract has been signed between Adelaide Hills Council and the Department for Infrastructure and Transport. A full program of works to be undertaken is under development in collaboration with the Department and elected members will be kept informed regarding progress.

**18. REPORTS OF COMMITTEES**

**18.1 Council Assessment Panel**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

**255/24**

That the minutes of the CAP meeting held on 19 June 2024 as supplied, be received and noted.

<b>Carried Unanimously</b>
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**18.2 Audit Committee**

Nil

**18.3 CEO Performance Review Panel**

Nil

**18.4 Boundary Change Committee**

Nil

**19. CONFIDENTIAL ITEMS**

Nil

**20. NEXT ORDINARY MEETING**

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

**21. CLOSE MEETING**

The meeting closed at 7:14pm.



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## **Questions on Notice**

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

**Item:** 10.1 Question on Notice

**Originating from:** Cr Adrian Cheater

**Subject:** Blackspot Program Funding

---

**1. QUESTION**

Has the Council received any updates on funding from the Australian Government's Blackspot Program for the Adelaide Hills Council area?

**2. BACKGROUND**

As part of ongoing advocacy for safer roadways in the Adelaide Hills Council, the Blackspot Program is critical in improving capability and capacity for the Council to deliver positive road safety outcomes for the community. An update on any exiting or emerging opportunities from this program would be valuable for the public interest.

**3. OFFICER'S RESPONSE – David Waters, Director Environment and Infrastructure**

Council actively seeks funding from the Federal Blackspot Program. Each year Council actively reviews the crash data across its entire network to identify potential sites that meet the Blackspot funding criteria or have the potential for proactive treatments.

Council officers are aware that the Federal Government commitment to Road Safety through the Blackspot Program has increased to \$150M per annum Nationwide.

The Blackspot Program is a competitive application program with most of the program funding sites with a crash history that meet the program criteria. The Benefit Cost Ratio (BCR) should exceed 2 as a minimum. The higher the BCR the more likely that your project will be funded. There is a small amount of funding that is provided for proactive works, these projects need to be supported by Road Safety Audit undertaken by an accredited auditor.

Council has received approximately \$3,450,000 from the Blackspot Program between 2017/2018 and 2023/2024.

This has included the following projects.

- Paracombe Road, Paracombe
- Checker Hill Road, Kersbrook

- Morgan Road, Ironbank
- Ironbank Road, Ironbank
- Martin Hill Road, Forreston
- Ridge Road, Mylor
- Montacute Road, Montacute
- Woods Hill Road and Tregarthen Road intersection
- Jones Road, Balhannah
- Warren Road/ Lucky Hit Road/ Martin Hill Road Intersection

Council has submitted the following project for consideration by the State Blackspot Panel for 2024/25.

- Fox Creek Road – Shoulder sealing, delineation, and safety barriers
  - \$1,020,000 (GST Ex)
- Basket Range Road – 300m Shoulder sealing and delineation Lobethal Road end.
  - \$150,000 (GST Ex)
- Burdetts Road, Basket Range – Junction delineation improvements with Lobethal Road (proactive)
  - \$275,000 (GST Ex)
- Torrens Hill Road – Shoulder sealing, delineation and signing (proactive)
  - \$262,500 (GST Ex)
- Lobethal Road – Basket Range, safety barrier (proactive)
  - \$180,000 (GST Ex)

Council has not received notification of its 2024/25 submission currently. The Victorian, Queensland, and Tasmanian programs for 2024/25 have been announced.

#### **4. APPENDIX**

Nil

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# **Motions on Notice**

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

**Item:** 11.1 Motion on Notice

**Originating from:** Cr Chris Grant

**Subject:** Review of Road Closure Fees

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**1. MOTION**

I move that a report be prepared for Council's consideration regarding:

1. The appropriate level at which to set fees for road closures for commercial applicants in the Fees and Charges Register. The report should identify fee levels that are commensurate with both:
  - a. The amount of disruption, inconvenience and loss road closures cause for affected businesses and the community, and
  - b. The true commercial value of such an exclusive use of a public asset.

**2. BACKGROUND**

Council routinely approves road closures for commercial applicants to hold events on public roads while excluding all other road users. Such closures inevitably cause some inconvenience and disruption to residents and businesses. To date the fees commercial applicants have paid for road closures for their events has been low, on the basis that there is minimal direct cost to Council of such road closures. This ignores the cost to our community, as well as the true commercial value of an asset we are providing.

Considering that some commercial applicants are running events with a single-entry fee being significantly greater than AHC road closure fee, and with events experiencing incomes in the hundreds of thousands or millions of dollars, it seems only fair that we charge fees commensurate with the true worth of the asset we provide and the cost to community the event incurs.

**3. OFFICER'S RESPONSE – Gary Lewis, Director Corporate Services**

➤ **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

Goal 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 preparing the requested report.

Under the *Road Traffic Act 1961*, the Council has a role in providing consent to road closures within its area and a fee is charged to cover the consultation required to inform this consent as required by Council's Festival and Events Policy.

The *Local Government Act 1999*, section 188, states that in relations to council fees and charges:

- (1) A council may impose fees and charges—
  - (a) for the use of any property or facility owned, controlled, managed or maintained by the council;
  - ....
  - (2) Fees or charges under subsection (1)(a), (b) or (c) need not be fixed by reference to the cost to the council.

➤ **Risk Management Implications**

There are no material inherent risks associated with preparing the report.

➤ **Financial and Resource Implications**

There are no direct financial implications to preparing the report. However, staff time would be required to try and determine the wider community and business implications of any road closures.

Given the complexity of the task, we may need to refer to consultants to undertake this work, which would need a provision made in the budget.

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

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, are consulted on proposed road closures before they are approved.

Events with road closures have a direct effect on some residents, businesses and visitors and also wider implications for the community in general, both negative and positive.

➤ **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

<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**

There are currently two commercial events which close roads and are charged a fee in Adelaide Hills Council, the Adelaide Hills Rally and Shannons Adelaide Rally. In order to cover the cost of staff time in preparing a list of impacted residents and businesses, approving letters and maps and responding to enquiries regarding the event, an Application Fee as per the Council's Fees and Charges Register for Temporary Road Closures is charged for commercial events. At present, the application fee is \$1,698 for major roads, and \$1,032 for local streets for each day of closure.

In accordance with Council policy, event organisers conduct community consultation and are required to meet a set of conditions provided by Council before approval of road closures will be granted.

This includes conditions of approval such as:

- Holding community events within the Adelaide Hills Council region during their event
- Contracting local food and beverage supplies
- Contributing support towards the At Risk Youth Driver Training Program delivered by the Australian Driving Institute in the Adelaide Hills Council region.

In order to help mitigate the impact on the local community and provide support for local businesses, conditions such as those listed above are required to be met. These conditions may be constructed to not only mitigate the impact of the road closure but also act as a form of compensation.

Organisers will from time to time provide additional support to the local community or businesses on a case-by-case basis, typically where there is specific disruption or inconvenience caused. This may include covering the cost of accommodation for businesses with impacted access due to the event and purchasing products from businesses to compensate for their loss in reduced sales due to road closures. The administration has found this to be the most direct way of mitigating issues raised by residents or businesses about the road closure.

The amount of disruption, inconvenience and loss road closures cause for affected businesses and the community is difficult to determine prior to an event and is currently considered during and following community consultation with these results combined into a report that informs Council's decision (either by the CEO or in the chamber) whether to approve the road closures or not. Consultation also provides an opportunity for the administration to work directly with the event organiser to mitigate disruption on a case-by-case basis.

It is difficult to determine the full level of disruption until after an event given each closure is unique as per the factors above and unexpected factors such as weather, spectator behaviour, accidents, and other emergency factors. In general, the administration receives little if any post event feedback on road closures unless there is a major unexpected issue.

As indicated above, the current fees are \$1,698 for major roads, and \$1,032 for local streets for each day of closure. Administration undertook a cursory analysis of fees across different Council areas (see **Appendix 1 – Comparison of Council road closure fees**). As illustrated in Appendix 1 some Council's charge a lower fees or no fee at all compared to Adelaide Hills Council. For example, Adelaide City Council charges a fee of \$878 for a road closure application, Onkaparinga charges \$129 per application per day, and both Mt Barker and Alexandrina Council do not charge a fee. On the other hand, Unley Council charges \$2,294 for some road closures.

A report on the Temporary Road Closure Fee as requested, would need to take into account a variety of factors given the unique nature of each event, including the compensatory and mitigating actions offered by the organisers.

These include whether local roads or major roads are to be closed, the number of residents impacted, the number and length of roads impacted, timing of closures, how many days roads are closed, closures from other events or works that may impact residents, and any existing support already provided to the community such as to particular businesses or residents as per the examples above under conditions of road closure approval.

In summary it would be difficult to assess disruption prior to an event, it would be even more difficult to assess a level of disruption for a new event, and even after an event it is difficult to ascertain a true level of disruption given, we will only hear about a negative experience and that post event feedback is rare. The compensation or mitigation of any issues is currently the responsibility of the event organiser and not Council.

A considerable amount of resources would be required to determine the wider community and business implications of road closures and how to determine a commensurate fee for each individual application.

## **5. APPENDICES**

1. Comparison of Council road closure fees



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# **Appendix 1**

## *Comparison of Council Road Closure Fees*

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# Comparison of Council Road Closure Fees

Council	Event Road Closure Fee as per Fees and Charges Register	
Adelaide Hills Council	Local Streets (per day)	\$1,032
	Major Roads (per day)	\$1,698
City of Onkaparinga	Events on Roads (per day) <i>Community events on Council Roads 0-70 people (maximum of 3 days)</i>	\$71
	Events on Roads (per day) <i>Community events on Council roads e.g. Street Gatherings, Cycling events etc More than 71 people (maximum of 3 days)</i>	\$129
City of Unley	Street Parties i.e. non-commercial (M-F)	Subject to quote
	Street Parties i.e. non-commercial (Sat-Sun)	Subject to quote
	Street Party / on Street Event- with commercial benefits	\$2,294
City of Adelaide	Road Closure Permit – Commercial (per application)	\$878
Mount Barker District Council	No fee charged	
Alexandrina Council	No fee charged	
City of Holdfast Bay	Fee subject to event	

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

**Item:** 11.2 Motion on Notice

**Originating from:** Cr Chris Grant

**Subject:** Levels of Service

---

**1. MOTION**

**I move that:**

- 1. A report be prepared for Council's consideration in conjunction with the existing services review, detailing the "levels of service" being provided by Council, including, but not restricted to infrastructure asset management in a manner that allows the Chamber to identify the "Level of Service" being provided in order to assess what is affordable, equitable and appropriate.**

**2. BACKGROUND**

In order for the Chamber to weigh up the allocation of resources throughout the organisation, it needs to have an understanding of how well resourced the various services are. In the past EM's have participated in workshops discussing the fact that with infrastructure asset management the "Levels of Service" we provide can be categorized from 1 to 5, with 1 being the lowest service levels, and 5 being "gold-plated".

Despite this, EM's have yet to be provided with this assessment of what "Levels of Service" we are providing for asset management, or other areas of Council. To date the Chamber is presented with a level of service mandated by fixed depreciation of assets and assessments of "end of life" for assets that may be depreciated to nil, but yet may have serviceable life remaining in them. It would be valuable to be provided with an assessment of the Levels of Service being attained for asset management as well as the other services throughout the organisation in order to make fully informed decisions to allow the Chamber to equitably allocated resources.

**3. OFFICER'S RESPONSE – Gary Lewis, Director Corporate Services**

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

*Strategic Plan 2020-24 – A brighter future*

Goal A functional Built Environment  
 Objective B4 Sustainable management of our built assets ensures a safe, functional and well serviced community

Priority B4.1 Ensure the long term management of the built form and public spaces occurs in consideration of the relevant financial, social and environmental management matters.

Goal Community Wellbeing  
 Objective C1 A community for everyone – that is inclusive, welcoming and accessible

Priority C1.1 Provide welcoming spaces and places for the community through our libraries, community centres and Council and community facilities

A report on service levels is aligned with the above goals and will ensure that Council meets these objectives.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

*The proposed report will assist in mitigating the risk of:*

*Lack of effective strategic planning and resource allocation processes leading to suboptimal community outcomes, poor performance and loss of stakeholder confidence.*

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

There are existing controls in place but this report will augment the existing control process.

➤ **Financial and Resource Implications**

There are financial or resource implications in providing a report.

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

There are no customer service implication in providing a report.

➤ **Sustainability Implications**

There are no sustainability implication in providing a report.

➤ **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**

It is possible to provide a report to Council on how to determine levels of service in relation to our assets, facilities and other services. This will form part of the service review, which is a significant initiative for this organisation. It is anticipated that the report on how to determine the levels of service will be provided by the end September 2024.

**5. APPENDICES**

Nil

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# **Administration Reports Decision Items**

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

**Item:** 12.1

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

**Subject:** Review of Burials outside Cemeteries Policy & Update

**For:** Decision

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**SUMMARY**

The *Burial and Cremation Act 2013* (Act) permits the burial of human remains outside of designated cemeteries on certain conditions which includes the approval of the Council for the area.

A Burials Outside Cemeteries Policy was adopted by Council on 22 January 2019 for the purpose of establishing a position of the Council and the criteria against which Council will consider approving the burying of human remains outside of a designated cemetery or natural burial ground. This policy has been reviewed as per the policy review schedule and incorporates legislative changes.

As the policy has been utilised for the purposes of a burial, an update is included for Council on the effectiveness of the policy.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. With an effective date of 1 August 2024, adopt the 23 July 2024 Burials outside Cemeteries Policy as per Appendix 1.**
  - 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 23 July 2024 Burials Outside Cemeteries Policy as per Appendix 1 prior to the date of effect.**
-

## 1. BACKGROUND

Adelaide Hills Council recognises that some families have a desire to bury a deceased relative on a privately owned property that has significance to the deceased person or their family and acknowledges the need for requirements to ensure that a burial on privately owned land is undertaken in an appropriate location to ensure the long term identification of the burial site, to limit the likelihood of those buried remains being disturbed in the future.

A Burials Outside Cemeteries Policy was adopted by Council on 22 January 2019 for the purposes of establishing a position of the Council and the criteria against which Council will consider approving the burying of human remains outside of a designated cemetery or natural burial ground.

As part of this process, Community Consultation was undertaken from 13 November 2018 for a period of 21 days.

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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 22 JANUARY 2019  
63 MT BARKER ROAD STIRLING**

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### 12.5 Burials Outside Cemeteries Policy

Moved Cr Pauline Gill  
S/- Cr Linda Green

Council resolves:

1. That the report be received and noted
2. That the Burials Outside Cemeteries Policy as provided as Appendix 1 be adopted effective from 1 February 2019.

#### AMENDMENT

Moved Cr Mark Osterstock  
S/- Cr Ian Bailey

7/19

**That in the event this policy is utilised for the purposes of a burial, a report be presented to Council on the effectiveness or otherwise of the policy, and any other matters that the CEO wishes to bring to the Council's attention relating to the policy.**

Carried
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#### MOTION AS AMENDED:

8/19

1. That the report be received and noted
2. That the Burials Outside Cemeteries Policy as provided as Appendix 1 be adopted effective from 1 February 2019.
3. That in the event this policy is utilised for the purposes of a burial, a report be presented to Council on the effectiveness or otherwise of the policy, and any other matters that the CEO wishes to bring to the Council's attention relating to the policy.

Carried
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## 2. ANALYSIS

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal 5	A Progressive Organisation
Objective O5	We are accountable, informed, and make decisions in the best interests of the whole community
Priority O3.1	Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

The Council is committed to open, participative and transparent decision making and administrative processes. We diligently adhere to legislative requirements to ensure public accountability and exceed these requirements where possible.

#### *Strategic Plan 2020-24 – A brighter future*

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

Adelaide Hills Council recognises that some families have a desire to bury a deceased relative on a privately owned property that has significance to the deceased person or their family.

### ➤ Legal Implications

Section 8 of the *Burial and Cremation Act 2013* (the Act) provides for bodily remains to be interred in a prescribed area outside of a cemetery or natural burial ground but only with the permission of the owner of the land and the council for the area. The Act defines a prescribed area as being outside a township or Metropolitan Adelaide, or an area defined by the regulations. Under the Act, a site which consists of a single interment site where only the remains of one deceased person or the remains of two or more members of the same family are interred, is not defined as a cemetery.

The *Burial and Cremation Regulations 2014* require interment of bodily remains in a prescribed area outside a cemetery or natural burial ground to be at a depth of at least one metre from the surface of the ground and at a distance of at least 20 metres from any building, structure or water well on the land.

### ➤ Risk Management Implications

The drafting and adoption of the Policy will assist in mitigating the risk of:

*No policy position leading to lack of guidance to the community and staff on the assessment of queries about whether burials of human remains outside of cemeteries is permitted and why.*

Inherent Risk	Residual Risk	Target Risk
Medium (2C)	Low (1C)	Low (1C)

➤ **Financial and Resource Implications**

There are no financial resource implications associated with review of this Policy.

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

The development of a policy position with regards to the burying of human remains on private land outside of a cemetery will provide clarity and certainty to the community as to the Council's position and assessment of applications.

Community wellbeing is enhanced due to the support that Council can provide to community members to navigate this process during a difficult time.

➤ **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:* Community consultation was undertaken when the policy was first adopted from 13 November 2018 for a period of 21 days in accordance with the Council's *Public Consultation Policy*. Advertisements were placed in *The Courier* and *Weekender Herald* and feedback sought through the Council's "Have your Say" website section. No responses were received during the consultation period.

➤ **Additional Analysis**

A condition of approval under Council's *Burials Outside Cemeteries* policy is that Council and the Land Owner enter into a Land Management Agreement, pursuant to Section 192(1) of the *Planning, Development and Infrastructure Act 2016* (PDI Act). The policy has been reviewed and amended to include reference to the *Planning, Development and Infrastructure Act 2016* replacing references to the *Development Act*.

There have been two applications received since adoption of the policy. Both applications were approved utilising the approval criteria as set out in the policy.

Lawyers were engaged to prepare a template Land Management Agreement in 2022, to be used for the first application and any future applications.

A Land Management Agreement has been registered over a property located at 6 Forbes Road, Aldgate. A Land Management Agreement is currently in progress for a second property.

While Council has not undertaken a formal consultation on the effectiveness of the policy, we have received no complaints about its operation. Administration has received positive feedback from the two applicants.

From time to time there will be further amendments to the various Acts which may impact this policy and it will need to be reviewed and updated as changes to the various Acts require. Similarly, further experience operating under the policy may require updates to be considered by Council.

### **3. OPTIONS**

Council has the following options:

- I. To adopt the Policy, with or without amendment (Recommended)
- II. To determine not to adopt the Policy at this time (Not Recommended)

Should the Council identify the need for substantial amendments to the revised Policies, 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 the Council for further consideration.

### **4. APPENDICES**

- (1) Burials outside Cemeteries Policy – 23 July 2024


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# **Appendix 1**

*Burials Outside Cemeteries Policy – 23 July 2024*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>BURIALS OUTSIDE CEMETERIES</b>
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<b>Policy Number:</b>	COM-15
<b>Responsible Department(s):</b>	Property Services
<b>Other Relevant Policies:</b>	Nil
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	<i>Burial &amp; Cremation Act 2013</i> <i>Burial &amp; Cremation Regulations 2014</i> <i><u>Planning, Development and Infrastructure Act 2016</u></i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	22/01/2019, 8/19, Item 12.5
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	23 July 2024
<b>Effective From:</b>	
<b>Minute Reference for Adoption:</b>	
<b>Next Review:</b>	No later than 5 years from the date of adoption, or as required by legislation or changed circumstances

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## BURIALS OUTSIDE CEMETERIES POLICY

### 1. INTRODUCTION

Adelaide Hills Council recognises that some families have a desire to bury a deceased relative on a privately owned property that has significance to the deceased person or their family.

The Council acknowledges the need for requirements to ensure that a burial on privately owned land is undertaken in an appropriate location and ensures the long term identification of the burial site to limit the likelihood of those buried remains being disturbed in the future.

This policy establishes how applications for burials outside of cemeteries are to be assessed and authorisation granted by the Council. The approval process is intended to guide how the interests of the deceased person, relatives and friends, landowners and Council are to be considered and protected.

The development of this policy has taken into account the requirements of the *Burial and Cremation Act 2013* and the *Burial and Cremation Regulations 2014*.

### 2. OBJECTIVES

This policy provides a framework for Council to consider those applications to ensure that burials undertaken on private land are:

- undertaken in accordance with the requirements of the relevant legislation
- in locations that limit the likelihood of disturbance of the remains in the future
- in locations that do not pose a threat to the pollution of waterways
- publicly recorded on the Certificate of Title on the land on which the burial is undertaken

### 3. DEFINITIONS

The words and phrases used in this policy have the same meaning as they do in the *Burial and Cremation Act 2013* and *Burial and Cremation Regulations 2014*.

***bodily remains*** means the whole or any part of a human body (whatever its physical state may be) but does not include the whole or any part of a human body that has been cremated;

***cemetery*** means a place set apart for the disposal and memorialisation of human remains, but does not include:

- (a) a place at which cremated remains are scattered but is not otherwise used for the disposal of human remains; or
- (b) an Aboriginal site as defined in the *Aboriginal Heritage Act 1988*; or
- (c) a natural burial ground; or

- (d) a place which consists of a single interment site where only:
- (i) the remains of 1 deceased person; or
  - (ii) the remains of 2 or more members of the same family, are, or are intended to be, interred;

**council** means Adelaide Hills Council;

**cremated remains** means bodily remains that have been reduced by cremation;

**cremation** means a process for the reduction of bodily remains involving the use of fire or heat;

**death** includes still-birth;

**disposal** of human remains means:

- (a) cremation of bodily remains; or
- (b) burial of bodily remains (including burial at sea); or
- (c) placement of bodily or cremated remains in a mausoleum, vault, columbarium or other structure;

**disposal authorisation** means an authorisation to dispose of human remains granted under the *Coroners Act 2003* or a corresponding authorisation as defined in that Act;

**funeral director** means a person who carries on the business of arranging for the disposal of human remains;

**human remains** means bodily remains and includes:

- (a) the remains of a still-born child; and
- (b) bodily remains after they have been cremated;

**interment** of human remains means:

- (a) the placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains; or
- (b) the burial in the earth of human remains (directly in the earth or in a container);

**interment site** means:

- (a) a mausoleum, vault, columbarium or other structure in which human remains are interred; or
- (b) a site in which human remains are buried;

**natural burial of human remains** means burial in the ground:

- (a) without preparation of the remains using chemical preservatives; and
- (b) by containment of the remains only in a shroud or biodegradable coffin;

**personal representative of a deceased person** means a person aged 18 years or more who is:

- (a) the executor of the estate of the deceased person or, if there is more than 1 executor, 1 of the executors acting with the permission of all the other executors; or
- (b) the administrator of the estate of the deceased person;

**Registrar means:**

- (a) the Registrar of Births, Deaths and Marriages; or
- (b) a Deputy Registrar of Births, Deaths and Marriages, under the *Births, Deaths and Marriages Registration Act 1996*;

**relative of a deceased person** means a person aged 18 years or more who is:

- (a) a parent or grandparent of the deceased person; or
- (b) a brother or sister of the deceased person; or
- (c) a spouse or domestic partner of the deceased person; or
- (d) a child, grandchild or great grandchild of the deceased person; or
- (e) a child, grandchild or great grandchild of a brother or sister of the deceased person;

**Spouse** means a person is the spouse of another if they are legally married;

**township** has the same meaning as in the *Local Government Act 1999*;

#### 4. LEGISLATIVE CONTEXT

##### 4.1 **Burial and Cremation Act 2013**

###### **Part 2—Disposal of human remains**

###### **Division 1—Disposal by burial or cremation**

###### **7—Offence to dispose of bodily remains except by burial or cremation**

- (1) Subject to this Act, a person must not dispose of bodily remains, or cause, suffer or permit bodily remains to be disposed of, except by burial or cremation.  
Maximum penalty: \$10 000 or imprisonment for 2 years.
- (2) In this section—  
**burial** includes the placement of bodily remains in a mausoleum, vault or other structure.



### **8—Offence to dispose of bodily remains except in cemetery or natural burial ground**

- (1) Subject to subsection (2), a person must not, without the approval of the Attorney-General, inter bodily remains, or cause, suffer or permit bodily remains to be interred, except in a lawfully established cemetery or natural burial ground. Maximum penalty: \$10 000 or imprisonment for 2 years.
- (2) A person may inter bodily remains in a prescribed area on land outside a cemetery or natural burial ground with the permission of the owner of the land and—
  - (a) in the case of land within a council area—
    - (i) with the approval of the council for the area in which the land is situated; and
    - (ii) in accordance with the regulations; or
  - (b) in any other case—in accordance with the regulations.
- (3) A person must not, without the approval of the Attorney-General, dispose of bodily remains by burial at sea, or cause, suffer or permit bodily remains to be disposed of by burial at sea. Maximum penalty: \$10 000 or imprisonment for 2 years.
- (4) In this section—

**prescribed area means—**

  - (a) an area outside a township or Metropolitan Adelaide; or
  - (b) an area defined by the regulations.

## **4.2 Burial and Cremation Regulations 2014**

### **Part 2—Disposal of human remains**

#### **4—Interment of bodily remains in prescribed area outside cemetery or natural burial ground (section 8(2)(a)(ii) and (b) of Act)**

- (1) A person who interrs bodily remains in a prescribed area on land outside a cemetery or natural burial ground must ensure that the remains are interred—
  - (a) at a depth of at least 1 metre from the surface of the ground; and
  - (b) at a distance of at least 20 metres from any building, structure or water well on the land.
- (2) Subregulation (1) does not apply to the interment of bodily remains in a mausoleum or vault in accordance with regulation 18.

## **4.3 Planning, Development and Infrastructure Act 2016**

### **Part 14—Land management agreements**

#### **192—Land management agreements**

- (1) A designated authority may enter into an agreement relating to the development, management, preservation or conservation of land with the owner of the land.**

## 5. POLICY STATEMENT

### 5.1 Principles

In accordance with subsection 8(2) of the *Burial and Cremation Act 2013*, the Council will receive applications and may grant permission for a burial of bodily remains on private land outside “metropolitan Adelaide” or outside the boundary of a township.

### 5.2 Application and Criteria for Assessment

Applicants must complete the ‘Application for Burial – Land other than Council Cemetery’ form available on the Council’s website and submit the application with the application fee as published annually in the Council’s fees and charges schedule.

The Application must be accompanied by the following:

- Evidence that the Applicant is the personal representative or relative of the deceased
- Written approval of the owner of the land on which the burial is to occur
- Plan/map of the property detailing the exact location of the burial
- A copy of the Certificate of Title for the land on which the burial is to occur
- Written consent of anyone with an interest in the land on which the burial is to occur (i.e. mortgagee or easement holder)

Approval will not be granted to Applications where the burial is to occur:

- Within townships
- In areas where there is a likelihood of contamination of water supplies, being within a 1 in 100 year (or greater) flood area, within 2 metres of groundwater or within 100 metres of surface water
- On land where the land owner or persons with interests in the land have not provided their written consent
- In a location less than 20 metres from any building, structure or water well
- On land or in a location that the Council deems, in its absolute discretion, unsuitable for the burial of bodily remains
- Where there the burial would result in more than one burial site or grave on the land

### 5.3 Conditions of Approval

If the Council approves the burial of bodily remains on private land, the Council ~~may~~will impose conditions of the approval including, but not limited to, the following:

- the burial must be undertaken by a funeral director
- written confirmation from the Applicant and the funeral director that they understand and will comply with the requirements of the *Burial and Cremation Act 2013* and the *Burial and Cremation Regulations 2014*
- the address of the property, the certificate of title reference of the property and the GPS coordinates of the burial site (exact location of the grave) must be submitted to the Registrar of Births Deaths & Marriages and Council
- a Land Management Agreement, pursuant to ~~section 57 of the Development Act~~ Section 192(1) of the Planning, Development and Infrastructure Act 2016~~1993~~, be

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entered into between Council and the owner of the land and noted on the certificate of title of the property detailing the exact location of the burial as evidenced by map and GPS coordinates, at the cost of the applicant

#### **5.4 Register**

The Council will, in addition to the register it maintains of Land Management Agreements, maintain a register of approvals issued by it for the burial of bodily remains outside of a cemetery.

### **6. 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.

### **7. AVAILABILITY OF THE POLICY**

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](http://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 23 July 2024  
AGENDA BUSINESS ITEM**

**Item:** 12.2

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

**Subject:** Community Bushfire Reference Group Terms of Reference

**For:** Decision

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**SUMMARY**

This report outlines the importance of incorporating community input into Council's Emergency Management processes, to improve outcomes for the community before, during and after disasters. A formal mechanism to aid the exchange of information between council and the community is suggested in the form of a Community Bushfire Reference Group. The group would involve membership from local community members, the Country Fire Service (CFS), and an Elected Member with attendance at meetings by relevant council officers. The purpose of the group is to improve both the Council and community's approach to bushfire preparedness, response, and recovery, through a lens of "shared responsibility".

A *Terms of Reference* (Appendix 1) has been drafted and is recommended for adoption.

**RECOMMENDATION**

**Decision 1**

**Council resolves:**

1. That the report be received and noted.
2. That Council establish a Community Bushfire Reference Group to improve the Council and community's approach to bushfire preparedness, response, and recovery.
3. That Council adopts the *Terms of Reference (TOR)* in *Appendix 1* for the Community Bushfire Reference Group.
4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Community Bushfire Reference Group *Terms of Reference* as per *Appendix 1*.
5. To determine that the method of selecting the Council's representative on the *Community Bushfire Reference Group* be by an indicative vote utilising the process set out in clause 4.7 of the *Code of Practice for Council Meeting Procedures*.

6. **To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred person as the Council’s representative on the *Community Bushfire Reference Group* and for the meeting to resume once the results of the indicative vote have been declared.**

## **Decision 2**

### **Council resolves:**

7. **To appoint \_\_\_\_\_ as the Council’s representative on the Community Bushfire Reference Group for a term to commence from 24 July 2024 and conclude 23 July 2026.**
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## **1. BACKGROUND**

Since the 19/20 bushfire season, council officers working in community recovery, resilience and emergency management, have become increasingly aware that the community’s voice, experience and ideas, are integral to improving community outcomes before, during and after disasters.

Through consultation with the Adelaide Hills Community Action Bushfire Network (AHCABN), the establishment of a formalised mechanism to support the exchange of information between council and the community, about bushfire preparedness and emergency management, was highlighted as a priority.

The network suggested the development of a reference group, consisting of representatives from the local community, Country Fire Service (CFS) and the elected body, with the skills, knowledge and expertise to provide technical information or local insights, to assist council to improve its approach to bushfire preparedness and increase Council’s capacity to effectively support the community to also become more prepared.

The reference group will provide a recognised platform for the exchange of ideas and information with considerable community leadership going into the original concept and desired operating model. It will operate under a less structured model to an advisory group including the previous Bushfire Advisory Group, noting that at its meeting in March 2023 Council determined to suspend the operation of its advisory groups until it has determined a position on its broader governance structures following the Strategic Plan development.

Accordingly, and through further consultation with AHCABN, lawyers and relevant council staff, a *Terms of Reference* has been developed for a Community Bushfire Reference Group.

The formation of this reference group supports the concept of a “shared responsibility” approach between government, emergency services and the community in preparing for disasters. It also supports priorities 1, 2 and 3 in the *Sendai Framework for Disaster Risk Reduction 2015-2030*, as well as findings and recommendations in the South Australian *Keelty Independent Review* after the 19/20 bushfire season.

The formation of a Community Bushfire Reference Group builds on the work of Council’s federally funded Community Resilience Team, by addressing one of the project’s key aims; to support the continuous improvement of Council’s emergency management processes, improving the response to local communities after future events.

## 2. ANALYSIS

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

#### *Strategic Plan 2020-24 – A brighter future*

Goal 1	A Functional Built Environment
Objective B3	Consider external influences in our long-term asset management and adaption planning
Priority B3.4	Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such as fire and flood
Goal 2	Community Wellbeing
Objective C4	An active, healthy, thriving and resilient community
Priority C4.5	Take an all-hazards approach to emergency management so we can support the emergency services and the community before, during and after disaster events
Goal 4	A Valued Natural Environment
Objective N2	Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts
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 property
Goal 4	A Valued Natural Environment
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

The formation of the *Community Bushfire Reference Group* will assist relevant officers with several priorities in Council's *Emergency Management Plan* that were identified through risk assessments undertaken in 2020 and 2024. Including:

- Continue to mitigate bushfire risks across the landscape
- Continue to work in partnership with other emergency management stakeholders to reduce local emergency risk reflecting the 'shared responsibility' approach to disaster resilience.
- Actively support community education and resilience building activities noting that climate change will amplify the need for this work.
- Maintain, practice and implement systems and processes that enable council to support the emergency services and the community during the response to an emergency.
- Maintain, practice and implement systems and processes that enable council to restore the emotional, social, economic and physical wellbeing of the community,

reconstruct physical infrastructure and to restore the environment following an emergency.

The formation of the group also supports Council in fulfilling its disaster risk reduction role outlined in the *Emergency Management Plan*, by:

- Understanding and communicating current and emerging disaster risks
- Integrating disaster risk into existing plans and decision-making
- Partnering with stakeholders in addressing priority emergency risks
- Strengthening disaster resilience in communities
- Provision of services that either directly or indirectly provide emergency management disaster risk reduction outcomes to the community

Additional alignment exists between the Community Bushfire Reference Group and Council's role to educate and encourage voluntary compliance relevant to disaster risk reduction on private properties, addressed through *Council's Enforcement Policy* and *Burning Permit Policy*.

#### ➤ **Legal Implications**

It is not a legal requirement for councils to establish reference groups for disaster risk reduction purposes, however, the following requirements of the *Local Government Act 1999* (the Act) are relevant to this initiative:

- Make informed and responsible decisions in the interest of the community (section 6)
- To provide for the welfare, well-being and interests of individuals and groups within its community (section 7)
- Take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (section 7)

As outlined in *Appendix 1*, the proposed membership of the Community Bushfire Reference Group includes one Council Member. Accordingly, meetings of the Group will not be considered information of briefing sessions under section 90(A) of the Act.

*Section 74 – General conflicts of interest* of the Act set out the provisions regarding General Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Community Bushfire Reference Group may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

*Section 75 – Material conflicts of interest* of the Act set out the provisions regarding Material Conflicts of Interest. 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. For this matter, Council Members seeking to be appointed to the Community Bushfire Reference Group may have a

Material COI and should consider declaring the interest and acting in accordance with s75C – *Dealing with material conflicts of interest.*

Council’s *Information or Briefing Sessions Policy* created under s90A (1) sets out the provisions for the conduct of an Information or Briefing Session such as the session recommended for the purposes of indicative voting. The above COI provisions do not apply to an Information Session, if it occurs.

Clause 4.7 of the *Code of Practice for Council Meeting Procedures* outlines the indicative voting process and is outlined in the further analysis section of this report.

➤ **Risk Management Implications**

Failure to connect with the community and relevant emergency services to understand local risks, issues, experiences and solutions, may affect the community’s or council’s ability to effectively prepare for, respond to and recover from, future bushfire events.

Without a dedicated and embedded mechanism to ensure community and emergency services perspectives are raised and understood by Council, Council’s emergency management plans and processes are at risk of failing to reflect the needs of the community.

The Community Bushfire Reference Group is an additional mitigating action, to compliment council’s current actions that assist with disaster risk reduction in the Adelaide Hills and will assist in mitigating the risk of: Resolving to create a Community Bushfire Reference Group will assist in mitigating the risk of:

*Council’s processes and practices relating to Emergency Management fail to understand and reflect the needs and/or perspectives of the community.*

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

This is an additional mitigating action and compliments council’s current actions that assist with disaster risk reduction in the Adelaide Hills.

There is also a risk that an expectation will exist within the reference group, that Council will action all advice provided. Whilst advice will be noted and considered, it may not be implemented for a range of reasons. Managing expectations will be critical to the success of the relationship between Council and the group’s members.

*Expectations of the Community Bushfire Reference Group’s members are unrealistic and unable to be met by Council staff.*

Inherent Risk	Residual Risk	Target Risk
3(C)	2(C)	2(C)

➤ **Financial and Resource Implications**

Attendance at *Community Bushfire Reference Group* meetings by relevant council officers and the administration of the reference group, will be managed within existing resourcing.



Delivery of outcomes raised by the group may require additional resourcing dependent on the nature of the action. This may include involving staff from other departments or seeking additional funding through budget processes or via Council resolution.

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

Through the enablement of a stronger connection to the community, it is anticipated that there can be improvements to Council communication about bushfire mitigation, hazard reduction or preparedness which can support positive interactions between customer services, council officers and the community.

➤ **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>	CFS
<i>Community:</i>	Adelaide Hills Community Action Bushfire Network

➤ **Additional Analysis**

Listening to the community is a crucial component in shaping effective emergency management practices and policies for local governments. Engaging with community members ensures that the practices developed are reflective of the unique needs, vulnerabilities and strengths of the community, thereby enhancing resilience and preparedness.

Community members possess local knowledge and firsthand experiences that are invaluable in identifying risks, resources, and potential solutions specific to their area. This insight can assist Councils to anticipate and mitigate the impacts of emergencies more effectively.

Community reference groups serve as conduits for achieving this engagement, fostering a two-way dialogue between Council and residents. Examples of these groups can be found in local councils across Australia. The Mid Coast Council in NSW for example, has established a Community Resilience and Disaster Recovery Reference Group.

The establishment of these groups fosters a culture of shared responsibility and collective action. When community members are engaged and empowered to contribute to emergency management efforts, they become active participants in building their own resilience. This collaborative approach aligns with the principles outlined in the *National Strategy for Disaster Resilience*, which calls for a shared (but not necessarily equal) responsibility between governments, communities, businesses and individuals.

In practical terms, community reference groups can provide critical feedback on local hazards, emergency plans and community engagement, communication and education strategies. They can also help identify gaps in current practices and suggest improvements based on lived experiences. Understanding local risk through community engagement is highlighted in the Australian *National Strategy for Disaster Resilience* (NSDR).

Adopting a “Whole of Community Approach” to Emergency Management is also highlighted in the *People at Risk in Emergencies Framework for South Australia*, which encourages emergency planning that “brings people and organisations together to understand collective strengths and vulnerabilities”, a practice that would be strengthened through the formation of a Community Bushfire Reference Group.

#### Indicative Voting Process for Determining Council Appointed Positions

Due to the implications of the General and Material Conflict of Interest provisions (see Legal Implications above), it is proposed that the Council adjourn the meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote (Indicative Voting Process) to determine the preferred person for the Community Bushfire Reference Group Council Member position.

As the Indicative Voting Process involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council or Council Committee, it is an Information or Briefing Session for the purposes of s90A and the *Information or Briefing Sessions Policy* (the Policy). As an Information or Briefing Session, the Chief Executive will conduct the meeting in accordance with the Policy.

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

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the Council Member Community Bushfire Reference Group position.
- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.
- f) Ballot papers will be provided to each Member.
- g) The nominees’ names will be drawn to determine the order on the ballot paper.
- h) Each Member will write the nominee’s names on the ballot paper in the order they are drawn.
- i) Each nominee will have two (2) minutes to speak in the Briefing Session in support of their candidacy. The speaking order will be as listed on the ballot paper.
- j) Members will cast their votes and the completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an

observer [another Council Member (not being a nominee for the position being determined) or an Officer] present.

- k) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- l) After all votes have been counted, the Returning Officer shall return to the Briefing Session and publicly declare the result of the election (i.e. the preferred person).
- m) The ballot papers will be shredded.

### 3. OPTIONS

Council has the following options:

- I. Establish a Community Bushfire Reference Group and adopt the *Terms of Reference* as detailed in **Appendix 1** (Recommended)
- II. Seek amendments to the Community Bushfire Reference Group *Terms of Reference*.
- III. Seek alternative methods for incorporating community input into Council's approach to bushfire preparedness, response, and recovery.

Should the Council identify the need for substantial amendments to the *Terms of Reference*, or for alternative methods of incorporating community input into Council's approach to bushfire preparedness, 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 the Council for further consideration.

### 4. APPENDICES

- (1) Community Bushfire Reference Group Terms of Reference

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# **Appendix 1**

*Community Bushfire Reference Group Terms of  
Reference*

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# Community Bushfire Reference Group Terms of Reference

<b>Version</b>	1.0
<b>Responsible Department(s):</b>	Open Space and Regulatory Services
<b>Responsible Officer</b>	Manager Open Space
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	
<b>Effective From:</b>	
<b>Minute Reference for Adoption:</b>	
<b>Next Review:</b>	

## Version Control

<b>Version:</b>	<b>Date of Effect:</b>	<b>Description of Changes:</b>	<b>Approver:</b>
1.0			



# Community Bushfire Reference Group Terms of Reference

## 1. BACKGROUND

The Adelaide Hills Council (**Council**) district is comprised of extensive areas rated as high bushfire risk. The Council recognises the extent of the threat to lives and property created by that risk.

In an ongoing manner, the Council has undertaken works on its land to reduce the bushfire threat posed to life, as well as to the assets on that land and adjoining community assets. It has also worked with government agencies and the community to manage the overall bushfire threat and to increase the community's preparedness for future bushfires in its area.

The Council recognises the expertise, knowledge and experience that exists within the community regarding such risks, as well as the importance of working closely with relevant agencies to assist it with its bushfire mitigation activities, to ensure constructive and effective approaches to increase community resilience.

## 2. ROLE

Against this background, the Community Bushfire Reference Group (**Group**) has been established for the purpose of providing advice to the Council on bushfire mitigation and preparedness including, but not limited to, matters such as local bushfire risks (including specific risks in certain locations), threat assessment and knowledge of bushfire mitigation plans across other organisations, including those operating in the Council area.

The Group will share not only its own insights, but those of other groups and community members, with respect to challenges to preparedness and suggest effective strategies, as well as provide links to other organisations with bushfire knowledge, skills and experience.

The Group will be consulted by Council officers during the preparation and implementation of the Council's bushfire mitigation programs and activities.

Advice provided by the group will be considered by Council Officers, alongside capacity and resourcing requirements.

## 3. STRATEGIC LINKS

### *Strategic Plan 2020-24 – A brighter future*

Goal	1 - A Functional Built Environment
Objective	B3 - Consider external influences in our long term asset management and adaptation planning
Priority	B3.4 - Proactively adapt our built environment to changes in social and environmental factors to minimise the impact from natural hazards such and fire and flood

Goal	2 - Community Wellbeing
Objective	C4 - An active, healthy, thriving and resilient community

# Community Bushfire Reference Group Terms of Reference

- Priority C4.5 - Take an all hazards approach to emergency management so we can support the emergency services and the community before, during and after disaster events
- Goal 4 – A Valued Natural Environment
- Objective N2 - Recognise the benefits of ecosystem services and improve environmental resilience by reducing environmental impacts
- 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 property
- Goal 4 – A Valued Natural Environment
- 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

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# Community Bushfire Reference Group Terms of Reference

## 4. FUNCTIONS

The Group will provide advice to relevant Council officers regarding:

- Bushfire mitigation strategies in the Council's area;
- Opportunities for coordination of bushfire mitigation activities;
- Preparation and implementation of the Council's bushfire mitigation programs and activities;
- Networking opportunities to connect with experts, community groups, organisations and skilled individuals in the areas of bushfire mitigation;
- Community preparedness for bushfire response and recovery;
- Community engagement and communications relating to bushfire preparedness;
- Recovery needs of communities impacted by bushfire events; and
- Areas for improvement relating to preparedness, disaster risk reduction, bushfire response and recovery

The Group will act as a conduit between Council Officers and the community to ensure the timely and effective exchange of accurate information and messaging relating to bushfire preparedness in the Council area.

## 5. MEMBERSHIP

The membership of the Group shall consist of one (1) Council Member and six (6) independent members (**Independent Members**).

Independent Members of the Group shall be organisation and community representatives and **must** be nominated according to the following criteria:

- Two (2) independent members currently associated with the South Australian Country Fire Service (the **CFS**). CFS independent members are to be selected from "Region 1" and "Region 2", one member will be a volunteer serving in the Adelaide Hills Council District and the other, a paid member of staff;
- Two (2) independent members who must be members of the Adelaide Hills Community Action Bushfire Network (the **AHCABN**);
- Two (2) independent members who must reside within the Adelaide Hills Council area.

## 6. MEMBERSHIP APPOINTMENT

Appointment of the Council Member will be made by resolution of the Council.

Nominations for the Independent CFS Members will be sought in writing from the Commanders of Region 1 and Region 2.

Nominations for the Independent AHCABN Members will be sought in writing from AHCABN.

AHCABN and the CFS Commander may also nominate proxies for their nominees, who should fulfill the role of members when the members are unavailable or unable to fulfill their duties as part of the reference group.



# Community Bushfire Reference Group Terms of Reference

Selection of the two Independent Members residing in the Adelaide Hills Council area, will be determined by way of an expression of interest process, to be facilitated by Council Administration. Selection will be based on relevant qualifications and/or experience in bushfire preparedness, response and/or recovery. A panel of appropriate council staff will recommend membership of Independent Members, with final approval sought from the CEO.

On application ~~if shortlisted~~, prospective Members will be required to submit:

- Proof of Identity
- National Police Record Check Certificate.

In the absence of these documents, an applicant will not be considered for selection.

The CEO may remove any Independent Member from the Group during the term of appointment, however, prior to doing so must provide the Member with an opportunity to respond to the reasons why the Council Administration proposes to remove the Member.

## 7. MEMBERSHIP TERM

The term of office for all Members shall be two (2) years and where possible a “staggered expiry” of members’ terms will be followed to ensure continuity.

Nominations for new Independent CFS Members will be sought in writing from the Commanders of Region 1 and Region 2 in writing not less than two (2) months prior to the expiry of a current Member’s term of office.

Nominations for new Independent AHCABN Members will be sought in writing from AHCABN not less than two (2) months prior to the expiry of a current Member’s term of office.

Selection of new Independent Members residing in the Adelaide Hills Council area, will be determined using an expression of interest process, to be facilitated by Council Administration, not less than two (2) months prior to the expiry of a current Member’s term of office.

## 8. EXECUTIVE OFFICER

The Chief Executive Officer shall appoint a member of staff as Executive Officer for the Community Bushfire Reference Group and will provide other supporting resources as necessary.

## 9. Chair Person

The Group will appoint a chair from amongst the Independent Members at each meeting.

The role of the Chair Person includes to:

- Oversee and facilitate the conduct of meetings;

# Community Bushfire Reference Group Terms of Reference

- Ensure all Members have an opportunity to participate in discussions in an open and encouraging manner;
- Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order.

## 10. MEMBERSHIP STATUS

Community members of the Group have status as volunteers of the Council and a condition of their appointment is that they are willing to register as Council volunteers. They will be subject to Volunteer Insurance Policy that may be in place from time to time as part of Council's membership of the Mutual Liability Scheme.

CFS members' involvement in the group constitutes the exercise of official duties as CFS volunteers and or staff and as such will work under the policies and procedures of the CFS.

Independent members are not indemnified by the Council against any liability arising as a result of their actions or omissions related to their involvement with the Group or undertaken in connection with their role as a member of the Group.

Elected Members' involvement with the Group constitutes the exercise of official functions and duties of office of an elected member under the *Local Government Act 1999*. Elected Members are, therefore, protected from civil liability in their role as Group members pursuant to section 39 of the *Local Government Act 1999*.

## 11. FREQUENCY OF MEETINGS

Meetings will be held a minimum of two (2) times per year. This can be increased according to need and capacity of attending members and Council officers and will be decided by the Executive Officer.

## 12. ACCESS TO MEETINGS

Meetings of the Group will be closed to the public.

Key staff from relevant agencies may be invited by the Executive Officer to attend meetings as guests, where their expertise is required to inform discussion, programs or policy direction.

Relevant agencies may include (but are not limited to):

- Department for Environment and Water;
- SA Water;
- Hills and Fleurieu Landscapes Board

Staff will assist with:

- Preparation of the relevant meeting Agenda;
- Taking of Minutes of the meeting; and
- Setting up and closing the meeting room.

# Community Bushfire Reference Group

## Terms of Reference

Attendance from other relevant Council officers may be required to receive feedback on an area related to their role or responsibilities at the Council and/or to provide information to the Group.

Council Officers attending meetings of the Group, may need to contact individual group members outside of meetings, to gain further insights from the individual on a specific subject relevant to the Officer's work.

### 13. LEGAL STATUS

The Group has no delegated power to make decisions on behalf of the Council.

The Group fulfils an advisory role only to Council Officers with such recommendations (if any) to be transmitted by Council staff each meeting of the Group to relevant Council Officers for receipt, and consideration.

### 14. AGENDA AND MINUTES

The Minutes of the proceedings of a Group meeting will be taken by an attending Council Officer.

The Minutes must include:

- The names of the Members present at the meeting;
- A summary of matters discussed and input provided by the Group; and
- Any disclosure of an interest made by a Group member.

The Minutes will be submitted for confirmation at the next meeting of the Group.

The Minutes will be provided within three (3) business days following the date of the meeting to:

- The Council Administration in the manner notified by the Council to the Presiding Member; and
- All Members of the Group by email.

### 15. CONDUCT OF MEMBERS

Independent Members of the Group are volunteers of the Council and must abide by any Policy or Procedure in place for Council volunteers (including as amended from time to time).

All Members must disclose any conflict of interest they may have in an item of business for discussion.

A conflict of interest for the purpose of these Terms of Reference is any direct involvement in either a personal or business capacity with the item of business for which that Member may gain a benefit or suffer a loss if the [Council resolves Administration atcs](#) in accordance with the Group's recommendation.

# Community Bushfire Reference Group Terms of Reference

Members of the Group must not use their position, or information received by reason of their membership, to act dishonestly or gain benefit for themselves, or another, either directly or indirectly.

Members of the Group shall observe principals of confidentiality on all matters, unless otherwise authorised by the Council to make public the same. Members of the Group are expected to:

- Attend meetings regularly;
- Prepare for meetings;
- Comply with their obligations in respect of conflicts of interest;
- Maintain confidentiality when it is required; and
- Treat other Members, as well as Council officers, staff and guests, with courtesy and respect at all times.

## **16. SPOKESPERSON**

Members of the Group are not permitted to speak to the media or make representations on social media on behalf of the Group, or the Council, unless specifically authorised to do so by the Council.

## **17. REPORTING**

An appropriate Council Officer will provide a report to the Council annually, to be supplied at the end of each bushfire season, to inform the Council with respect to the areas of work the Group has contributed to, as well as identifying issues requiring further consideration of the Council.



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

<b>Item:</b>	<b>12.3</b>
<b>Responsible Officer:</b>	<b>Zoë Gill Governance and Risk Coordinator CEO's Office</b>
<b>Subject:</b>	<b>Gawler River Floodplain Management Authority Membership Report</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

Council is a Constituent Council of the regional subsidiary, the Gawler River Floodplain Management Authority ('GRFMA'). At the 23 April 2024 Council Meeting it was resolved that the CEO provide a report to Council detailing the risks and opportunities associated with ongoing membership of the GRFMA.

This report details these risks and opportunities of ongoing membership of the Authority.

**RECOMMENDATION**

**Council resolves:**

**Council resolves:**

- 1. That this report *Gawler River Floodplain Management Authority Membership Report* be received and noted.**
  - 2. In light of the risks and opportunities of continued membership of GRFMA as outlined in this report, the CEO undertake a detailed examination of the implications of leaving the GRFMA, to be brought back to the Council for consideration by October 2024, noting that the CEO will seek additional budget to progress this project based on a cost estimate.**
  - 3. That the CEO formally notify the GRFMA Board and Constituent Councils that Adelaide Hills Council is exploring leaving the GRFMA and seek their views of Adelaide Hills Council staying or leaving the GRFMA.**
  - 4. That the CEO may, if appropriate, seek the views of the Minister or his office about Adelaide Hills Council staying or leaving the GRFMA.**
- 

**1. BACKGROUND**

The Gawler River Floodplain Management Authority ('GRFMA') is a regional subsidiary established under section 43 of and Schedule 2 to the *Local Government Act 1999* by the

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

The purpose of GRFMA is to coordinate the planning, construction, operation and maintenance of flood mitigation infrastructure for the Gawler River. It has the following functions:

- to raise finance for the purpose of developing, managing and operating and maintaining works approved by the Board;
- to provide a forum for the discussion and consideration of topics relating to the Constituent Council's obligations and responsibilities in relation to management of flooding of the Gawler River;
- to advocate on behalf of the Constituent Councils and their communities where required to State and Federal Governments for legislative policy changes on matters related to flood mitigation and management and associated land use planning with Gawler River flood mitigation;
- to facilitate sustainable outcomes to ensure a proper balance between economic, social, environmental and cultural consideration; and
- to provide advice as appropriate to the Constituent Councils in relation to development applications relevant to the Authority's roles and functions.

The Gawler River catchment is fed predominantly by the North and South Para Rivers. It is via the South Para River that AHC has an interest in the Authority. It is to be noted that only a very small portion of the overall Gawler River catchment is within the Adelaide Hills Council district and most of that land is held by various government agencies (such as Forestry SA and SA Water).

All of the water from AHC's portion of the catchment flows into the South Para Reservoir and all water releases from that reservoir are entirely the responsibility of and regulated by SA Water. In fact, it is understood that there are only occasional releases of water from the South Para Reservoir. In short, the Council does not have any control or influence over the catchment and no part of its district is impacted by downstream flooding.

#### 23 April 2024 Resolution

At the 23 April 2024 Ordinary Council Meeting, Council considered a draft GRFMA budget and business plan for 2024-25. Following consideration of the matter, Council resolved:

**Moved Cr Leith Mudge  
S/- Cr Chris Grant**

**131/24**

**Council resolves:**

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

<b>Carried Unanimously</b>
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This Agenda Report deals only with part 4. of the above resolution.

#### Correspondence to the GRFMA

On 1 May 2024, Council sent correspondence to the Chair of the GRFMA advising of the resolution of the 23 April 2024. In this correspondence Council advised that initial steps were being taken to examine its ongoing membership of the GRFMA. The correspondence emphasised that no decision about ongoing membership had been made. This correspondence also addressed the first parts of the above resolution in relation to the Annual Business Plan and Budget, though this matter is not discussed further in this Agenda Report, aside from noting that there are ongoing discussions with GRFMA (see Agenda item 12.4 for a discussion of this matter).

Council sent further correspondence to the GRFMA Chair on the 2 July 2024, advising that it is exploring the option of withdrawal from the GRFMA.

Administration has met twice with the executive officer and presiding member of the GRFMA to discuss, amongst other things, the possibility of exiting the GRFMA.

## 2. ANALYSIS

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

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

### ➤ Legal Implications

GRFMA is a regional subsidiary established under section 43 and Schedule 2 to the *Local Government Act 1999* (LG Act).

By way of background, it is noted that each of the Adelaide Plains (**APC**) and Barossa (**Barossa**) Councils have, in the recent past, also contemplated withdrawal from the GRFMA. The APC proceeded with a formal application to Minister Brock (in 2018 when he was the then LG Minister) to withdraw from the GRFMA but this was refused by him, based upon an expectation that APC would raise its concerns with the Authority, the other Constituent Councils and as part of the then ‘flagged’ review of the GRFMA Charter.

The Barossa Council has, similarly, actively considered the issue of withdrawal from the GRFMA but has not proceeded in any formal manner.

At this point in time, the APC has also not reagitated its withdrawal objective.

However, there have been ‘other’ relevant developments in the activities and operations of the GRFMA, in particular, the review and updating of the Charter, the identification of significant capital projects and the preparation of the Stormwater Management Plan. These are all matters that would, most likely, be relevant considerations in any application by a Constituent Council to the Minister to withdraw from the GRFMA.

The issue of an actual or potential withdrawal by the Council from the GRFMA is, therefore, an issue which is to be considered in the context of the previous APC application to withdraw and relevant developments since that time. It is also a consideration that, in all likelihood, would benefit from an expert report about the implications (if any) of the Council ceasing its membership and what implications would flow therefrom for the GRFMA and the other Constituent Councils.

Relevantly, clause 29 of Schedule 2 to the LG Act recognises that a constituent council of a regional subsidiary may, in accordance with the charter of the subsidiary and with the approval of the Minister, cease its membership. It is clause 19 of the GRFMA Charter that reflects clause 29 of Schedule 2 to the LG Act and provides that a Constituent Council must give at least six (6) months’ notice to the other Councils and to the GRFMA (to the Executive Officer) of its intention to withdraw. Withdrawal is then effective from 30 June following the expiry of the six (6) months’ notice period – subject, of course, to the approval of the Minister. Until withdrawal is effective, the Constituent Council remains liable for all financial contributions that, as a Constituent Council, it is liable to make to the GRFMA – relevant in this regard will be the operating expense (OPEX) and capital expense (CAPEX) contributions as set out in the approved budget.



The associated (and concurrent) primary consideration for the Council is the viability of remaining as a Constituent Council of the GRFMA in circumstances where its membership is of a minor nature (as demonstrated by its CAPEX contribution level – but subject to proposed capital expenditure for significant capital works) but its exposure to the OPEX is, at least potentially, significant at all times. Whilst the Minister might be cautious about approving the withdrawal of a Constituent Council that has a significant role in the GRFMA, the Council membership is at the minor end of the spectrum of membership and its position vis-à-vis withdrawal allows for a much more compelling (financial, at least) case to be presented than that which was refused for the APC when it applied to withdraw.

The impact on Council's equity stake in the GRFMA (see financial section below) of exiting the GRFMA is not clear.

➤ **Risk Management Implications**

In considering the option of withdrawal from the GRFMA and, relatedly, convincing the Minister to provide his consent to the withdrawal, the Council must consider associated risks including:

- (i) whether the GRFMA would continue to exist as an entity – this is not a significant consideration in circumstances where the Council, whilst being a Constituent Council, is a minor partner in the subsidiary. In addition some of the constituent councils are “growth Councils” that may have access to resources to support the GRFMA and have a much more significant interest in doing so.
- (ii) loss of capacity to influence the capital works of the GRFMA – this is not a major risk to Adelaide Hills Council given our community will not be significantly impacted by flood risks and/or the benefits of capital works.
- (iii) actual/potential financial impacts from remaining or withdrawing – In relation to the annual costs (CAPEX and OPEX), AHC will receive a benefit by exiting the GRFMA. In addition, AHC would also not have liability to contribute to any future capital works, which could be significant depending on the outcome of the proposed flood mitigation works business case. Further work needs to be undertaken to understand the financial impacts of leaving the GRFMA in relation to the current interest AHC has in the assets of GRFMA.
- (iv) whether there would be any potential for increased flooding infrastructure costs for the Council's community – No, there is no requirement for infrastructure work in the AHC portion of the catchment area.
- (v) any reputational risks, including from an adverse Ministerial response to the application or relationships with other Councils – There is minimal risk to reputation for an adverse decision by the Minister. There is some risk of damaging relationships with other constituent councils from leaving the GRFMA as this will increase their annual liabilities. There may be a reputational risk if AHC is seen as not supporting the GRFMA, which is considered by some to be protecting one of Adelaide's food bowls.

Other risks are discussed further below.

➤ **Financial and Resource Implications**

Councils current liability as a member of the GRFMA is disproportionate to the benefit derived from membership as a constituent council.

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

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

The proposed 2024-25 contributions below, show a significant increase in costs for Council.

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

Adelaide Hills Council recognises an equity stake in GRFMA which at the end of 2022/23 was 5.14%. This equated to a value in 2022-23 of \$1,091,000. Council also records an operating income of 5.14%, which for 2022-2023 was a \$20,000 loss. The share of interest is recalculated every year by GRFMA based on the individual Councils contribution to GRFMA.

It is not common practice for Council's to leave subsidiaries. There is a lack of clarity in the governing documents about leaving subsidiaries. Expert advice will be needed to understand the full financial implications of staying or leaving the GRFMA. This project is not currently budgeted for and there is no discretionary budget to cover these costs. Administration will seek a cost estimate for this work and report back to Council in due course.

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

There is a community expectation that any decision to remain or leave the GRFMA will be well considered.

➤ **Sustainability Implications**

Whilst the flood mitigation works undertaken by the GRFMA address environmental concerns within the lower Gawler River floodplain, there are limited direct implications for the Adelaide Hills Council district.

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

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Nil
<i>Council Workshops:</i>	Nil
<i>Advisory Groups:</i>	Nil
<i>External Agencies:</i>	Nil
<i>Community:</i>	Nil

➤ **Additional Analysis**

**Risks of Ongoing Membership**

There are financial and non-financial risks of ongoing Council membership of GRFMA

Financial

This financial year, should Council decide to approve the Annual Business Plan and Budget (see Agenda item 12.4), there will be an increase in the costs to Council, with the proposed budget for 2024-25, increasing Councils costs by 78% from 2023-24.

In addition, there is an ongoing financial burden of ongoing membership of GRFMA due to the following factors:

- Asset depreciation
- Potential large capital works.

*Asset depreciation*

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

Based on a recent external revaluation of the dam, GRFMA's annual depreciation amount has roughly doubled from \$328,561 in 2022-23 to forecast \$706,098 in 2024-25, which will be included in GRFMA's financial results going forward and in turn proportionately reflected in Adelaide Hills Councils financial result based on Councils calculated Interest in Operating Result (5.14% in 2022/23).

*Potential large capital works*

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

Council Members will recall that GRFMA has been working on a business case for some years and during the current financial year, asked its Constituent Councils for special financial contributions (outside of the usual budget process) for same. The business case progress and

was reviewed by Infrastructure SA under an assurance process. As an outcome of that review, further work was identified to finalise the business case.

GRFMA's current focus is on continuation of the business case and, should the business case support it, pursuing funding for major works, including raising the height of the Bruce Eastick Dam and other flood mitigation projects, to mitigate the risk of flooding in the Gawler River floodplain. This will likely be an expensive capital works project should it go ahead. Even at the lower capital works contribution of 1.78%, Council will likely be required to contribute a significant amount of money.

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

#### Non-Financial

There is also a risk that community expectations around council expenditure is not met, as the GRFMA Board are strongly focused on mitigating flood risks in the Gawler River region which does not directly impact Adelaide Hills Council residents.

#### **Opportunities of Ongoing Membership**

Maintaining membership of the GRFMA will allow Council to preserve the strong relationships developed with the other constituent councils and the GRFMA Board. The impact on other constituent councils may have the potential to contribute to conflict and less appetite for cross-council collaboration on other projects or regional subsidiaries.

The financial costs to council from withdrawing from the GRFMA have the potential to be significant and will impact resources. There are potential short-term budget advantages to maintaining membership.

### **3. OPTIONS**

Council has the following options:

- I. Continue to explore withdrawing from the GRFMA.
- II. Decide to seek to withdraw from the GRFMA.
- III. Decide to remain with the GRFMA.

### **4. APPENDICES**

Nil

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

<b>Item:</b>	<b>12.4</b>
<b>Responsible Officer:</b>	<b>Zoë Gill Governance and Risk Coordinator CEO's Office</b>
<b>Subject:</b>	<b>Gawler River Floodplain Management Authority Draft 2024-35 Annual Business Plan Options Report</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

Council is a Constituent Council of the regional subsidiary, the Gawler River Floodplain Management Authority (GRFMA). Whilst Council is currently considering the risks and opportunities of maintaining ongoing membership of the GRFMA (see Agenda Item 12.3), this report is to recommend to Council to approve the GRFMA's 2024-25 Annual Business Plan (ABP) and Budget.

**RECOMMENDATION**

Council resolves:

1. That this report *Gawler River Floodplain Management Authority Annual Business Plan Options Report* be received and noted.
2. That Council notes its decision at the 23 April 2024 Council Meeting to not approve the Draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan at that time on the following basis:
  - a. That the Council sees little if any benefit to the Adelaide Hills community in contributing to the cost of the further development of the flood mitigation works business case.
  - b. That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils.
  - c. That the cost apportionment should be reflective of the relative contribution to the flood risk and the relative benefits of the flood mitigation works, to each community.
3. Notes that Council and the GRFMA have entered into dispute regarding the Draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan
4. For efficiency and resourcing reasons, to now approve the Gawler River Floodplain Management Authority Annual Business Plan while registering its objections to the proposed further development of the flood mitigation works business case.

5. **That the Chief Executive Officer advises the Gawler River Floodplain Management Authority Board of Councils resolution and is authorised to undertake all procedures and processes necessary and incidental thereto.**
- 

## 1. **BACKGROUND**

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

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

Before the GRFMA adopts its Annual Budget, it requires approval from each of the Constituent Councils for their respective contributions for the year.

Council received correspondence from the GRFMA with the proposed 2024-25 Annual Business Plan and Budget on 23 February 2024.

Council resolved the below at the 23 April 2024 Council meeting.

### 12.4 **GRFMA Annual Business Plan**

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

<b>Carried Unanimously</b>
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As a result of this resolution Council entered into dispute with the GRFMA regarding the Draft 2024-25 Annual Business Plan and budget.

Administration has met twice with the Executive Officer and Chair of the GRFMA, as well as exchanged numerous correspondence. The parties have not been able to reach agreement on a way forward.

It has been put to the GRFMA that Council considers that the flood mitigation works business case should not be included in the Annual Business Plan and Budget as the impost on Adelaide Hills Council is not commensurate to any benefit the Council will receive from any flood plain mitigation. It has been proposed that the cost apportionment for the flood mitigation works business case should be reflective of the relative contribution to the flood risk and the relative benefits of the flood mitigation works, to each community.

The GRFMA indicated that the board had considered whether the GRFMA could adopt a budget which only contained the contributions from the four councils which approved the budget. They have advised that their position is that this is not possible under the Charter.

Administration have proposed GRFMA consider a revised draft budget which either excluded the business case funding altogether or included a different apportionment of the business case costs. This would need to be put to all Constituent Councils for consideration. At this stage GRFMA have indicated they do not intend to pursue this option.

At this time, the parties have not been able to come to an agreed approach and, should Council not adopt the recommended resolution, have agreed to undertake mediation by a qualified person who can also undertake adjudication if necessary. The costs of this process are discussed below.

## 2. ANALYSIS

### ➤ 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 B2.2	Incorporate Water Sensitive Urban Design principles within Council developments and projects and advocate for other developments within the region to do the same.

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

### ➤ Legal Implications

GRFMA is a regional subsidiary established under Section 43 and Schedule 2 to the *Local Government Act 1999*.

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

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

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

Section 21 of the GRFMA's Charter outlines the process if parties are in dispute, including in relation to the annual business plan and budget:

## **21. DISPUTES**

- 21.1** In the event of any dispute or difference between the Constituent Councils or between one or more Constituent Councils and the Authority concerning this Charter or the Authority (**the Dispute**), a party may initiate the dispute process set out in this clause by serving a notice of dispute on all other Constituent

GRFMA Charter adopted 28/01/2020

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Councils with a contemporaneous copy being served on the Authority. The parties:

- 21.1.1** will attempt to settle the dispute or difference by negotiating in good faith;
- 21.1.2** if good faith negotiations do not settle the dispute within one month of the Dispute arising or such longer time as the parties to the Dispute may agree, then the Dispute shall be referred to an expert for determination. The expert shall be a person with the skills and expertise necessary to resolve the dispute and shall be nominated by the President of the Local Government Association of South Australia. The expert's determination shall be final and binding on the Constituent Councils. The costs of the expert will be apportioned and payable in accordance with the expert's determination;
- 21.1.3** if the Dispute is unable to be resolved by the expert within six months then any Constituent Council may request the Minister wind up the Authority; and
- 21.1.4** notwithstanding the existence of a Dispute, the Constituent Councils will continue to meet their obligations to the Authority.



➤ **Risk Management Implications**

Approving the Annual Business Plan and Budget will assist in mitigating the risk of expensive mediation costs, which could be similar to the increase in Council’s contribution to the annual business plan and budget.

➤ **Financial and Resource Implications**

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

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

The proposed 2024-25 contribution as shown in the table below:

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

The proposed maintenance contribution for Council is a 78% increase on costs from the previous financial year, with a proposed increase of \$21,290.

Business case costs

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

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

As the development of a business case is an operational expense, the Board intends to treat the costs in line with the Charter’s provisions on the division of operating costs, i.e. evenly

between the Constituent Councils rather than in proportion to how costs of major capital works would be divided.

#### Maintenance and other operating expenses

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

#### Depreciation

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

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

#### Financial implications of approving the annual business plan and budget

Under the proposed breakdown of contributions, Adelaide Hills Council's total contribution to GRFMA would increase by 78% from 2023-24 to \$48,642. As noted earlier, this increase is attributable to the cost of finalising a business case for flood mitigation works.

If Council does approve the annual business plan and budget, there will be an impact on Council's position for 2024-25. This will be accounted for in the first budget review (Q1 budget review).

#### Financial implications of no approving the annual business plan and budget

There are likely to be significant financial and resource implications if Council chooses not to endorse the GRFMA ABP given the respective parties have not as yet been able to come to an agreement. The initial cost estimate for legal/mediation of the dispute is approximately \$10,000-\$20,000 and there is a possibility that costs could exceed this amount as the dispute resolution process costs are unclear.

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

There is a community expectation that Council will make prudent financial decisions.

#### ➤ **Sustainability Implications**

Flood mitigation works undertaken by the GRFMA address environmental and social sustainability issues for businesses and residents within the lower Gawler river floodplain.

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

Consultation on the development of this report was as follows:

*Council Committees:* Nil

*Council Workshops:* Nil

*Advisory Groups:* Nil  
*External Agencies:* GRFMA.  
*Community:* Nil

➤ **Additional Analysis**

Agenda item 12.3 recommends Council continue to explore the implications of exiting the GRFMA. This will have resourcing implications. It may be prudent for Council to prioritise resourcing towards this longer-term goal.

By choosing to endorse the GRFMA 2024-25 ABP and budget, Council can commit its full attention and resources to exploring the long-term benefits of withdrawing from GRFMA membership.

**3. OPTIONS**

Council has the following options:

- I. That Council approves the draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan, as presented, while registering its objection to the proposed further development of the flood mitigation works business case (recommended).
- II. That Council maintains its opposition to the draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan and continues the dispute process with GRFMA.

**4. APPENDICES**

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

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# **Appendix 1**

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

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

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

Dear Greg,

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

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

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

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

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

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

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

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

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

## **GRFMA Annual Business Plan**

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

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

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

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

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

Options identified are.

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

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

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

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

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

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

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

### **2024/2025 Draft Budget**

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

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

#### Revenue

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

#### Expenditure

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

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

#### Operational Contributions (Member subscriptions))

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

#### Key Budget Outcome Operational items

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

Total Operation cost \$277,371

#### Maintenance Contributions (Council subscriptions)

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

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

#### Key Budget Outcome Maintenance items

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

Total Maintenance cost \$ 139,550

#### Depreciation of Assets

The GRFMA Asset Management Plan 2023-2032 provides:

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

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

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

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

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

#### Summary

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

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

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



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

**Table 1**

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

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

Table 2 Percentage Share

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

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

Yours Sincerely



David Hitchcock, Executive Officer

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## **Appendix 2**

*GRFMA draft 2024-25 Annual Business Plan*

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# GRFMA ANNUAL BUSINESS PLAN

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## 2024-2025

Draft 15/02/2024

## Gawler River Floodplain Management Authority

### Constituent Councils:

*Adelaide Hills Council*

*Adelaide Plains Council*

*The Barossa Council*

*Town of Gawler*

*Light Regional Council*

*City of Playford*

Gawler



# Business Plan 2024-2025

## Gawler River Floodplain Management Authority (GRFMA)

### The Gawler River

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

### History

The river is subject to periodic flood events.



#### Desirable Levels of Protection Cost of Flooding

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

#### Properties at Risk

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

## Purpose of the GRFMA

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

The Authority has been established for the following purposes:

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

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

These include:

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

For the Authority, specific concerns are:

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

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

## Governance

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

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

### The Board

The Members of the Board are:

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



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

The Members of the Panel are:

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

An Audit and Risk Committee has been appointed to review:

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

The Members of the Audit and Risk Committee are:

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

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

Policies include.

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



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

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

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

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

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

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

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

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

## Cost of Operations

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

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

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

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

## Constituent Council Shares for Contributions

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

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

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

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

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

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

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

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

## Priority Actions 2024/2025

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

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

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

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

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

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

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

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

### **GRFMA Strategic Plan priorities**

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

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

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

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

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

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

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

#### **Gawler River Storm Water Management Plan recommended options**

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

#### **Maintenance and operations of the scheme during 2024 to 2025**

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



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# **Appendix 3**

*GRFMA draft 2024-25 Budget*

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

**STATEMENT OF COMPREHENSIVE INCOME**

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

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

**CASH FLOW STATEMENT**

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



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

**BALANCE SHEET**

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

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

**STATEMENT OF CHANGES IN EQUITY**

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

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

**UNIFORM PRESENTATION OF FINANCES**

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

**Profit & Loss [Budget Analysis]**

July 2024 To June 2025

ABN: 12 925 534 861

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

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

**Item:** 12.5

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

**Subject:** Community Renewables Program

**For:** Decision

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**SUMMARY**

The purpose of this report is to provide an update on the progress of investigating a Community Renewables Program based on the City of Mitcham's Framework and Program. Council has commenced the investigation on the use of the Mitcham Council Community Renewables Program by the Adelaide Hills Council. Several other councils have commenced Community Renewables Programs based on the City of Mitcham framework and program. These councils have undertaken externally sourced due diligence regarding legal, procurement, and governance obligations and Council will need to consider these items before commencing a Program.

The administration is still completing the necessary information sourcing and fact finding and requires additional time to provide the necessary information on the program and the next steps for Council.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To note the City of Mitcham's Community Renewable Framework and thanks Mr Matt Romaine, Group Manager City of Mitcham, for his presentation on Monday 3 June 2024.
  3. That a further report on the Community Renewal Program tailored to the Adelaide Hills Council and Community be provided to Council by no later than 12 November 2024.
- 

**1. BACKGROUND**

At its meeting held on 26 March 2024, Council considered a Motion on Notice from Cr Nathan Daniell regarding the City of Mitcham's Community Renewables Program. Following consideration of the matter, the Council resolved as follows:

**11.2 Investigating the merits of a Community Renewables Program based on the success at City of Mitcham – Acting Mayor Nathan Daniell**

**Moved Cr Nathan Daniell  
S/- Cr Melanie Selwood**

**84/24**

**That:**

- 1. The CEO provide a report to Council by 30 June 2024 that investigates collaborating with the City of Mitcham to use their Community Renewables Framework, due diligence and tender results to implement a similar bulk buy and Virtual Power Plant (VPP) program, but tailored to meet the requirements of Adelaide Hills Council and our community.**
- 2. That the CEO request a briefing for Elected Members and relevant staff by the City of Mitcham to understand the community, environmental, and economic benefits achieved from the implementation of their program.**
- 3. That the prior to entering into its next electricity agreement, investigates an innovative 100% Renewable Energy Power Purchase Agreement (PPA) or similar for Council's future energy needs, including the opportunity to integrate a VPP and community batteries.**

<b>Carried</b>
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In furtherance of point 2 of the resolution, Council received a presentation from the City of Mitcham's Group Manager, Mr Matt Romaine, on 3 June 2024. Mr Romaine provided information on the City of Mitcham's approach, stakeholders involved, due diligence, the roll out and costs.

This report specifically responds to point 1 of the resolution and has been informed by the Mitcham presentation, separate discussions with City of Mitcham staff, and other research.

Point 3 of the resolution is not specifically in the scope of this report although it does relate. A separate report will be prepared for Council on innovative power purchase agreement options in due course.

Definition of a Virtual Power Plant (VPP)

A Virtual Power Plant (VPP) is a network of distributed energy resources – such as homes with solar and battery systems – all working together as a single power plant. They are managed by a company that utilises remote technology and sophisticated software to manage the charging and discharging of energy from the batteries and trade it on the National Energy Market (NEM). VPPs assist to address frequency and voltage imbalances, local disruptions or disturbances and keep the network stable. Using advanced calculations for each individual property the VPP is able to sell excess capacity held in batteries connected to the scheme at a high peak rate, which in turn allows an offset to reduce consumers' electricity costs.

In practical terms, household batteries are charged using power from rooftop solar. That power is normally fed back into the household to run electrical appliances, lighting, etc when required. Under a VPP, power from the batteries can be fed back in to the electricity grid as if they were a small power plant, as and when purchased under the NEM. The VPP can be configured to only sell power to the grid when the market price reaches a point when it is financially advantageous to the owner.

### City of Mitcham Community Renewables Framework

The City of Mitcham has developed a 'Community Solar Program' aimed at offering renewable energy options to its community. The Program includes initiatives such as facilitating a bulk buy purchase of solar panels and batteries for homes and businesses, installing community batteries and EV chargers, and integrating these elements into a VPP.

The process to develop the program commenced in 2021 and went through the following process:

- Release of an Expression of Interest to assist the City of Mitcham with reducing community carbon emissions, lowering energy costs and to leverage the community's trust in the council as a collaborative partner.
- A one-off operating budget of approximately \$87,000 was allocated, in addition to staffing costs, to obtain advice on aspects including legal implications, SA Power Networks support, renewable energy expertise, competitive neutrality implications, due diligence and prudential review and advice from the LGA's Mutual Liability Scheme.
- Audit Committee endorsement of the process.
- A thorough evaluation process was undertaken with the City of Mitcham receiving a number of proposals which were then shortlisted. Shine Hub was ultimately identified as the preferred partner. Shine Hub could deliver the desired outcomes, were financially sustainable and had the necessary experience. Shine Hub also sold and installed solar panels and batteries, had experience running virtual power plants and were the holders of an energy retail licence.
- Council approved the execution of a two-party contract and Shine Hub was chosen as the partner to implement and deliver the Program.
- A formal heads of agreement contract was executed between City of Mitcham and Shine Hub.
- The program delivery commenced in 2021 and two solar panel and battery community bulk buys have been undertaken. A third campaign is now underway.
- Development of the Virtual Power Plant

The City of Mitcham's approach is what is known as 'white labelling', that is, where the role of Council is limited to providing support for a project by attaching its brand to add credibility, including using social media, website, and community outreach to raise awareness of the program. The City of Mitcham found that this approach provided a level of assurance to residents that Shine Hub was a reputable provider and simplified the choice of solar and battery installer for the community. In other words, the community had trust in the City of Mitcham's recommendation of a supplier of solar panels and batteries.

Details of the Community Solar Program offering to the City of Mitcham community include:

- Outright upfront purchase – residents with the financial capacity to purchase either a solar and/or battery system or both, do so and paid discounted prices through the bulk buy discount and signing up to the community VPP.

- No upfront cost option – this is described as the ‘subscription’ model whereby Shine Hub provide a solar and battery system and the resident pays a monthly subscription to Shine Hub for the system. The subscription lasts for 10 years. During this time Shine Hub owns and maintains the system. The resident can purchase the system for \$1 after 10 years or buy-out at any time.
- Virtual Power Plant add on – The VPP connects all the batteries installed through the bulk buys. This enables Shine Hub to draw power from some or all these batteries during periods of high demand and take advantage of favourable wholesale spot prices.

The City of Mitcham’s Community Renewables program has thus far been a success for both the organisation and the community more broadly.

Key points about the City of Mitcham’s program include:

- Two bulk buys campaigns have been undertaken, resulting in 789 systems being purchased (solar and battery or battery only) so far.
- The average household bill was \$600 per quarter prior to the installation of the systems and reduced to \$372 per quarter (including repayments).
- Residents have collectively saved \$1,779,625 on electricity bills since the introduction of the program.
- At its current size, the program will save more than 3,000 tonnes of carbon dioxide emissions per year.

#### Community Renewables Program Status for other Councils

The City of Charles Sturt, Campbelltown City Council, City of Unley (subject to legal review) and the City of Marion have already endorsed replicating this program, partnership directly with ShineHub and are at varying stages of the process. The City of Charles Sturt is the most progressed, having recently held their first bulk buy campaigns which have been sold out.

Taking an alternative approach, the City of Burnside is expected to develop a community renewables program by making its own approach to market to determine what suppliers could provide a suitable service. Other councils including the Town of Gawler, the City of Onkaparinga and the City of Holdfast Bay are also understood to be investigating the opportunity.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

Goal	A functional Built Environment
Objective B3	Consider external influences in our long-term asset management and adaptation planning



Priority B3.2	Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality
Goal	Community Wellbeing
Objective C3	A community that grows together
Priority C3.4	Build partnerships with community and other stakeholders to enhance our capacity to provide and support opportunities for them to thrive

➤ **Legal Implications**

There are no known legal impediments to Council undertaking or participating in a Community Renewables Program, although there are significant legal measures Council will need to adopt in undertaking such a program.

➤ **Risk Management Implications**

*The development of the Community Renewables Program will mitigate the risk of our community not having access to cost effective and trustworthy supplier like neighbouring Councils that provides them the confidence to take up renewal power options.*

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

➤ **Financial and Resource Implications**

There are financial and resource implications for the introduction of a Community Renewables Program particularly in ensuring that the process is appropriate from a legal and probity perspective and that there are adequate resources to manage the process.

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

The implementation of a Community Renewables Program is one way to assist the community to access renewable energy technologies at a more affordable price.

➤ **Sustainability Implications**

The delivery of a Community Renewables Program is focussed on assisting the community to make sustainable energy choices.

➤ **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>	City of Mitcham, Campbelltown City Council and City of Unley.
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

**3. OPTIONS**

Council has the following options:

- I. To receive and note the report.
- II. Not to receive and note the report.

**4. APPENDICES**

Nil.



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# **Administration Reports Information Items**

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

**Item:** 13.1

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

**Subject:** Updating Arrangements for Building Fire Safety Committee Membership

**For:** Information

---

**SUMMARY**

The purpose of this report is to note the updated CFS representative and deputies to the Adelaide Hills Building Fire Safety Committee (the Committee).

Building Fire Safety Committees undertake inspections of existing buildings to review fire safety requirements and to ensure that existing buildings have an adequate level of fire safety for the occupiers, an acceptable environment for emergency firefighters and to minimise the spread of fire in the event of a fire.

The existing Committee was reappointed as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* (the Act) on the 26 April 2022. The term of appointment of the Council appointed members expires on 31 May 2025.

As a result of staffing changes, the South Australian Country Fire Service (CFS) have provided updated nominated representatives who have been approved to participate as a member of the Committee.

**RECOMMENDATION**

**Council resolves:**

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

**1. BACKGROUND**

At its meeting on 26 April 2022, Council appointed the Building Fire Safety Committee for a three (3) year term which is to expire on 31 May 2025.

▲ **12.10 Review of Building Fire Safety Committee Members**

Moved Cr Mark Osterstock  
S/- Cr Nathan Daniell

98/22

Council resolves:

1. That the report be received and noted.
2. To appoint the following members to the Adelaide Hills Building Fire Safety Committee as the appropriate Authority for the purposes of Section 157 (17) of the *Planning, Development and Infrastructure Act 2016* commencing on 1 June 2022 and expiring on 31 May 2025:
  - a. Louis Palumbo, Team Leader Building Services as an authorised Council Officer with expertise in the area of fire safety, and
  - b. Colin Paton, Senior Fire Safety Officer – Country Fire Service as an authorised officer under Part 3 Division 5 or Section 86 of the *Fire and Emergency Services Act 2005*, who has been approved by the Chief Officer of the Country Fire Service, and
  - c. Tom Warneke, Building Officer as a person who holds prescribed qualifications in building surveying.
3. To appoint Louis Palumbo as the Presiding Member of the Building Fire Safety Committee.

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

Due to recent staffing changes within the South Australian Country Fire Service (CFS) it has become necessary to update the CFS nominated representative for the Committee to meet the legislative requirements of establishing an appropriate Authority.

In relation to the legislative requirement to have an authorised officer under Part 3 Division 5 or Section 86 of the *Fire and Emergency Services Act 2005*, written correspondence was received from the Country Fire Service from Mr Brett Loughlin (Chief Office SA Country Fire Service) dated 21 May 2024 (**Appendix 1**) outlining that Damien Roland, Fire Safety Officer will be the primary officer to represent the Country Fire Service on the Committee for the remainder of the term of Committee appointment.

The other appointed members of the Building Fire Safety Committee remain unchanged.

**2. ANALYSIS**

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

*Strategic Plan 2020-24 – A brighter future*

Goal 1 Built Environment

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

As a specialised Committee, it is necessary to have suitably qualified and experienced members to ensure there is rigour in the review of adequate building safety in the Council area.

➤ **Legal Implications**

The Building Fire Safety Committee is an ‘appropriate authority’ established under sections 157 (16) and (17) of the *Planning, Development and Infrastructure Act 2016* (the Act).

Section 157 (17)(a) details the provisions that apply to the establishment of an appropriate authority:

- (a) The appropriate authority will be constituted of –
  - (i) a person who holds prescribed qualifications in building surveying appointed by the Council; and
  - (ii) an authorised officer under the *Fire and Emergency Services Act 2005* who has been approved by the Chief Officer of the SA Country Fire Service to participate as a member of the appropriate authority; and
  - (iii) a person with expertise in the area of fire safety appointed by the Council; and
  - (iv) if so determined by the Council – a person selected by the Council.
- (b) The Council may specify a term of office of a member (other than a member under paragraph (a)(ii)); and
- (c) Deputy members may be appointed; and
- (d) The appropriate authority may determine its own procedures (including a quorum).

The powers of the Building Fire Safety Committee are separate to the development assessment responsibilities of the Council and are only able to be exercised by an “appropriate authority” established by the Council.

The Building Fire Safety Committee may inspect buildings to check that the buildings have an adequate level of fire safety for the occupiers. Any action taken as a result of the inspections seeks to achieve, in order of priority:

1. a reasonable standard of fire safety for the occupiers of the buildings
2. minimal spread of fire and smoke, and
3. an acceptable fire-fighting environment for the occupiers of the building(s).

➤ **Risk Management Implications**

The review of the membership of the Building Fire Safety Committee is required to ensure there are appropriately qualified and experienced members to conduct the business of the Committee and assist in mitigating the risk of:

*Non-compliance with the statutory requirements in the appointment of an authority and possible legal challenges to fire safety upgrade requests/enforcement activities leading to unsafe buildings for occupants and fire fighting personnel and loss of reputation for Council.*

Inherent Risk	Residual Risk	Target Risk
High 3B	Low 2B	Low 2B

The Committee exists as an existing control for building fire safety.

➤ **Financial and Resource Implications**

The operational costs of the Building Fire Safety Committee are budgeted for in the 2024/25 budget.

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

The process and operation of the Committee is to identify, inspect and require fire safety upgrade work where necessary to existing buildings in the Council area in order to achieve a satisfactory level of life safety in such buildings. Any action taken by the Committee seeks to achieve, in order of priority, the following fire safety objectives and performance criteria of the Building Code of Australia:

1. A reasonable standard of fire safety for the occupiers of the relevant building
2. The minimal spread of fire and smoke
3. An acceptable fire-fighting environment.

It is noted that the Committee takes a risk-based approach to fire safety matters with the view to minimising enforcement action (except for emergency situations). The Committee takes appropriate action to inform building owners of any identified fire safety inadequacies giving them opportunity to respond back to the Committee with a schedule of works and associated timeframes.

All buildings including commercial, industrial, accommodation and public community buildings may be inspected. However, those buildings owned by the Crown are not bound by the legislation in this instance.

➤ **Sustainability Implications**

The provision of early warning and adequate fire-fighting provisions assists to reduce the risk and spread of fires and the potential pollution that can be caused by building fires and assists with preservation of existing buildings.

➤ **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>	Country Fire Service
<i>Community:</i>	Not Applicable



➤ **Committee Activity Update**

The Committee is currently working collaboratively with nine (9) property owners to review and ensure their buildings are upgraded to achieve an adequate level of fire safety for the occupants.

Over the past 12 months the Committee has undertaken the following activities:

- Conducted twenty-four (24) audit inspections
- Monitored the successful completion of two (2) property fire safety upgrades
- Issued one (1) Notice under Section 157 of the *Planning, Development & Infrastructure Act 2016*.

**3. OPTIONS**

Council has the following option:

- I. That the report be received and noted (Recommended)

**4. APPENDICES**

- (1) Country Fire Service Confirmation of Representative

---

# **Appendix 1**

*Country Fire Service Confirmation of Representative*

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**DEVELOPMENT ASSESSMENT SERVICES**

Tuesday, 21 May 2024

Adelaide Hills Council  
63 Mount Barker Road  
Stirling SA 5152

**Attn: CEO Greg Georgopoulos**

**RE: BUILDING FIRE SAFETY COMMITTEE - CFS DELEGATES**

Dear Mr Georgopoulos,

Due to staffing changes within the South Australian Country Fire Service (CFS) Development Assessment Services, it has become necessary to update the CFS nominated representatives for the Council Building Fire Safety Committees (BFSC).

Under Section 157 of the PDI Act, these BFSCs are charged with the responsibility to undertaking building-related fire safety investigation functions in protecting and ongoing safety of building occupiers and users and ensuring building owners are maintaining proper levels of fire safety

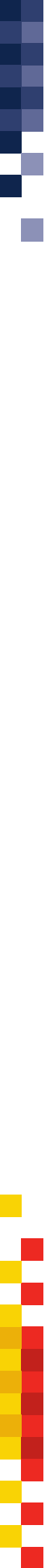
The CFS is committed to providing its full support to these Committees and encourages Councils to continue to take a proactive approach by adopting an inspection policy that targets 'at risk premises within their areas. To fulfil the CFS on-going commitment one of the following authorised CFS staff will be made available to attend these committees and represent the CFS on these matters.

<b>Name</b>	<b>Email</b>
Colin Paton	<a href="mailto:Col.paton@eso.sa.gov.au">Col.paton@eso.sa.gov.au</a>
Damien Roland	<a href="mailto:Damien.roland@eso.sa.gov.au">Damien.roland@eso.sa.gov.au</a>
Darren Chapman	<a href="mailto:Darren.chapman@eso.sa.gov.au">Darren.chapman@eso.sa.gov.au</a>
Kevin Churchward	<a href="mailto:Kevin.churchward@eso.sa.gov.au">Kevin.churchward@eso.sa.gov.au</a>
Phil McDonough	<a href="mailto:Phil.mcdonough@eso.sa.gov.au">Phil.mcdonough@eso.sa.gov.au</a>

Please do not hesitate to contact Leah Bertholini, Manager of Development Assessment Services on 8115 3372 or via email [leah.bertholini@eso.sa.gov.au](mailto:leah.bertholini@eso.sa.gov.au) to discuss this matter further.

Yours sincerely

**Brett Loughlin AFSM**  
Chief Officer  
SA Country Fire Service



Primary contact for each of the following committees:

<b>Colin Paton</b>	<b>Damien Roland</b>	<b>Darren Chapman</b>	<b>Kevin Churchward</b>
BFSC Ceduna	BFSC AHC	BFSC Barunga West	BFSC Coorong
BFSC Cleve	BFSC Alexandrina	BFSC Berri/Barmera	BFSC Kangaroo Island
BFSC Coober Pedy	BFSC Barossa	BFSC Clare	BFSC Murray Bridge
BFSC Cowell	BFSC Burnside	BFSC Copper Coast	BFSC Onkaparinga
BFSC Elliston	BFSC Campbelltown	BFSC Goyder	BFSC Victor
BFSC Franklin Harbor	BFSC Mitcham	BFSC Grant	
BFSC Flinders	BFSC Mount Barker	BFSC Kingston SE	
BFSC Karoonda East	BFSC Playford	BFSC Light	
BFSC Kimba	BFSC Pt Augusta	BFSC Loxton/ Waikerie	
BFSC Le Hunte	BFSC Pt Pirie	BFSC Mallala	
BFSC Mt Remarkable	BFSC Salisbury	BFSC Mid Murray	
BFSC Northern Areas	BFSC Tea Tree Gully	BFSC Mount Gambier	
BFSC Orroroo	BFSC Yankalila	BFSC Lucindale	
BFSC Out of Area		BFSC Paringa	
BFSC Peterborough		BFSC Renmark	
BFSC Roxby Downs		BFSC Robe	
BFSC Tumbly		BFSC Tatiara	
BFSC Southern Mallee		BFSC Wakefield	
BFSC Streaky Bay		BFSC Wattle Range	
BFSC Wudinna		BFSC Yorkes	

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# **Correspondence for Noting**

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Ref: GISA 00/0895

ABN 76 149 388 126

9 July 2024

Mr Greg Georgopoulos  
Chief Executive Officer  
Adelaide Hills Council  
PO Box 44  
Woodside SA 5244

Level 4  
81-95 Waymouth Street  
Adelaide SA 5001

GPO Box 1047  
Adelaide SA 5001

Tel +61 8 8204 2051  
Fax +61 8 204 1911

[www.greenindustries.sa.gov.au](http://www.greenindustries.sa.gov.au)

Via email to: [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

Dear Mr Georgopoulos

**RE: UPCOMING SINGLE-USE PLASTIC BANS FROM 1 SEPTEMBER 2024**

The South Australian Government is continuing its leadership in phasing out unnecessary single-use plastic products and other problematic plastics with further product prohibitions and restrictions commencing on 1 September 2024.

Announced in November 2022, this next phase includes plastic film bags and barrier bags, single-use plastic hot and cold beverage cups and lids as well as many single-use plastic food containers. For further information on the prohibited products, alternatives and exemptions, please see [www.replacethewaste.sa.gov.au](http://www.replacethewaste.sa.gov.au).

Green Industries SA (GISA) recognises local councils' strong connection with their communities and would like to partner to provide information about the upcoming bans to local businesses and the community.

The upcoming ban impacts the kinds of products and packaging used by local businesses and food retailers, particularly if they have not planned for a transition to alternatives. The Environment Protection Authority (EPA) has advised that it is taking an educational approach to compliance with the legislation, however, there is no grace period for continuing to use banned items or to use up old stock. Businesses must be ready for the new ban by 1 September 2024.

Under GISA's 'Replace the Waste' brand (and website) there are a range of free creative campaign resources to assist businesses with the transition to compliant alternatives. GISA will work with councils at no cost to customise these assets to include council branding for use by waste educators, environmental health officers, communications teams and business officers.

We are also planning online information sessions for Local Government staff with the first to be held on **Tuesday 23 July, 2-3pm** and the second on **Tuesday 30 July, 2-3pm**. These sessions can be booked at: <https://events.humanitix.com/2024-single-use-plastic-bans>.

For more information about resources or to register interest in the workshops, please contact Ms Shani Wood, Lead Educator at GISA on [shani.wood@sa.gov.au](mailto:shani.wood@sa.gov.au) or 0448 637 026.

As part its single-use plastic initiatives, GISA is funding the [Plastic Free SA program](#) that can provide additional individual support to businesses. We are inviting South Australian councils to engage with Plastic Free SA to discuss working together to reach local businesses in your community and promote this important initiative.

If you would like to find out more about the Plastic Free SA program, please contact Melissa Rayner, the project coordinator via [melissa.rayner@boomerangalliance.org.au](mailto:melissa.rayner@boomerangalliance.org.au) or 0434 675 863.

Thank you for your support in advancing South Australia's actions on single-use and other plastic products.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Josh Wheeler', with a stylized, cursive script.

Josh Wheeler  
**ACTING CHIEF EXECUTIVE  
GREEN INDUSTRIES SA**

**From:** [Eme](#)  
**Subject:** For information: Enhanced Electromagnetic Energy (EME) Program - Stakeholder Toolkit [SEC=OFFICIAL]  
**Date:** Monday, 15 July 2024 1:29:59 PM  
**Attachments:** [image002.png](#)  
[image003.jpg](#)  
[Enhanced Electromagnetic Energy \(EME\) program stakeholder toolkit.pdf](#)

You don't often get email from [eme@communications.gov.au](mailto:eme@communications.gov.au). [Learn why this is important](#)

[EXTERNAL]

## OFFICIAL

Dear Mayor and Councillors

I am writing to you with an update on the Australian Government's Enhanced Electromagnetic Energy (EME) program. As you may be aware, the department is responsible for coordinating the Government's information program which is intended to provide information and reassure Australians on the research, regulation and safety of EME from telecommunications.

I note telecommunications related matters were raised by delegates at the recent Australian Council of Local Government, held in Canberra earlier this month. My colleague, Mr Sam Grunhard, participated in the first panel session and responded to many of your questions.

We recognise the important role of local councils in providing reassurance and information to your communities, as well as your role as a decision-maker for planning approval of larger telecommunications infrastructure, such as poles and towers. One of the aims of our program is to better support you when engaging with your communities on these matters.

In recent months we have received many requests from local governments and councils seeking more information on the safety of EME from telecommunications to help address increased concerns from residents about the safety of imminent telecommunications deployments in their communities.

The attached stakeholder toolkit has been updated with the most up to date information and resources that may assist in addressing some of these concerns, and can be tailored to meet your local information needs. The kit also includes information explaining why telecommunications equipment needs to be located in areas close to where it will be used, and highlights the benefits of connectivity including greater digital inclusion and improved coverage outcomes for communities.

You may recall that an earlier version of the stakeholder kit was sent to you in February 2023. This version is updated based on feedback from local councils and other stakeholders, and recent market research that identified an ongoing need for information on the safety of EME from telecommunications at a national and localised level.

A [downloadable version of the toolkit](#) and other useful, credible and authoritative information on the research, regulation and safety of telecommunications equipment and infrastructure, can be found in the program's information hub at [www.eme.gov.au](http://www.eme.gov.au).

The hub includes over 100 resources such as simple to understand factsheets, posters, videos and infographics as well as translated resources in the most commonly spoken languages other than English.

Additionally, we will shortly be releasing a new factsheet on updates to the Telecommunications in New Developments (TIND) policy, which provides guidance for developers, property buyers, occupants and telecommunications carriers to ensure new developments have modern telecommunications infrastructure to enable connectivity. In the meantime, further information about obligations and policies relating to telecommunication deployments can be found at: [www.infrastructure.gov.au/powers-and-immunities](http://www.infrastructure.gov.au/powers-and-immunities).



If you have any questions on this work or have issues accessing the kit from this email, please get in contact via [eme@communications.gov.au](mailto:eme@communications.gov.au).

We hope this information is of assistance to you.

Kind regards

**Dr Jason Ashurst**

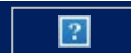
Assistant Secretary • Digital Inclusion and Deployment • Communications Infrastructure Division

**E:** [eme@communications.gov.au](mailto:eme@communications.gov.au)

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications and the Arts**  
**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)



*I acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islander people.*



**OFFICIAL**

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Australian Government

# Enhanced Electromagnetic Energy (EME) Program Stakeholder Communications Toolkit

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Helping the community to understand the safety and benefits of wireless communications and reinforcing that modern technologies are a safe, essential part of everyday life in an increasingly digital world.

Provided by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

THE SCIENCE OF  
**SAFE**  
CONNECTION

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# Overview

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Digital connectivity is essential in today's world. We cannot fully participate in modern society without it.

All Australians, regardless of where they live or work, expect to have a reliable mobile service. They expect to have mobile connectivity in the same way as they expect to have essential services like water and electricity.

It is understandable that some people in the community become concerned about the safety of electromagnetic energy (EME) emissions from telecommunications when facilities are installed in their local areas.

The Department of Infrastructure, Transport, Regional Developments, Communications and the Arts is committed to providing information about the research, regulation and safety of EME from telecommunications in Australia, to help address some of these concerns.

This stakeholder toolkit includes resources on the latest information relating to the safety of EME from telecommunications and the benefits connectivity enables. You are receiving this toolkit because you are a key stakeholder with valuable connections in your community who may benefit from this information.

## Using the toolkit

The toolkit provides key messages, creative assets and sample copy for you to use at your discretion:

- Key messages can act as a guide for your staff when speaking with residents, customers and others. For example, constituents and customers with questions or concerns can be directed to the department's resources.
- These messages can also be amplified through your networks and digital channels. For example, you could share the content on social media, tagging us @AusGovMediaTech
- You can distribute the creative assets across social media, emails and physical displays at events or on-site.
- Copy can be incorporated into your usual communications – for example, your next community newsletter can feature a 'Science of Safe Connection' article or infographic or your social media calendar could include a post helping to share the campaign key messages.
- You could include information from this kit on your website, or link to relevant pages on our website by copy and pasting the campaign URL into all your communications – [eme.gov.au](http://eme.gov.au)

## Have questions about EME from telecommunications?

Refer to the questions and answers section on pages 14 & 15.

If you have any additional questions or require more information, please contact: [eme@communications.gov.au](mailto:eme@communications.gov.au)

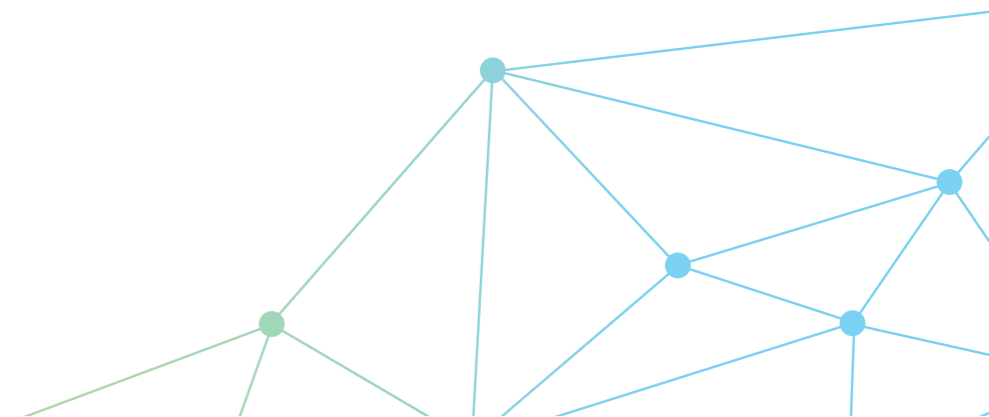
# Key messages

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If applicable, you may incorporate these messages into your communications about the safety of telecommunications deployments in your local area.

## Talking points

- In an increasingly digital world, having access to quality and reliable connectivity is no longer a luxury but it is essential to maximise educational and economic opportunities, and take advantage of a digital society.
- Australians are more reliant on their mobile phone than ever before, so it is important the Government ensure its frameworks enable industry to install necessary infrastructure quickly and safely to support community needs and expectations about coverage and connectivity.
- Improving connectivity is crucial to strengthening resilient, robust and sustainable communities and enables participation in our modern, digital society.
- Extensive studies consistently demonstrate that in Australia, telecommunications infrastructure poses no threat to human health and safety when operating below strict safety limits. All telco infrastructure in Australia is required by law to comply with strict safety regulations.



# Factsheets

The following fact sheets may be useful for communicating to your community about EME from telecommunications:



Benefits of connectivity and digital inclusion

[Download Fact Sheet](#)



Digital equity and inclusion

[Download Fact Sheet](#)



Rules for telco deployments

[Download Fact Sheet](#)



Exposure limits for electromagnetic energy

[Download Fact Sheet](#)



Types of telco infrastructure

[Download Fact Sheet](#)



Telecommunications Infrastructure near your home

[Download Fact Sheet](#)

## Translated resources

A suite of translated resources is available to help provide information on the safety of EME from telecommunications to culturally and linguistically diverse (CALD) members of the community.

These can be accessed [online here](#) and will be updated as new materials become available.

हिन्दी español  
العربية 普通话  
pilipino Ελληνικά  
廣東話 ਪੰਜਾਬੀ  
Tiếng Việt  
italiano

# Posters

These assets can be shared digitally or printed out to be used at any relevant local events, gatherings or meetings.



### Wireless services: an essential part of our digital world

This poster explains how telecommunications infrastructure fosters digital inclusion and what this means for everyday Australians.

[Download Poster](#)



### Digital equity and inclusion

This poster highlights the role of wireless communications in enabling Australians to access essential services and also stay connected, informed and engaged.

[Download Poster](#)



### Researched, regulated & safe

This poster promotes the research, regulation and safety of EME from telecommunications in Australia.

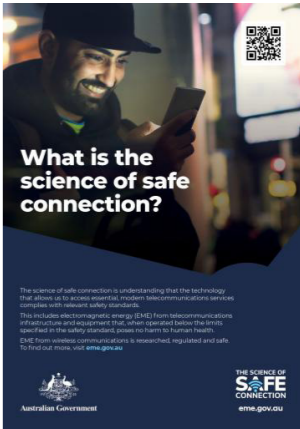
[Download Poster](#)



### The Science of Safe Connection

This poster provides information on the safety of EME from wireless technologies.

[Download Poster](#)



### 5G is Safe

This poster explains the safety behind wireless technologies, including 5G.

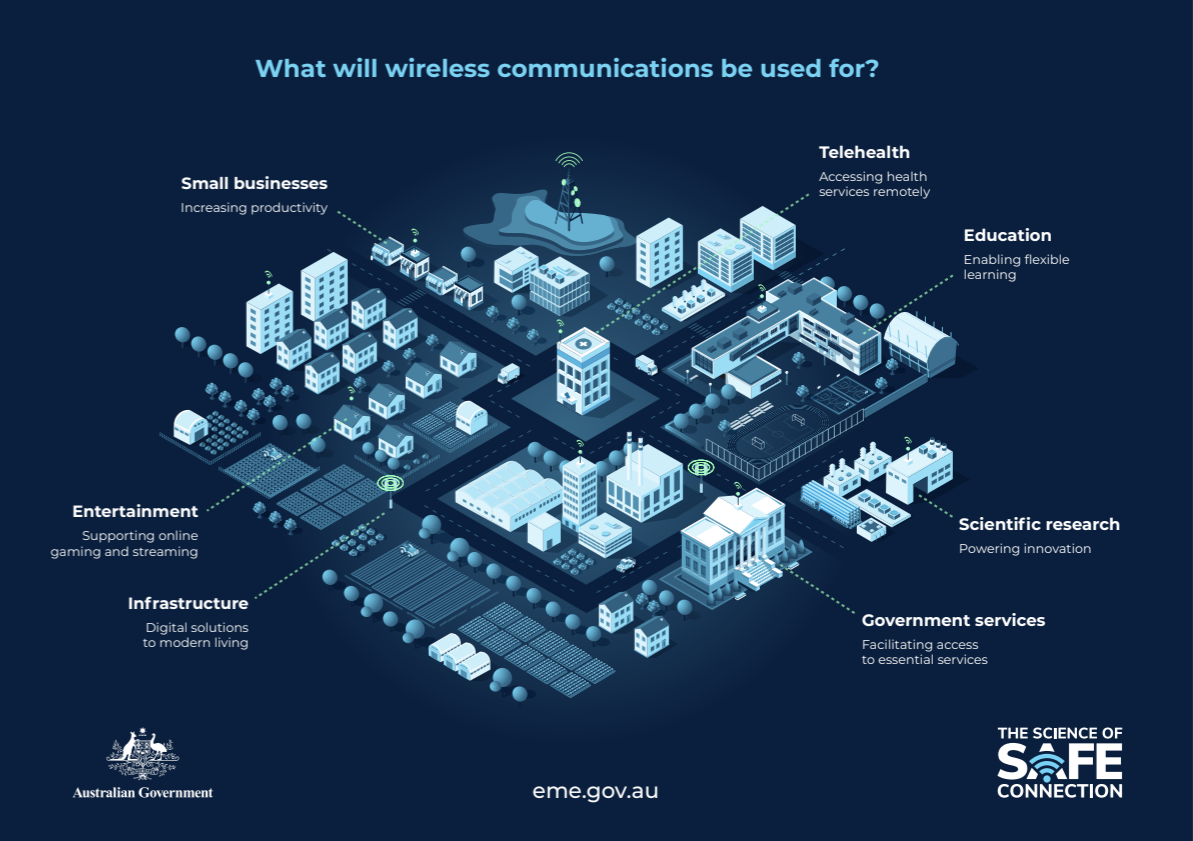
[Download Poster](#)



# Infographic

The following infographic helps to explain what wireless communications are used for.

This can be used across newsletters, eDMs, social media and on your website.



[Download Infographic](#)

# Social media tiles

A suite of social media images and captions is available for you to use at your discretion. These can help provide information in localised areas when and where telecommunications infrastructure is installed.

This content is aimed at reassuring audiences about the safety of wireless communication and telecommunications infrastructure. The posts also explain that this technology is essential to stay connected, informed and engaged in modern society.

These posts can be used by stakeholders in areas that are undergoing infrastructure upgrades as well as those that would like to discuss the topic more broadly.

Please tag us when using these assets online:

 AusGov Media & Tech

 @AusGovMediaTech

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

## Post 1



 Download Social Tile

Suggested captions:

We know how important it is for the <<INSERT LOCATION NAME>> community to stay connected to their family and friends. Planned telecommunications deployment in the area will make sure that you can access essential communications services and coverage. These installations are required by law to comply with strict safety regulations.

Find out more at [eme.gov.au](https://eme.gov.au)

OR

We know how important it is for you to stay connected to your family and friends. The expansion of wireless communications infrastructure will allow you to stay included, informed and connected. These expansions are required by law to comply with strict safety regulations to ensure they pose no harm to human health, and will make sure that communities have access to improved service and coverage, regardless of their location.

Find out more at [eme.gov.au](https://eme.gov.au)

# Social media tiles (continued)

These images can be used individually with different captions or uploaded all together as a group with one caption.

### Post 2



Download Social Tiles

Suggested captions:

#### Caption 1

You may have heard new mobile telecommunications equipment is being installed in <<INSERT LOCATION NAME>> bringing a range of benefits. From easier access to everyday digital services, like banking and healthcare, as well as reaching out to your family and friends.

Find out more at [eme.gov.au](http://eme.gov.au)

#### Caption 2

With new installations of telecommunications equipment in <<INSERT LOCATION NAME>>, you can benefit from all its advantages, allowing you to quickly access online everyday functions like banking and healthcare, as well as reaching your family and friends.

Find out more at [eme.gov.au](http://eme.gov.au)

#### Caption 3

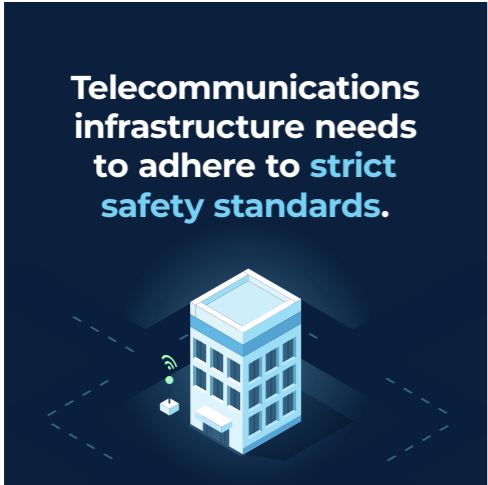
Did you know that wireless communication services offer essential connectivity? They support the way we connect and facilitate access to educational and business opportunities. You can benefit from all its advantages, allowing you to quickly access online everyday functions like banking and healthcare, as well as reaching your family and friends.

Find out more at [eme.gov.au](http://eme.gov.au)

# Social media tiles (continued)

These three images are designed to be posted all together as a group that can be clicked or swiped through by the viewer. They would be accompanied by one caption of your choice.

### Post 3



[Download Social Tiles](#)

### Suggested captions:

If you live in <<INSERT LOCATION NAME>>, you might see some new telecommunications infrastructure being installed. These installations are required by law to comply with strict safety standards in Australia. You can be assured that they are researched, regulated and safe. More importantly, they will help you to stay connected to healthcare, education, entertainment and support services.

Find out more at [eme.gov.au](http://eme.gov.au)

OR

In Australia, telecommunications infrastructure installations are required by law to comply with strict safety regulations, and they also help you to stay connected to important healthcare, support services, education and entertainment.

Find out more at: [eme.gov.au](http://eme.gov.au)

# Social media tiles (continued)

This content can be used either as a carousel, where all four images are uploaded on the same post in the order shown with one accompanying caption of your choice, or individually with an accompanying caption.

### Post 4



#### Post 4A:

Having mobile communications infrastructure installed nearby allows you to access essential services, and stay connected to loved ones and business opportunities.



#### Post 4B:

The Australian Government strictly regulates electromagnetic energy (EME) from telecommunications to protect all Australians, based on decades of Australian and international research.



#### Post 4C:

Many services have shifted to digital-only models and it is important that all Australians, regardless of where they live or work, have access to quality and reliable telecommunications services so they can participate in modern society.



#### Post 4D:

To provide communities with necessary coverage and capacity, telecommunications equipment and infrastructure need to be installed close to the area they are expected to service.

### Carousel suggested captions:

Great news: with the recent telco installations in <<INSERT LOCATION NAME>>, you are now more connected to the rest of the world than ever before. To help you separate fact from fiction, we have outlined the most important facts about essential wireless communications.

Find out more at [eme.gov.au](http://eme.gov.au)

OR

Great news: you are now more connected to the rest of the world than ever before. To help you separate fact from fiction, we have outlined the most important facts about essential wireless communications.

Find out more at [eme.gov.au](http://eme.gov.au)

[Download Social Tiles](#)

# Newsletter copy

The following newsletter article copy may be useful to include in eDMs or correspondence to your community about EME and the benefits behind upgrades to mobile telecommunications infrastructure:

## ***Beyond the Waves: Diving into the safety and advantages of wireless technologies***

In an increasingly digital world, wireless technologies, including our mobile telecommunications, play a vital role in ensuring all Australians, regardless of where they live, work, study or play, can actively participate in our modern, digital society.

Every day, telecommunications facilities across the country enable access to essential services and connections. How? Our mobile phones and other common digital devices use electromagnetic energy (EME) to transmit the radiofrequency signals necessary for their operation.

Improving access to reliable connectivity is no longer a luxury, but crucial to maximise educational and economic opportunities. To ensure necessary coverage and capacity in our communities, these facilities need to be installed in close proximity to the areas they are intended to serve.

## **What does this mean for me?**

You may notice works underway throughout neighbourhoods in or across <<INSERT COUNCIL AREA NAME e.g. Logan City>> to install new telecommunications infrastructure for this very purpose.

These installations are expected to improve coverage in the area where it is needed or provide additional capacity to reduce congestion on existing networks. This will support the connectivity and growth of both residences and businesses throughout <<INSERT COUNCIL AREA NAME>>.

While the Government is committed to ensuring all Australians have access to digital connectivity and most people in the community will be pleased about the advantages these telecommunications facilities can bring, we also recognise some people may be wary of perceived health effects associated with the electromagnetic energy (EME) used by these installations.

Importantly, extensive studies consistently demonstrate that in Australia, telecommunications infrastructure poses no threat to human health and safety when operating below [strict safety limits](#). All telco infrastructure in Australia is required by law to comply with these strict safety limits and other regulations.

To help ensure our <<PICK FROM COMMUNITIES, FOLLOWERS, RESIDENTS>> feel fully informed about the research, regulation, and safety of electromagnetic energy (EME) from these telecommunications facilities, we invite you to head to our website to learn more about the safety and benefits of this technology.

Read more at [eme.gov.au](http://eme.gov.au) or contact <<INSERT LOCAL CONTACT FOR YOUR ORGANISATION>>.

# FAQs

## What is EME?

EME stands for Electromagnetic Energy. It refers to the transfer of energy by radio waves. While the radiofrequency spectrum ranges between 100 kilohertz (kHz) to 300 gigahertz (GHz), mobile telecommunications services use a number of bands in different ranges, including 700 MHz, 1800 MHz, 2.5 GHz, 3.4-3.6 GHz, and 26-28 GHz. Different frequency ranges have different characteristics. For example, lower frequency ranges enable signals to travel further distance, and higher frequency ranges can carry greater amounts of data over the radio waves.

Radio frequency EME is an example of non-ionising radiation and uses energy levels that are too weak to cause harm. Examples of non-ionising radiation sources include visible light, common electrical appliances, radio, television and mobile phone communications. EME From telecommunications is a type of non-ionising radiation with no known adverse health effects when operating below strict safety limits.

Safe exposure to EME, especially in the context of operating telecommunications infrastructure and equipment is the subject of extensive international and Australian research which informs regulations to ensure operation remains within established safety limits.

Safety limits for EME from telecommunications vary from country to country and in Australia, the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) provides advice to the Australian Government on radiation protection, including safety limits.

These safety limits can be found in ARPANSA's [Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz \(2021\)](#). The Standard is based on the most up-to-date Australian and international peer-reviewed research into EME.

## Why do we need wireless connectivity?

Wireless communication is an essential part of modern society, enabling us to stay connected, informed and engaged. It enables access to everyday functions like speaking to loved ones, working from home, studying, and other services that are becoming increasingly available online such as personal and small business banking needs, government services, and entertainment.

Recent statistics from the ACMA [Trends and developments in telecommunications 2022–23](#) report show that:

- 95% of Australians accessed news and information online.
- 46% of Australians used a telehealth service.
- 42% of Australians worked online from home.
- 95% of Australians used mobiles on the go.

Telecommunications infrastructure also fosters digital inclusion. It provides communities with access to quality and reliable mobile service coverage. This drives productivity growth and enables equal participation in our modern, digital society.

## What is the Enhanced EME Program?

The Enhanced EME Program is a whole-of-government communication program coordinated by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) to reassure Australians of the safety of EME from telecommunications equipment and services, including new technologies such as 5G, and to provide access to clear and credible information about EME, based on the latest scientific advice.

DITRDCA is the coordination point for the Government's Science of Safe Connection information program and provides materials for the public on the research, regulation and safety of EME from telecommunications in Australia.

# FAQs (continued)

## Is EME from telecommunications safe?

The effects of EME exposure are the subject of extensive and rigorous scientific study around the world. In Australia, EME from telecommunications is researched, regulated and safe.

The Australian Government strictly regulates EME emissions to protect the health and safety of all members of the public, while allowing the community to access essential modern telecommunications services.

In Australia, all telecommunications infrastructure is required by law to operate below strict safety limits indicated in the ARPANSA [Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz](#).

The Australian Communications and Media Authority (ACMA) is measuring EME emissions at some sites across Australia comparing their results for these sites against both the ARPANSA safety limit and carriers' predicted EME assessments.

ACMA's measurements have to date found all sites tested were well below the safety limit specified in the Standard and most were significantly lower than the carriers' predicted levels.

ACMA's findings are available to read [here](#).

## What is the community concerned about?

Some community members may be concerned about perceived health issues associated with EME from telecommunications.

There are two types of EME radiation – ionising and non-ionising. Ionising EME, like X-rays and Gamma Rays, use very high frequencies and very short wavelengths. Exposure to ionising radiation must be limited as it's less safe and may cause eventual harm.

Non-ionising EME, like the radio frequency EME (RF EME) used in telecommunications, is at the lower end of the electromagnetic spectrum. It's characterised by longer wavelengths and lower frequencies and is not powerful enough to cause harm to human health, when operating below strict safety limits.

ARPANSA's Standard outlines the amount of RF EME that can be emitted by telecommunications and still protect people of all ages and health status against all known adverse health effects from exposure to EME by specifying emission levels that telecommunications services must operate below.

## What is the DITRDCA planning to do to address these concerns?

DITRDCA has published clear, credible information intended to reassure Australians of the safety of EME from telecommunications infrastructure and equipment as part of its Science of Safe Connection information program.

Information is available on the Department's resource hub at [eme.gov.au](http://eme.gov.au)





Australian Government

# Contact us

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For more information or additional assets, please get in touch: [eme@communications.gov.au](mailto:eme@communications.gov.au)

**From:** [Jan Chorley](#)  
**Subject:** Public Service Medal - Australia Day Honours 2025  
**Date:** Wednesday, 3 July 2024 12:50:24 PM  
**Attachments:** [image001.jpg](#)

You don't often get email from [jan.chorley@adcsa.com.au](mailto:jan.chorley@adcsa.com.au). [Learn why this is important](#)

[EXTERNAL]

Dear Lord CEO,

## **Public Service Medal – Australia Day Honours 2025**

I am writing to you to advise that nominations for the Public Service Medal for the Australia Day Honours 2025 are open. The Public Service Medal is part of the national system of Australian Honours and Awards and is awarded twice-yearly by the Governor-General.

The Medal is designed to recognise ‘outstanding public service’ – whether through leadership, service excellence, improved productivity and efficiency, or innovation in program, project or policy development. All public sector employees can be nominated unless they are eligible for other comparable awards, such as the Australian Police Service Medal or the Australian Fire Service Medal.

You and your Department are encouraged to nominate any employee who has made an outstanding contribution, regardless of their age, length of service or classification level. “Outstanding Public Service” includes service above and beyond the normal requirements of the position, a special achievement or success in the performance of duty in difficult or unusual circumstances or sustained high-level performance by an individual with a focus on outcomes and recognisable benefits to clients and the workplace.

I would also encourage you to promote this award program through your Council’s communication channels - Guidelines and nomination forms are available on the [Department of the Premier and Cabinet website](#).

Nominations must be received by close of business on Thursday 1 August 2024.

Yours sincerely

**Jan Chorley**

**Chief Executive Officer**

Australia Day Council of South Australia  
Office 18, 240 Currie St, Adelaide SA 5000  
t: 08 8212 3999  
m: 0410 030 768

e: [jan.chorley@adcsa.com.au](mailto:jan.chorley@adcsa.com.au)

w: <http://www.australiadaysa.com.au>



*The Australia Day Council of South Australia acknowledges the Adelaide region as the traditional country of the Kurna people. We recognise and respect their cultural heritage, beliefs and relationship with the land.*

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**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 JULY 2024  
63 MOUNT BARKER ROAD, STIRLING  
AND  
ZOOM VIRTUAL MEETING ROOM**

*[Please Note: These minutes are unconfirmed until 14 August 2024]*

---

**In Attendance**

**Presiding Member**

Geoff Parsons

**Members**

Ross Bateup

Paul Mickan

Myles Somers

**In Attendance**

Deryn Atkinson

James Booker

Doug Samardzija

Ashleigh Gade

Blake O'Neil

Mike O'Donnell

Sarah Kimber

Karen Savage

Assessment Manager  
Team Leader Statutory Planning  
Senior Statutory Planner  
Senior Statutory Planner  
Senior Statutory Planner  
ICT Support Officer  
Team Leader Administration  
Minute Secretary

**1. Commencement**

The meeting commenced at 6.30pm

**2. Opening Statement**

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

**ADELAIDE HILLS COUNCIL  
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**3. Apologies/Leave of Absence**

3.1 Apologies  
Nil

3.2 Leave of Absence  
Cr Leith Mudge

**4. Previous Minutes**

4.1 Special Meeting held 19 June 2024

**The minutes were adopted by consensus of all members** (27)

**That the minutes of the Special meeting held on 19 June 2024 be confirmed as an accurate record of the proceedings of that meeting.**

**5. Presiding Member's Report**  
Nil

**6. Declaration of Interest by Members of Panel**  
Nil

**7. Matters Lying on the Table/Matters Deferred**

7.1 Matters Lying on the Table  
Nil

7.2 Matters Deferred  
Nil

**ADELAIDE HILLS COUNCIL  
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**8. Development Assessment Applications – Planning, Development and Infrastructure Act**

**8.1 Development Application 23028717 by Jamie Burt for privacy screen at 7 Yappo Road, Aldgate**

**8.1.1 Representations**

<b>Name of Representor</b>	<b>Address of Representor</b>	<b>Nominated Speaker</b>
Dr Fiona Kerr	5 Yappo Road, Aldgate	Dr Fiona Kerr

The representor, Dr Fiona Kerr, also answered questions from the Panel.

The landowner, Ms Bron McNab, addressed the Panel, and answered questions from the Panel.

**8.1.2 Decision of Panel**

**The following was adopted by consensus of all members (28)**

The Council Assessment Panel resolved that:

- 1) Pursuant to Section 107(2)(c) of the Planning, Development and Infrastructure Act 2016, and having undertaken an assessment of the application against the Planning and Design Code, the application is NOT seriously at variance with the provisions of the Planning and Design Code; and**
- 2) Development Application Number 23028717 by Jamie Burt for privacy screen at 7 Yappo Road, Aldgate is GRANTED Planning Consent subject to the following conditions:**

**ADELAIDE HILLS COUNCIL  
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**CONDITIONS**

**Planning Consent**

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.
- 2) The external finishes to the structure herein approved shall be as follows:  
**SCREEN:** Natural timber finish or similar  
**POSTS:** Natural timber finish or similar
- 3) Landscaping consisting of shrubs, vines and creepers shall be planted on both sides of the screen for the full length of the screen, within (3) three months of development approval. All plants shall be maintained in good health and condition at all times with any dead or diseased plants being replaced in the next planting season.

**ADVISORY NOTES**

**General Notes**

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

**ADELAIDE HILLS COUNCIL  
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- 4) Where an approved development has been substantially commenced within 2 years from the operative date of approval, the approval will then lapse 3 years from the operative date of the approval (unless the development has been substantially or fully completed within those 3 years, in which case the approval will not lapse).

9. Development Assessment Applications – Development Act  
Nil

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

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

The following was adopted by consensus of all members (29)

That pursuant to Regulation 13(2)(a) of the *Planning, Development and Infrastructure (General) Regulations 2017*, the Council Assessment Panel orders that all members of the public, except:

- Presiding Member, Geoff Parsons
- Independent Member, Ross Bateup
- Independent Member, Paul Mickan
- Independent Member, Myles Somers
- Assessment Manager, Deryn Atkinson
- Team Leader Statutory Planning, James Booker
- Senior Statutory Planner, Doug Samardzija
- Senior Statutory Planner, Ashleigh Gade
- Senior Statutory Planner, Blake O’Neil
- Team Leader Administration, Sarah Kimber
- Minute Secretary, Karen Savage

be excluded from attendance at the meeting for Agenda Item 12.1 (Compromise Proposal – Development Application 23020199) to be debated in confidence.



**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 10 JULY 2024  
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The Council Assessment Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable the Panel to consider the report at the meeting on the following grounds:

- vii. Matters that should be considered in confidence in order to ensure that the assessment panel, or any other entity, does not breach any law, or any order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty; and
- ix. Information relating to actual litigation, or litigation that the assessment panel believes on reasonable grounds will take place

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

7:12pm The Panel went into 'closed' session in order to allow for discussion and determination of the matter in confidence

**12. ERD Court Appeals**

- 12.1 Development Application 23020199 by Development Holdings Pty Ltd for change of use to childcare centre including alterations and additions to a Local Heritage Place, deck, retaining walls and fencing with associated car parking and landscaping (Amended Proposal) at 52 Pomona Road, Stirling – IN CONFIDENCE

**The following was adopted by consensus of all members (31)**

**That the meeting be resumed in 'open' session.**

8:14pm The Panel resumed 'open' session

**ADELAIDE HILLS COUNCIL  
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- 13. Confidential Item**  
No further item.
- 14. Policy Issues for Advice to Council**  
Nil
- 15. Other Business**
- 15.1 Paul Mickan advised that he will be an apology for the meeting on 11 September 2024.
- 16. Next Meeting**  
The next ordinary Council Assessment Panel meeting will be held on Wednesday 14 August 2024.
- 17. Close meeting**  
The meeting closed at 8.19pm

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

**Item:** 18.2.1

**Responsible Officer:** Gary Lewis  
Director Corporate Services  
Corporate Services

**Subject:** Audit Committee Recommendations to Council

**For:** Decision

---

**SUMMARY**

The Audit Committee met on 15 April 2024.

The Committee made recommendations to Council in relation to a number of decision items;

- 2023-24 External Audit Plan
- Q3 2023-24 Quarterly Council Performance Report

Each item is briefly summarised in this report and attached as appendices.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. In relation to Appendix 1 of this report:
    - a. To approve the *2023-24 External Audit Plan* by BDO Audit Pty Ltd.
    - b. To note the *2023-24 Financial Statement Audit – Engagement Letter (Appendix 2)* and the *2023-24 Internal Financial Control Audit – Engagement (Appendix 3)*.
  3. In relation to Appendix 4 of this report, to receive and note the Q3 2023-24 Quarterly Council Performance Report.
- 

**1. BACKGROUND**

The Audit Committee's role is to assist Council to accomplish its objectives by monitoring and providing advice on the adequacy and effectiveness of the systems and processes regarding financial management and reporting, internal control and risk management, internal audit and governance functions.

The Committee considers matters within the above specialist functions and, where appropriate, makes recommendations to Council on matters which are outside of its delegation to approve.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

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

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

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

### ➤ Legal Implications

As per the individual items in the appendices.

### ➤ Risk Management Implications

Receiving specialist advice and recommendations from the Audit Committee will assist in mitigating the risk of:

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

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

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

### ➤ Financial and Resource Implications

As per the individual items in the appendices.

### ➤ Customer Service and Community/Cultural Implications

As per the individual items in the appendices.

### ➤ Sustainability Implications

As per the individual items in the appendices.

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

As per the individual items in the appendices.

➤ **Additional Analysis**

2023-24 External Audit Plan

One of the Audit Committee’s specific functions is to recommend the external auditor’s terms of engagement including any engagement letter issued at the commencement of each audit and the scope of the audit.

The Committee considered a report at its 15 April 2024 meeting regarding the 2023-24 External Audit Plan (see **Appendix 1**). The report contained the plan and engagement letters for the annual financial statement audit and the internal financial control audits for 2023-24 (**Appendix 2 and 3**) to be conducted by Council’s contracted external auditors, BDO Audit Pty Ltd.

The BDO Manager Audit and Assurance attended the meeting to present the Plan and to answer queries of the Committee Members.

Following consideration of the item, the Committee resolved as follows:

**8. OFFICER REPORTS – DECISION ITEMS**

**8.1. 2023-24 External Audit Plan**

The Presiding Member, with leave of the meeting, suspended operations of the formal meeting procedures for the purposes of a presentation from BDO Audit Engagement Manager, Mitchell Bremner.

The Presiding Member determined that the period of suspension should be brought to an end.

**Moved Pamela Lee**  
**S/- David Moffatt**

**AC15/24**

**The Audit Committee resolves:**

- 1. That the report be received and noted.**
- 2. To recommend to Council the approval of the 2023-24 External Audit Plan by BDO Audit Pty Ltd as contained in Appendix 1.**
- 3. To note the 2023-24 Financial Statement Audit – Engagement Letter as contained in Appendix 2 and the 2023-24 Internal Financial Control Audit – Engagement Letter as contained in Appendix 3.**

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

Q3 2023-24 Quarterly Council Performance Report

Where timing allows, the Audit Committee receives the Quarterly Council Performance Report (**Appendix 4**). In this case, the Committee considered the Quarter 3 Report at its 15 April 2024 meeting.

While the Committee does not have a specific role in relation to making recommendations to Council regarding the Quarterly Performance Reports, the Committee considered the report and resolved as follows:

**8.3. Quarterly Council Performance Report – Q3 2023-24**

The Presiding Member, with leave of the meeting, suspended operations of the formal meeting procedures for the purposes of a discussion about the report.

The Presiding Member determined that the period of suspension should be brought to an end.

**Moved David Moffatt**  
**S/- Melanie Selwood**

**AC17/24**

**That the Audit Committee resolves that the Quarterly Council Performance Report – Q3 2023-24 be received and noted.**

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

**3. OPTIONS**

Council has the following options:

- I. To resolve as recommended in relation to each item (Recommended)
- II. To determine an alternative course of action in relation to each item (Not Recommended)

**4. APPENDICES**

- (1) 2023-24 External Audit Plan
- (2) 2023-24 Terms of Engagement Letter – Audit
- (3) 2023-24 Assurance Engagements on Controls
- (4) Q3 2023-24 Quarterly Council Performance Report

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# **Appendix 1**

*2023-24 External Audit Plan*

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# ADELAIDE HILLS COUNCIL

Annual audit plan

30 June 2024



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Dear Audit Committee Members

Thank you for the opportunity to present our annual audit plan ('plan') for Adelaide Hills Council ('AHC' or the 'Council') for the year ending 30 June 2024.

Our plan has been developed with input from Council management and continues to be based on our understanding of AHC's business and operating environment.

We acknowledge that throughout the year there may be business developments, circumstances may change, and additional matters may arise. Our plan will be responsive to your needs and will maximise audit effectiveness so we can deliver the high-quality audit you expect.

This plan is intended solely for management and the Audit Committee and is not intended to be and should not be used by anyone other than these specified parties.

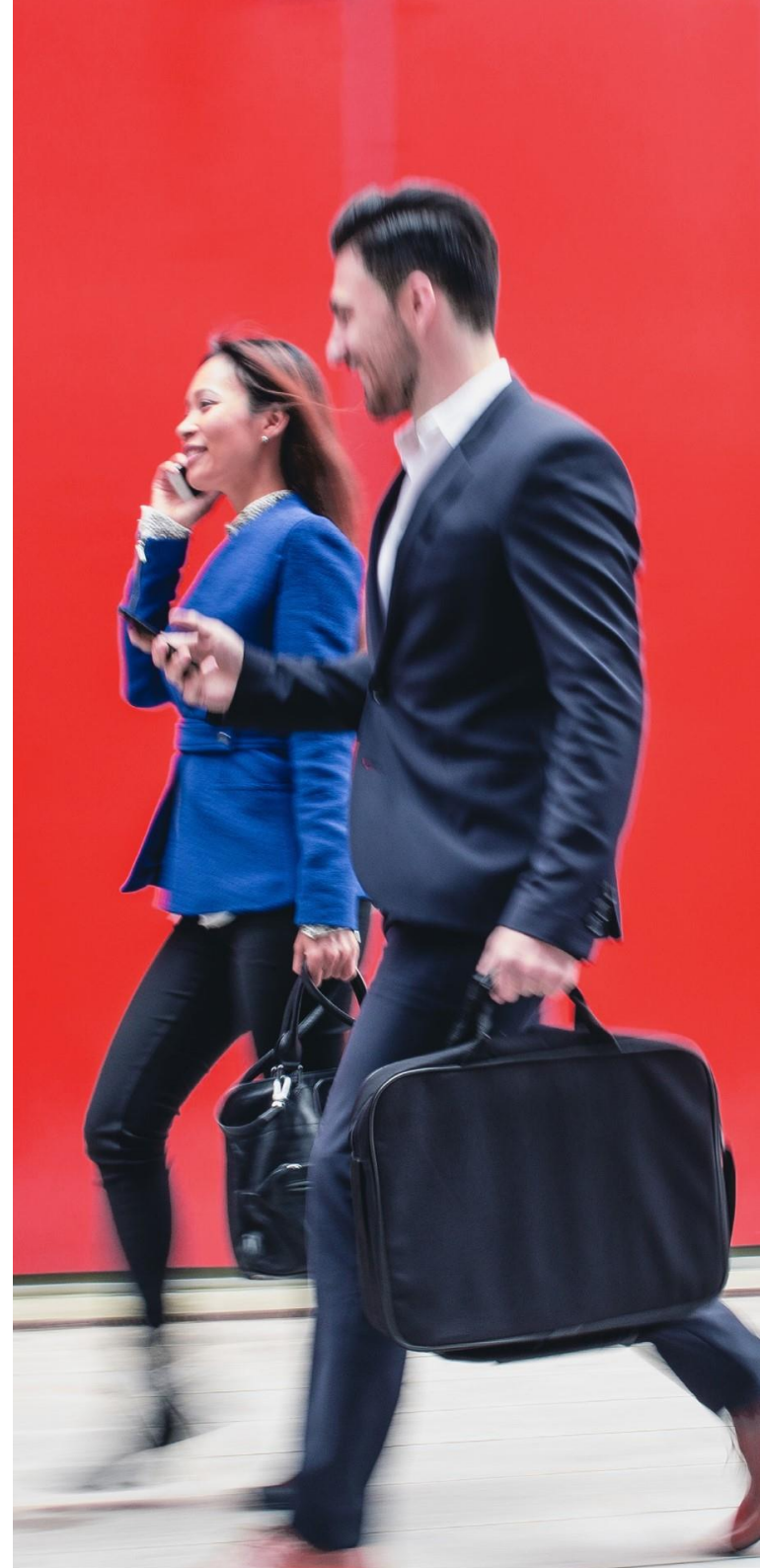
Please feel free to contact me on +61 8 7324 6147 if you have any questions or would like to discuss the content of this plan further.

Yours faithfully



**Linh Dao**  
Lead audit partner

Adelaide, 2 April 2024





## YOUR BDO TEAM

Your engagement team provides a combination of continuity and fresh ideas. This helps to ensure that we build on previous experience and make the audit process as smooth as possible.

### YOUR BDO TEAM

Our audit of Adelaide Hills Council will be led by Linh Dao as Engagement Partner. Linh will oversee the co-ordination of the audit and will have primary responsibility for working with Gary Lewis and his team.

Supporting Linh will be Mitchell Bremner as audit manager.

Mitchell is responsible for the day-to-day direction of the audit work and is the key point of contact for Gary Lewis. The day-to-day audit team will be led by Mitchell Bremner.

### SPECIALISTS

When auditing complex areas, we are often required to engage specialists who have qualifications and expertise not possessed by the core audit team. Supporting the engagement team will be our IT specialists, who will review the IT environment and any relevant IT general controls as part of the audit if considered necessary.



**LINH DAO**

Engagement Partner

Tel: +61 8 7324 6147

Linh.Dao@bdo.com.au



**MITCHELL BREMNER**

Engagement Manager

Tel: +61 8 7324 6057

Mitchell.Bremner@bdo.com.au



**EDMOND NG**

Audit Senior

Tel: +61 8 7324 6094

Edmond.Ng@bdo.com.au

# OUR OBJECTIVES AND APPROACH

## AUDIT OBJECTIVES

Our objective of the audit is to enable us to express an opinion as to whether

- ▶ The financial report is prepared, in all material respects, in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and
- ▶ Controls exercised by Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and the incurring of liabilities are sufficient to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law based on criteria established in the Better Practice Model - Financial Internal Control for South Australia Councils issued by the Local Government Association of South Australia

## APPROACH

Our audit is performed in accordance with the BDO Audit Approach, which is documented using our global audit tool, APT. It consists of four key phases:



## A RISK DRIVEN AUDIT

Our audit approach is driven by our assessment of risks of material misstatement, based on a robust understanding of your business from an internal and external point of view. Our approach is centred around:

- ▶ Obtaining an understanding of the business, its environment, and the applicable financial reporting framework
- ▶ Identifying and assessing risks of material misstatement
- ▶ Assessing the controls in place to address and prevent these risks
- ▶ Designing and executing appropriate procedures to obtain evidence, including the use of data analytics where appropriate
- ▶ Ensuring rigorous quality management over audit performance.

## INTERNAL CONTROL

We obtain an understanding of the system of internal control relevant to the audit to assist us with our risk assessment procedures. Our understanding covers:

- ▶ The overall control environment
- ▶ The entity's risk assessment process
- ▶ The information system, including IT applications and related business processes, relevant to financial reporting, and communication
- ▶ Control activities relevant to the audit
- ▶ Activities the entity uses to monitor internal control relevant to financial reporting.

---

## OUR OBJECTIVES AND APPROACH *CONTINUED*

### COMMUNICATIONS

We communicate to the Audit Committee in writing any significant deficiencies that come to our attention during the audit on a timely basis.

In addition, we communicate with management the significant deficiencies being reported to those charged with governance and any other deficiencies identified that in our judgement are of sufficient importance to merit management's attention. In doing so, we will provide recommendations to improve internal controls and business systems.

### FRAUD

During the course of our audit, we make enquiries of those charged with governance, management, and others to identify any known instances of fraud. We also make enquiries to understand where you consider the risks are in relation to fraud and if you have any knowledge of actual or suspected fraud. This also includes considering the risk of management override of controls.

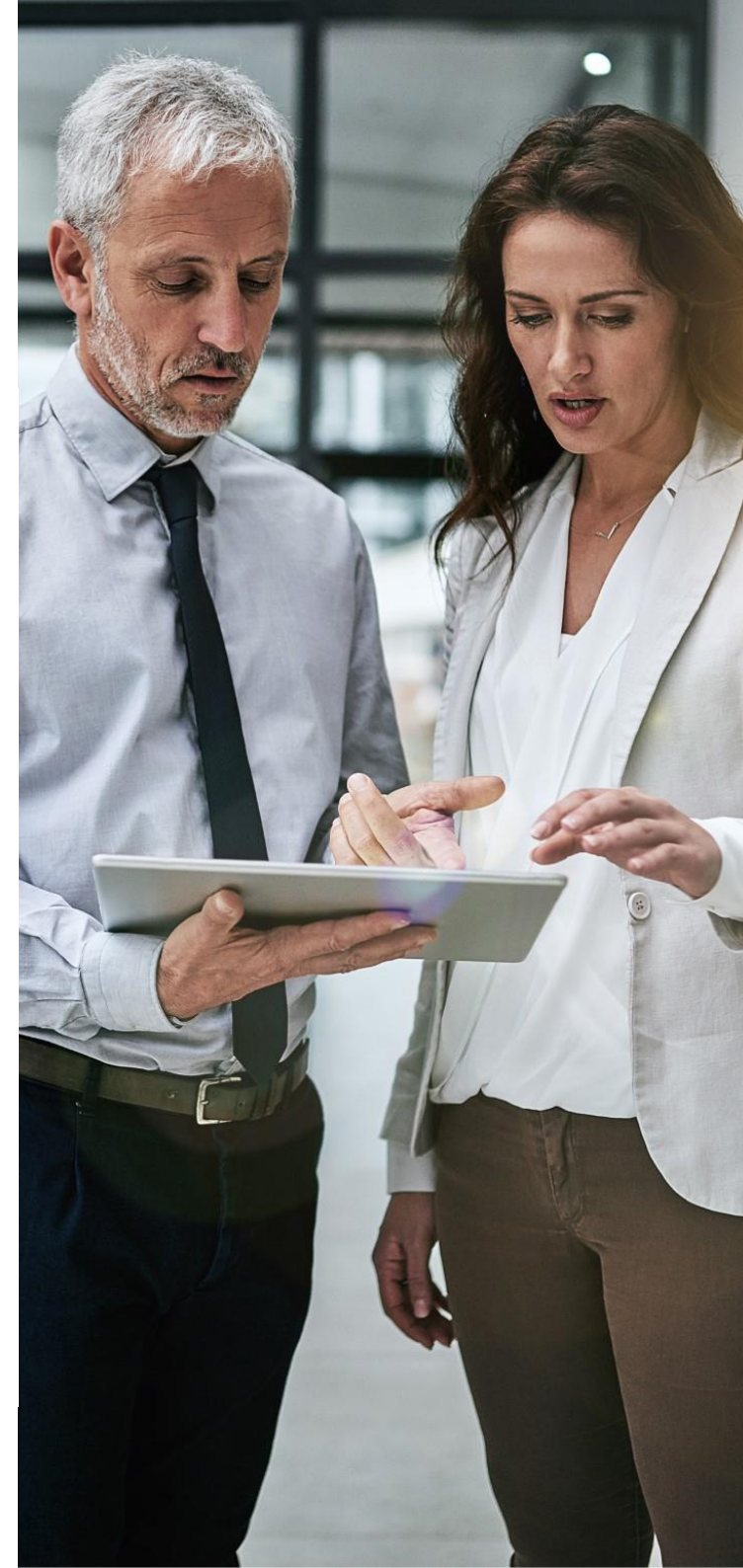
It should be noted that our audit is not designed to detect fraud, however, should instances of fraud come to our attention, we will report them to you.

### GOING CONCERN

As part of our audit, we will review management's assessment of the ability of the entity to continue as a going concern for the 12 months from the date of signing the financial report and therefore whether the going concern basis for the preparation of the financial report is appropriate.

### LAWS AND REGULATIONS

We make enquiries in relation to any non-compliance with laws and regulations impacting the period under audit. If we become aware of any instances of non-compliance with laws and regulations which would materially impact on the financial position or performance of the entity, then we will report them to you on a timely basis to consider the impact on the financial report.





## AUDIT QUALITY

Our System of Quality Management (SOQM) provides the foundation on which we build and maintain a culture of quality and it enables the behaviours and actions of our partners and staff to achieve quality on a consistent basis. Our SOQM sets out the key drivers of audit quality, including the specific attributes that are critical in enhancing and maintaining quality. For further information on the elements of our SOQM and how we consistently achieve quality outcomes, refer to our [Transparency Report](#).

### INDEPENDENCE AND OBJECTIVITY

Our commitment to be independent, act objectively, with the necessary integrity, professional competence and due care are key defining qualities that contribute to exceptional client service. At BDO, we adhere to all relevant ethical standards and requirements both within and external to our network.

All engagement team members, including experts and specialists, are required to confirm and declare their independence from audit clients and any related entities prior to commencing work on the engagement.

Your BDO team is independent and will continue to work with objectivity in all aspects of the engagement.

### EXPERIENCE AND EXPERTISE

The appropriate composition of engagement teams is fundamental to delivering a high-quality audit. We ensure partners and staff have the necessary experience, competencies, and technical skills to undertake their engagements. For complex engagements, we consider the need to appoint specialists or experts to assist with specific risk areas.

Your BDO team possesses the relevant experience and expertise necessary to perform an effective audit.

### PROFESSIONAL JUDGMENT AND SCEPTICISM

Professional judgment is the systematic practice of making the best possible decision considering professional standards and the facts and circumstances of a situation. To exercise professional judgment requires professional scepticism. This means having a questioning mind, being alert to anything that may indicate misstatement and critically assessing audit evidence.

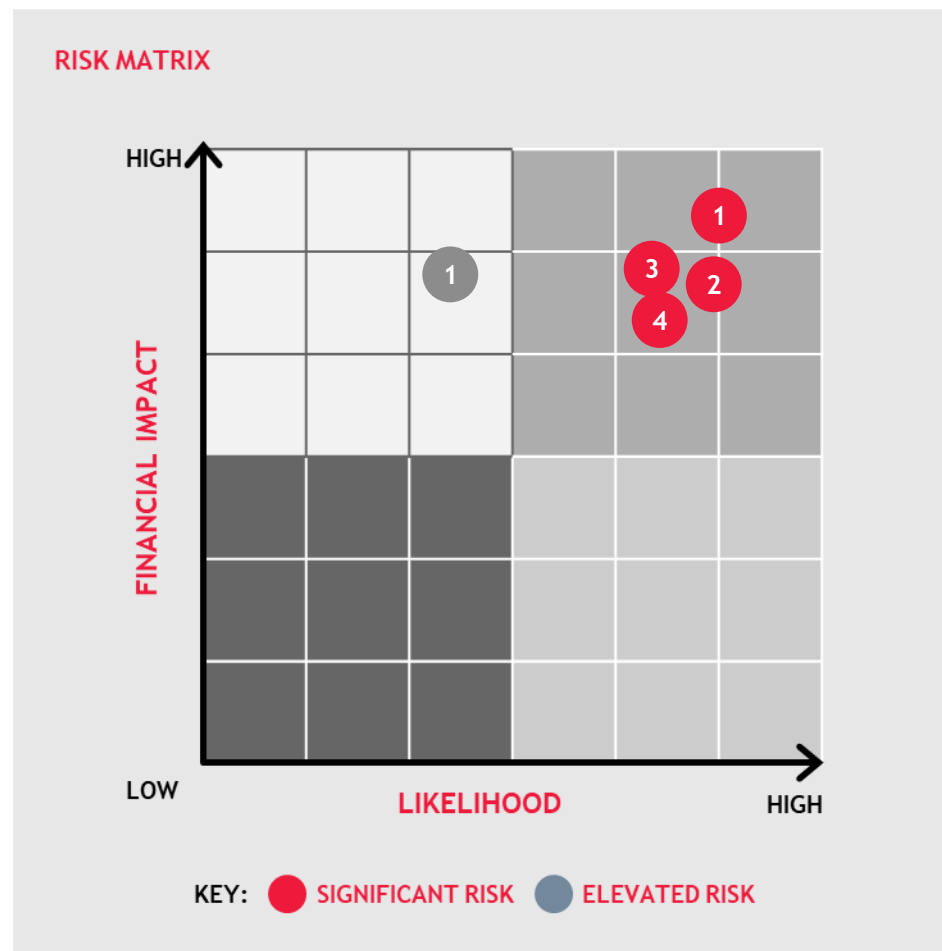
We will continue to question and challenge key assumptions and judgments made by management in preparing the 30 June 2024 financial report.

# RISK ASSESSMENT AND AREAS OF FOCUS

In line with our audit approach and based on our understanding of Adelaide Hills Council, we have identified the risks of material misstatement (RMM) at both the engagement and assertion level. In assessing the RMMs, we use a spectrum of risk based on the likelihood of a misstatement occurring and the magnitude of the misstatement in the context of our materiality. We use inherent risk factors (complexity, subjectivity, change, uncertainty or susceptibility to misstatement due to management bias or fraud) to drive risk identification and assessment.

Our initial assessment is shown in the matrix for the risks identified at the upper end of our spectrum (Significant and Elevated).

On the subsequent page we have set out our perspective on the potential impact on the financial statements and our proposed approach to respond to the risks. We will continue to be alert for risks during the course of the audit and update our assessment and responses as required.



## RISK ASSESSMENT AND AREAS OF FOCUS *CONTINUED*

#	AREAS OF FOCUS	OUR PERSPECTIVE	PLANNED RESPONSE
1	Revaluation of infrastructure, property, plant and equipment.	Council's infrastructure, property, plant and equipment is carried at valuation. There is a risk that these balances are misstated as a result of the application and inappropriate valuation methodologies, or incorrect underlying assumptions.	<p>We will evaluate the competence, capability and objectivity of the independent valuers, if any, obtain an understanding of their work and evaluate its appropriateness.</p> <p>Particular attention will be paid to building asset audit and revaluation, for which the data validation process was delayed in the prior year. We will review the process undertaken by management regarding the revaluation, perform necessary audit procedures and check the disclosures made to the financial statements for compliance with applicable Australian Accounting Standards.</p>
2	Accounting treatment of Capital Work In Progress (WIP)	There is a risk that the accounting treatment of items captured within Capital WIP may not be in accordance with Australian Accounting Standards.	<p>We will obtain the Capital WIP schedule, reconcile the opening balance this year to the audited closing balance in 2023, and review in detail a sample of projects outstanding at the end of the year to ensure they are likely to generate assets.</p> <p>We will also review a sample of assets transferred out of the Capital WIP to check that the categorisation and value allocated to the relevant fixed asset class is appropriate.</p>
3	Management override of internal controls	Australian Auditing Standards require that we presume there is a risk that management has the ability to manipulate accounting records and override control that otherwise appear to be operating effectively.	Our response will include a review of key internal controls at the Council to mitigate the risk of management override. We will test the appropriateness of journal entries and other adjustments made in the preparation of the financial report. We will also review accounting estimates for bias and evaluate the business rationale (or lack of) of any significant transactions that are outside of the normal course of business or that otherwise appear to be unusual.



## RISK ASSESSMENT AND AREAS OF FOCUS *CONTINUED*

#	AREAS OF FOCUS	OUR PERSPECTIVE	PLANNED RESPONSE
4	Cut-off of grant funding and accuracy of any amounts deferred on 30 June 2024	There is a risk of error in the calculation of grant income recognised and deferred at the end of the year by reference to grant agreements and Australian Accounting Standards.	We will obtain the schedule of grant income recognised and deferred at year-end. We will select a sample of grants and obtain the agreements to review in detail and test that they have been recognised in accordance with AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities.
1	Measurement of rehabilitation liabilities	Council has made provision for its monitoring and rehabilitation obligations regarding 3 formal landfill sites. There is a risk of error that the liabilities are not measured in accordance with the requirements of AASB 137 <i>Provisions, Contingent Liabilities and Contingent Assets</i> .	<p>We will inquire with management of the provisions made as at the reporting date. We will audit the accounting treatment by reference to supporting documents including management position papers, relevant agreements, and the requirement of applicable Accounting Standards.</p> <p>We will obtain written confirmation from the Council's external legal representatives for any outstanding matters and assess the completeness of the provision provided.</p> <p>We will evaluate if relevant disclosures made to the financial statements are in accordance with the applicable reporting framework.</p>

# INTERNAL CONTROL ASSESSMENT

We are required to provide an audit opinion on Council’s internal controls in accordance with Section 129(1)(b) of the *Local Government Act 1999*. Our assessment of internal controls is based on the criteria in the Better Practice Model - Financial Control for South Australian Councils as issued by the Local Government Association of South Australia.

The Better Practice Model emphasises a risk based approach to internal financial controls. It states that a Council should design and implement internal financial controls activities and monitoring systems that prioritise extreme and high financial risk as identified by the Council’s risk tolerance framework.

## RISK ASSESSMENT

BDO has used the risk assessment matrix per the Better Practice Model to create a general expected risk assessment. The assessment is only focused on the business impact of the risks. Each risk is assigned risk category of low, moderate, high. The result of our initial assessment is as follows:

RISK CATEGORY	RISK LEVEL		
	HIGH	MODERATE	LOW
Strategic Financial Planning	-	3	9
Assets	3	5	19
Liabilities	-	4	10
Revenue	3	6	5
Expenses	6	5	8
External Services	-	2	-
Financial Governance	-	-	3

We expect to receive Council’s risk assessment of internal controls as part of the planning process. Once received we will compare and understand any differences between the two assessments. Based on the results of this comparison, we will consider the impact on our audit approach.

## CONTROL ASSESSMENT

Once the risk assessment is complete, we undertake a control assessment classifying each control as key or non-key. All controls associated with high risks are considered to be key controls. Controls with moderate risks are assessed and allocated key or non-key.

CONTROL TYPE	DESCRIPTION
Key Control	The absence of these controls operating may have a significant impact on mitigating the risks. All key controls are included within our audit testing.
Non-Key Control	The absence of these controls in place may not have a significant impact on mitigating the risks as the operation of a key control in the same area may provide sufficient mitigation. The level of testing of non-key controls is dependent on the risk assessment. See the next section for more details.

# INTERNAL CONTROL ASSESSMENT CONTINUED

## CONTROL TESTING

The risk and control assessments performed by BDO will then determine our level of testing of the controls in place to address the risks.

RISK LEVEL	LEVEL OF TESTING OF CONTROLS	REASON
High	All key controls are tested.	Control failure may result in a significant business impact, therefore an increased level of assurance is required in relation to the effectiveness of the controls supporting high risks.
Moderate	All identified key controls and a selection of non-key controls selected based on our professional judgement.	Control failure may result in a moderate business impact, therefore a normal level of assurance is required in relation to effectiveness of the controls supporting moderate risks.
Low	No testing of controls.	Control failure is unlikely to result in a significant business impact.

The number of controls to we plan to test for each risk category is as follows:

RISK CATEGORY	TEST OF CONTROLS PERFORMED
Strategic Financial Planning	11
Assets	22
Liabilities	8
Revenue	16
Expenses	24
External Services	4
Financial Governance	-
<b>Total</b>	<b>85</b>

Due to the number of controls involved we have not provided a detailed list of controls in this report. We can provide the detailed list of controls separately as required. The controls selected for testing represent our assessment of those required to be tested to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law based on criteria established in the Better Practice Model - Financial Internal Control for South Australia Councils issued by the Local Government Association of South Australia.

# INTERNAL CONTROL ASSESSMENT *CONTINUED*

## FOLLOW UP ON PRIOR PERIOD FINDINGS

We have detailed below the current status of matters relating to internal control that have been raised in prior communications.

### SIGNIFICANT DEFICIENCIES

DESCRIPTION OF THE MATTER	DATE PREVIOUSLY COMMUNICATED	CURRENT STATUS
1 The year-end process and consequently the audit this year has been significantly impacted by the prolonged IPPE closing process. This was due to the loss of 2 key employees who were responsible for this around year-end and lack of consistency in supporting schedules provided by the Assets Team.	12 October 2023	We were advised that Finance and Assets team have been working closely to improve the quality of information being provided by the Assets team relevant to the IPPE closing process, and to facilitate a more efficient and timely year-end process.

### OTHER DEFICIENCIES

RISK CATEGORY/ BUSINESS CYCLE	RISK ASSESSMENT	DESCRIPTION OF THE MATTER	DATE PREVIOUSLY COMMUNICATED	CURRENT STATUS
Expenses - Payroll	<b>Moderate</b>	It was noted from our testing that two Council staff members in the payroll team have access and editing rights to the Creditor Masterfile which are beyond the person's designated role and responsibility.	12 October 2023	We were advised that user access permissions have been amended. We will review the change as part of the audit this year and advise Council accordingly.

## INTERNAL CONTROL ASSESSMENT *CONTINUED*

RISK CATEGORY/ BUSINESS CYCLE	RISK ASSESSMENT	DESCRIPTION OF THE MATTER	DATE PREVIOUSLY COMMUNICATED	CURRENT STATUS
Assets - Debtors	<b>Moderate</b>	It was noted from our testing that one Council staff members who works in the Accounts Receivable team can issue and subsequently reconcile receipt of the same invoices.	12 October 2023	We were advised that as Council has a small number of staff in Finance team, segregation of duties in this area is challenging. A number of mitigating controls however have been identified to partially address the risk. We will continue to monitor and report to Council accordingly.
Revenue - Grants	<b>Moderate</b>	It is noted from our testing, that though Council maintains a grant register it does not contain sufficient detail or information to facilitate an efficient review of budget vs funding agreement as well as compliance with the relevant funding conditions.	12 October 2023	We were advised that the template recommended by BDO has been populated to improve record keeping process with outstanding documentation to be reviewed quarterly and follow-up action to be undertaken where appropriate.  We will visit the issue as part of the audit this year and report to Council accordingly.

# MATERIALITY

Materiality means, in the context of an audit, if financial information is omitted, misstated or not disclosed it has the potential to (adversely) affect the decisions of users of the financial report. Materiality is used by auditors in making judgements on the amount of work to be performed, which balances require work and for evaluating the effect of misstatements. Materiality is initially calculated at the planning stage and re-assessed prior to providing our opinion.

During the course of our audit we may identify misstatements and these will be reported to you at the conclusion of our work based on our assessment of materiality at that stage (this may have been updated from the materiality calculated at the planning stage). It should be noted that the auditing standards do not require us to communicate misstatements that are considered 'clearly trivial' and as such, if we identify such misstatements we will not communicate these to you.

We determine materiality by considering a range of both qualitative and quantitative factors when applying our professional judgement.

Our engagement materiality for the 30 June 2024 audit is based on 1.8% forecasted total assets. Our estimated materiality levels are set in the table below:

<b>ENGAEMENT MATERIALITY</b>	\$8,900,000
<b>SPECIFIC MATERIALITY</b>	\$950,000
<b>CLEARLY TRIVIAL THRESHOLD</b>	\$47,500

Specific materiality will be applied to the financial statement areas that are related to operating activities, whereas engagement materiality will be applied to financial statement areas of capital expense nature. Specific materiality is set at 1.8% of Council's total expenditure for the year.

The planning materiality has been calculated based on Council's budgeted results and financial position for the year ended 30 June 2024. These will be revisited and amended accordingly based on final trial balance provided to us for audit.





# TIMELINE

## AUDIT MILESTONES

We recognise that regular, timely communication with management and the Audit Committee is critical to maintaining an effective and transparent relationship. Our audit process operates throughout the year so that we can respond to issues as they arise and maintain close communication, with management and the Audit Committee, as the audit cycle progresses.

We have set out below the timing of significant milestones to include on-site visits, key meeting dates and reporting deadlines with respect to the completion of the audit.

MILESTONE	RESPONSIBILITY	DATE
Planning meeting with management	BDO & management	Completed
Annual audit plan issued, updating Audit Committee on prior year finding's progress	BDO & management	February 2024
Audit Committee meeting and discussion of Annual audit plan	BDO & management	April 2024
BDO Portal requested items completed	Management	By 3 May 2024
Interim audit visit commences, including internal controls and transactional testing; follow-up on the prior year's internal control deficiencies	BDO & management	The week commencing 6 May 2024
Submission of interim management letter (including update on internal control audit)	BDO & management	By 3 June 2024
BDO Portal requested items completed including first copy of drafted financial statements	Management	By 13 September 2024
Final audit visit commences	BDO & management	The week commencing 16 September 2024
Close out meeting with management	BDO & management	20 September 2024
Submission of audit completion report	BDO	By 7 October 2024



## TIMELINE CONTINUED

MILESTONE	RESPONSIBILITY	DATE
Financial statements presented to Audit Committee	BDO & management & Audit Committee	21 October 2024
Chief Executive Officer and Principal Member of Council to approve and sign off Certification of Financial Statements, Certification of Auditors Independence and management representation letter	Council	October / November 2024
Issue Independent Auditor's Report and Certificate of Auditor Independence in relation to Independence	BDO	October / November 2024
Finalisation of various acquittal reports	BDO & management	TBC





## FEES

### FEES

The proposed fee for all services provided for the year ending 30 June 2024 is \$32,960. All amounts are exclusive of GST.

This fee compasses the audit of:

- ▶ Annual Financial Statements
- ▶ Internal Controls
- ▶ Roads to Recovery Chief Executive Officer's Financial Statement
- ▶ LGAWCS Actual Wages Declaration

Any additional acquittal audits will be charged at \$515 each if they are conducted at the time of the audit or \$1,030 each if undertaken outside of the audit fieldwork (all amounts GST exclusive).

### ASSUMPTIONS

This is a fee estimate only and not a fixed price fee arrangement. We invoice the actual costs to complete the audit. Any reasonable out of pocket expense are charged to you as disbursements when incurred. Our estimate is based on our understanding of your current operations and the required scope of the audit. If these alter, the fee estimate will need to be revised.

Our estimated fees do not include any advice or assistance that may be given in respect of accounting issues. Whilst brief ad hoc information provided in the course of our audit is generally included in our proposed fee, formal advice, assistance with complex issues or meetings to discuss these issues falls outside the scope of our proposed fee. Fees for assistance provided will be negotiated prior to services being performed.

In addition, we will disburse to you a technology levy as a percentage of our fees to cover software licensing, data storage and usage costs.

### ASSISTANCE REQUIRED

In order to keep our time and costs to a minimum, we appreciate your assistance with the following:

- ▶ Ensure you have documented your policies and procedures surrounding your business processes, from initiation and processing through to recording and reporting, of transactions, account balances and disclosures. Including how your IT systems and applications are being used in this process
- ▶ Preparing position papers for all key judgements and estimates, using your experts and specialists as required
- ▶ Management providing all deliverables in line with the agreed timetable
- ▶ Assistance from your staff with supporting documentation and explanations during the audit process
- ▶ Disclosure by your staff of all information relevant to the engagement in a timely manner
- ▶ Prior to the commencement of the audit, we will provide you with an audit preparation package through the BDO Portal, refer above for BDO Portal due dates.

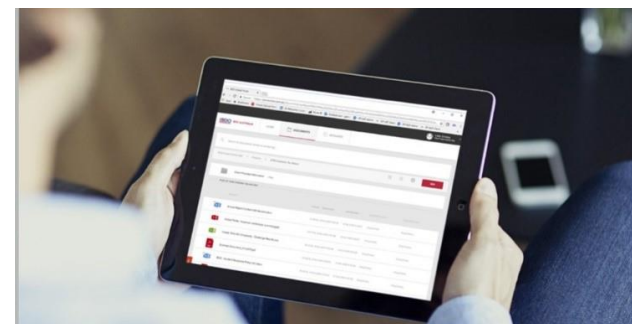
# BDO'S GLOBAL PORTAL

## BDO'S CLIENT PORTAL

To enhance our communication and to reduce any potential expectation gaps, we will continue to use the BDO Global Portal ('portal').

In addition to facilitating the secure exchange of information, the use of the portal assists with project management and provides a live view of progress to both BDO and Adelaide Hills Council.

We will consult with you about how you would like us to communicate during the engagement, and the frequency of our status updates. In addition, whether it is to provide ad-hoc support, brainstorm ideas, or discuss any aspect of our services, the portal can assist. The key features of the portal are illustrated below:



### ONLINE CLIENT COLLABORATION

- ▶ Upload information and documentation in one secure place
- ▶ Track actions and milestones for BDO and client responsibilities.



### A FLEXIBLE, SECURE PLATFORM WITH LOCAL CUSTOMISATION

- ▶ Security - permission and access can be set at a project level for different users such as your staff or our BDO teams
- ▶ You can receive a daily or weekly digest, summarising all activity that has occurred on the portal
- ▶ View document audit trails, reducing the risk of email misdirection.



### DIGITISED PAPERWORK AND WORKFLOW

- ▶ Approve and sign documents all within the portal, allowing for better transparency and speedier project progress
- ▶ Set dates with calendar reminders for when BDO requires certain documentation or information to be uploaded or completed
- ▶ Assign tasks to specific users
- ▶ Portal supports multiple document types and views.

# BDO ADVANTAGE

## BDO ADVANTAGE: OUR INNOVATIVE AUDIT TECHNOLOGY PLATFORM

Today's business, regardless of industry or location, becomes increasingly digital-centric. Companies accumulate a great amount of data in their systems, but data becomes valuable only if we present and analyse them in such a way that they actually bring benefits. Today, we can do this effectively with **BDO Advantage**.

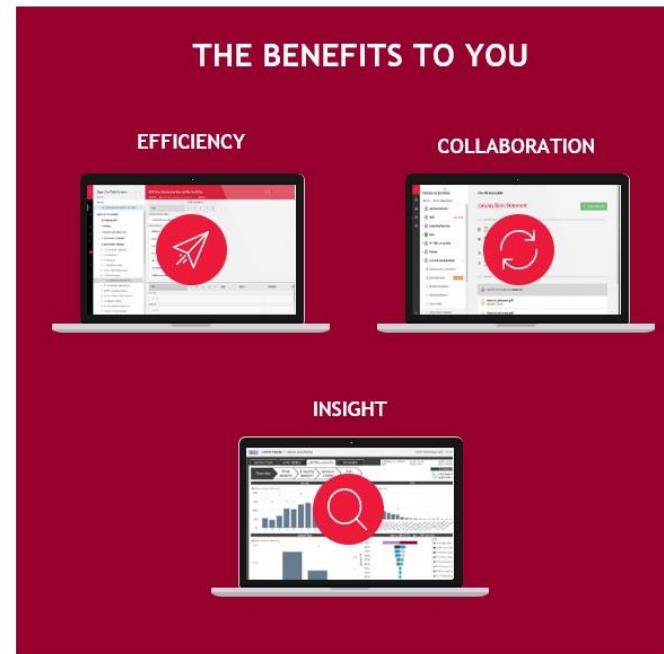
Our new suite of Data Analytics tools (BDO Advantage) enables us to enhance our audit approach through the extraction and analysis of data, to provide assurance for our audit and valuable insights for your business - allowing you to quickly address anomalies and make better decisions.

### BENEFITS TO YOU

- ▶ **Audit quality** - Audit Data Analytics (ADAs) are engineered to identify risk areas requiring attention more rapidly. Conversely, areas requiring less attention are similarly identified using consistent visualisations derived from underlying data, providing a more effective audit and enhanced audit quality
- ▶ **Reduced reliance on sampling** - ADAs and the supporting methodology focuses our attention on notable items indicating higher risk of material misstatement within a population, allowing for targeted efforts to be directed to those items meriting the most attention. Entire populations do not ordinarily require significant amounts of traditional sampling. Rather, efforts are directed to tests of transactions indicative of higher risk, while simultaneously reducing efforts on those that do not indicate risk
- ▶ **More meaningful audits** - As we perform less sampling on entire populations and focus our efforts on outliers and unusual patterns within your datasets in consistent models, we will increasingly focus our energy on performing more meaningful and interesting work.

### THE FUTURE

BDO is committed to innovation. As a firm, we are increasingly investing in building and implementing digital tools as part of the BDO Digital Audit Suite, to make the audits we deliver more efficient and insightful for you. As the BDO Digital Audit Suite evolves, we will apply these tools as part of your audit, where we believe they will deliver benefits to you as our client.



# APPENDIX 1 CLIMATE REPORTING

## DRAFT LEGISLATION TO MANDATE CLIMATE REPORTING IN AUSTRALIA

On 12<sup>th</sup> January 2024 the Australian Government released draft legislation for significant reforms establishing Australia’s climate risk disclosure framework.

The draft legislation amends the *Australian Securities and Investment Commission Act 2001* and the *Corporations Act 2001* to introduce mandated climate-related financial disclosures in a separate sustainability report, as part of some entities’ annual reports.

On 27 March 2024, the Australian Government followed its promise to mandate climate reporting in Australia by introducing the Treasury Laws Amendment (Financial Market Infrastructure and Other Measures) Bill (Bill) into Parliament.

Entities will also be required to obtain an assurance report over the sustainability report from their financial statement auditors.

It is proposed that annual financial reports will consist of:

1. Annual financial report
2. Annual sustainability report
3. Directors’ Report
4. Auditor’s Report

Consequently, the standard setters have accelerated the proposed actions for mandatory climate related disclosures within financial reports and will now be based on **Group Size** rather than entity type, which now includes proprietary companies.

Disclosures will be phased into 3 groups over a 4-year period and one of the criteria will be **Size** (refer to table). If you are a National Greenhouse and Energy Reporting (NGER) reporter or manage \$5 billion of assets (asset owner column), this will also trigger the reporting requirements.

Refer to the table as to when your entity will likely be impacted:

First annual reporting periods starting on or after	Large entities and their controlled entities meeting at least two of three criteria:			National Greenhouse and Energy Reporting (NGER) Reporters	Asset Owners
	Consolidated revenue	EOFY consolidated gross assets	EOFY employees		
1 July 2025 Group 1	\$500 million or more	\$1 billion or more	500 or more	Above NGER publication threshold	N/A
1 July 2026 Group 2	\$200 million or more	\$500 million or more	250 or more	All other NGER reporters	\$5 billion assets under management or more
1 July 2027 Group 3	\$50 million or more	\$25 million or more	100 or more	N/A	N/A

## WHO WILL BE EXCLUDED FROM MANDATORY REPORTING?

- ▶ Small and medium businesses below the relevant size thresholds will be exempt;
- ▶ Entities that are exempt from lodging financial reports under Chapter 2M of the *Corporations Act 2001*, including:
  - Where exemptions have been made through the ASIC class orders; or
  - Where the entity is registered with the Australian Charities and Not-for profits Commission (ACNC).

For further information regarding climate reporting, refer to our BDO’s website link <https://www.bdo.com.au/en-au/insights/esg-sustainability/draft-legislation-to-mandate-climate-reporting-in-australia> or please contact your audit engagement partner in the first instance.



## APPENDIX 2 OTHER COMMUNICATION

### ETHICS AND INDEPENDENCE

In conducting our audit, we are required to comply with the independence requirements of the Local Government Act 1999, the Local Government (Financial Management) Regulation 2011 and Part 4A of APES 110 Code of Ethics for Professional Accountants (including Independence Standards)

We obtain independence declarations from all staff engaged in the audit. We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

Should any independence matters arise, we will bring them to your immediate attention.

For the comfort of those charged with governance, we note that the following processes assist in maintaining our independence:

- ▶ Restrictions on BDO employees having financial interests in audit clients
- ▶ No other work is permitted to be undertaken by any BDO division or office without the express approval of the engagement director/partner
- ▶ Services including valuation and similar services are specifically prohibited to be provided by any other BDO office to you
- ▶ All services performed by any BDO division or office have been reported below.

BDO has not provided any other services during the year to Adelaide Hills Council.

### COMMUNICATIONS WITH THOSE CHARGED WITH GOVERNANCE

To enhance our communication and to reduce any potential expectation gaps with clients, BDO has adopted a structured reporting system. We will communicate with the Audit Committee and management through various means. This includes but is not limited to:

- ▶ This audit plan
- ▶ Management letter after our interim audit visit
- ▶ The BDO Client Portal
- ▶ An audit completion report at the conclusion of the audit
- ▶ The audit report.



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We have prepared this report solely for the use of Adelaide Hills Council. As you know, this report forms part of a continuing dialogue between the company and us and, therefore, it is not intended to include every matter, whether large or small, that has come to our attention. For this reason we believe that it would be inappropriate for this report to be made available to third parties and, if such a third party were to obtain a copy of this report without prior consent, we would not accept any responsibility for any reliance they may place on it.

BDO Audit Pty Ltd ABN 33 134 022 870 is a member of a national association of independent entities which are all members of BDO Australia Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Audit Pty Ltd and BDO Australia Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation.

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## **Appendix 2**

*2023-24 Terms of Engagement Letter - Audit*

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Tel: +61 8 7324 6000  
Fax: +61 8 7324 6111  
www.bdo.com.au

BDO Centre  
Level 7, 420 King William Street  
Adelaide SA 5000  
GPO Box 2018 Adelaide SA 5001  
Australia

Cr Malcolm Herrmann  
Presiding Member, Audit Committee  
Adelaide Hills Council  
PO Box 44  
WOODSIDE SA 5244

2 April 2024

Dear Cr Herrmann

#### TERMS OF ENGAGEMENT - AUDIT

The purpose of this letter is to set out the basis on which BDO Audit Pty Ltd (BDO) acts as auditors of Adelaide Hills Council (the Council) and the respective areas of responsibility of the Council's officers and of BDO.

#### Audit of the financial report

The objective and scope of the audit

You have requested that we audit the financial report of Adelaide Hills Council which comprises the statement of financial position as at 30 June 2024, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements including a summary of significant accounting policies, and the certification of the financial statements.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit 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 auditor's 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 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.

The responsibilities of the auditor

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:



- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

The responsibilities of management and identification of the applicable financial reporting framework

Our audit will be conducted on the basis that the Council's officers acknowledge and understand that they have responsibility:

- a) For the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011* made under the Act and Australian Accounting Standards
- b) For such internal control as the Council's officers determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error and
- c) To provide us with:
  - i. Access to all information of which the Council's officers and management are aware that is relevant to the preparation of the financial report whether obtained from within or outside of the general and subsidiary ledgers, such as records, documentation and other matters including access to information relevant to disclosures;
  - ii. Additional information that we may request from the directors and management for the purpose of the audit; and

- iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
- d) To inform us of any documents that you expect to issue that may comprise other information;
  - i. If the other information is provided prior to the auditor's report date; the financial report and any other information obtained prior to the date of the auditor's report will be consistent with one another, and the other information will not contain any material misstatements;
  - ii. If the other information is not provided prior to the auditor's report date; to provide and/or issue such other information that will enable us to complete our required procedures.

As part of our audit process, we will request from management and where appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We look forward to full cooperation from your staff during our audit.

### Other requirements

The Council's officers will inform us of any material event occurring between the date of our report and the date of issue of the financial report, which may affect the financial report.

### Expected form and content of the auditor's report

We have included an example audit report in Appendix 1 to this letter, which reflects the form and content of the auditor's report, in the circumstance where the auditor has concluded that an unmodified opinion is appropriate based on the audit evidence obtained, including the reporting on other information. The form and content of our report may vary from the example in light of our audit findings.

### Fees

Our audit fees are detailed in the annual audit plan.

Our fees are based on our understanding of your current operations and the required scope of the engagement. If these alter, the estimated fee will need to be revised. If you do not agree with our revised fee estimate, you may terminate this agreement. You will be required to pay us for services rendered up to the date of termination.

Our fees do not include any advice or assistance that may be given in respect of accounting issues. Whilst brief ad hoc advice provided in the course of our engagement is generally included in our proposed fee, formal advice, assistance with complex issues or meetings to discuss these issues which necessitate increased professional time fall outside the scope of this engagement and the estimated fee. Fees for any assistance provided outside the scope of this engagement will be negotiated and agreed prior to the services being performed.

Our fees assume that all engagement schedules and reports will be available upon commencement of the engagement and that the financial report will be prepared by your staff. If schedules and reports are not provided within the agreed timetable, additional costs may be incurred and charged to you.

Should these assumptions not remain valid, we will inform you prior to the occurrence of additional costs.

In addition, we will disburse to you a technology levy as a percentage (3%) of our fees to cover software licencing, data storage and usage costs.

## Other matters under the Local Government Act 1999

### Independence

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the *Local Government Act 1999* in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements of the *Local Government Act 1999*, we shall notify you on a timely basis. As part of our audit process, we shall also provide you with a written independence declaration as required by the *Local Government Act 1999*.

### Enquiries from oversight bodies

The Council's officers shall notify BDO of any enquiries, such as financial reporting surveillance enquiries, from any oversight body that relate to the audit engagement as soon as practicable.

### Presentation of the audited financial report on the internet

If you intend to electronically present the audited financial report and auditor's report on your web site or any other digital media, the security and controls over information on the relevant web site shall be addressed by the entity to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the entity's web site is beyond the scope of the audit of the financial report. Responsibility for the electronic presentation of the financial report on the entity's web site is that of the governing body of the entity.

### Terms of trade

The terms of this engagement are per the Professional Services Agreement for External Audit Services, Contract Number 2022-23-40.

Yours faithfully

BDO Audit Pty Ltd



Linh Dao  
Director



EXAMPLE INDEPENDENT AUDITOR'S REPORT  
TO THE PRINCIPAL MEMBER OF THE ADELAIDE HILLS COUNCIL

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Adelaide Hills Council and its subsidiaries (the Council), which comprises the statement of financial position as at 30 June 2024, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies and the certification of the financial statements.

In our opinion the accompanying financial report of Adelaide Hills Council presents fairly, in all material respects, the Council's financial position as at 30 June 2024, and its financial performance and its cash flows for the year ended on that date in accordance with Australian Accounting Standards, the *Local Government Act 1999*, and the *Local Government (Financial Management) Regulations 2011*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Company in accordance with the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (including Independence Standards)* (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.

We confirm that the independence declaration required by the *Local Government Act 1999*, which has been given to the Council, would be in the same terms if given to the Council as at the time of this auditor's report.

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

Other information

Management is responsible for the other information. The other information obtained at the date of this auditor's report is information included in the X report, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



## Responsibilities of the Council's Officers for the Financial Report

The Council's officers are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as the Council's officers determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Council's officers are responsible for assessing the Council'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 the Council's officers either intend to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

## Auditor's responsibilities 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 auditor's 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.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

This description forms part of our auditor's report.

BDO Audit Pty Ltd

Linh Dao  
Director

Adelaide, XX Month 2024

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# **Appendix 3**

*2023-24 Assurance Engagements on Controls*

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Tel: +61 8 7324 6000  
Fax: +61 8 7324 6111  
www.bdo.com.au

BDO Centre  
Level 7, 420 King William Street  
Adelaide SA 5000  
GPO Box 2018 Adelaide SA 5001  
Australia

Ms Cr Malcolm Herrmann  
Adelaide Hills Council  
PO Box 44  
WOODSIDE SA 5244

2 April 2024

Dear Cr Herrmann

## ASSURANCE ENGAGEMENTS ON CONTROLS

### Design and Operating Effectiveness of Controls

You have requested that we undertake a reasonable assurance engagement on the design of controls established by Adelaide Hills Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, and the operating effectiveness of these controls throughout the period 1 July 2023 to 30 June 2024 in accordance with the requirements of the *Local Government Act 1999*. The control objectives to be addressed are specified by legislation, which are that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities are conducted properly and in accordance with law.

We are pleased to confirm our acceptance and our understanding of this reasonable assurance engagement by means of this letter. Our assurance engagement will be conducted with the objective of expressing an opinion on the suitability of the design of controls within Adelaide Hills Council's systems to achieve the stated control objectives, and the operating effectiveness of those controls throughout the period.

### Responsibilities of the assurance practitioner

We will conduct our assurance engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls*. That standard requires that we comply with ethical requirements applicable to assurance engagements and plan and perform procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives, and the controls operated effectively throughout the period. An assurance engagement involves performing procedures to obtain evidence about the design, description and operating effectiveness of controls.

The procedures selected depend on the assurance practitioner's professional judgement, including the assessment of the risks of material deficiencies in the design or deviations in the operating effectiveness of the controls.

Because of the inherent limitations of an assurance engagement, together with the inherent limitations of any system of controls there is an unavoidable risk that some deficiencies in the design or deviations in the operating effectiveness of controls may not be detected, even though the engagement is properly planned and performed in accordance with Standards on Assurance Engagements.

The responsibilities of management and identification of the applicable control framework

Our assurance engagement will be conducted on the basis that management acknowledges and understands that they have responsibility:

- a) That throughout the period, in all material respects, and based on suitable criteria:
  - i. The controls within Adelaide Hills Council's system were suitably designed to achieve the identified control objectives; and
  - ii. The controls operated effectively to achieve the control objectives;
- b) For the identification of suitable control objectives which are specified by law in relation to the system;
- c) For the identification of risks that threaten achievement of the control objectives identified;
- d) For design of the system, comprising controls which will mitigate those risks so that those risks will not prevent achievement of the identified control objectives and therefore that the control objectives will be achieved;
- e) For operation of the controls as designed throughout the period;
- f) To provide us with:
  - i. Access to all information of which those charged with governance and management are aware that is relevant to the description of the system and design and operation of the controls within that system;
  - ii. Additional information that we may request from those charged with governance and management for the purposes of this assurance engagement; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

As part of our engagement, we will request from management written confirmation concerning representations made to us in connection with the engagement.

#### Assurance Approach

We will examine and evaluate the controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities.

Due to the complex nature of internal control, our assurance procedures will not encompass all individual controls at Adelaide Hills Council, but will be restricted to an examination of those controls reported which achieve the control objectives specified by legislation.

#### Assurance Procedures

Our assurance procedures will include:

- a) Obtaining an understanding of the control environment of Adelaide Hills Council relevant to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
- b) Evaluating the design of specific controls by:
  - i. Assessing the risks that threaten achievement of the control objectives; and





- ii. Evaluating whether the controls described are capable of addressing those risks and achieving the related control objectives;
- c) Making enquiries, inspecting documents, conducting walk throughs and re-performance of controls to ascertain whether the degree of compliance with controls is sufficient to achieve their control objectives throughout the period.

#### Assurance Report

The format of the report will be in accordance with ASAE 3150 with respect to reasonable assurance engagements. An example of the proposed report is contained in the appendix to this letter.

Our opinion will be phrased in terms of the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls as designed.

#### Material Deficiencies in Design or Deviations in Operating Effectiveness of Controls

We will issue an assurance report without modification, to provide a reasonable assurance conclusion on the controls relevant to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities where our procedures do not identify a material deficiency in the design of controls necessary to achieve the control objectives, or deviation in the operating effectiveness of controls as designed. For this purpose, a material deviation, misstatement or deficiency exists when:

- a) The controls as designed or the degree of compliance with them will not or may not achieve the control objectives in all material respects; and
- b) Knowledge of that deficiency or deviation would be material to users of the assurance report.

If our assurance engagement identifies that there are material deficiencies in the design or deviations in the operating effectiveness of controls during the period covered by the report, such deficiencies or deviations will be disclosed in our report even if they were corrected prior to the end of the reporting period. However, our report will indicate that such deviations were corrected if that is the case. If any material deficiencies or deviations disclosed in our report have been corrected subsequent to this period (or are in the process of being corrected), we will refer to this in our report.

Although the primary purpose of our assurance engagement will be to enable us to issue the above described report, we may also provide you with a letter containing recommendations for strengthening controls if such matters are observed during the process of the assurance engagement. Although issues raised may not represent deficiencies in design or deviations in operating effectiveness of the controls which are material to our conclusion, our recommendations will address areas where we believe controls could be improved.

We look forward to full cooperation from your staff during our assurance engagement.



Terms of Trade

The terms of this engagement are per the Professional Services Agreement for External Audit Services, Contract Number 2022-23-40.

Yours faithfully

BDO Audit Pty Ltd

A handwritten signature in blue ink, appearing to read 'Linh Dao', written in a cursive style.

Linh Dao  
Director

## APPENDIX 1

### DRAFT INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS OF ADELAIDE HILLS COUNCIL

#### Opinion

We have undertaken a reasonable assurance engagement on the design and the operating effectiveness of controls established by Adelaide Hills Council (the Council) in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, throughout the period 1 July 2023 to 30 June 2024 relevant to ensuring such transactions have been conducted properly and in accordance with law.

In our opinion, in all material respects:

- (a) The controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities were suitably designed to ensure such transactions have been conducted properly and in accordance with law; and
- (b) The controls operated effectively as designed throughout the period from 1 July 2023 to 30 June 2024.

#### Basis for opinion

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls* issued by the Auditing and Assurance Standards Board.

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

The Council's responsibilities for the internal controls

The Council is responsible for:

- a) The receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities;
- b) Identifying the control objectives
- c) Identifying the risks that threaten achievement of the control objectives
- d) Designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives; and
- e) Operating effectively the controls as designed throughout the period.

#### Our independence and quality control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.



#### Assurance practitioner's responsibilities

Our responsibility is to express an opinion, in all material respects, on the suitability of the design to achieve the control objectives and the operating effectiveness of controls established by Council in relation to financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities. ASAE 3150 requires that we plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives and the controls operated effectively throughout the period.

An assurance engagement to report on the design and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed or the controls did not operate effectively. Our procedures included testing the operating effectiveness of those controls that we consider necessary to achieve the control objectives identified. An assurance engagement of this type also includes evaluating the suitability of the control objectives.

#### Limitations of controls

Because of the inherent limitations of an assurance engagement, together with any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved and so fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on operating effectiveness of controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

BDO Audit Pty Ltd

Linh Dao  
Director

Adelaide, XX Month 2024

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# **Appendix 4**

*Q3 2023-24 Quarterly Council Performance Report*

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# Quarterly Council Performance Report

Quarter 3 – 1 January to 31 March 2024

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DRAFT

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# 1. Executive Summary

Strategic Goal	Performance Indicators	Annual Business Plan Strategic Initiatives
 <b>Built Environment</b>	 0 of 3 Targets met or exceeded	 In Progress (23) Completed (3) Not Started (1) Behind Schedule (2) Cancelled (1)
 <b>Community Wellbeing</b>	 1 of 2 Targets met or exceeded	 In Progress (8) Completed (1)
 <b>Economy</b>	 3 of 3 Targets met, N/A or exceeded	 In Progress (1) Completed (1)
 <b>Natural Environment</b>	 3 of 3 Targets met, N/A or exceeded	 In Progress (6)
 <b>Organisation</b>	 3 of 6 Targets met, N/A or exceeded	 In Progress (5) Deferred (1)

## Customer Service Standards

-  **9** Targets met or exceeded
-  **7** N/A or No Incidents reported
-  **1** Target not met

1 target fell just below its 80% threshold (76% result). Overall improvement over Q2 which had 2 targets not met.

## Capital Performance

- \$5.1m** of infrastructure delivered
- \$6.8m** of works ordered

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

## Highlights

- After almost 10 years in development, the Coolamon Sculpture was officially unveiled at Federation Park, Gumeracha by Deputy Mayor Nathan Daniell.
- Implementation of the new Customer Relationship Management System commenced in February which included vendor workshops and the first steps in planning and designing the technical transition journey and customer experience tools – such as mock up of the Customer portal.
- Council supported the Woodforde community to hold a community picnic in March with 30 attendees. The community were proud of this event and connections they made. They are now looking to establish an ongoing community group with the mentorship of the Morialta Residents Association.
- The first steps in representation review have commenced by appointing CL Rowe and Associates to conduct the review. The review is a legislative requirement which purpose is to determine if the community would benefit from an alteration to the current ward structure. A key factor in this year's review will be the new requirement that Councils have a maximum of 13 elected members and may be scaled based on the size of a Council.
- \$2.6 million in State and Federal Government funding has been secured for the next stage of the Amy Gillett bikeway, extending it from its current end point in Mount Torrens at Oval Road, and taking it through to the intersection with Onkaparinga Valley Road in Birdwood. This adds around six kilometres to its overall length.

# 2. Adelaide Hills Council Major Projects

## Kerbside bin system collection frequency change and rural FOGO trial

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

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

### Latest News

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



## FABRIK Development

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

### Latest News

Works are progressing well in spite of delays in materials and lack of available trades, including the prolonged timeframe for scheduling of the replacement SAPN transformer.

Key activities during the quarter include:

- Installation of windows, auto doors, IT cabinet and ceiling in the pavilion
- Internal painting completed in the pavilion and in buildings 14 and 20.
- Installed cabinetry and bathroom and kitchen fittings in Building 14
- Floor removed in building 14 after discovery of timber rot and replacement timbers have been sourced
- Repointing completed and concrete pavement replaced on external of building 21
- Skybridge installed and walkway form work scheduled for installation to enable engineers inspection prior to concreting
- Installation of HVAC system, glass entry, auto doors, lower level stair cases, IT cabling and cabinetry in building 20





## Electric vehicles and charging stations

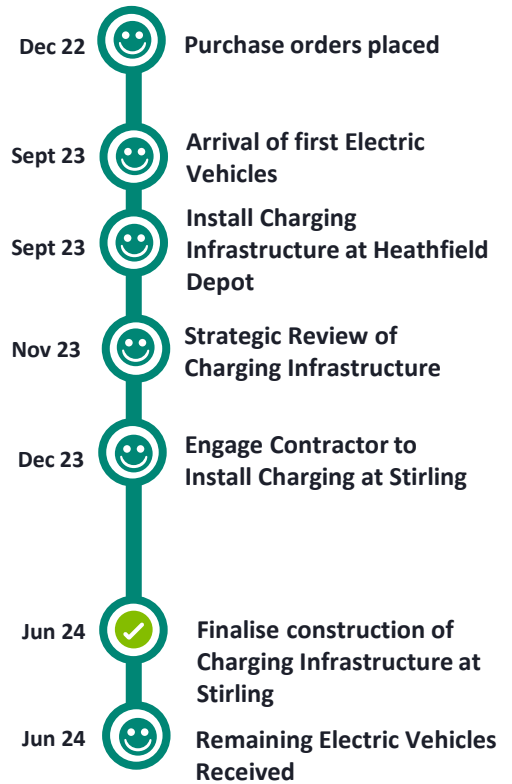
Funding has been provided to enable the purchase of approximately 12 electric vehicles (EV) during 2023-24 as well as installation of the supporting charging infrastructure.

### Latest News

All Electric Vehicles (14 in total) have been delivered.

Small EV chargers have been installed at the Woodside Office and the Garrod Office.

The tender has been let for the installation of 5 EV chargers at the Stirling Office. Following successful tender award, it is anticipated that the EV chargers will be installed during April 2024, but will not be operational until the Main Switchboard has been upgraded potentially in June.



## Implement activities from “Our Watch Toolkit for Local Government”

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

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

### Latest News

With expert support from the Our Watch Institute (OWI), we have commenced the Gender Equity Audit process, which involves a Workplace Equality & Respect Employee Survey planned for April 2024; Workplace Gender Equality Data Analysis which is currently in progress; and focus group meetings

Staff members attended the 'Lessons in Disaster' Training in March, which was delivered by Gender and Disaster Australia. This training increased our capacity to identify, respond to and prevent the harmful impacts of gendered expectations in disaster.



# Towards Community Led Emergency Resilience Program (TCLERP)

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

The program has several areas of focus including:

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

## Latest News

- The Bushfire Mitigation Strategy - developed by the Landscape Management Project Officer in the Community Resilience Team, was endorsed by Council on the 26th March.
- Preparation for the inaugural South Australian Disability Inclusive Emergency Planning forum to be held in the Adelaide Hills has been completed
- Work is progressing on website updates, however has not yet been completed as planned to allow prioritisation of the work on the Disability Inclusive Emergency Planning forum.
- In collaboration with the Queensland Disability Network , we facilitated the P-CEP Peer Leadership Program with local communities to help enhance their skills
- The majority of successful community applicants for Recovery Ready Halls funding have completed and acquitted their Recovery Ready projects
- Community Resilience Officers continue to co-present at community information sessions in partnership with the CFS, including a preparedness breakfast for children and families at Basket Range
- The Towards Community Led Emergency Preparedness project has been announced as a finalist in the LG Professionals Excellence in Emergency Management Award.



# 3. Performance by Strategic Goal

## A functional Built Environment

### Highlights

- ✔ **Disability Discrimination Act (DDA) Upgrades Minor - Access upgrades region wide for compliance**
  - The construction plans for the improved DDA access to The Summit Community Centre were received in March and a request for quote has been sent out.
  - Works expected to commence in mid-May 2024 if quote is process is successful.
- ✔ **Cemeteries Upgrades**
  - Planning underway for the official opening of the Natural Burial Ground at Kersbrook Cemetery.
  - New signage to be installed at Kersbrook Cemetery
  - Stirling Cemetery Expansion Project is progressing. Availability of contractors to complete works continues to be a challenge
- ✔ **Installation of further Electric Vehicle charging stations**
  - Small EV chargers have been installed at the Woodside Office and the Garrod Office.
  - The tender has been let for the installation of 5 EV chargers at the Stirling Office. The EV chargers will installed in the week of the 8-12 April 2024 but will not be operational until the Main Switchboard has been upgraded. this is likely to happen in June.
- ✔ **Next Step planning for Adelaide Hills War Memorial Swimming Centre, Woodside**
  - Feasibility study was presented to Council in Feb 2024
- ✔ **Place making and community planning**
  - Supported a Woodforde community group to host a community picnic in March which had 30 attendees. The community were proud of this event and connections they made. They are now looking to establish an ongoing community group with the mentorship of the Morialta Residents Association.
  - A sustainable and strategic framework for supporting all community groups in the hills is being considered in light of competing priorities.
  - Planning underway for a community forum on 30 April for residents of Teringie, Rostrevor and Woodforde.
- ✔ **Carbon Management Plan - Energy upgrades, Battery & Efficiency Actions**
  - Tender process on changing LED lighting for 35 facilities is currently underway.
- ✔ **Building Upgrades – minor**
  - The addition at the Uraidla red shed has been completed.
- ✔ **New Dog and Cat Facility**
  - The Cat holding facility is now in place and Council is waiting on cat housing to be delivered.
  - Dog holding is to be expanded by mid April to allow Council to hold dogs for longer periods with enrichment.

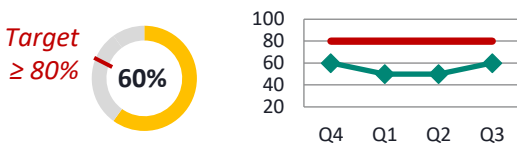
## Risks & Challenges

- ✘ **Feasibility studies for future projects**
  - No feasibility studies are expected to require expenditure during this financial year therefore the project has been marked as cancelled.
- ✘ **Review the Carbon Management Plan**
  - The meeting with Green Industries SA was undertaken in February 2024 and the RFQ on the review of the CCMP and the new plan was released. A consultant has now been engaged and a Council Workshop planned for the 16 April 2024.
  - Delays during the process mean the Final Plan will be completed in December 2024 after a community consultation process in Oct/Nov 2024
- ✘ **Houghton Recreation Grounds Facility Contribution**
  - The Houghton, Hermitage, Inglewood and Paracombe Memorial Park Committee’s application to the Office for Recreation, Sport and Racing for the Houghton Hub project was unsuccessful. Staff are currently working with stakeholders to understand next steps for the project.

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

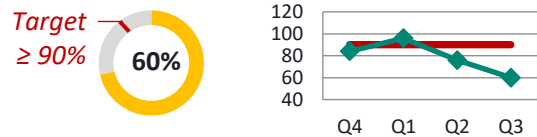
## Performance Indicators

### Operational tasks completed within the Civil Zone Maintenance Program



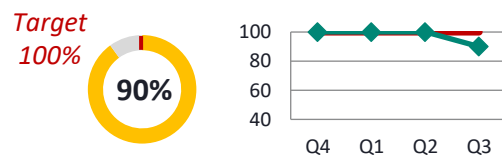
Due to a reduction in labour resources, overall number of work crews has been reduced by combining teams to ensure each team is adequately staffed and working efficiently. Current priorities are on high risk and/or reactive tasks rather than planned maintenance. Aggressive recruitment is underway to try and fill these vacancies, as well as actively backfilling vacancies with labour hire when available. 2 positions have recently been filled and 5 are currently recruiting. Short term labour hire staff have assisted in improving this operating result.

### Delivery of capital works program



Target year to date budget vs year to date actuals not met due to delay in major renewal and upgrade projects at Montacute rd bridge, Warren rd Blackspot, Tiers Rd and Croft Rd. These projects are on track for completion or significant commencement at end of Q4

### Compliance inspections completed within 10 business days of development completion notification



31 Development Completion notifications were received in Quarter 3 with 90% of inspections undertaken within 10 business days of receipt of notification. The three that were outside of the 10 days were over the Christmas holiday period and home owners were unavailable for inspections..

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

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
B1003	New Bus Shelter Installation Program	✓
B1004	New and upgraded footpaths	✓
B1007	Recreation Trails & Cycling Routes Framework Implementation	✓
B1008	Amy Gillett Bikeway contribution (Stage 4)	✓
B1009	DDA Upgrades Minor access upgrades region wide (compliance)	✓
B2008	Local Heritage (Privately Owned) Planning and Design Code Amendment	✓
B2009	Place making and community planning	✓
B3002	Implement irrigation systems (renewal / upgrades)	😊
B3003	Investigate and Implement central irrigation control system (region wide)	✓
B3004	Prepare turf and irrigation design/management plans for key bore water use areas	✓
B3005	Carbon Management Plan - Energy upgrades, Battery & Efficiency Actions	✓
B3011	Carbon Offsets Policy	😊
B3014	Review the Corporate Carbon Management Plan	✗
B4006	Asset management - Confirm Web and Connect Licences and Field Devices	✓
B4009	Building Upgrades - minor	✓
B4010	Cemeteries Upgrades	✓
B4011	CWMS Capacity Upgrades (Birdwood & Woodside gravity mains)	✓
B4014	Road Safety Program including co-contribution to Road Blackspot	✓
B4015	Installation of further Electric Vehicle charging stations	✓
B4016	Purchase of Electric Vehicles cars for fleet	✓
B4042	Operational worksite review including forward planning	✓
B4043	Hamilton Hill - Dunfield Estate & Crest Maintenance	✓
B4044	Feasibility Studies for future projects	✗
B4045	Stormwater projects	✓
B4050	Merchants Hill retaining wall	😊
B4051	Croft Road resealing	✓
B4052	Renew the fuel monitoring and delivery system	—
B4053	Next Step planning for Adelaide Hills War Memorial Swimming Centre, Woodside	✓
B4054	Houghton Recreation Grounds facility contribution	✗

## Highlights

- ✔ **Actions from adoption of Aboriginal Place naming**  
**Action plan**
  - Filmed a video with Uncle Lewis O'Brien and Uncle Ivan Copley on the naming and use of Kaurna language at Lewis Yarlupurka O'Brien Reserve Hamilton Hill. Once editing and production, the video will be shared on our website.
- ✔ **Play Space Framework Implementation**
  - Construction has commenced at Protea Reserve, Crafers and will commence towards the end of April at Sherry Park, Mylor. Both projects are on track for completion in the 24/25 financial year.
- ✔ **Cultural Development**
  - After almost 10 years in development and collaboration, the Coolamon Sculpture was officially unveiled at Federation Park, Gumeracha by Deputy Mayor Nathan Daniell.
  - The Hills Harmony Picnic in Gumeracha during March which highlighted performances from Woodside Jamz, Brazilian dancers, Persian dancers and African drummers
- ✔ **Libraries**
  - Introduced a new 'Booktok' collection at the Stirling Library thanks to a donation from the Stirling Community Op Shop. This collection has been established so customers can easily find titles that are popular and trending on TikTok.
- 😊 **Tour Down Under 2024**
  - A debrief on the 2024 event was held with Tour Down Under event management staff.
  - Hitaf Rasheed presented at a council workshop to provide an overview of the results from the 2024 event and the plans for 2025.
- ✔ **Positive Ageing**
  - January and February are traditionally quieter times for services, with activity increasing in March. This is reflected in this quarter's statistics with 1,600 hours of support in and around the home, over 4,000 hours of social support group activities in the community and 445 transport trips.

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

## Performance Indicators

✔

### Positive ageing wellbeing score

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

Target

7.2

≥ 7

Quarter	Result
Q4	~7.2
Q1	~7.2
Q2	~7.2
Q3	~7.2

Target    
  Result

The overall wellbeing score has risen to be 7.2 in the third quarter of the 23-24 year. The positive comments listed in the wellbeing report (which these statistics are gathered from) refer to people experiencing strong social connections & personally improved personal (mental) health. Where individuals had slightly lower scores, was reflected in physical pain/limitations and also social isolation.

⊖

### Number of volunteer hours contributed to AHC programs each year

Target

2893

≥ 4,800 per quarter

Quarter	Result
Q4	~3000
Q1	~3500
Q2	~3000
Q3	~2893

Target    
  Result

A total of 2893 volunteer hours have been recorded for this quarter, down from last quarter. This follows the National and International trend. Active volunteer recruitment continues via the AHC website, fortnightly ads in The Courier, Volunteering South Australia & Northern Territory website, SEEK Volunteer, as well as local advertising and word of mouth which still proves to be the best method.

Legend: ✔ = Target Met ⊖ = Target not met ≥ Greater than or equal to

## Progress on Strategic Initiatives from the Annual Business Plan

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

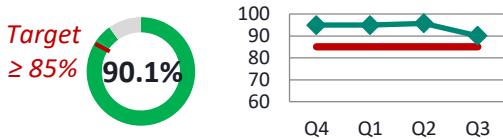
## Highlights

### ✓ Economic Development

- Transitioned our Economic Profile data mapping data tool to using the product provided by Remplan.
- Facilitated two Adelaide Hills Business Support network meetings to ensure business services to the region are coordinated and optimised
- Undertook business visits with businesses in Stirling impacted by the mall fire
- Hosted a retail fundamentals workshop for businesses in Stirling and Woodside
- Assisted Stirling Business Association with development of marketing responses to Mall Fire.

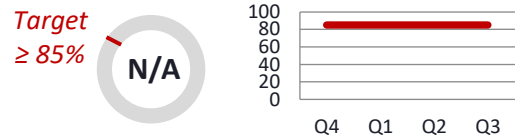
## Performance Indicators

### ✓ Percentage of planning consents completed within statutory timeframes



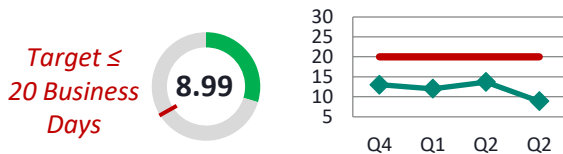
In Quarter 2 Council issued 193 Planning Decisions with an average assessment time of 15.71 business days.

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



One new Appeal against a CAP decision was lodged in Quarter 3. There are two on-going appeals from Quarter 1 yet to be determined or finalised in the Environment Resource and Development Court.

### ✓ Average number of days for building consents



In Quarter 3 Council issued 71 Building Decisions with an average assessment time of 8.99 business days. Overall 97.18% of Building Consents were issued within statutory timeframes in the Quarter.

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

## Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
E2001	Review and upgrade Council corporate signage and branding	✓
E4001	Additional Tree safety work required to support the Tour Down under	😊

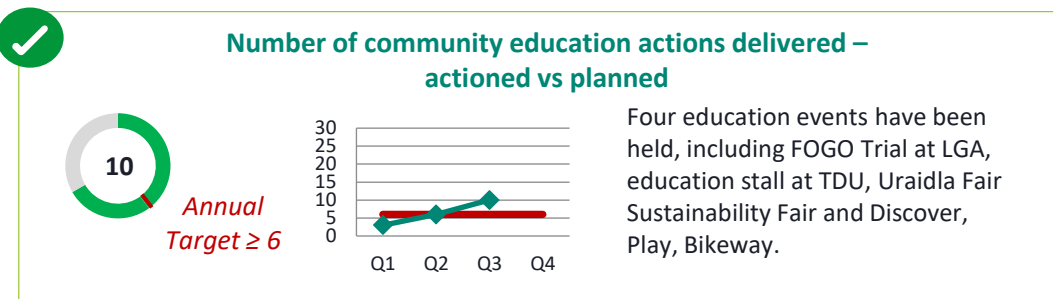
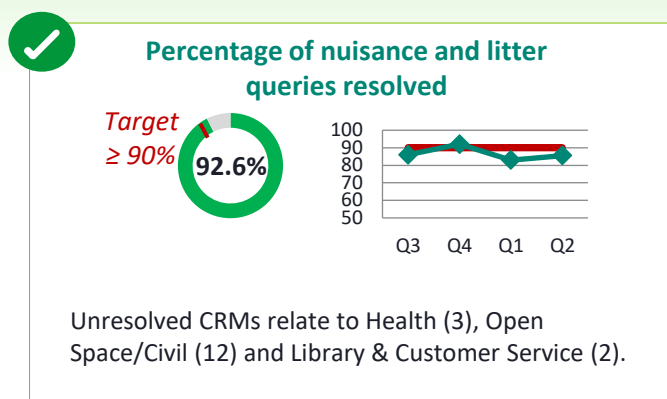
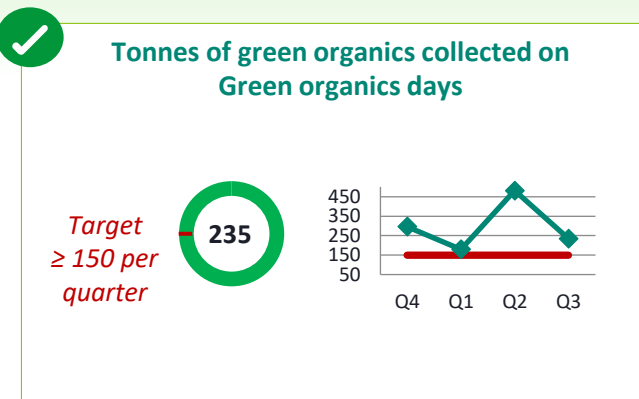


## Highlights

- ✔ **Post prescribed burn weed management**
  - Weed control undertaken by contractors at all 10 treated sites.
  - 10 new proposed sites have now been endorsed by Council Members.
- ✔ **Open Space Biodiversity**
  - Commenced the 'Virtual Wildlife Fence' trial in partnership with rescue organisation 1300 Koalaz with the aim of reducing wildlife strike at collision 'hotspots' within the Council road network.
  - Undertook rabbit biocontrol across 5 reserves - Woorabinda, Lobethal Bsuhand Park, Candlebark Reserve, Mylor oval, Mylor Parklands, The Deanery.
  - Facilitated the South Australian Feral Deer Eradication Program 2022-2023
- ✔ **Local Climate Adaptations for landscape conservation**
  - Managed the excessive woody weed infestations which are elevating the fuel levels in council reserves at Mylor Parklands and Bridgewater Recreation Ground

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

## Performance Indicators



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

## Progress on Strategic Initiatives from the Annual Business Plan

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



## Highlights

- ✔ **Representation review**
  - CL Rowe and Associates have been appointed to conduct the representation review anticipated to commence in April.
- ✔ **Strategic Plan Development**
  - Workshop was held in March with staff subject matter experts to further progress the ideas and content which will be brought back to Council in May
- ✔ **Building & swimming pool compliance inspections**
  - 81 inspections of new developments were undertaken by Council building staff of which 24 were inspections of swimming pools.
- ✔ **Customer Relationship Management (CRM) system upgrade**
  - The required contracts and licences with the vendors have been completed.
  - Implementation commenced in February with the following items completed:
    - discovery workshops with the vendor to capture key information and map out detailed project timeframes.
    - identification of request categories to configure the system
    - mockup of customer portal

## Risks and Challenges

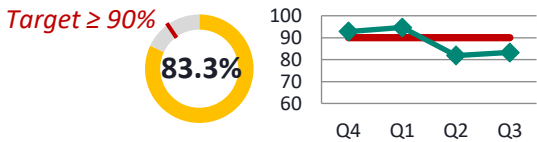
- ➔ **Diversified income study**
  - At this stage there has been limited opportunities to explore this in more detail. This has been marked as deferred and to be considered in the development of the strategic plan.



## Performance Indicators



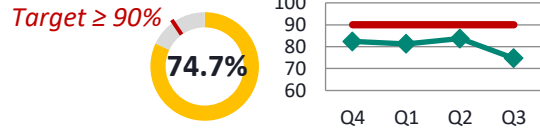
### Decisions (Council resolutions) considered in open Ordinary and Special Council meetings during the period



Of the 95 decisions resolved by Council, 19 were confidential decisions



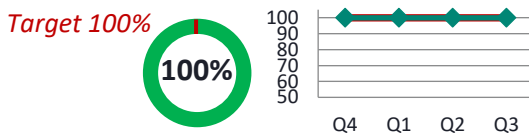
### Council member attendance at ordinary and special meetings for the period



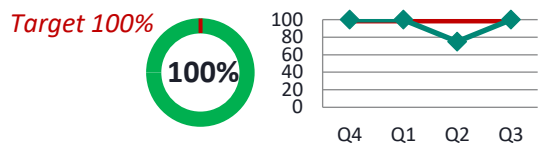
During the quarter there were 23 apologies for meetings including leaves of absence.



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



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



One Freedom of Information application received. Completed within legislative timeframes. Two Freedom of Information applications completed. Nil Internal Review applications received.



### Number of lost time injuries

Annual Target      Actual  
**0**                      **3**

Injuries have been minor physical injuries such as cuts and strains.



### Employee Turnover

Annual Target      Actual  
**7-15%**              **16.1%**

"Turnover" includes all types of staff terminations such as retirements, resignations, and contract cessations. There are many factors impacting turnover in the current job market such as low unemployment which can influence higher wages/benefits in the private sector.

As an industry comparison, [the Australian HR institute reports](#) that the 12-month average employee turnover rate nationally is 18% for the public sector.



## Progress on Strategic Initiatives from the Annual Business Plan

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

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

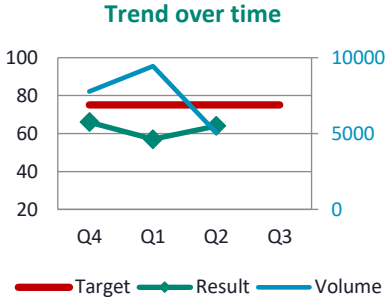
# 4. Customer service standards

## 5.1 General Customer Standards

### Answering Incoming Phone Calls

Volume of calls = N/A

Contact centre calls answered within 30 sec

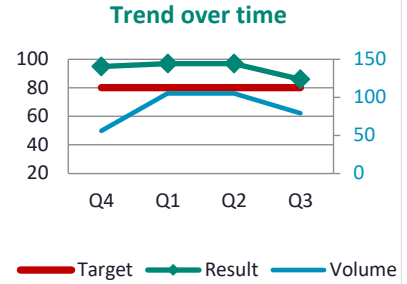


Results for this quarter are not available. New phone system implemented in November and new reporting process currently being implemented.

### Updating Customer Details

Volume of updates = 86

Details updated within 5 days

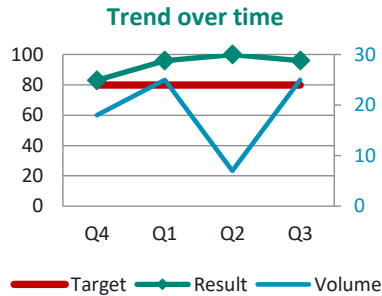


## 5.2 Service Specific Standards – Time Based Indicators

### New Event Applications

Volume of applications = 26

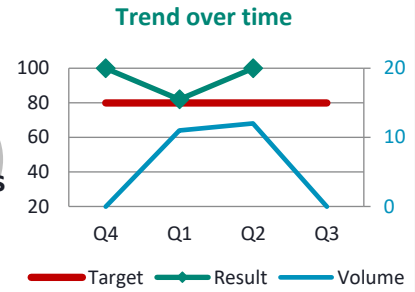
Acknowledgement of receipt within 5 days



### Illegal Burning Complaints

Volume of complaints = 0

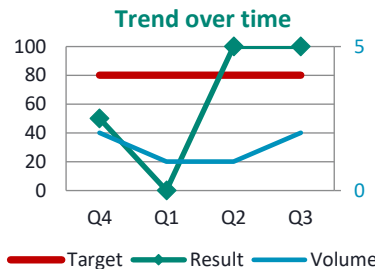
Investigated within 24 hours



### Health Complaints

Volume of complaints = 2

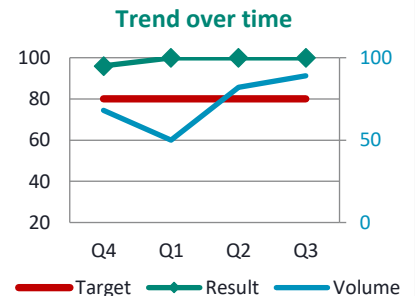
Investigated within 24 hours



### Illegally Dumped Rubbish

Volume of reports = 89

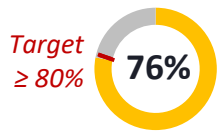
Rubbish removed within 3 days



### Library Services

Volume of requests = 55

Response to requests to purchase materials within 10 days



Trend over time



Results just below target this quarter, with improvement over previous 3 quarters results.

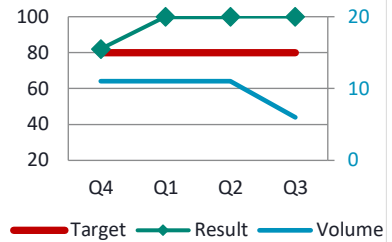
### Dog Attacks

Volume of attack reports = 6

Response within 24 hours



Trend over time



### Wasps

Volume of reports = 0

Investigate and action within 7 days



Trend over time



Council no longer deals with wasps on private property

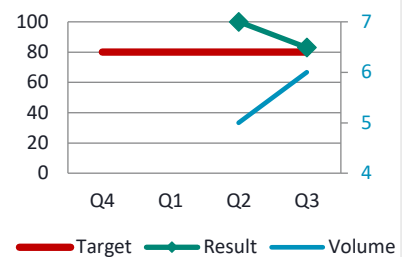
### Development Applications

Volume of applications = 6

Approval of fast track planning applications within 5 business days



Trend over time



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

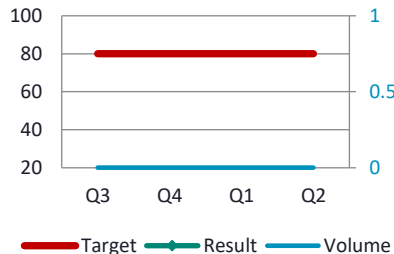
### Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



### Request for Bin Repair or Replacement

Volume of requests = 524

Requests actioned within 7 days



Trend over time



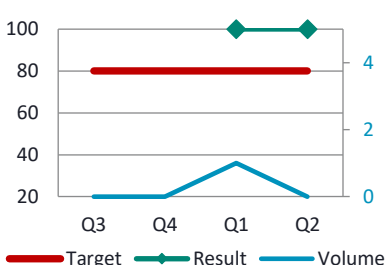
### Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



### Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



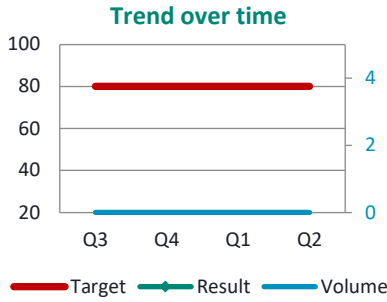
Trend over time



### Stormwater Repairs - Hazardous

Volume of reports = 0

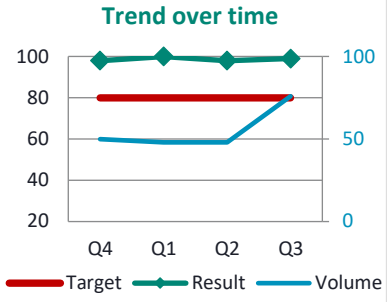
Responded and made safe within 24 hours



### Trees - Hazardous

Volume of reports = 76

Responded and made safe within 24 hours



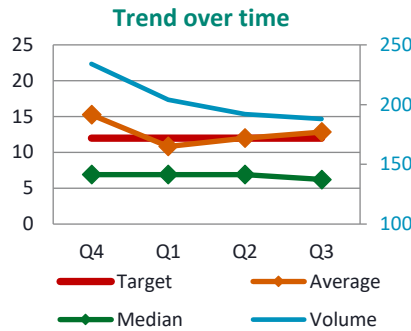
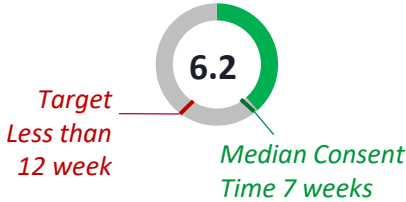
## 5.3 Service Specific Standards – Other Indicators

$\geq$  Greater than or equal to

### Development Applications

Volume of planning consents = 188

Average consent time from date of receipt

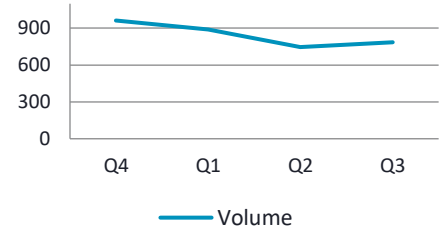


Results are using applications in the state-wide portal

### Low Risk Infrastructure Requests – Number of New Requests

Volume of new requests = 786

Trend over time



### Low Risk Infrastructure Requests – Average Time to Resolve

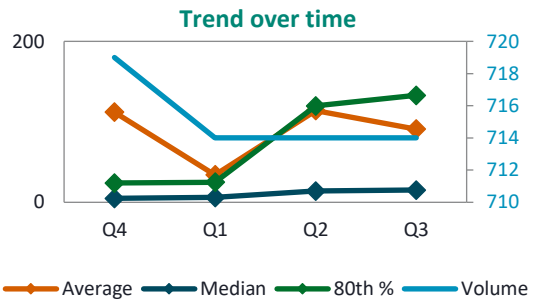
Volume of Requests = 714

Resolution time of requests

Average = 91 days

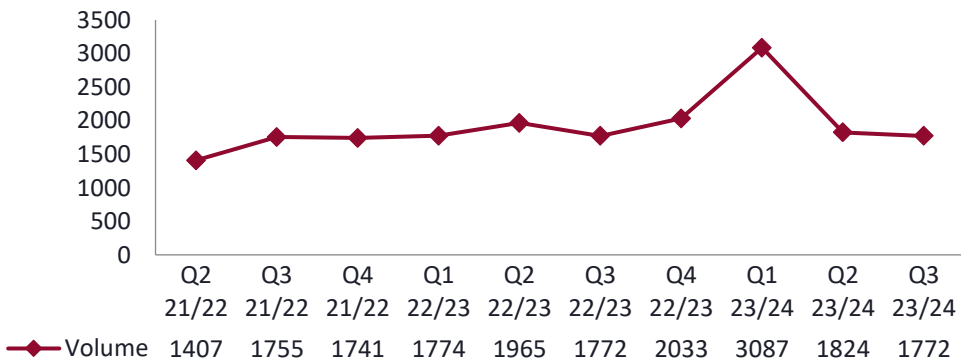
Median = 15.1 days

80<sup>th</sup> Percentile = 132.92 days



### Overall Volume of Requests

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





# 5. Capital Works Program

Quarter 3 of 2023-24 FY represents the continuation of the 2023-24 Capital Works Program, with approximately \$5.1M of infrastructure delivered, and an additional \$6.8M ordered during this period.

The primary focus of this quarter has been on tendering projects that were designed earlier in the year, and continuing delivery of asset renewal programs.

## Highlights

- A natural burial ground was constructed at Kersbrook cemetery, complemented by seating and shelter.
- Works commenced on the Warren Rd/ Lucky Hit Rd/ Martin Hill Rd intersection Blackspot project.
- Many roads throughout the district were patched and resealed, including Cummings Drive, Summertown, and Edwards Hill Rd, Lenswood.

## What's Next

- Council's spray sealed roads renewal program will be completed.
- Construction will commence on major road projects at Tiers Rd and Croft Rd.
- Works to renew and upgrade playgrounds at Mylor and Protea Park will be completed.
- Scoping works will commence to inform the 2024/25 Capital Works Program

## Financial Performance by Asset Category (preliminary numbers)

Asset Category	YTD Actuals \$'000	Annual Revised Budget \$'000	% Spent to Annual Budget \$'000s
Bridges	174	1,160	15.0%
Buildings	1,061	5,861	18.1%
Cemeteries	53	140	38.0%
CWMS	45	260	17.3%
Footpaths	725	855	84.7%
Guardrails	-	-	0.0%
Kerbing	-	67	0.0%
Local Roads & Community Infrastructure Program (LRCIP) – phase 1	314	771	40.7%
Roads	3,307	7,829	42.2%
Sport & Recreation	562	2,083	27.0%
Stormwater	83	610	13.6%
Other - Retaining Walls, Street Furniture & Traffic Management	137	530	25.9%
Fleet	1,099	2,167	50.7%
ICT	447	1,035	43.2%
Plant & Equipment	20	60	33.7%
Project Management Costs	-	1,511	0.0%
Unbudgeted	17	-	0.0%
	<b>8,044</b>	<b>24,937</b>	<b>32.3%</b>

# 6. Savings Strategies

**Achieved \$962k**

*Target  
\$1,072k*

Administrative Savings Strategies	Status	Planned	Achieved
<b>Remove media monitoring</b>	<b>Alternate strategy in progress</b>	<b>\$14,250</b>	<b>\$0</b>
Media monitoring service extension continues while Council considers the future funding of this service.			
<b>Stop taking cash payments</b>	<b>Completed</b>	<b>\$9,500</b>	<b>\$9,500</b>
Legal advice has highlighted complex challenges resulting in a pause on “ceasing cash payments”. However, savings have been achieved through implementation of other strategies in the library space resulting from the opening hours reduction.			
<b>Remove community arts project money from budget</b>	<b>Completed</b>	<b>\$5,300</b>	<b>\$5,300</b>
The budget item for community arts was no longer required and has been removed			
<b>Maintenance fees – contractors / materials</b>	<b>On Track</b>	<b>\$5,000</b>	<b>\$5,000</b>
Currently reviewing use of in-house staff for cemetery maintenance. Budget adjusted to accommodate.			
<b>Remove automatic CPI increase on contract and materials</b>	<b>Completed</b>	<b>\$400,000</b>	<b>\$400,000</b>
This has been fully implemented in the adopted budget and will be monitored through the year			
<b>Appliance replacement - all facilities</b>	<b>On Track</b>	<b>\$10,000</b>	<b>\$10,000</b>
Annual budget for appliance replacement reduced from \$30k to \$20k and will be monitored through the year			
<b>Cleaning contract - reduce frequency</b>	<b>Completed</b>	<b>\$33,000</b>	<b>\$20,000</b>
Negotiations on cleaning contract have resulted in \$20k savings. No further cleaning savings will be possible.			
<b>Reduce no of multifunction devices</b>	<b>On Track</b>	<b>\$12,000</b>	<b>\$0</b>
Scoping commenced to reduce the number of devices from 18 down to 8.			
<b>Reduce public access computers</b>	<b>On Track</b>	<b>\$10,000</b>	<b>\$0</b>
Scoping commenced on renewal program to reduce number of computers and move to a ticketed/booking system for use of remaining computers.			
<b>Remove mobile data from laptops and tablets</b>	<b>Completed</b>	<b>\$20,000</b>	<b>\$20,000</b>
Mobile data services have been cancelled and staff advised of alternative Wi-Fi solutions if internet required outside of the office.			
<b>Reduce People &amp; Culture budget allocation for legal fees</b>	<b>Completed</b>	<b>\$15,000</b>	<b>\$15,000</b>
Budget allocation was reduced and will be monitored throughout the year			
<b>Salary Savings</b>	<b>Completed</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Conduct workshops with clubs using internal resources</b>	<b>Completed</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Public Notification signage install and removal using internal resources</b>	<b>Not On Track</b>	<b>\$20,000</b>	<b>\$5,148</b>
The existing contractor arrangement was in place until Mid August 2023 which may impact saving results.			
<b>Cease cadet engineer program</b>	<b>Completed</b>	<b>\$12,000</b>	<b>\$12,000</b>
<b>Arboculture Consultancy</b>	<b>Completed</b>	<b>\$5,000</b>	<b>\$5,000</b>
Reduce consultancy budget and monitor through the year			
<b>Data management of utilities and scope 3 components</b>	<b>On Track</b>	<b>\$16,000</b>	<b>TBC</b>
<b>TOTAL</b>		<b>\$792,050</b>	<b>\$711,948</b>

## Savings Strategies *cont....*

Service and Revenue Changes	Status	Planned	Achieved
<b>Tour Down Under - Limit commitment</b>	Completed	\$30,000	\$15,000
Budget savings realized were \$15,000 due to event cost pressures			
<b>Remove funding to attract a major event to the hills</b>	Completed	\$20,000	\$20,000
<b>Amend customer service operating hours from 8:30am to 9am</b>	On Track	\$12,500	\$12,500
<b>Reduce/remove Adelaide Hills Tourism Funding</b>	Completed	\$7,500	\$7,500
New three-year funding agreement was approved and signed June 2023 with funding capped at the 2022-23 level			
<b>Reduce community grants</b>	Completed	\$10,000	\$10,000
<b>Cease additional digital content offering</b>	Completed	\$20,000	\$20,000
No longer purchasing AHC specific digital library content as there is a large content range in SA library network			
<b>Digital online streaming/learning resources for language learning and online streaming</b>	Completed	\$8,000	\$8,000
<b>Library CD collections - cease new purchases</b>	Completed	\$4,000	\$4,000
<b>Printing and photocopying fee increase</b>	On Track	\$8,000	\$3,000
Revenue actuals assessed in December 2023 - received additional \$3000 compared to December 2022 so largely on track to achieve additional \$8000 revenue for the year.			
<b>Reduce internal audit program from 4 to 3 audits annually</b>	Completed	\$15,000	\$15,000
<b>Cease membership of Murray Darling Basin Association</b>	Completed	\$6,700	\$6,700
<b>Increase non resident cemetery fees</b>	Completed	\$25,000	\$30,000
<b>Increase outdoor dining permit fees</b>	Completed	\$7,000	\$7,000
<b>Increase copyright application fee</b>	Requires attention	\$2,000	\$125
The volume of applications have been decreasing as compared to last financial year. This trend potentially due to economic climate impacting communities not needing to access their old house plans for renovations or sales, others chose not to proceed due to the fee.			
<b>Reduce community and recreation facilities grants</b>	On Track	\$20,000	\$20,000
<b>Implement charge for food premises inspection for new businesses</b>	On Track	\$5,000	\$1,960
<b>Standardise fee application for food premises inspection</b>	On Track	\$5,000	\$4,060
<b>Cease bird monitoring on reserves following burning</b>	Completed	\$5,000	\$5,000
<b>Cease vermin baiting in Stirling, Aldgate and Bridgewater</b>	Completed	\$10,000	\$10,000
<b>Heathfield Resource Recovery Centre – Explore options for savings or cost recovery</b>	On Track	\$10,000	\$0
The Adelaide Hills Region Waste Management Authority are currently exploring options to reduce costs. No savings identified at this stage.			
<b>Waste education - not proceed with high intensity program</b>	Completed	\$50,000	\$50,000
Maintain waste education at current levels rather than increase the program as there has not been marked changes in diversion rates in recent years.			
<b>TOTAL</b>		<b>\$280,700</b>	<b>\$249,845</b>

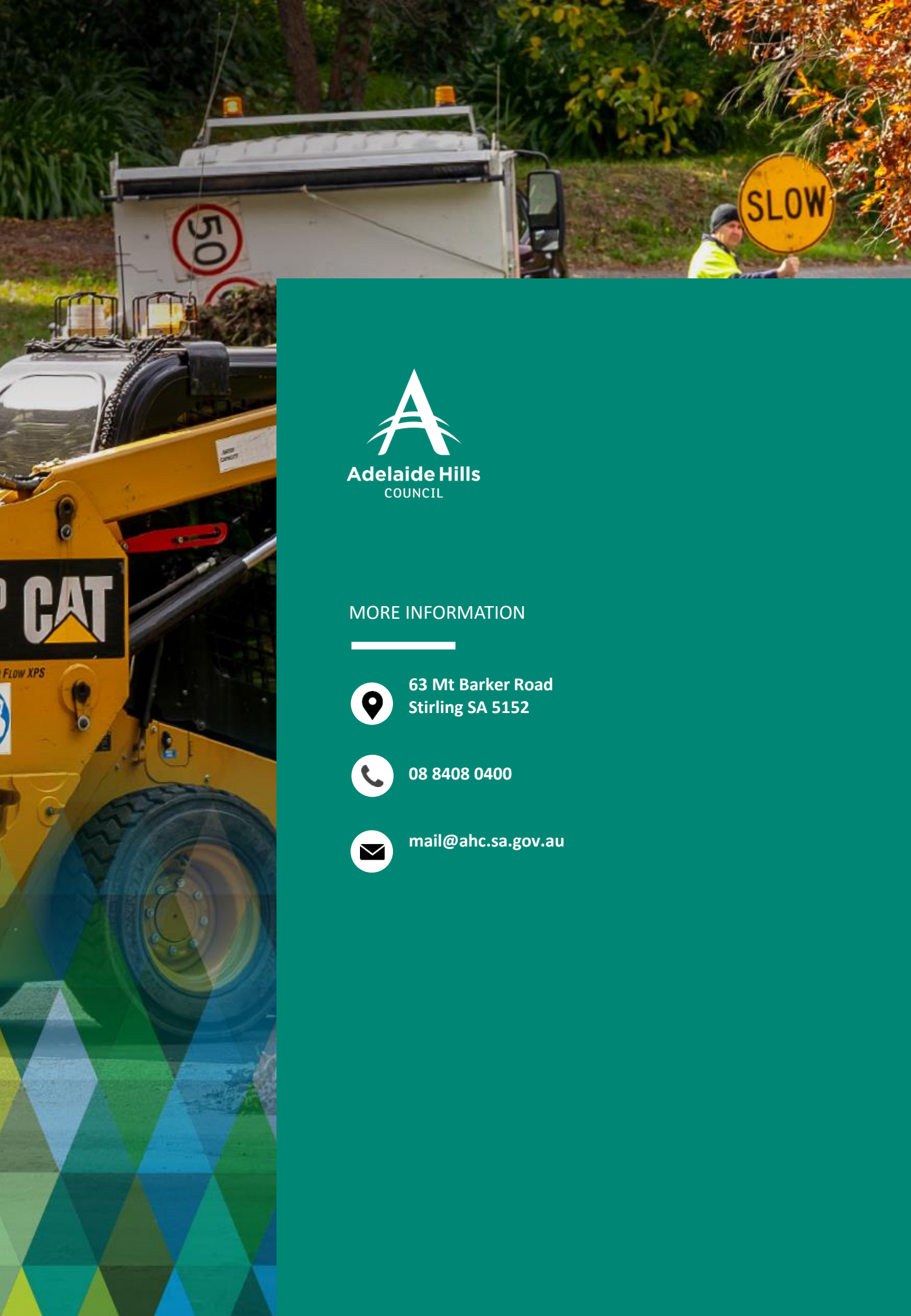
# 7. Financial Performance

## Overall Funding Statement as at 31 March 2024

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

	YTD Actual	YTD Budget	YTD Variance	Annual Revised Budget
	\$'000	\$'000	\$'000	\$'000
Rates	48,366	48,357	● 9	48,392
Statutory income	1,248	1,208	● 41	1,490
User charges	733	752	● (19)	963
Grants, subsidies and contributions	2,309	2,269	● 40	5,279
Income - Other	744	657	● 86	857
<b>Total Operating Income</b>	<b>53,401</b>	<b>53,243</b>	<b>● 157</b>	<b>56,982</b>
Total Employment costs	18,776	19,272	● 496	22,982
Materials, contracts and other expenses	16,481	16,052	● (429)	21,932
Depreciation and amortisation	-	-	-	11,004
Finance costs	410	360	● (50)	582
<b>Total Operating Expenditure</b>	<b>35,668</b>	<b>35,684</b>	<b>● 16</b>	<b>56,499</b>
<b>Operating Surplus / (Deficit) before Capital</b>	<b>17,733</b>	<b>17,559</b>	<b>● 174</b>	<b>482</b>
<i>Capital Expenditure</i>	8,044	-	● (8,044)	24,937
<i>Capital Income</i>	4,447	-	● 4,447	4,845
<b>Net expenditure - Capital projects</b>	<b>3,597</b>	<b>-</b>	<b>● (3,597)</b>	<b>20,092</b>
<b>Net Lending / (Borrowing) Result for Year</b>	<b>14,136</b>	<b>17,559</b>	<b>● (3,423)</b>	<b>(8,607)</b>

Adelaide Hills Council Operating Summary By Directorate as at March 2024				
\$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
<b>Income</b>				
CEO	-	-	● -	-
Community & Development	3,317	3,283	● 34	4,049
Corporate Services	46,765	46,731	● 34	47,824
Environment & Infrastructure	3,319	3,230	● 89	5,108
<b>Income Total</b>	<b>53,401</b>	<b>53,243</b>	<b>● 157</b>	<b>56,982</b>
<b>Expenditure</b>				
CEO	366	276	● (90)	399
Community & Development	8,894	9,038	● 144	12,739
Corporate Services	8,670	8,506	● (164)	10,986
Environment & Infrastructure	17,738	17,865	● 127	32,375
<b>Expenditure Total</b>	<b>35,668</b>	<b>35,684</b>	<b>● 16</b>	<b>56,499</b>
<b>Operating Surplus / (Deficit)</b>	<b>17,733</b>	<b>17,559</b>	<b>● 174</b>	<b>482</b>



**Adelaide Hills**  
COUNCIL

#### MORE INFORMATION

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63 Mt Barker Road  
Stirling SA 5152



08 8408 0400



[mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

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**Confidential Items**

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

**Item:** 19.1

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

**Subject:** Land Management Agreement – Burial on Private Land

**For:** Decision

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**1. Land Management Agreement – Burial on Private Land – 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, Skye Ludzay
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.1: (Land Management Agreement – Burial on Private Land) in confidence.

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

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

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. Land Management Agreement – Burial on Private Land – Confidential Item**



**3. Land Management Agreement – Burial on Private Land – 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)(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:

Report	Until further order
Related Attachments	Until further order
Minutes	Until further order
Other (presentation, documents, or similar)	Until further order

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