



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Acting Mayor Melanie Selwood

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

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

Tuesday 27 August 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 27 August 2024
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

2. OPENING STATEMENT

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

3. APOLOGIES/LEAVE OF ABSENCE

- 3.1. Apology
Apologies were received from
- 3.2. Leave of Absence
 - 3.2.1. Mayor Jan- Claire Wisdom – 16 August 2024 to 13 September 2024
- 3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 13 August 2024

That the minutes of the ordinary meeting held on 13 August 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
Nil
- 8.2. Deputations
Nil
- 8.3. Public Forum

9. PRESENTATIONS (by exception)
Nil

10. QUESTIONS ON NOTICE

- 10.1. Cr Louise Pascale – Hamilton Hill
- 10.2. Mayor Jan-Claire Wisdom – Staffing and Legal Advice Questions

11. MOTIONS ON NOTICE

- 11.1. Cr Lucy Huxter - Lobethal Community Kindergarten 'Bush Kindy' Signage
- 11.2. Cr Kirsty Parkin – Development of a Board of Directors for FABRIK

12. ADMINISTRATION REPORTS – DECISION ITEMS

- 12.1. Uraidla Districts Soldiers Memorial Park – Request for Funding
1. *That the report be received and noted.*
 2. *That Council commits, in principle, \$38,000 towards upgrading and re-surfacing the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within the Uraidla District Soldiers Memorial Park site as part of the 2025-26 Annual Business Plan and Budget with maintenance patching carried out immediately under existing operational budgets at an approximate cost of \$10,000.*
 3. *That Council's in-principle contribution of \$38,000 is contingent on:*
 - a. *the Department for Education also contributing \$38,000 towards the upgrade and resurfacing project and entering into a tripartite upgrade and maintenance agreement.*
 - b. *the remaining necessary funds be contributed by or sourced by Uraidla District Soldiers Memorial Park Inc.*
 4. *That Council authorises the Chief Executive Officer (CEO) to negotiate and enter into a tripartite upgrade and maintenance agreement with The Uraidla District Soldiers Memorial Park Inc and Department for Education for the maintenance of the access road and oval ring road including the Uraidla Primary School and*

Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, based on the upgrade contribution specified above (\$38,000 in 2025-26) and a one-third ongoing maintenance cost contribution by the Council (approximately \$1,000 per annum).

5. *That this decision should not be taken to imply any particular commitment to future upgrade or renewal of the access road and oval ring road, including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, and that any future upgrade or renewal work proposal should be considered by the Council at the time it is proposed.*

OR

1. *That the report be received and noted.*
2. *That Council contributes \$38,000 towards upgrading and re-surfacing the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within the Uraidla District Soldiers Memorial Park site and that this funding be made available as soon as other funding sources are confirmed and works can proceed.*
3. *That Council's contribution of \$38,000 is contingent on:*
 - a. *the Department for Education also contributing \$38,000 towards the upgrade and resurfacing project and entering into a tripartite upgrade and maintenance agreement.*
 - b. *the remaining necessary funds be contributed by or sourced by Uraidla District Soldiers Memorial Park Inc.*
4. *That Council authorises the Chief Executive Officer (CEO) to negotiate and enter into a tripartite upgrade and maintenance agreement with The Uraidla District Soldiers Memorial Park Inc and Department for Education for the maintenance of the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, based on the upgrade contribution specified above (\$38,000 made available as soon as other funding sources are confirmed) and a one-third ongoing maintenance cost contribution by the Council (approximately \$1,000 per annum).*
5. *That this decision should not be taken to imply any particular commitment to future upgrade or renewal of the access road and oval ring road, including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, and that any future upgrade or renewal work proposal should be considered by the Council at the time it is proposed.*

12.2. Draft Strategic Plan for Community Consultation

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

2. *That Council endorses the Draft Strategic Plan as contained in Appendix 1 for consultation purposes.*
 3. *That consultation be undertaken in accordance with the engagement plan outlined in Appendix 2.*
 4. *That the CEO be authorised to:*
 - a. *Make any formatting, nomenclature or other minor changes to the Draft Strategic Plan prior to it being released for public consultation, and*
 - b. *Amend the consultation timings, media and processes if required for any reason, while keeping substantially aligned to the adopted engagement plan and the provisions of applicable legislation and Council's Public Consultation Policy.*
 5. *That a report containing the outcomes of the community consultation process be brought back to Council for consideration as part of adopting the final Strategic Plan.*
- 12.3. Quarterly Performance Report
Council resolves that the Quarterly Council Performance Report – Q4 2023-24 be received and noted.
- 12.4. 2024-2025 Australian Government Black Spot Program – Funding Deeds
1. *That the report be received and noted.*
 2. *To execute the Funding Deed for the 2024-2025 Australian Government Black Spot Program – Basket Range Road, Between Lobethal Road and Ranns Road N, Uraidla. Installation of shoulder sealing and improved delineation on curves (\$165,000 GST Inclusive).*
 3. *To execute the Funding Deed for the 2024-2025 Australian Government Black Spot Program – Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek. Installation of sealed shoulders and safety barrier at curves with delineation improvements (\$1,122,000 GST Inclusive)*
 4. *The Chief Executive Officer and Mayor are authorised to affix the seal of the Adelaide Hills Council to the respective Funding Deeds under the State Blackspot Program.*
 5. *That Council notes that in signing the Deeds, that \$1,287,000 (GST Inclusive) will be available to Council in the 2024-25 financial year to complete the installation of shoulder sealing and improved delineation on curves at Basket Range Road, between Lobethal Road and Ranns Road N, Uraidla and installation of sealed shoulders and safety barrier at curves with delineation improvements at Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek.*
- 12.5. Land Management Agreement Waiver Request – 2/133 Main Street Lobethal
1. *That the report be received and noted.*

2. *To waive the landowner's obligations in clause 2.3 of the Land Management Agreement (LMA) registered on Certificate of Title Volume 6090/Folio 302 and known as 2/133 Main Street Lobethal, in order for the proposed outbuilding and carport lodged as part of Development Application 24000861, to be located outside the LMA building envelope, subject to Planning Consent being granted by the planning authority.*
3. *That the Chief Executive Officer or his delegate be authorised to provide written communication of Council's*

12.6. Temporary Road Closures - Youth Drivers Awareness Course 2024-25

1. *That the report be received and noted.*
2. *Pursuant to Section 33(1) of the Road Traffic Act 1961 and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013, to:*
 - a. *Declare that the Drivers Awareness Course that is to take place on Newman Road, Charleston is an event to which Section 33 of the Road Traffic Act 1961 applies.*
 - b. *Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 9th October 2024, and 9.00am and 6.00pm on Wednesday 16 April 2025.*
 - c. *Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road).*
 - d. *Make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.*

12.7. Grant Opportunity – Thriving Suburbs Grant Program – **Late report**

12.8. CEO Performance Review Panel Recommendations to Council – CEO KPI's

1. *That the report be received and noted.*
2. *That the CEO has substantially met the June 2024 Key Performance Indicators*

12.9. Council Resolutions Update

1. *That the report be received and noted.*
2. *That the completed items in Appendix 1 be removed from the Action List.*
3. *That from 27 August 2024 until the end of the current Council term the Administration deliver a status update on a quarterly basis.*

13. ADMINISTRATION REPORTS – INFORMATION ITEMS

Nil

14. CORRESPONDENCE FOR NOTING

- 14.1. Correspondence from GRFMA – 2024-25 Adopted Budget

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 – 14 August 2024
That the minutes of the CAP meeting held on 14 August 2024 as supplied, be received and noted.
- 18.2. Audit Committee - 19 August 2024
That the minutes of the Audit Committee meeting held on 19 August 2024 as supplied, be received and noted
- 18.3. CEO Performance Review Panel – 12 August 2024
That the minutes of the CEOPRP meeting held on 12 August 2024 as supplied, be received and noted.
- 18.4. Boundary Change Committee
Nil

19. CONFIDENTIAL ITEMS

- 19.1. Mayor Jan-Claire Wisdom - Question with Notice: Cost for Mayor's Use of the Mayor Seeking Legal Advice Policy
- 19.2. Mayor's Use of the Mayor Seeking Legal Advice Policy
- 19.3. Work, Health and Safety Matters

20. NEXT MEETING

Tuesday 10 September 2024, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

Council Meeting & Workshops 2024

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

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

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
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
09.07.24 (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
05.08.24 (WS)	A	F	F	F	F	P	A	F	F	A	F	F	F

Index: Workshop (WS) / Professional Development (PD) / F = Full Attendance / P = Partial Attendance / AP = Apology / LOA = Leave of Absence / A = Absent

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
20.08.24 (WS)	LOA	F	F	AP	F	F	F	AP	F	F	F	F	F

Council Member Attendance 2024

Council Meetings (including Special Council Meetings)

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
26.03.2024	LOA	AP	F	F	F	P	LOA	F	F	AP	F	AP	F
9.04.2024	LOA	F	F	F	F	LOA	F	F	P	F	F	LOA	F
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
23.07.2024	LOA	F	F	F	F	LOA	F	F	LOA	F	F	LOA	F
13.08.2024	F	F	F	F	F	F	F	F	F	F	F	F	F

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Date: _____

Meeting Name (please tick one)

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

Item No **Item Name:**

(Only one conflict of interest entry per form)

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

GENERAL

MATERIAL

GENERAL

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

MATERIAL

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

The nature of my conflict of interest is as follows:

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

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

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

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

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

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

8. DEPUTATIONS

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

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

8.3 PUBLIC FORUM

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

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

Minutes of Council

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

In Attendance

Presiding Member: Mayor Jan-Claire Wisdom

Members:

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

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
Jess Charlton	A/Director Community and Development
David Waters	Director Environment and Infrastructure
Zoe 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.

Mayor _____

27 August 2024

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

6:31pm Cr Malcolm Herrmann joined the meeting.

3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Nil

3.2 Leave of Absence

Nil

3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 23 July 2024

Moved Cr Chris Grant
S/- Cr Leith Mudge

274/24

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

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 Cr Melanie Selwood, Item 7.1 - Community Bushfire Reference Group Terms of Reference

Under section 75C of the Local Government Act 1999 Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 7.1.

5.2 Cr Pauline Gill, Item 8.1 – Petition Civic Awards and Citizenship Ceremonies on Australia Day

Under section 75C of the Local Government Act 1999 Cr Pauline Gill disclosed a General (section 74) Conflict of Interest in Item 8.1.

5.3 Cr Nathan Daniell, Item 11.1 – Boundary Change Committee Membership

Under section 75C of the Local Government Act 1999 Cr Nathan Daniell disclosed a General (section 74) Conflict of Interest in Item 11.1.

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

5.4 Cr Melanie Selwood, Item 11.1 – Boundary Change Committee Membership

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

5.5 Cr Louise Pascale, Item 11.1 – Boundary Change Committee Membership

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

5.6 Mayor Jan-Claire Wisdom, Item 11.1 – Boundary Change Committee Membership

Under section 75B of the Local Government Act 1999 Mayor Jan-Claire Wisdom disclosed a General (section 74) Conflict of Interest in Item 11.1.

5.7 Cr Malcolm Herrmann, Item 12.3 – Upper Hermitage CFS Site Lease Proposal

Under section 75B and 75C of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General and Material Conflict of Interest (75A(3)) in Item 12.3.

5.8 Cr Chris Grant, Item 12.3 – Upper Hermitage CFS Site Lease Proposal

Under section 75B and 75C of the Local Government Act 1999 Cr Chris Grant disclosed a General and Material (section 75A(3)) Conflict of Interest in Item 12.3.

5.9 Cr Adrian Cheater, Item 12.3 – Upper Hermitage CFS Site Lease Proposal

Under section 75B and 75C of the Local Government Act 1999 Cr Adrian Cheater disclosed a General and Material (section 75A(3)) Conflict of Interest in Item 12.3.

5.10 Cr Malcolm Herrmann, Item 14 – Correspondence for Noting

Under section 75B of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General (section 74) Conflict of Interest in Item 14.

5.11 Cr Louise Pascale, Item 15 – Questions without Notice

Under section 75B of the Local Government Act 1999 Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 15.

6. PRESIDING MEMBER'S OPENING REMARKS

The Mayor congratulated participants of the South Australian Living Artists Festival (SALA), as well as members of the wider community who attended the Festival in support of local artists.

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

7.1.1 Community Bushfire Reference Group

Item withdrawn

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

7.2 Questions Lying on the Table

Nil

8. PETITIONS/DEPUTATIONS/PUBLIC FORUM**8.1 Petitions****8.1.1 Civic Awards and Citizenship Ceremonies on Australia Day**

Under section 75B of the *Local Government Act 1999* Cr Pauline Gill disclosed a General (section 74) Conflict of Interest in Item 8.1

- As per s74 of the Local Government Act, I have a General Conflict of Interest as a signatory on the petition being tabled. I am not gaining a benefit or a detriment by signing the petition being tabled, though there may be an apprehension of bias. I believe I am able to maintain an open mind on the matter and have consulted with the community to gain an understanding of the community's thoughts, to enable me to make an informed decision.

Cr Pauline Gill advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.

Moved Cr Lucy Huxter

S/- Cr Chris Grant

276/24

Council resolves:

1. **That the petition signed by 1044 signatories requesting that due to the lack of public consultation on the important issue of retaining Australia Day community events supported by the Adelaide Hills Council, we the undersigned residents of Adelaide Hills Council, petition the Adelaide Hills Council to: Celebrate Australia Day on 26th January and continue the long-standing tradition of presenting Adelaide Hills Council civic awards and hosting citizenship ceremonies on that day be received and noted.**
2. **That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.**

Carried Unanimously

8.2 Deputations

Nil

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

8.3 Public Forum

Through the Presiding Member, leave of the meeting was sought and granted to extend the Public Forum to 20 minutes with a time allocation of 3 minutes per person.

John Tate of Birdwood – Referring to the letter from the Lions Club of Torrens Valley to the CEO regarding Civic Awards and events being moved away from Australia Day.

Edna Tate of Birdwood – Support for Civic Awards and events on Australia Day.

Maree Toholke of Birdwood - Support for Civic Awards and events on Australia Day.

Cathryn Nitschke of Balhannah - Support for Civic Awards and events on Australia Day.

Keith Bennett of Mount Torrens – Support for Civic Awards and events on Australia Day.

Tim Gregg of Stirling – Lions Club of Onkaparinga support for Civic Awards and events on Australia Day.

Through the Presiding Member, leave of the meeting was sought and granted to bring Item 16 forward to this point of the meeting.

ITEM 16 - MOTIONS WITHOUT NOTICE

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

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

That the CEO provides a report to Council by 22 October 2024, in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.

VARIATION

Through the Presiding Member, with the consent of the Mover and Seconder, leave of the meeting was sought and granted to vary the motion as follows:

That the CEO provides a report to Council by 22 October 2024, options in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.

VARIATION

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

Through the Presiding Member, with the consent of the Mover and Seconder, leave of the meeting was sought and granted to vary the motion as follows:

That the CEO provides a report to Council by 22 October 2024, identifying options in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.

AMENDMENT

Moved Cr Kirsty Parkin
S/- Cr Mark Osterstock

That the CEO provides a report to Council by the end of October 2024, to canvas the views of the residents and rate payers of the Adelaide Hills Council on official and community events held on Australia Day.

VARIATION

Through the Presiding Member, with the consent of the Mover and Seconder, leave of the meeting was sought and granted to vary the amendment as follows:

That the CEO provides a report to Council by the end of October 2024, identifying options including ways to canvas the views of the residents and rate payers of the Adelaide Hills Council on official and community events held on Australia Day in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.

The amendment was put and carried

Moved Cr Malcolm Herrmann
S/- Cr Pauline Gill

277/24

That the CEO provides a report to Council by the end of October 2024, identifying options including ways to canvas the views of the residents and rate payers of the Adelaide Hills Council on official and community events held on Australia Day in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.

CARRIED

DIVISION

Cr Pauline Gill called for a division.

The Presiding Member set aside the ruling.

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

In the affirmative (7)

Councillors Herrmann, Boyd, Gill, Parkin, Cheater, Huxter, Daniell, Osterstock

In the negative (4)

Councillors Selwood, Grant, Mudge, Pascale

On the basis of the results of the division, the Presiding Member declared the motion **Carried.**

7:55pm through the Presiding Member, leave of the meeting was sought and granted to adjourn the meeting for a short break.

8:07pm the meeting resumed.

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Boundary Change Committee Membership – Cr Mark Osterstock

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

- I live in Woodforde; a suburb impacted

Cr Pascale advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.

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

- The decision would result in my removal from the committee.

Cr Selwood advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate.

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

- There may be an application of bias as I own a property in an affected suburb.

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

The Mayor advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.

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

- I would be appointed to the Boundary Change Committee if the motion passes.

8:09pm Cr Daniell left the meeting room.

**Moved Cr Mark Osterstock
S/- Cr Melanie Selwood**

278/24

That notwithstanding the Boundary Change Committee Terms of Reference [Appendix 1], effective forthwith, Council appoints Councillor Nathan Daniell to the committee, in place of the Deputy Mayor Melanie Selwood for the period up to and including 30 November 2025.

8:32pm Cr Louise Pascale left the meeting room.

Carried Cr Selwood voted in favour of the item

DIVISION

Cr Pauline Gill called for a division.

The Presiding Member set aside the ruling.

In the affirmative (7)

Councillors Herrmann, Boyd, Selwood, Cheater, Grant, Mudge, Osterstock

In the negative (3)

Councillors Gill, Parkin, Huxter

On the basis of the results of the division, the Presiding Member declared the motion **Carried.**

8:34pm Crs Pascale and Daniell returned to the meeting room.

8:34pm Cr Melanie Selwood left the meeting room.

12. OFFICER REPORTS – DECISION ITEMS

Nil

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

12.1 December and January Meeting Schedule

Moved Cr Adrian Cheater
S/- Cr Leith Mudge

279/24

Council resolves:

1. That the report be received and noted.
2. That Council notes its decision at the 12 March 2024 Council Meeting to resolve to follow the below schedule:

Day	Meeting Type	Location	Time
First Monday of the Month	Workshop	Nairne Road, Woodside	6.30pm
Second Tuesday of the Month	Ordinary Council Meeting	63 Mount Barker Road, Stirling	6.30pm
Third Tuesday of the Month	Professional Development (or Workshop where necessary)	63 Mount Barker Road, Stirling	6.30pm
Fourth Tuesday of the Month	Ordinary Council Meeting	63 Mount Barker Road, Stirling	6.30pm

3. Resolves that commencing from 14 August 2024 and concluding at the end of the current Council term for the months of December and January, to follow the below schedule:

December			
Day	Meeting Type	Location	Time
First Monday of the Month	Workshop	Nairne Road, Woodside	6.30pm
Second Tuesday of the Month	Ordinary Council Meeting	63 Mount Barker Road, Stirling	6.30pm
January			
Day	Meeting Type	Location	Time
Fourth Tuesday of the Month	Ordinary Council Meeting	63 Mount Barker Road, Stirling	6.30pm

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

4. That the Chief Executive Officer has the delegated authority in exceptional circumstances, including but not limited to, catastrophic fire danger days and other emergency situations, after consultation with the Mayor, to move the time and place of these Ordinary Meetings and Workshop.

Carried

8:35pm Cr Melanie Selwood returned to the meeting room.

12.2 Adelaide Hills Region Waste Management Authority Audit and Risk Committee – Membership and Terms of Reference

Moved Cr Lucy Huxter

S/- Cr Pauline Gill

280/24

Council resolves:

1. That the report be received and noted.
2. That Council reappoint Rebecca Wilson as an independent member of the AHRWMA Audit and Risk Committee for a further term of two years, expiring 8 August 2026.
3. That Council reappoint Alex Oulianoff as a member of the AHRWMA Audit and Risk Committee for a further term of three years, expiring 21 September 2027.
4. Notes the changes to the AHRWMA Audit and Risk Committee's Terms of Reference.
5. That the Chief Executive Officer advises AHRWMA of Council's decision prior to the AHRWMA Audit and Risk Committee's next meeting scheduled for 10 September 2024.

Carried Unanimously

12.3 Upper Hermitage CFS Site – Lease Proposal

Under section 75B and 75C of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General and Material Conflict of Interest (75A(3)) in Item 12.3.

- I am the Presiding Member of the Birdwood CFS Brigade.

Under section 75B and 75C of the Local Government Act 1999 Cr Adrian Cheater disclosed a General and Material Conflict of Interest (75A(3)) in Item 12.3.

- I am a member of the CFS.

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

Under section 75B and 75C of the Local Government Act 1999 Cr Chris Grant disclosed a General and Material Conflict of Interest (75A(3)) in Item 12.3.

- I am a member of the CFS and this decision will cause the CFS to gain a benefit or suffer a detriment.

8.41pm Crs Herrmann, Cheater and Grant left the meeting room.

Moved Cr Pauline Gill

S/- Cr Kirsty Parkin

281/24

Council resolves:

1. That the report be received and noted.
2. That Council approves commencement of public consultation on the proposed twenty-one (21) year lease with the CFS for an amount of \$1 per year, if demanded, with a further option to renew for an additional 21 years at the Upper Hermitage CFS site situated at 300 Range Road North, Upper Hermitage. The land is contained within Certificate of Title Volume 5854 Folio 841.
3. That this report forms part of the Community Consultation report.
4. That following community consultation in accordance with Council's Community Consultation Policy:
 - a. That if there are substantive community objections to the proposed Lease, a further report will be submitted to Council providing information on the outcomes of the consultation and proposed process to deal with the proposal moving forward.
 - b. That if there are no substantive community objections, Council approves the signing of the twenty-one (21) year Lease.
5. That in the event that 4(b) applies, the Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documents necessary, including affixation of the common seal if necessary, to give effect to this resolution.

Carried Unanimously

8:46pm Crs Herrman, Cheater and Grant returned to the meeting room.

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

12.4 Draft Native Vegetation Protection and Conservation Policy

Moved Cr Nathan Daniell

S/- Cr Kirsty Boyd

282/24

Council resolves:

1. That the report be received and noted.
2. To approve the release of the *Draft Native Vegetation Protection and Conservation Policy* for public consultation, as contained in Appendix 1.
3. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the draft prior to being released for public consultation and;
 - b. Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of Council's Public Consultation Policy
4. That a report detailing the outcomes of the consultation and a revised draft Policy be brought back to the Council for consideration and adoption as soon as practicable after consultation closes.

Carried Unanimously

13. OFFICER REPORTS - INFORMATION ITEMS

Nil

14. CORRESPONDENCE FOR INFORMATION

14.1 Australia Day Celebrations – Lions Club of Torrens Valley Inc.

Under section 75B of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a General (section 74) Conflict of Interest in Item 14.1.

- I am a member (not office holder) of the Lions Club of Torrens Valley.

Cr Herrmann advised the meeting that his private interest would not result in him acting in a manner contrary to his public duty and that he will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.

Moved Cr Gil

S/- Cr Cheater

283/24

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

Council resolves that the correspondence is received and noted.

Carried Unanimously

14.2 Letter of Response to the Mayor from Her Excellency the Honourable Frances Adamson AC, Governor of South Australia

**Moved Cr Malcolm Herrmann
S/- Cr Adrian Cheater**

284/24

Council resolves that the correspondence is received and noted.

Carried Unanimously

15. QUESTIONS WITHOUT NOTICE

Under section 75B of the *Local Government Act 1999* Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 15.

- I live in Woodforde; a suburb impacted by a potential boundary change.

Cr Pascale advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.

Cr Louise Pascale asked a question regarding the location of future Boundary Change Committee meetings and asked a follow up question regarding the intention for the committee to present to the Woodforde Residents Association Committee.

Cr Louise Pascale asked a question about the status of actions arising from the community forum held on 30 April 2024 at the Norton Summit Community Centre and asked a follow up question regarding when the community will receive the responses.

Cr Louise Pascale requested an update on the findings from the study of footpaths on Heather Ave, Woodforde.

Cr Chris Grant requested an update regarding the official planned opening of Fabrik, Lobethal.

16. MOTIONS WITHOUT NOTICE

This item was considered earlier in the meeting.

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

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

- Monday 29 July, Dr Nikki Vincent, Victoria's Commissioner for Public Sector Gender Equality Commissioner (ex-South Australian Equal Opportunity Commissioner) via Teams
- Wednesday 31 July, Woodforde Residents Association and Morialta Residents Association Joint Meeting
- Friday 2 August, SALA Opening, Norton Summit Community Centre

Cr Chris Grant

- Friday 2 August, Green Web meeting, Woorabinda
- Tuesday 6 August, Woodside Commerce Association AGM, Balhannah

Cr Melanie Selwood

- Friday 2 August, SALA Adelaide Hills Biodiversity Art Exhibition Opening at the Summit Community Centre

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

- Tuesday 6 August, GRFMA Committee Meeting

17.3 CEO Report

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

- A meeting of all staff held on 1 August at the Aldgate Village Well, which included the launch of the Adelaide Hills Council Values Project and a consultation session regarding Council's next strategic plan. In relation to the Values Project, the CEO reported that staff were invited to participate in a survey and that Perks People Solutions will engage staff who nominate as 'champions' in a two day workshop to be held in September and October commence formulating the values. It was noted that elected members would have the opportunity to participate in the survey and that one place will be available for a councillor to join the champions group.
- The CEO reported that recruitment for the Manager People and Culture was progressing well.

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

Nil

18.2 Audit Committee

Nil

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

18.3 CEO Performance Review Panel

Nil

18.4 Boundary Change Committee

Nil

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

19. CONFIDENTIAL ITEMS

19.1 Financial Management – Exclusion of the Public

Moved Cr Adrian Cheater
S/- Cr Louise Pascale

285/24

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

- Chief Executive Officer, Greg Georgopoulos
- Director Environment & Infrastructure, David Waters
- Director Corporate Services, Gary Lewis
- Acting Director Community & Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.2: (Financial Management) 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)(g) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is in relation to matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item relates to legal advice.

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

Carried Unanimously

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

19.1.1 Financial Management – Confidential Item

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

9:41pm Cr Malcolm Herrman left the meeting room and did not return.

19.1.2 Financial Management – Duration of Confidentiality

Moved Cr Leith Mudge

S/- Cr Adrian Cheater

286/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(g) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until Further Order
Related Attachments	Until Further Order
Minutes	Until Further Order
Other (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.

Carried Unanimously

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

20. NEXT ORDINARY MEETING

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

21. CLOSE MEETING

The meeting closed at 9:41pm

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

Item: 10.1 Question on Notice

Originating from: Cr Louise Pascale

Subject: Hamilton Hill

1. QUESTION

Can the Chamber please have an update on issues that were raised at the workshop of Monday 4 March where we were briefed on the development of Hamilton Hill, particularly the BBQ that is not connected and inaccessible?

Also, what is the update on addressing car parking issues within Hamilton Hill?

2. BACKGROUND

At the workshop of Monday 4 March, the Chamber was briefed on the development of Hamilton Hill at Woodforde. We were brought up to date on what was proposed by the developers and what the Council will be taking over once it is complete.

One of the issues that was raised was the BBQ that was installed on the Oval on the top reserve. This BBQ was not part of the plans and installed without Council permission. The BBQ is not connected to any gas lines, is inaccessible to residents with mobility needs or carers with prams. It is also west facing meaning during summer it will be facing the sun with no shade at the hottest times of the day. There are also no amenities accompanying the area. Residents have logged these issues through our CRM, in addition to them being raised at the workshop.

Parking is also an ongoing issue within Hamilton Hill and I have walked the site with staff and discussed this. In January 2023 I walked around Hamilton Hill with an AHC staff member and discussed this issue amongst others. Then in December 2023 did the same with another two staff members. As more residents move into the area we are seeing an ongoing increase in traffic and cars parked on the narrow roads.

These Questions on Notice seek to clarify what Council is doing to rectify these access and infrastructure issues.

3. OFFICER'S RESPONSE – Director Environment and Infrastructure

Part 1 - update on issues that were raised at the workshop of Monday 4 March 2024 and the barbeque

On March 4 2024 a workshop was held with Council Members regarding the progressive completion of the Hamilton Hill development and how elements of the public realm were being handed over the Council.

The current status of the development is that building work continues along Forsyth Road (known as Stage 3C) and Kintyre Road/Highland Drive (3A and 3B). Stages 1, 2 and 4 are essentially complete. Council has care and control of the public road network in Stages 1, 2 and 4 and the public parks including the Lewis Yarluperka O'Brien Reserve, which comprises the bulk of the open space area.

At the workshop, a number of matters were raised which had been brought to Council's attention by members of the community and these are addressed below.

Verge maintenance within the development

As Members are aware, residents are generally expected to maintain the verge at the front of their properties in urbanised and township areas. In this instance, the developer planted out the verges with a variety of plants and included some lawned sections. It became apparent that some residents were not maintaining their verges and so Council staff have commenced undertaking essential maintenance to maintain the amenity of the streetscape where residents are not doing so. In some cases, staff are replanting verges with species more tolerant to the environment or applying mulch.

Landscape amenity and plant survival

The parkland areas of the development were planted out by the developer with a variety of species and irrigation systems were installed to help establish planted beds. While some species have thrived in the environment and conditions in which they were planted, some have not. Council staff have commenced progressive replanting of areas where plants have not survived and, in areas where it is evident that no plants are likely to thrive (such as shaded areas and some embankments), staff are converting them to mulched beds. Staff have also had to undertake considerable repairs to irrigation systems, some of which are now five or more years old, where there had been breakages or failed valves and controllers.

Grassed areas

While much of the grassed area of the reserves are irrigated, some are not (particularly in the 'upper' parts of the reserve. These areas were never intended to be irrigated so dry-off in the warmer parts of the year should be expected. Should Council wish to provide an all-year green standard, an investment of capital funds to install new irrigation systems and undertake seeding would be required, plus additional ongoing maintenance through mowing, edge trimming and weed management.

Tree die off

A number of trees in the reserve, particularly in the section between Lewis Walk and Forsyth Road, died over the past 12 – 18 months. The cause of the die off is not certain, however there has been evidence of vandalism in some cases. These trees are being replaced. Staff continue to monitor the condition of trees in other parts of the site.

Barbeque and access

Although not included in the initial landscape plans, the developer installed an electric public barbeque in the 'upper' (eastern) part of the reserve. The barbeque is sheltered and there are also picnic tables. The site has impressive views to the coast, which would be impeded if the shelter was protected from the westerly late afternoon sun.

The barbeque has been out of order over most of winter due to an electrical supply fault and Council staff have engaged electrical contractors to diagnose and resolve the problem. While there have been some delays due to weather in recent weeks, the repairs were expected to be completed around the time of the Council meeting.

In terms of access, residents in the 'lower' (western) part of Hamilton Hill need to use a steps or walk on landscaped areas to get to the barbeque and picnic area. The landscape plans did not include disability access to the upper part of the reserve.

Should Council wish to provide all-abilities access to the upper part of the reserve from the lower section, it would be necessary to design and construct a series of switchback concrete ramped pathways at the appropriate standard gradient (no steeper than 1:14 with landings at intervals) to scale the slope. This would come at significant cost and there would need to be an initial investment of funds to have the project scoped, designed and costed.

Alternatively, Council could seek to establish separate vehicular access to the park via Norton Summit Road which would be at the same level as the barbeque and picnic area. It is currently intended to formalise this access for maintenance purposes and while some additional investment would be required to establish accessible parking spaces, it is considered the only realistically feasible way to provide disability access to the upper portion of the reserve.

Council may also wish to establish similar barbeque and picnic facilities in the lower portion of the reserve, which could be designed with all ability access. Local residents could be engaged in the planning and design of such amenities.

Part 2 - car parking issues

While each property nominally has off street parking, there will be occasions where properties have more vehicles than can be accommodated off street or, as is sometimes the case, people use garages for other purposes.

While on street parking is regularly observed, it has generally been done in a lawful manner, albeit creating a level of congestion.

Options to alleviate the congestion include regulatory actions such as installing yellow lines (prohibiting parking) on say one side of each road or physical options such as creating indented parking bays so there is more room for vehicles to travel along the road when a car is parked. The most realistic way to accommodate the latter is to convert some of the planted verge sections into parking bays, which would come at a capital cost to Council and possibly a perceived loss of amenity.

On street parking in tightly developed residential areas can be an emotive and sensitive issue with differing views often held regarding the severity of the problem and the options to overcome it. Should Council wish to address on street parking in the area, it is suggested that a consultant be commissioned to work with both Council and the community to define the problem and propose potential cost-effective solutions.

4. APPENDIX

Nil

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

Item: 10.2 Question on Notice

Originating from: Mayor Jan-Claire Wisdom

Subject: Staffing and Legal Advice Questions

1. QUESTION

1. How many staff (in numbers) have left AHC organisation in total in the last financial year 2023-2024 - broken down by senior staff (directors and managers) and other staff?
2. What recruitment and backfilling staff costs are we expected to face especially given the additional financial impact is generally recognised to be 30-50% for each employee replaced.
3. How many of those people have been replaced to date; and of the remainder how many are we intending to replace in the 2024-2025 year?
4. What is the total expenditure for legal fees for financial year 2024-2025 (broken down by directorate as before by Director of Corporate, and by service provider).
5. What is the total cost of legal advice/fees for providing services to enquire into Elected Member behavioural complaints?
6. How many complaints against Elected Members have been or attempted to have been resolved informally and internally rather than through legal firms?

2. BACKGROUND

Given our recent workshop regarding our financial position, personnel and other expenditures are going to be critical. Two areas that have had a lot of changes in the past year are staffing and elected member complaint numbers. The chamber needs to be fully informed as to how we are travelling with these challenges especially since this financial year is an enterprise agreement negotiation year.

3. OFFICER'S RESPONSE –

1. **How many staff (in numbers) have left AHC organisation in total in the last financial year 2023-2024 - broken down by senior staff (directors and managers) and other staff?**

In the 2023/24 financial year 49 staff left the organisation. This included six who were senior (employed on contract).

	Number of staff	Average length of service
Director	3	8.1
Manager	3	6.3
Community & Development	14	9.2
Corporate Services	10	8.2
Environment & Infrastructure	9	10.5
Civil	3	9
Open space	7	2.2

Considering all staff who left the organisation, the following is the profile of their length of service.

Length of service	Frequency
0-1	3
1-2	8
2-5	8
5-10	13
10-20	10
20-30	4

In addition to the above, three staff did not complete their probation periods.

- 2. What recruitment and backfilling staff costs are we expected to face especially given the additional financial impact is generally recognised to be 30-50% for each employee replaced.**

With regards to backfilling costs, Council has set a target saving through the 'Vacancy Management' process of \$500,000 in 2024/25. This is a process at Adelaide Hills Council whereby positions are kept vacant for a period of time to make a financial saving. Establishing the actual saving made at any point in time can be complex as some high priority tasks that would have been carried out by staff have to be outsourced normally to a contractor (backfilling). Therefore, the savings are estimated retrospectively through the

normal financial reporting processes, and this requires positions to be held vacant until sufficient savings have been documented.

Therefore, the expected 'net backfilling' costs is a saving of \$500,000.

3. Question - How many of those people have been replaced to date; and of the remainder how many are we intending to replace in the 2024-2025 year?

In 2023/24, 23 of these positions were filled. Two roles were made redundant, and two roles were restructured into a new position. 22 roles are currently vacant.

For both 2022/23 and 2024/25 Council has required financial savings to be made through 'vacancy management'. The required saving in 2023/24 was \$300,000 and this rose to \$500,000 in 2024/25. Meeting these targets is a priority that has to be balanced with service delivery.

Current recruitment activities include five appointments in process of being finalised, five roles being advertised as well as three internal Expression of Interest. There are also two recruitment processes that are currently proceeding through final stages.

Of the remaining roles some are being held vacant awaiting the completion of the Strategic Plan to give the Administration the flexibility to consider how best to resource Councils ambitions. Additionally, some roles may also be held vacant subject to the service review.

There is currently no plan to reduce total FTE staff levels.

4. Question - What is the total expenditure for legal fees for financial year 2024-2025 (broken down by directorate as before by Director of Corporate, and by service provider)

	2024/25 Aug Actuals	2024/25 Budget	Legal Consultants					
			Norman Waterhouse	Kelley Jones	Mellor Olsen	EMA Legal	Scott Lawyers	ARMA Group
Corporate Services								
Governance & Performance	16,291	50,000	8,629	5,509		2,153		
People and Culture & WHS	2,343	20,000		2,343				
Information Management	1,448	1,100		1,448				
Rates	2,620	65,050					1,485	1,135
	22,702	136,150	8,629	9,300	0	2,153	1,485	1,135
Community & Development								
C&D Director's Office		1,100						
Animal Management		6,400						
Parking and By-Laws	492	1,100	492					
Development Services	9,715	96,280	9,715					
	10,207	104,880	10,207	0	0	0	0	0
Environment & Infrastructure								
E&I Director's Office		3,000						
Property Management	2,516	20,000	683		1,833			
	2,516	23,000	683	0	1,833	0	0	0
Total Gross Legal Costs	35,425	264,030	19,519	9,300	1,833	2,153	1,485	1,135
2a) Rates Revenue Other Charges								
RATES Recoverables: Legal Fees	(3,789)	(58,300)						
2f) Other Income Sundry								
DEVELOPMENT: Recoverables: Legal Fees	(4,364)	(20,240)						
Net Legal Costs	27,273	185,490						

5. What is the total cost of legal advice/fees for providing services to enquire into Elected Member behavioural complaints?

In 2024-25 Council have been invoiced for \$2368.30.

6. How many complaints against Elected Members have been or attempted to have been resolved informally and internally rather than through legal firms?

In 2024-25 Council has received one complaint that has been resolved informally.

4. APPENDIX
Nil

Motions on Notice

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 9 July 2024
AGENDA BUSINESS ITEM**

Item: 11.1 Motion on Notice

Originating from: Cr Lucy Huxter

Subject: Lobethal Community Kindergarten 'Bush Kindy'
Commemorative Plaque.

1. MOTION

I move that:

- 1. The Council commemorates the 10 year anniversary of the Lobethal Community Kindergarten's 'Bush Kindy' program by installing a sign or similar at Lobethal Bushland Park, celebrating the program and promoting its aims and objectives.**
- 2. The CEO liaises directly with the Lobethal Community Kindergarten to negotiate the wording of the sign and agrees to a location and placement of such.**
- 3. The CEO works with the Lobethal Community Kindergarten to plan a small celebration to commemorate this milestone at Bushland Park before the end of 2024.**

2. BACKGROUND

The Council owned reserve, Lobethal Bushland Park comprises 116 hectares of important remnant native bushland, and is one of the largest remaining remnants within the upper Onkaparinga Valley catchment. Most of the site has been protected under Heritage Agreement since 1985 to protect the conservation values which include many populations of threatened plants and animals. For many years it has been diligently cared for through strong and enduring partnerships between the Friends of Lobethal Bushland Park, Landscapes Hills & Fleurieu, Trees For Life and Adelaide Hills Council. The park provides an important green space for the local community and visitors alike, who enjoy the many values the reserve has to offer, including environmental, recreational and educational.

The Lobethal Kindergarten has been running a 'Bush Kindy' program at the reserve for the past 10 years. The program enables small groups of pre-school children to attend their classes in the bushland setting once a fortnight during 2 terms of the year. Children learn about appreciating nature and the importance of protecting the delicate ecosystems. These important lessons come through discussion and nature play and on occasion, guided walks through the Heritage area. Over time they develop a knowledge of the local plants and animals, the fascinating seasonal changes that occur, as well as being privileged to watch the recovery of this precious space following the Cudlee Creek bushfire which engulfed the entire park.

It has been encouraging to know that these local children have the opportunity to develop an appreciation of the natural world through nature play while developing enquiring minds, and know that they regularly share this knowledge and experience with their families and friends.

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

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 2	Community Wellbeing
Objective C2	A connected, engaged and supported community
Priority C2.3	Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community
Objective C4	An active, healthy, thriving and resilient community
Priority C4.2	Support the provision of formal and informal sport, recreation and play spaces for the community to enjoy
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

Educational opportunities is consistent with Council's *Biodiversity Strategy (2018 – 2024)* - Goal 4 Support - Support community groups, support from project partners – Strategy - Resource and knowledge sharing - Education Department (Schools and Kindys), and Goal 5 Inform - Interpret the natural environment and educate the community – Strategy Promote Biodiversity - Educational engagement with schools/kindy groups (STEM, monitoring, revegetation, presentations etc).

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Commemoration of the Lobethal Kindy's 10-year commitment to the Bush Kindy program at Lobethal Bushland Park will assist in mitigating the risk of community reputational damage to the Adelaide Hills Council from not recognising this particular milestone.

<i>Inherent Risk</i>	<i>Residual Risk</i>	<i>Target Risk</i>
<i>Low 2E</i>	<i>Low 1E</i>	<i>Low 1E</i>

➤ **Financial and Resource Implications**

Permanent signage is estimated to cost approximately \$700 for production and installation. This will be allocated from the Open Space signage budget.

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

Not applicable

➤ **Sustainability Implications**

Not applicable

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: No

4. ANALYSIS

Council has various options to commemorate the Lobethal Kindergarten's 10 year 'Bush Kindy' program. The proposal in the motion is similar to what Council did to recognise various groups involved in the revegetation at Federation Park, Gumeracha (see **Appendix 1**).

5. APPENDICES

6.

(1) Example of Signage

Appendix 1

Example of Signage

Appendix 1 - Example of Signage

PARK SIGNAGE

B-SITE IDENTIFICATION - PEDESTRIAN



Scale: 1:4



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

Item: 11.2 Motion on Notice

Originating from: Cr Kirsty Parkin

Subject: Development of a Board of Directors for Fabrik

1. MOTION

I move that:

1. The CEO prepare a report that explores and provides options for the structure and formation of a Board to provide ongoing strategic, cultural, commercial, tourism and financial advice regarding the Fabrik Arts and Heritage Hub, and bring this report back to Council by December 2024.

2. BACKGROUND

Fabrik has been a multimillion-dollar restoration and renovation project for the Adelaide Hills Council, transforming the old Onkaparinga Woollen Mills in Lobethal into a modern Arts precinct, with space for exhibitions, co-working spaces for artists and a small retail outlet, due to open in late 2024.

Fabrik's estimated ongoing operating cost to the AHC ratepayers is over half a million dollars a year, however there are strong cultural, social and economic impact reasons to undertake this project and ensure its ongoing success. The Fabrik Business and Implementation Plan (**Appendix 1**) was commissioned and received by Council at its meeting on 28 May 2024 and includes plans and projections for arts programming, staffing, marketing and visitation as well as income and expenditure forecasts and financial modelling.

In 2021, the then Australia Council for the Arts (now Creative Australia) released its investigation and report into best practice governance and boards for Arts Organisations (provided in **Appendix 2** for consideration by the elected body).

Following on from the Fabrik Business and Implementation Plan and the broad recommendations around best practice by the Australia Council I would like to move the following.

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

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

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

- | | |
|---------------|--|
| Objective C6 | Celebrate our community’s unique culture through arts, heritage and events. |
| Priority C6.1 | Develop Fabrik as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site. |

The development of Fabrik as a vibrant cultural hub is articulated in the objectives and priorities of Council’s Community Wellbeing goal.

➤ **Legal Implications**

There are no legal implications, however, governance and legal advice will be required to establish a board of this type.

➤ **Risk Management Implications**

There are no risk management implications associated with preparing a report as proposed. It is noted that a Strategic Risk Assessment was completed as part of developing the Fabrik Business and Implementation Plan and provided in conjunction with the Plan at the Council meeting on 28 May 2024.

➤ **Financial and Resource Implications**

Preparing a report as proposed would require obtaining legal and governance advice. While there are annual budget allocations for seeking advice associated with this work.

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

There are no implications in preparing a report that outlines options for Council’s consideration.

➤ **Sustainability Implications**

Not applicable

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

- | | |
|----------------------------|----------------|
| <i>Council Committees:</i> | Not applicable |
| <i>Council Workshops:</i> | Not applicable |
| <i>Advisory Groups:</i> | Not applicable |
| <i>External Agencies:</i> | Not applicable |
| <i>Community:</i> | Not applicable |

4. ANALYSIS

A report can be prepared that explores options and considerations for the formation and structure of a ‘Board’ to provide ongoing strategic, cultural, commercial, tourism and financial advice regarding the Fabrik Arts and Heritage Hub.

5. APPENDICES

- (1) Fabrik Business and Implementation Plan
- (2) Australia Council for the Arts – Essential governance practices for arts organisations

Appendix 1

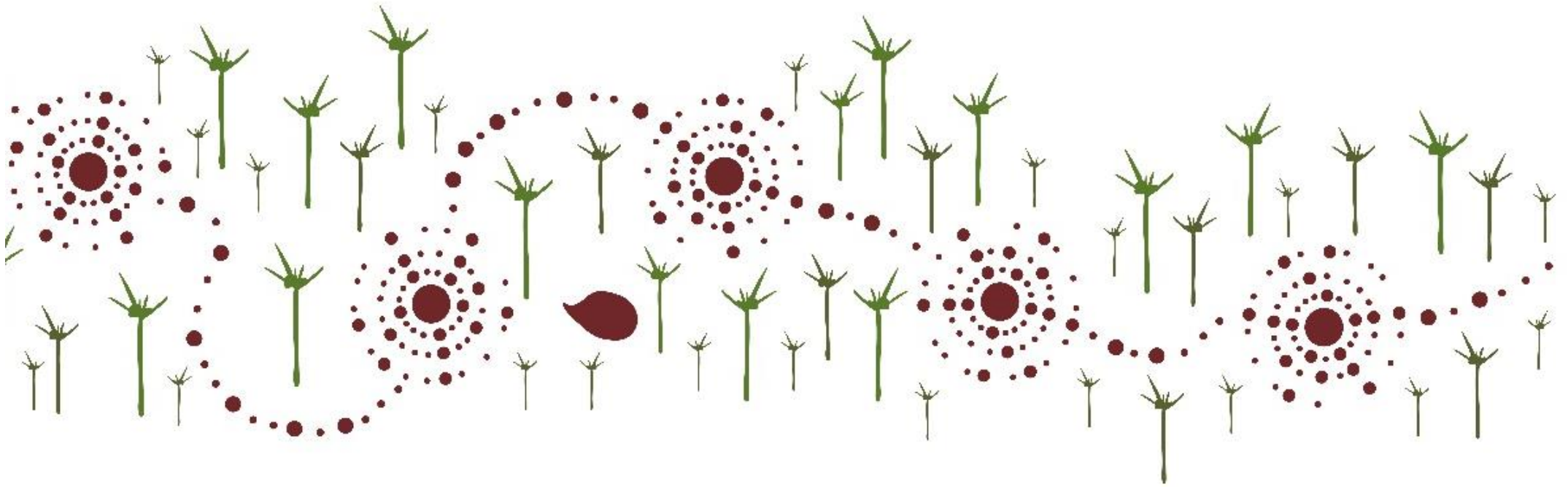
Fabrik Business and Implementation Plan



FABRIK

Business and Implementation Plan

2024



Adelaide Hills Council acknowledges that we undertake our business 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.

Vision

Fabrik is a much-loved arts and culture destination and the centre for textiles in South Australia, attracting visitors from Australia and around the world.

Mission

To engage, inspire, and connect communities in the Adelaide Hills and beyond, through arts and heritage



Table of contents

Executive Summary	5
Introduction	6
Arts Program and Timing	8
Heritage Management Plan	9
Governance and Staffing	10
Marketing Plan	12
Income and Expenditure	16
Socia Impact Benefits	20
Economic Impact Assessment	21
Benefit Cost Analysis	23
Implementation and Opening Action Plan	25
Evaluation and Monitoring	28
Long Term Contingency Options	29

Executive Summary

Over the last six years Adelaide Hills Council has been activating a cluster of buildings on the site of the former Onkaparinga Woollen Mill in Lobethal, developing the cultural hub, Fabrik Arts + Heritage. During this time Fabrik has offered physical spaces and programs to connect with community, support creative industries and attract visitors to Lobethal and surrounding districts.

Fabrik has been closed since late 2022 during a redevelopment of the site that will ensure accessibility and functionality for its use as an arts and cultural facility. As the construction projects nears conclusion, a Business and Implementation Plan has been developed to ensure maximum economic and community benefit is received from the facility.

The Plan provides detailed income and expenditure forecasts which have been reviewed by an external consultant and have considered various scenario variables for Fabrik's operations such as retail sales per day and retail mark up. The Plan also details the staff resources required to operate Fabrik, including additional positions required for business development, public programs and marketing. Costs relating to these additional resources are included in the projected expenditure. Regular reporting on key metrics through the Quarterly Performance Report and a progress report following 12 months of operations at the redeveloped site are also recommended.

Introduction



Fabrik's History

Fabrik Arts + Heritage is an initiative of the Adelaide Hills Council, based in the historic former Onkaparinga Woollen Mill site in Lobethal.

The Mill and textiles are a source of identity and pride for the local community and the relationship between the community and the Mill site is an enduring one. The development of Fabrik is the result of robust consultation and community-led actions, representing wide community connection and input.

Fabrik opened in 2019 with a pop-up program, offering events, workshops and exhibitions throughout the site and attracting over 14,000 visitors in the first twelve months.

After the December 2019 Cudlee Creek fire, Fabrik's Building 20 became the Bushfire Recovery Centre, and programs extended to include an extensive Creative Recovery program.

In 2021 Council received \$3m from the Local Economic Recovery Program towards a major redevelopment of the Fabrik site. Together with an additional \$1.56m from Council, the redevelopment has significantly improved accessibility and functionality of the buildings and surrounding grounds.

Introduction (cont)

Programs

Fabrik aims to contribute to economic and community development within the region, offering:

- High calibre exhibitions
- Creative workshops
- Community projects and events
- Shop offering artisan-made goods
- *Mill Stories* interpretation celebrating the significant history of the Onkaparinga Woollen Mill
- Public-facing artist studios for hire
- Spaces for hire

Theme

In acknowledgement of the significant manufacturing history of the Mill site, Fabrik's thematic focus will be on textiles, linking with contemporary art practice, domestic makers, First Nations cultural practices, traditional textiles internationally, and connecting with relevant issues such as textile sustainability, reuse and recycling.

Facilities

Fabrik consists of three original Mill buildings and one newly constructed pavilion.

Facilities include a shop, a climate-controlled gallery, artist studios, meeting/workshop spaces, museum displays, community exhibition space, artist in residence facility and indoor and outdoor function spaces.

The Business and Implementation Plan

Given the scale of the Fabrik project the Business and Implementation Plan is intended to establish the goals and outcomes expected of the

Arts Program and Timing

Year 1

- Commence exhibition program including involvement in Adelaide Fringe and South Australian Living Artists (SALA) Festivals
- Establish retail operation
- Launch *Mill Stories* museum display in Mill Shed (Building 21) and Blanket Building (Building 20)
- Establish artist studio tenants
- Commence workshop program
- Commence venue hire
- Present an artist market event
- Present History Festival event

Year 2

- Continue programming as above
- Develop venue hire opportunities to meet income goals
- Develop tourism products/packages and explore philanthropic opportunities to meet income goals
- Develop artist in residence program
- Develop a major arts collaboration (eg. sustainable fashion fest)

Year 3 onwards

- Continue to refine and develop existing program





Heritage Management Plan

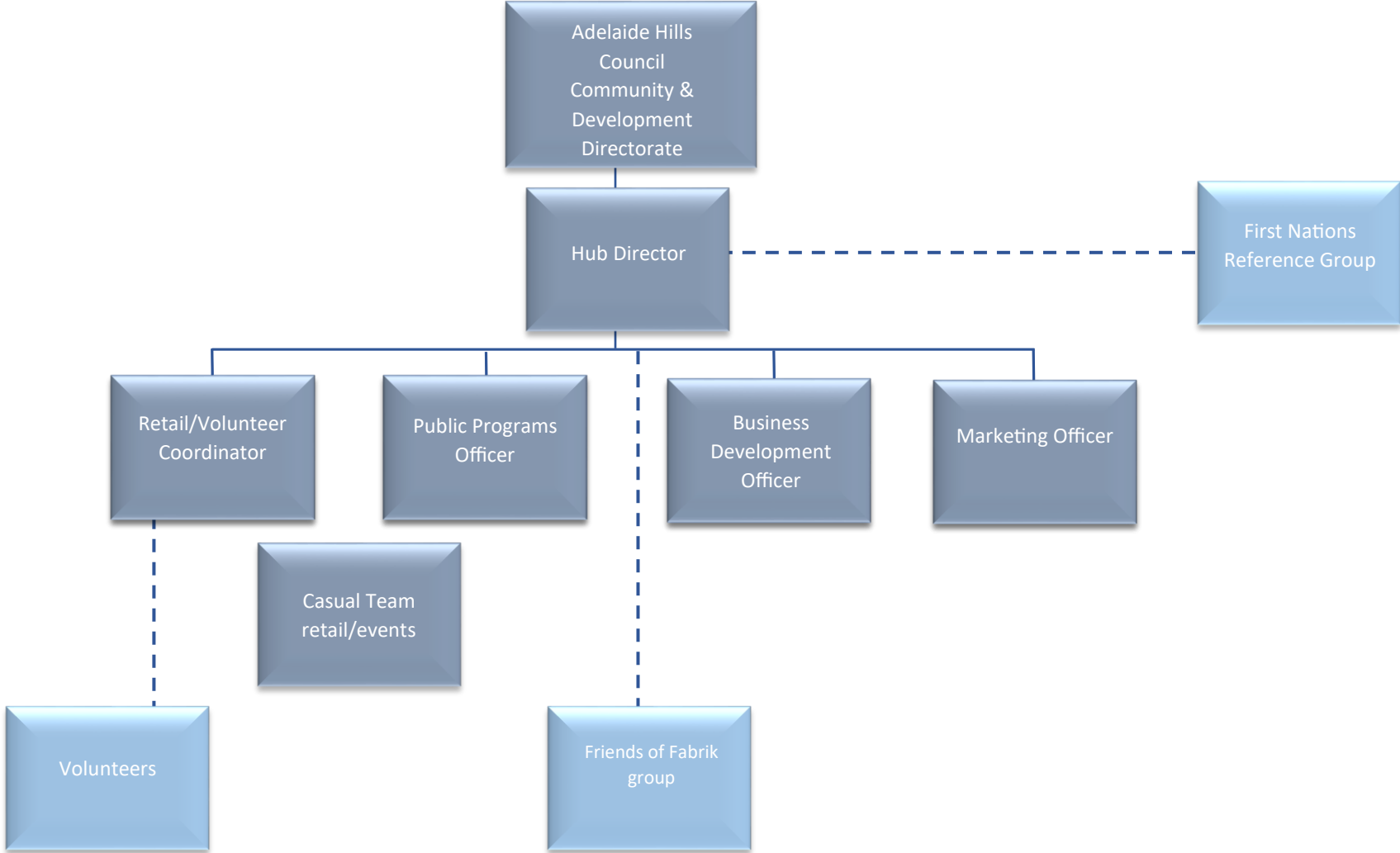
Adelaide Hills Council undertakes its work on the traditional lands and waters of Peramangk and Kaurna people. Fabrik will continue to build upon existing relationships to ensure First Nations stories and cultures are acknowledged, supported and shared.

The Lobethal Woollen Mill site was confirmed as a State Heritage Place in 2014 and acknowledged as one of the state's most significant industrial complexes, representing more than a century of industrial, commercial and social development at the site. The Heritage Assessment Report notes that Buildings 14, 20 and 21 (now buildings allocated for Fabrik's use) have high heritage significance to the complex as a whole. A Heritage Agreement between Adelaide Hills Council and the Minister for Sustainability, Environment and Conservation was signed in 2016.

The current redevelopment of Fabrik was undertaken in close consultation with Heritage SA to ensure restorations, alterations and additions were sensitive to the site's heritage and compliant with the Heritage Agreement.

Along with consideration for the built heritage, Fabrik has been gathering information and developing content in preparation for sharing the social and industrial history of the Mill, while also acknowledging the site's placement on First Nations Country and the Prussian colonial settler history of the town of Lobethal. Fabrik is a member of the History Trust of SA's Museums and Collections Program, which funds the care and presentation of South Australian history and collection items. To date Fabrik has received just under \$49,000 from various sources, funding professional research, the recording of oral histories, display development and the purchase and construction of display furniture, for Buildings 20 and 21. Relationships with former Mill workers have been formed, and an agreement with the Onkaparinga Woollen Mill Museum Inc is currently in draft form, in preparation for the loan of items for display. Further funding will be sought in the coming years to continue to develop the interpretation, and associated public programs, that celebrate the history of the Mill.

Governance and Staffing



Staffing Plan

Title	Year 1 FTE	Year 2 FTE	Level	Role Summary
Director	0.8	0.8	Contract	Existing position. Involved in overall strategy, staff recruitment/management, policies, agreements, funding applications, strategic partnerships etc. Strategic and operational involvement in exhibition program and artist residencies. Manage budget, Council KPIs and reporting.
Retail and Volunteer Coordinator	1.0	1.0	Level 5	Existing position. This role will manage retail operations; supervise weekend casual staff; recruitment, training, rostering and supervision of volunteer staff.
Public Programs Officer	0.6	0.8	Level 5	New position. This role will develop the ongoing public program including workshops and events; manage the artist studio program and work with community groups.
Business Development Officer	0.4	0.8	Level 5	New position. This role will manage venue hire, including hire agreements, costings and scheduling.
Marketing Officer	0.4	0.4	Level 4	New position. This role will implement the Marketing Plan and develop marketing collateral including invitations, posters, social media content and EDMs
Retail and Events Casuals	0.5	0.8	Level 3	New positions. This will be a pool of casual staff available for weekend retail and back up support for out-of-hours external hires. Also responsible for volunteer support on weekends. Additional paid casuals may be required if weekend volunteers are not forthcoming, to ensure Blanket Building is open to the public.
TOTAL FTE	3.7	4.6		
FTE amounts may change depending on individual personnel needs, noting this will be managed within the overall budget for staff resources included in expenditure forecasts.				

Marketing Plan

Target Audiences

- Residents of the Adelaide Hills region
- Cultural tourists and visitors from wider Adelaide, South Australia, interstate and overseas
- Artists, creatives and arts enthusiasts
- First Nations custodians and artists
- History enthusiasts
- Schools and education groups
- Local community groups, former Mill workers and their families
- Event and function clients
- Funding partners and sponsors
- AHC Councillors and staff
- Media
- Federal, state and local government

Marketing Objectives

- Build awareness of Fabrik and drive visitation to achieve 20,000 visitors per annum by 2028/29
- Develop a strong brand, positioning Fabrik as a premier regional arts and cultural destination and the South Australian centre for textiles
- Diversify and grow revenue streams including, retail, events and sponsorships
- Build an engaged and innovative digital community
- Engage the local community and key stakeholders as active participants and advocates

Marketing Plan (cont)

Brand and Positioning Strategies

- Develop a brand strategy and key messages building upon established visual identity
- Integrate the brand across all touchpoints including social media, signage, website, collateral, etc
- Tell the stories of our communities and artists

Digital and Social Media Strategies

- Develop a multi-channel digital marketing approach e.g. a news feed, electronic direct mail, social channels etc
- Continue to update the existing website
- Build upon existing social media communities and newsletter subscribers
- Leverage existing Council lists e.g. community, Council and library

Advertising and Promotion Strategies

- Create a digital marketing campaign encompassing launch, exhibitions and community building
- Develop yearly advertising plans including print, outdoor and digital
- Implement an opening campaign targeting the Adelaide Hills and surrounding regions, and the Adelaide metropolitan area
- Promote key exhibitions, events and public programs
- Explore tourism partnerships and packaging opportunities with operators
- Use storytelling as a key pillar of marketing initiatives e.g. site history, redevelopment of the site, artist stories, local stories

Marketing Plan (cont)

Comms Strategies

- Appoint a Comms Officer and develop yearly plans
- Leverage the Director and artists for media opportunities.
- Develop an inhouse media list to promote newsworthy exhibitions and events, etc
- Develop media familiarisation and press previews program
- Cross promote media opportunities with Council media
- Create quality photography and video resources that can be packaged to mediaDevelop a schedule of milestones for PR and prepare above assets

Audience Engagement Strategies

- Develop an Audience Development Plan with strategies for each target audience
- Develop an exhibition, workshop and events program that attracts Fabrik's diverse target audiences
- Continue to develop connections and collaborations with schools, cultural and community groups
- Develop information and resources to ensure inclusivity for diverse communities
- Build mechanisms to enable two-way feedback and experience sharing

Marketing Plan (cont)

Partnership Strategies

- Develop a Tourism Partner Prospectus and secure tourism partners
- Create joint marketing campaigns, packaging and offers with partners
- Continue to build upon and create new relationships within the arts and culture sector, locally, nationally and internationally, to develop collaborations that present compelling offerings and extend audience reach
- Explore opportunities for Friends of Fabrik membership, local donors, sponsors etc, to bring exhibitions of interest or significance

Measurement and Analysis

- Devise an evaluation framework that incorporates wellbeing and connectedness measures as well as visitation and revenue
- Set monthly and yearly targets for visitation, revenue, digital engagement, etc
- Implement regular audience research and gather feedback
- Track, report and analyse marketing metrics and optimise campaigns

Five Year Roadmap

- Year One – Opening campaign, branding, website, build partnerships, establish metrics
- Year Two – Expand marketing mix, build audience relationships, diversify revenue streams
- Year Three – Expand reach, build reputation, strengthen engagement programs
- Year Four – Expand market share, exploit new opportunities, investigate new revenue streams
- Year Five – Optimise programs, expand interstate/international reach, review next 5-year plan

Income and Expenditure

Major Financial Assumptions – Income

- All Costs and Incomes in \$2024
- Venue Hire Income - \$42,000 p.a.
 - 4 Studio Spaces @ \$90 per week @ 80% Occupancy (51 Weeks)
 - 3 Workspace Hire @ \$150 per day @ 20% (260 Days)
 - Mill Shed Hire @ \$800 per week (5 Bookings)
 - Growth @ 20% p.a
- Consignment Sales Income - \$135,000 @ 35% Mark Up. Growth @ 15% p.a.
- Retail Sales Income - \$87,500 @ 40% Mark Up. Growth @ 15% p.a.
- Workshop Income - \$50,000 p.a.
- Sponsorship Income - \$30,000 p.a. Growing to \$50,000 p.a. by 2026/27

Income and Expenditure (cont)

Major Financial Assumptions - Expenditure

- Salaries and Wages – \$438,097 p.a. growing to \$525,437 p.a. by 2025/26
- Marketing Costs – 5% of Total Income p.a. (\$17,200 for 2024/25)
- General Operating Costs (Utilities, Maintenance, etc.) – \$110,000 p.a.
- Arts Programming Costs (Touring Exhibitions, Artist Markets, Performances, etc.) – \$76,000 p.a.
- Contingency Costs – 5% of Total Costs

Income and Expenditure (cont)

Expected Best and Worst Case Scenarios

	Expected	Best	Worst
Commencing Consignment Sales Per Day	\$400	\$500	\$300
Consignment Mark Up	35%	50%	25%
Commencing Retail Sales Per Day	\$250	\$300	\$200
Retail Mark Up	40%	50%	30%
Additional Contingency Costs Per Annum	5.0%	2.5%	7.5%

Expected Case – Modelled Outcomes

	2024-25	2025-26	2026-27	2027-28	Years 5-10
Gross Income	\$182,088	\$209,506	\$239,957	\$263,981	\$292,214
Operating Expenses	\$666,410	\$760,847	\$763,917	\$766,871	\$770,299
Operating Surplus/Deficit	-\$484,322	-\$551,341	\$523,960	\$502,890	-\$478,085
Current 2024/25 Draft Budget Deficit	-\$457,280				

Best Case – Modelled Outcomes

	2024-25	2025-26	2026-27	2027-28	Years 5-10
Gross Income	\$222,088	\$255,506	\$292,857	\$324,816	\$362,174
Operating Expenses	\$650,543	\$742,731	\$745,729	\$748,612	\$751,959
Operating Surplus/Deficit	-\$428,455	-\$487,226	\$452,872	\$423,796	-\$389,785
Current 2024/25 Draft Budget Deficit	-\$457,280				

Income and Expenditure (cont)

Worst Case – Modelled Outcomes

	2024-25	2025-26	2026-27	2027-28	Years 5-10
Gross Income	\$91,038	\$104,798	\$119,543	\$125,505	\$132,967
Operating Expenses	\$682,277	\$778,962	\$782,106	\$785,130	\$788,640
Operating Surplus/Deficit	-\$591,239	-\$674,164	\$662,563	\$659,625	-\$655,673
Current 2024/25 Draft Budget Deficit	-\$457,280				

Operating Deficit Comparisons – Modelled Outcomes

	2024-25	2025-26	2026-27	2027-28	Years 5-10
Expected Case	-\$484,322	-\$551,341	-\$523,960	-\$505,890	-\$478,085
Best Case	-\$428,455	-\$487,226	-\$452,872	-\$423,796	-\$389,785
Worst Case	-\$591,239	-\$674,164	-\$662,563	-\$659,625	-\$655,673
Current 2024/25 Draft Budget Deficit	-\$457,280				

Social Impact benefits

Society and Place: Cultural engagement contributes to a sense of belonging, identity, and community cohesion

Innovation: Creative expression fosters innovation and new ideas

Health and Wellbeing: Cultural participation positively impacts mental and physical health

Education: Arts education enhances critical thinking and creativity

International Engagement: Cultural exchange promotes understanding and collaboration

Culture: Arts and culture enrich our lives and preserve heritage

Economy: Arts and culture generate economic activity, create jobs, and stimulate local economies



Economic Impact Assessment

It is estimated that the Operational Phase will support 11.73 FTE jobs per annum in South Australia and in the Adelaide Hills with a contribution to Gross State Product (GSP) of \$1.021 million per annum.

Operational Phase Economic Impacts Per Annum	South Australia	Adelaide Hills SAGR
Direct Jobs	3.71	2.49
Indirect – Industrial Support Jobs	3.80	4.38
Indirect – Consumption Induced Jobs	4.23	4.87
Total Jobs (FTEs)	11.73	11.73
Direct GSP	\$279,868	\$277,489
Indirect – Industrial Support GSP	\$315,487	\$316,499
Indirect – Consumption Induced GSP	\$425,874	\$427,241
Total GSP	\$1,021,229	\$1,021,229

Economic Impact Assessment (cont)

After 15 years, it is estimated that tourism will be supporting 45.13 FTE jobs per annum in South Australia (39.46 in the Adelaide Hills) with a contribution to Gross State Product (GSP) of \$6.58 million per annum (\$5 million in the Adelaide Hills).

Tourism Economic Impacts Per Annum (After 15 Years)	South Australia	Adelaide Hills SAGR
Direct Jobs	22.60	22.60
Indirect – Industrial Support Jobs	10.78	8.07
Indirect – Consumption Induced Jobs	11.75	8.79
Total Jobs (FTEs)	45.13	39.46
Direct GSP	\$2,507,205	\$2,485,894
Indirect – Industrial Support GSP	\$1,857,365	\$1,152,542
Indirect – Consumption Induced GSP	\$2,214,468	\$1,374,133
Total GSP	\$6,579,039	\$5,012,570
Cumulative Contribution to GSP After 15 Years	\$41,319,098	

Benefit Cost Analysis - SA

The Benefit Cost Analysis for SA shows that the project has a strong community benefit cost ratio (BCR) of 6.09 with a 50 Year NPV of \$113 million.

	2024/25	2025/26
Capital Costs	\$4,435,600	
Operating Costs	\$666,410	\$760,847
Total Annual Costs	\$5,102,010	\$760,847
Net Present Value of Costs (NPVC)	\$22,235,506	
Benefits		
Construction Economic Benefit – Contribution to GSP and Jobs	\$4,683,994	\$0
Operational Economic Benefit – Contribution to GSP and Jobs	\$883,660	\$1,008,883
Additional Tourism Contribution to GSP	\$207,116	\$434,944
Total Annual Benefits	\$5,774,770	\$1,443,827
Net Present Value of Benefits (NPVB)	\$135,376,118	
Net Annual Benefit/Cost	\$672,759	\$682,980
50 Year Net Present Value of Costs and Benefits (NPVCB)	\$113,140,612	
50 Year Benefit Cost Ratio (Total NPV Benefits/Total NPV Costs)	6.09	

Benefit Cost Analysis – Adelaide Hills

The Benefit Cost Analysis for the Adelaide Hills shows that the project also has a slightly lower but still strong community benefit cost ratio (BCR) of 4.69 with a 50 Year NPV of \$82 million, mainly due to the leakage of jobs and GSP to regions outside the Adelaide Hills.

	2024/25	2025/26
Capital Costs	\$4,435,600	
Operating Costs	\$666,410	\$760,847
Total Annual Costs	\$5,102,010	\$760,847
Net Present Value of Costs (NPVC)	\$22,235,506	
Benefits		
Construction Economic Benefit – Contribution to GSP and Jobs	\$4,683,994	\$0
Operational Economic Benefit – Contribution to GSP and Jobs	\$673,261	\$768,668
Additional Tourism Contribution to GSP	\$157,802	\$331,384
Total Annual Benefits	\$5,515,056	\$1,100,052
Net Present Value of Benefits (NPVB)	\$104,220,609	
Net Annual Benefit/Cost	\$413,046	\$339,205
50 Year Net Present Value of Costs and Benefits (NPVCB)	\$81,985,103	
50 Year Benefit Cost Ratio (Total NPV Benefits/Total NPV Costs)	4.69	

Implementation and Opening Action Plan

ACTION	DETAILS	TIMEFRAME	MILESTONES
1. Employ Public Program Officer	This role will be responsible for the development of public programs. The position will commence at 0.6FTE, increasing to 0.8FTE in the second year of operation to enable the development of additional programming such as markets and forums.	Employed 6 weeks prior to opening, and opening program	Suitable candidate engaged
2. Employ Business Development Officer	This role will be responsible, in the first instance, for managing venue hire and will commence at 0.4FTE. In the second year of operation the position will expand to 0.8FTE to include the development of other income initiatives, such as tours and tourism packages.	Employed 6 weeks prior to opening, allowing time to assist with bump in, and to be involved with establishment of artist studios and venue hire conditions	Suitable candidate engaged
3. Employ Marketing Officer	This role will be responsible for implementing the marketing plan, and developing marketing collateral for Fabrik	Employed 6 weeks prior to opening, allowing time to review and implement marketing plan in the weeks prior to opening	Suitable candidate engaged
4. Employ Retail Casuals	This casual pool will primarily be involved in Fabrik's retail area on weekends	Employed 3 weeks prior to opening, allowing time for site induction	Casual pool established to work weekends
5. Develop volunteer program	Volunteers will be required to assist with retail sales during weekdays, and to provide customer service in the Blanket Building (both levels) and Mill Shed Other volunteers will be required to assist with public programs, events and exhibition installation	Opening team inducted 3 weeks prior to opening Second stage recruitment commenced 2 months after opening	Pool of volunteers available to work weekdays and weekends

Implementation and Opening Action Plan (cont)

ACTION	DETAILS	TIMEFRAME	MILESTONES
6. Develop and commence marketing strategy	Develop as outlined in Marketing Strategy	To commence 6 weeks prior to opening	As per Marketing Strategy roadmap
7. Develop public program	<p>Program building on existing high-quality activities, including exhibitions, workshops and events</p> <p>The program will be developed to provide high quality experiences, while also engaging the local community</p> <p>Activities will include participation in annual Fringe, SALA and History festivals</p>	<p>First 12 months of exhibitions scheduled prior to opening</p> <p>First 6 months of workshops scheduled prior to opening</p>	Visitation targets achieved as per Evaluation Criteria for Tourism, Community and Arts Support
8. Develop Retail Space	<p>Development of a retail space within the Pavilion to showcase high quality, artisan-made goods</p> <p>Provide a source of income</p>	To be established in time for opening	Sales and gross profit targets achieved
9 . Develop venue hire package	<p>Research, develop and promote a venue hire schedule</p> <p>Develop tourism products and partnerships</p>	<p>Established in time for opening</p> <p>Established when Business Development Officer commences</p>	Income targets are reached
10. Launch Mill Stories museum display	<p>Research and planning has been undertaken since 2019, as appropriate grants have been received.</p> <p>The rollout of the display will be staged, with each stage dependent upon funding received through the History Trust of SA's Museum and Collections program.</p>	<p>Simple displays will be included in the Blanket Building (Building 20) when Fabrik opens.</p> <p>January 2026</p>	<p>Simple display in Blanket Building</p> <p>Launch of stage 1 display in Mill Shed</p>

Implementation and Opening Action Plan (cont)

ACTION	DETAILS	TIMEFRAME	MILESTONES
11. Develop First Nations reference group	<p>Build upon existing relationships to develop a reference group with First Nations custodians, artists and community members, to inform and develop a program that is inclusive and sensitive to First Nations cultures.</p> <p>Ensure the Fabrik site and its programs provide a safe place for First Nations artists and visitors.</p> <p>Ensure Fabrik's programs celebrate and share First Nation's cultures, histories and heritage.</p>	<p>August 2025</p> <p>August 2026</p>	<p>Terms of Reference and member selection completed</p> <p>Review outcomes and Terms of Reference</p>
12. Develop Artist in Residence program	<p>A live-in residency, with a focus on artists working with textiles and/or community engaged practice</p> <p>Developed and promoted to attract national and international interest and engagement</p>	<p>Scoped and advertised within first 12 months of operation</p>	<p>3 external residencies confirmed</p>

Evaluation and Monitoring

EVALUATION AREA	AIM	INDICATOR	TARGET	FREQUENCY
Financial	Develop income streams to ensure budget is met	Venue hire income Retail sales profits	Tracking against business plan and budgets	Quarterly – through Quarterly Performance Report Annually Additional targeted marketing will be developed if income streams lag
Tourism	Increase visitation and spend in the region	Numbers of intra/interstate and international visitors	30% of total visitation from outside the region	Quarterly – through Quarterly Performance Report Annually
Community	Increase participation in the arts	Number of visitors (assuming a target annual growth rate of 10%)	Year 1: 13,200 Year 2: 14,520 Year 3: 15,972 Year 4: 17,569 Year 5: 19,326	Quarterly – through Quarterly Performance Report Annually
	Increased wellbeing through creative initiatives	Experience of connection	85% of participants positively respond	Quarterly – through Quarterly Performance Report as survey data allows Annually
Arts Support	Support creative industries	Numbers of participants in business development opportunities	Year 1: 30 Ongoing: 50 attendees per annum	Quarterly – through Quarterly Performance Report Annually

Long Term Contingency Options

Should Fabrik not be successful in achieving strategic outcomes, alternative operating models or other plans could be considered, noting the following conditions of use would need to be factored in:

- The Mill site was transferred to Council by State Government (1993) with the condition that it be used solely for economic development purposes, including the proceeds from any partial realisation.
- The Local Economic Recovery Program (2021 State and Commonwealth Funded), received for the redevelopment of the Fabrik site disallows changing the approved use of the land, facility or assets without prior Government approval. This includes selling or assigning.

Appendix 2
*Australia Council for the Arts – Essential governance practices
for arts organisations*

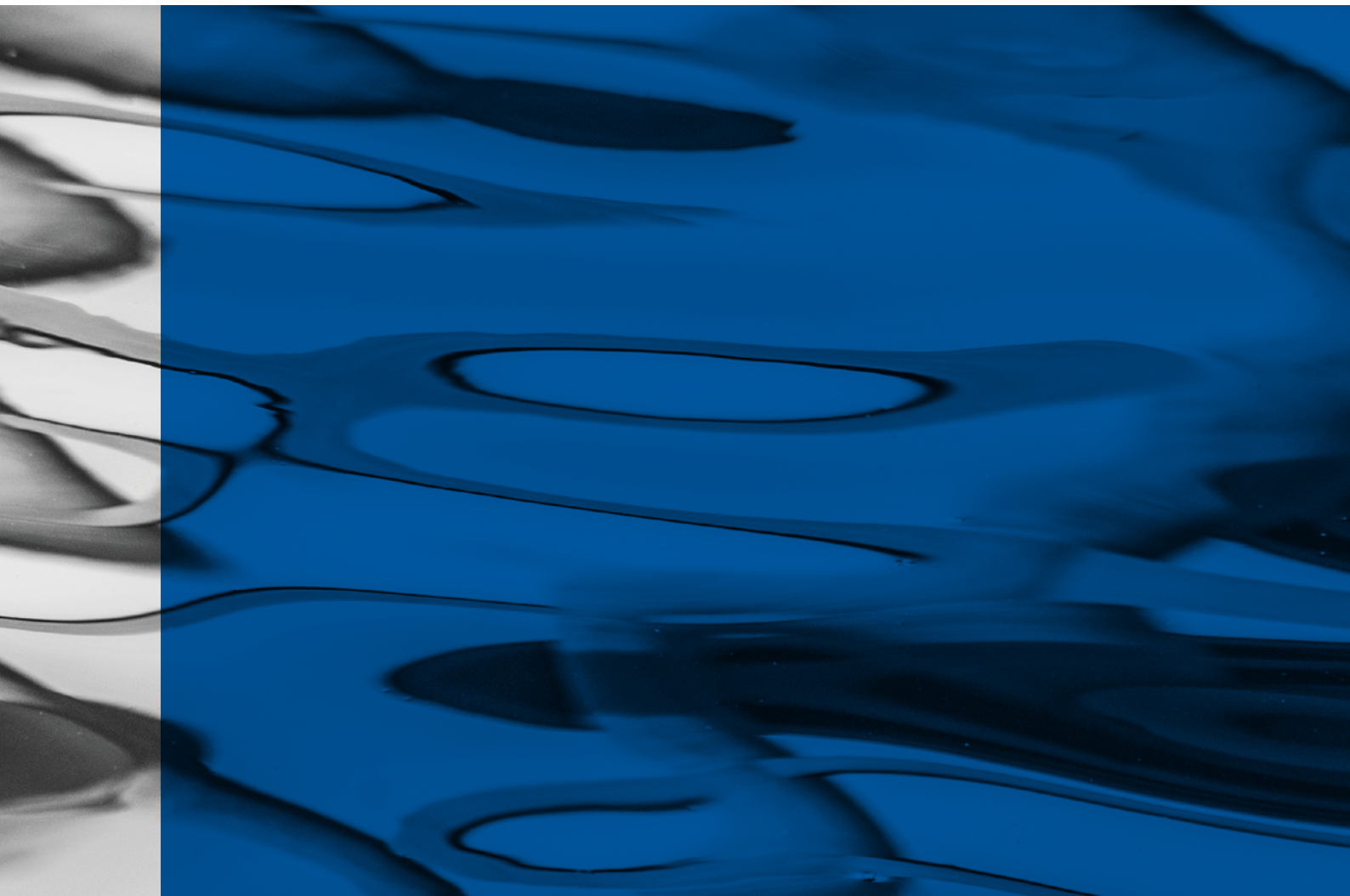


Australian Government



Essential governance practices for arts organisations

January 2021



Australia Council for the Arts

Authors: Dr Judith S. MacCormick and
Bruce Rolph

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The Australia Council for the Arts proudly acknowledges all First Nations peoples and their rich culture of the country we now call Australia. We pay respect to Elders past and present. We acknowledge First Nations peoples as Australia's First Peoples and as the Traditional Owners and custodians of the lands and waters on which we live.

We recognise and value the ongoing contribution of First Nations peoples and communities to Australian life, and how this continuation of 75,000 years of unbroken storytelling enriches us. We embrace the spirit of reconciliation, working towards ensuring an equal voice and the equality of outcomes in all aspects of our society.

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Contents

Overview	2
Snapshot – principles of good arts governance	4
Principles and recommendations	7
Why we exist	
1. Vision and mission	7
Making it happen	
2. Delivering performance	8
3. Supporting systems	11
4. Being accountable	13
5. Relationships	15
Appendices	
Appendix 1: ALPI Code of Practice to Prevent Workplace Discrimination, Harassment, Sexual Harassment and Bullying (key points)	17
Appendix 2: Assessing board member independence	18
Appendix 3: ACNC Governance Standards	20
Appendix 4: Arts Governance in a time of crisis	21
Appendix 5: References and resources	22
Other resources	23

Overview

“Governance is the process of providing strategic leadership to an organisation. It entails setting direction, making policy and strategic decisions, overseeing and monitoring organisational performance and ensuring overall accountability”

Johanne Turbide¹

Arts boards govern a wide range of organisations from large performing arts companies, through visual arts, interdisciplinary arts, First Nations arts, literary and smaller community-based arts organisations.

Good governance structures encourage these organisations to create value through entrepreneurship, artistic innovation, development and exploration. They also provide accountability and control systems in keeping with the risks involved.

Ultimately the challenge for boards of arts organisations is to lead a thriving organisation by balancing bold artistic vision and programming with sound financial and general management and oversight.

What constitutes good governance will evolve with the changing circumstances of an organisation and must be tailored to meet those circumstances. Best practice must also evolve with developments both in Australia and overseas.

The following best practice recommendations cannot, in themselves, prevent failure or mistakes in organisational decision-making. However, they can provide a reference point for enhanced structures to minimise problems and optimise performance and accountability.

Ultimately good governance is essentially about people working together effectively – especially so in the arts where board members are often voluntary positions. Getting the best out of people is the way to make boards “great”.

These principles and best practice guidelines will assist boards and board members of all arts organisations to meet their legal obligations. Incorporated associations and Indigenous corporations should also check their legislation for specific legal requirements.

While these principles were adapted with larger arts organisations in mind, they can be applied in a similar manner to smaller arts organisations. Even the boards of smaller organisations should be seeking to optimise performance and accountability in the interests of the organisation and its key stakeholders, such as government. Organisations can find further practical advice in the Australian Institute of Company Director's (AICD) *Not-for-Profit Governance Principles* on ways to evaluate and implement these principles.

However, if the board believes a pillar or guideline set out below has no relevance to its organisation, or cannot be reasonably applied given the size or resources of the organisation, or wishes to implement a pillar in a different way, the board should agree on that departure.

Good governance is essential - and starts at the top

The arts sector in Australia embraces a wide variety of organisations, ranging in size, artistic focus, and structure. But all are dedicated to delivering their own unique combination of artistic achievement and service for the arts. Whether an arts organisation is a large incorporated entity, unincorporated, a trust, an association, or a local community cooperative, to be successful and sustainable, all organisations must be well governed and effectively managed.

Importantly, all arts organisations seeking or receiving Australia Council support are required to be legally constituted: either registered under Australian law (e.g. an incorporated association or company limited by law) or created by law (e.g. a government statutory authority). They must also be able to show a record of good governance, effective management, and a diverse income stream. In all organisations, good governance starts at the top with members of the board.

Note: In this document references to:

- a. "board" and "board members" also refer to the management committee and committee members of incorporated associations and Indigenous corporations; and
- b. "executive" can also refer to artistic board member, chief executive officer, executive producer or general manager.

Snapshot

Principles of good arts governance

1

Vision | Mission

Why the organisation exists:

Board members enthusiastically commit their time and effort to a clear and inspiring vision for the future. They ensure alignment of actions and decisions towards delivering on the organisation's mission, while demonstrating its values.

2

Performance

Strategy:

The board contributes to the development of a sound strategic plan to deliver on the vision and identified outcomes, with the CEO. Decisions and discussion are framed around alignment with strategic priorities and risk; and working with the CEO, the strategy is revised as required. Celebrate achievements with staff and other stakeholders.

Clear roles and responsibilities:

Respective roles and responsibilities of the board and management are clear. Board members and executives are appointed on merit, bringing diverse and relevant skills and experience to support the organisation to deliver on its mission and strategy. Effective boards constructively challenge management and hold them to account. Succession is openly discussed.

3

Systems

Monitor and review:

The board ensures it receives the right information regularly. It critically reviews reports on activities and the financial position of the organisation to ensure it is viable, working to its strategic vision and protected against fraud and theft.

Remunerate fairly and responsibly:

Remuneration is fair, based on the arts sector and relevant to the organisation's size, while recognising the importance of attracting and retaining talent and motivating management and employees.

4

Accountability

Manage risk and compliance

Board decisions are informed by a sound understanding of the organisation's risk management framework that is aligned to purpose and strategy. The board articulates and role models expectations for conduct, including compliance with relevant laws, regulations and policies.

Reporting

The board holds itself to account for its decisions and integrity of reporting, guided by a sound policy framework. Stakeholders are appropriately informed about the organisation and its performance. Board member, CEO and artistic board member benefits and related party transactions are adequately disclosed. The board ensures the organisation meets the reporting requirements of funding bodies, employment and other legislated responsibilities.

5

Relationships

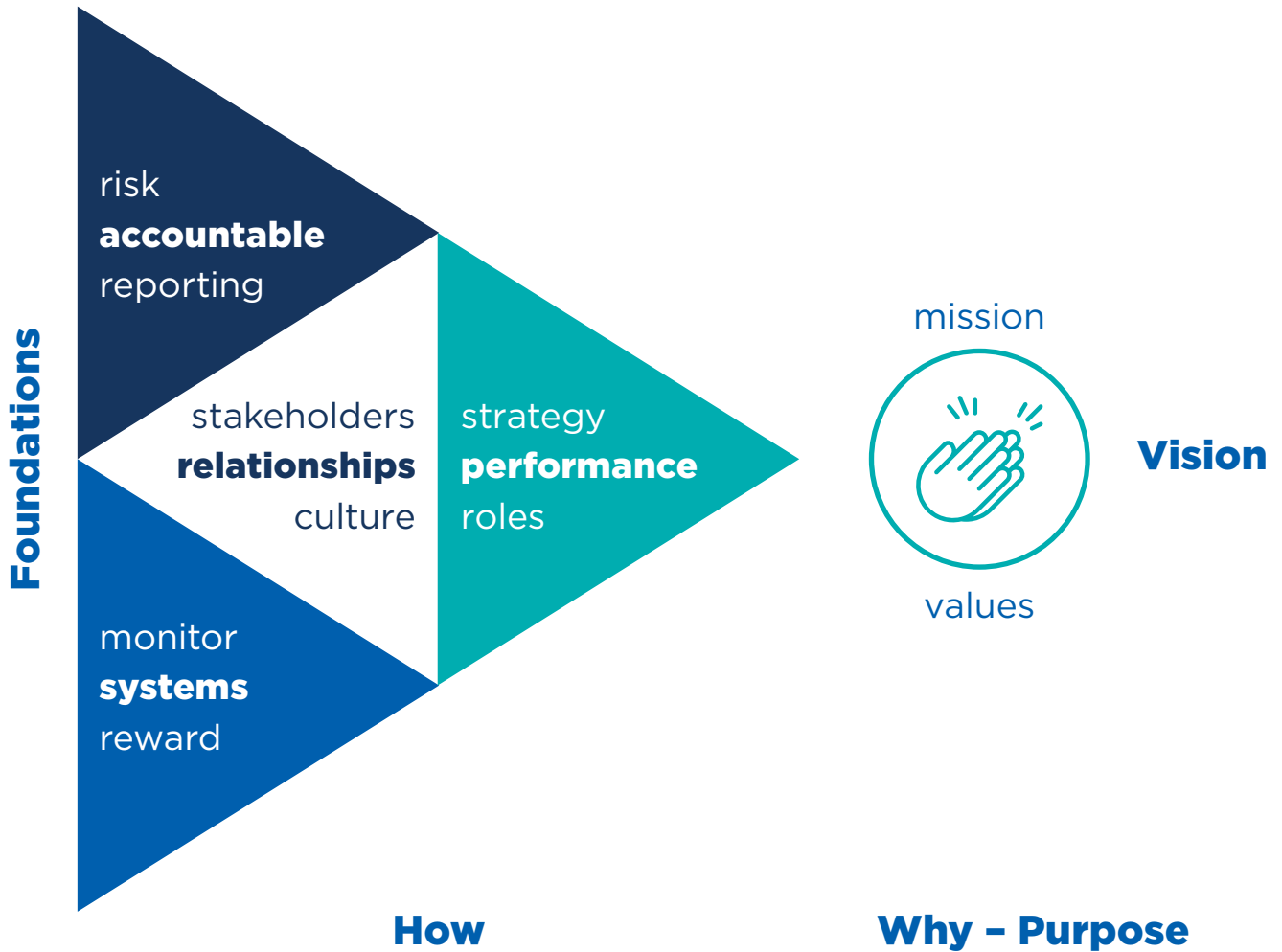
Engage with stakeholders:

Board members recognise the varying needs and expectations of the wide range of stakeholders. The board builds and maintains relationships and ensures decisions are informed by stakeholders' best interests whilst furthering the achievement of the organisation's goals. Board members promote the organisation through their networks and support fundraising initiatives.

Instill the right culture

The board ensures alignment of all the elements above to support the organisation's purpose and strategy. The board sets, aligns and tests the culture, ensuring they constantly role model the organisation's values and continuous improvement, regularly conducting board evaluations.

Governance framework for the arts



Principles and recommendations

1. Creating a vision | mission | values

WHY the organisation exists:

Individually and collectively board members enthusiastically commit their time and effort to a clear and inspiring vision for the future. They ensure alignment of actions and decisions towards delivering on the organisation's mission, while role modelling its values.

The board should:

1. create a clear and inspiring **vision** for the future – the impact your organisation wants to have
2. demonstrate understanding of, and commitment to, the **mission** of the organisation
3. ensure **alignment** of all actions and decisions towards delivering on the organisation's mission
4. agree and demonstrate the organisation's **values** in all its decision making and actions.

Artistic/curatorial vision, creativity and direction

The pursuit of excellence in artistic creativity and contribution to the arts is central to the collective vision, mission and purpose of Australia's arts organisations. However, the challenge for many boards is to ensure sufficient time and importance is given to their organisation's creative direction given the ever-pressing focus on financial and commercial priorities, operational risk and organisational and industry change.

A recent study of the arts in the UK observed 'a fear that the pendulum towards business and commercial skills on arts boards had swung too far with creative expertise and opinion having been sacrificed.' This in turn could limit the board's awareness of both significant risks and opportunities, a challenge compounded where the leadership role is split between the CEO and the Artistic Board member. To address this challenge, it was recommended that 'the artistic/curatorial programme be regularly and strategically discussed by the board.'²

Governing versus managing

The distinction between the role of the board and management is fundamental to good governance, yet is often difficult to get right. However, the core principle is clear. The board of directors, collectively acting as one in decision making, govern the organisation. This includes setting the vision and strategic direction, the risk appetite and taking the longer-term perspective.

Management, on the other hand, focuses on the delivery of the strategic plan, and managing the organisation day-to-day. Board members should not be involved in day-to-day operational and management matters. Even in smaller organisations, including many in the arts sector, it is important to remain conscious of the fundamental difference between governance and management responsibilities. Should the board delegate responsibilities via a 'Delegation of Authority' to management, the board remains ultimately responsible for the decisions made.

2. Delivering performance

2.1 Strategy

The board contributes to development of a sound strategic plan to deliver identified outcomes and vision through the CEO. Decisions and discussion are framed around alignment with strategic priorities and risk; and working with the CEO the strategy is revised as required. Celebrate achievements with staff and other stakeholders as appropriate.

The board should:

1. guide the organisation's strategic direction by contributing to the development of a **strategic plan** to deliver identified outcomes and vision
2. account for **key stakeholder expectations**
3. determine priorities for organisational **sustainability** and **financial viability**
4. work with the CEO to **revise the strategy** as required
5. ensure **decisions** and discussion are framed around **alignment with strategic priorities** and risk. Consider a "strategy on a page" as the first page of the Board Pack to calibrate decisions against
6. **celebrate** the organisation's achievements with staff and other stakeholders.

"The more uncertain and shifting the environment becomes, the more important it is for arts organisations to have a clear sense of purpose: to think and act strategically... That does not mean detailed and inflexible long-term plans.

Nor should it be a licence for navel gazing... An organisation that lacks an animating sense of purpose risks being pushed and pulled in many directions... Arts organisations operate in increasingly crowded and competitive markets, with multiple partners, with different goals and performance measures, mixing commerce and cultural creativity. In such a fluid environment, stability does not come from structure but from having an enduring sense of purpose"

Charles Leadbeater³

Strategic plan – the organisation must develop, keep current, and make available for primary stakeholders a strategic plan consistent with the organisation's artistic vision and mission. Organisations seeking multi-year funding from the Australia Council are required to submit a strategic plan. This "road map" captures what you are doing, why you are doing it and how. The plan should build in flexibility to be creative and responsive to new developments. A strategic plan is different from a business plan. A strategic plan summarises "where you want to play" and "how you will succeed" and milestones along the way. A business plan provides the operational detail.

For example, start by analysing your environment, both internal (strengths and

weaknesses) and external (opportunities and threats). Based on this you can determine the best opportunities to pursue, and strengths you can leverage and must develop to deliver on your mission. Then you can create your strategic plan that should include:

- your mission and vision
- your target audiences
- your strategies and related goals and activities
- measures of success, and an evaluation framework
- a financial summary, explaining your financial model and forecasts
- your board or governance, staff and collaborators.

2. Delivering performance

2.2 Roles and responsibilities

Clarify the respective roles and responsibilities of the board and management. Board members and management are appointed on merit, bringing diverse and relevant skills and experience to support the organisation to deliver on its mission and strategy. Effective boards constructively challenge management and hold them to account. Succession is openly discussed.

The board should:

1. adopt a **formal charter** of the board's principal functions and responsibilities
2. recruit, support, evaluate and replace when necessary, the **CEO** and/or artistic board member
3. Create a **skills matrix** to identify diverse and relevant skills and experience needed to support the organisation to deliver on its mission and strategy, including at least one board member with financial expertise
4. appoint board members on merit through a transparent, ordered **succession** process, ensuring continuity of appropriate skills, experience, and knowledge
5. support new board members with comprehensive **induction**, including expectations of behaviour
6. clearly define and **differentiate the roles** and responsibilities of board members and management. Board members are to avoid micromanaging
7. document **delegated authority** to management and periodically review
8. understand **board member obligations** under legislation, policies and rules (see side bar)
9. consider maximum board member **tenure** (e.g. 10yrs) to ensure board refreshes for diversity of thought while retaining corporate knowledge
10. ensure key management have formal **job descriptions** describing their term of office, duties, rights and responsibilities and entitlements on termination
11. ensure board members bring **independent thinking**, question assumptions and constructively challenge management.

Board member obligations under legislation: fiduciary duties

A fiduciary duty exists where a person or company is required to put another person or entity's interest before their own, and include:

- acting with reasonable care and diligence
- acting honestly and fairly in the best interests of the organisation and its purposes
- not misusing their position or information they gain as a board member
- disclosing conflicts of interest
- ensuring the financial affairs of the organisation are managed responsibly
- not allowing the organisation to operate while insolvent.

Generally, the duties mean that board members should act with standards of integrity and common sense.

Australian Charities and Not-for-Profit Commission (ACNC) Governance Standards

2. Delivering performance

2.2 Roles and responsibilities

Can board members be personally liable?

If you are acting lawfully you will not be personally liable as a board member. However, this depends on:

- the particular **action**. For example, under their fiduciary duties, board members may be personally liable for criminal or serious misconduct, including asking someone to perform a dangerous task, dismissing staff without proper authority or process, or for deliberate actions or omissions that breach the ACNC Act if they have acted dishonestly, with gross negligence or are reckless. In rare circumstances, the personal assets of board members can be seized to pay any damages, even a volunteer board member.
- **type of organisation**. For registered unincorporated associations, the obligations and liabilities are on each individual who is a director at the time. For trusts, the obligations and liabilities are imposed on the trustees. If the trustee is a body corporate (an incorporated organisation) then the obligation and liabilities are imposed on the individuals who were the directors of the company at the time.

3. Support systems & processes

3.1 Monitor and review

The board ensures it receives the right information regularly. It critically reviews reports on activities and the financial position of the organisation to ensure it is viable, working to its strategic vision and protected against fraud and theft.

The board should:

1. ensure it gets the **right information regularly**
2. consider and approve the organisation's proposed **arts program and budget**
3. validate, approve and review **strategic, financial, and non-financial measures** (e.g. whistleblower, social media, diversity)
4. interpret regular financial reports and **ensure expenditure aligns** with milestones, objectives and priorities
5. be vigilant to ensure sufficient financial reserves to maintain **solvency** and protect against **fraud and theft**
6. critically review reports on **activities** to ensure alignment with its strategic vision and values
7. give **prior approval** to any material capital expenditure, or any significant variation from budgeted or forecast expenditure
8. clearly **define CEO/AD** performance measures and disclose a process for periodically **evaluating their performance**.

3.2 Reward fairly and responsibly

Remuneration for CEO/artistic board member/senior management should be fair relative to the arts sector, while acknowledging the importance of attracting and retaining talent and motivating management and employees.

The board should:

1. ensure remuneration reflects appropriate and transparent **arts sector benchmarks** and reflects core performance requirements and expectations. Remuneration should account for organisational size and be designed to motivate pursuit of long-term growth and success of the organisation
2. ensure no individual is involved in deciding their **own remuneration**
3. make clear **termination** terms and payments agreed in advance, mandating no payment for **removal** for misconduct
4. disclose leadership **remuneration and benefits**.

3. Support systems & processes

3.2 Reward fairly and responsibly

Diversity policy

Organisations may find it useful to consider the following matters when formulating a diversity policy:

- Express the organisation’s commitment to diversity at all levels and in art making and arts support roles.
- Recognise that diversity not only includes gender diversity but also includes matters of age, disability, ethnicity, marital or family status, religious or cultural background, sexual orientation and gender identity.
- Articulate the benefits of diversity in attracting, retaining and motivating employees from the widest possible pool of available talent.
- Identify and implement programs that will assist in the development of a broader and more diverse pool of skilled and experienced employees and that, over time, will prepare them for senior management and board positions.
- Ensure that recruitment and selection practices at all levels (from the board downwards) are appropriately structured so that a diverse range of candidates are considered and there are no conscious or unconscious biases that might discriminate against certain candidates.
- Recognise that employees at all levels may have domestic responsibilities and adopt flexible work practices that will assist them to meet those responsibilities.
- Emphasise that discrimination, harassment of any kind, vilification and victimisation is illegal (see Appendix 1) and cannot and will not be tolerated.
- Have key performance indicators for management to measure the achievement of diversity objectives. Link part of their remuneration (either directly or as part of a “balanced scorecard” approach) to the achievement of those objectives.

4. Being accountable

4.1 Manage risk and compliance

Board decisions are informed by a sound understanding of the organisation's risk management framework that is aligned to purpose and strategy. The board articulates and role models expectations for conduct, including compliance with relevant laws, regulations and policies.

The board should:

1. establish, articulate, and work to an appropriate **risk management framework**. Include (but not limited to) strategic risks, operational or artistic direction risks, funding risks, reputational or brand risks, compliance risks, environmental risks, human capital risks, financial reporting risks and arts sector-related risks
2. **review the risk framework annually**
3. ensure all decisions and discussions take **risk appetite and risk tolerances** into consideration to encourage innovative thinking (within agreed parameters)
4. be open and **compliant** with all fiduciary, regulatory and legal obligations, including ensuring the organisation complies with the ACNC governance standards of a charity (see Appendix 3)
5. adopt a **conflicts of interest policy**
6. maintain a **register of interests**.

Whistleblower rights and protections

ASIC recommends good governance practice should include the fostering and encouraging of whistleblowing behavior by staff within an environment free from recriminations and victimisation.

Specifically, the Australian Institute of Company Board members (AICD) warns significant personal liability can result if a board member fails to treat a whistleblower disclosure protected under the law with the strict confidentiality and anti-victimisation measures the legislation imposes.

At the same time, AICD concludes these laws present an opportunity to strengthen culture and compliance within organisations.

4. Being accountable

4.2 Reporting

The board holds itself to account for its decisions and integrity of reporting, guided by a sound policy framework. The board ensures the organisation meets the reporting requirements of funding bodies, employment, and other legislated responsibilities.

The board should:

1. ensure stakeholders are appropriately **informed** about the organisation and its performance
2. adequately **document governance and other policies** (such as artistic policy, board member nomination, selection and appointment, communications, marketing, private sector support and fundraising, stakeholder community relationships)
3. set up a proper process for handling **whistleblower complaints**
4. ensure the organisation has appropriate **insurances** and **provides safe work spaces** (e.g. performance, rehearsal, studios)
5. holds itself to account for **decisions** and to **meeting reporting requirements** of funding bodies, employment, and other legislated responsibilities
6. ensure board member, CEO and AD **benefits, related party transactions** and actual or potential **conflicts of interest** are identified, disclosed, and managed
7. ensure formal and rigorous processes to **independently verify the integrity** of all compliance and management reporting (e.g. an audit committee or identify an independent audit process)
8. expect management to demonstrate they have:
 - taken all reasonable steps to **prevent discrimination, harassment, sexual harassment and bullying** from occurring in their workplaces; and
 - **responded appropriately to resolve** incidents of discrimination, harassment, sexual harassment, and bullying. (see Appendix 1).

5. Relationships

5.1 Engage with stakeholders

Arts organisations often have a wide range of stakeholders with varying needs and expectations. It is important that boards constructively embrace stakeholder engagement as good governance.

The board should:

1. understand **expectations** of key stakeholders to inform decision making and further the achievement of the organisation's goals
2. ensure there is a **framework** for open and meaningful engagement
3. **build and maintain relationships** with key stakeholders (including lapsed and potential)
4. **promote the organisation** through their networks
5. **support fundraising** initiatives – in kind, attending events and/or financially
6. represent the **best interests** of key stakeholders as a whole rather than those of individuals, geographical areas or communities.
7. ensure an effective **communication strategy for** advising funding agencies and other key income providers about **any material changes** in the organisation's circumstances
8. mentor **senior management's culture** and providing **advocacy** for the organisation
9. role model continuous improvement and conduct **board reviews** periodically.

“Governance in arts organisations is a complex phenomenon.”

Johanne Turbide¹

Manage stakeholders effectively and proactively

In many respects, non-profit and for-profit board governance are similar: notably the oversight role, decision-making power, its structural place within the organisation, and its members' fiduciary duties. However, non-profit boards' prime directive is vision/mission fulfilment (a 'public' interest), whereas for-profit boards' prime directive is to maximise financial returns for owners and shareholders. As a consequence, non-profit governance normally involves a larger and more powerful mix of stakeholders (e.g. government, benefactors, ticketholders), a more complex economic model (e.g. a dynamic blend of income including government funding agencies, ticket sales, benefactors, endowments) and differing internal and external accountability (e.g. regulators, government sponsors, the public).⁴

Managing stakeholder interests effectively and proactively should be viewed as good governance practice. The board should have clear policies for the organisation's relationship with significant stakeholders, including procedures to ensure timely provision of information appropriate for each stakeholder, while bearing in mind the important distinction and differing needs between government funding agencies, regulators and public interest groups. In each case, the material being communicated should be factual, and presented in a clear and balanced way (i.e. the good and the challenging).

5. Relationships

5.2 Instil the right culture

The board ensures alignment of all the elements above to support the organisation's purpose and strategy. It ensures the guiding values are clear, and regularly reviewed and role modelled by board members. Board members attend meetings, actively listen, and ensure their contributions are relevant, succinct and add value. They respect differences and value diversity, and support the chair and CEO to meet their obligations and commit to agreed decisions.

The board should:

1. ensure **alignment of all the elements** above to support the organisation's purpose and strategy
2. **exemplify committed behaviour**, e.g. read board papers in advance; attend meetings; actively listen; make relevant, succinct contributions that add value
3. ensure the **values are clear, regularly reviewed and reflected** in all formal and informal communications
4. adopt a **written code of ethics** and/or **code of conduct** reflecting the organisation's core values
5. along with management, **articulate and role-model** expectations for conduct, including ethical behaviour respect for diversity, and holding each other accountable
6. be informed, bring a learning mindset, and continuously develop their knowledge of the organisation, the arts sector and emerging issues that may impact the organisation
7. recognise the **chair** plays a crucial role in effective board performance – setting the tone, demonstrating effective leadership, modelling good board member practice, encouraging and developing a positive culture.

Governing organisational culture

What leaders do and say set the tone for the rest of the organisation and how they influence the organisation's overall culture. Effective governance identifies culture as an important lever to create value. It unites all the principles discussed above.

To effectively govern culture, it is important for the board to consider its own function across three dimensions:

- The board needs to **set** clear cultural direction and expectations around behaviours and decision making. These expectations serve to create a link between the organisation's purpose (why it exists) and its strategic goals by expressing the behaviours it expects from its people.
- The board needs to **align** the levers at its disposal to reinforce these expectations. Expectations are reinforced if they are embedded in the organisation's policies, systems, and processes and carried out in the behaviours and decisions of employees. Strong cultures exist where there is clear alignment between expectations and the structures used to reinforce them.
- The board needs to regularly **test** that these expectations are being met, through both reported metrics (formal) and observed enacted behaviours (informal).⁵

Appendix 1

Australian live performance industry

Code of Practice to Prevent Workplace Discrimination, Harassment, Sexual Harassment and Bullying

Key points

- All workers have the legal right not to be discriminated against, harassed, sexually harassed or bullied in the workplace. Workplaces should be non-threatening, respectful, safe and free from all forms of harassment.
- The code of practice is a best practice guide for employers in the live performance industry. It is a voluntary industry code of practice. However, compliance is mandatory for Live Performance Australia (LPA) Members.
- In addition to the obligations contained in legislation addressing discrimination, harassment, sexual harassment and bullying, under Work Health and Safety (WHS) laws, all employers and boards have a duty to protect the health (both physical and psychological), safety and welfare of all workers at work and of other people who might be affected by the work. WHS laws require a proactive and preventative approach to managing health and safety risks in the workplace.
- Employers and boards, no matter how big or small, can be held legally responsible (i.e. vicariously liable) for acts of discrimination, harassment, sexual harassment or bullying that occur in the workplace or in connection with a person's employment.
- To minimise the risk of liability, employers need to demonstrate that they have:
 - taken all reasonable steps to prevent discrimination, harassment, sexual harassment and bullying from occurring in their workplaces; and
 - responded appropriately to resolve incidents of discrimination, harassment, sexual harassment and bullying.
- What constitutes reasonable steps will be different for each organisation, with factors such as the size and resources of an organisation, the work performed, and the culture of the workplace taken into account.
- Reasonable steps to effectively prevent and respond to workplace discrimination, harassment, sexual harassment, and bullying may include, but are not limited to:
 - developing clear workplace policies and procedures on discrimination, harassment, sexual harassment and bullying, including a complaint handling and investigation procedure and making workers aware of these policies and procedures;
 - regularly promoting, communicating and reviewing relevant workplace policies; and
 - taking a proactive approach to creating and maintaining a positive, inclusive, and respectful workplace culture that does not accept any form of discrimination, harassment, sexual harassment or bullying.

Appendix 2

Assessing the independence of board members

An independent board member is a non-executive board member who is not a member of management and who is free of any business or other relationship that could materially interfere with – or could reasonably be perceived to materially interfere with – the independent exercise of their judgement. Family or community ties and cross-board memberships may be relevant in considering interests and relationships which may affect independence. These should be disclosed by board members to the board.

Office bearers (such as the board chair, audit committee chair or treasurer) should be independent board members.

When determining the independent status of a board member, the board should consider whether the board member:

1. is, or has been, employed, in an executive capacity by the organisation or another group member, and there has not been a period of at least three years between ceasing such employment and serving on the board
2. receives performance-based remuneration from, or participates in an employee incentive scheme of the organisation
3. is, or has been within the last three years, in a material business relationship (e.g. supplier, professional adviser, consultant or customer) with the organisation, or is an officer of, or otherwise associated with, someone with such a relationship
4. has close personal ties with any person who falls within any of the categories described above; or
5. has a material contractual relationship with the organisation or another group member other than as a board member of the organisation; or
6. been a board member of the organisation for such a period that their independence from management may be compromised.

The board should regularly assess whether each non-executive board member is independent. Each non-executive board member should provide to the board all information that may be relevant to this assessment. If a board member's independent status changes, this should be disclosed in a timely manner to stakeholders.

Adapted from the ASX Corporate Governance Council 2019, *Corporate Governance Principles and Recommendations*, 4th edition.

How to identify conflicts of interest – the impartial observer test

Conflicts of interest are often inevitable, particularly for arts organisations where members of the board really care about the organisation and the art. If there is a potential conflict of interest, ask: "Would an impartial observer think that you are likely to, or may be likely to, be improperly affected by these personal interests?" If the answer is yes, then it is likely you have a conflict of interest.

How to minimise or prevent the impact of conflicts of interest

1. Adopt a conflicts of interest policy
2. Maintain a register of interest
3. Promote a culture of disclosure
4. Manage any conflict of interest appropriately.

Appendix 3

Australian Charities and Not-for-Profits Commission (ACNC)

Governance standards

To be and remain registered with the ACNC, all charities (except basic religious charities) must comply with its five governance standards. These are a set of core, minimum requirements for the governance of charities.

The five governance standards are:

Standard 1: Purposes and not-for-profit nature

Charities must be not-for-profit and work towards their charitable purpose. They must be able to demonstrate this and provide information about their purposes to the public.

Standard 2: Accountability to members

Charities that have members must take reasonable steps to be accountable to their members and provide them with adequate opportunity to raise concerns about how the charity is governed.

Standard 3: Compliance with Australian laws

Charities must not commit a serious offence (such as fraud) under any Australian law or breach a law that may result in a penalty of 60 penalty units (equivalent to \$12,600 as at December 18) or more.

Standard 4: Suitability of board members ('responsible persons')

Charities must take reasonable steps to ensure that their board members are not disqualified from managing a corporation (under the Corporations Act) or currently disqualified from being a board member of a registered charity by the ACNC Commissioner.

Charities must remove any board member who does not meet these requirements.

Standard 5: Duties of board members ('responsible persons')

Charities to take reasonable steps to make sure that board members:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- do not to misuse their position or information they gain as a responsible person
- disclose conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly, and
- do not to allow the charity to operate while it is insolvent.

Generally, the duties mean that responsible persons should act with standards of integrity and common sense.

Appendix 4

Arts governance in a time of crisis

During a crisis such as the COVID pandemic, boards and CEOs have a unique and significant opportunity to positively impact their organisations and the communities they serve.

Boards and CEOs need to firstly prioritise creating an environment where **decisions** are made calmly and based on facts and wise counsel. Make sure decisions reflect on the organisation's mission, reveal the decision-making process, and have a clear set of guiding principles.

Next, given the high level on ongoing uncertainty, leaders need to continuously **stay updated** with real-time information from both within the organisation and from outside (government, sponsors, audiences, community, donors, media, etc) to inform decisions.

Finally, boards and the CEO need to encourage an **experimental mindset** to reimagine, adapt, 'pivot,' innovate, and/or put actions into play as quickly as possible. Test some of the plans that you may have had in the bottom drawer – and learn from the responses even if they are just 'toes in the water.' Positively recognise valiant attempts to try new approaches, even if they fail, so long as they are within the parameters set by the board and CEO.

Appoint leaders who can be responsible across different stages – resilience, recovery and reimagining. The CEO will need to trust the leader and hold them accountable within the parameters agreed to by the CEO and/or board. These leaders should report directly to the CEO and may be different to preexisting reporting lines. Have regular updates together and share learnings. Most importantly, all leaders must be selected based on their capability and their commitment to the organisation's overarching purpose and values. And this commitment must be role modelled by the CEO and board in words and actions.

Navigating the crisis – select leaders to be responsible for each phase:

- 1. Resilience:** How will the organisation be affected by and need to keep people safe and respond to the economic impact immediately and over time
- 2. Recovery:** Preparing for fluctuating demand (audiences) and supply (creatives/venues/funding) to scale up as the crisis wanes
- 3. Reimagine:** Based on the “natural experiments”, adapt quickly and with agility, focusing on new opportunities. Remix human and digital assets. Use the lessons learned to change the relationship with key stakeholders and stay close to them to measure their responses.

Dr Judith MacCormick, Managing Partner, BoardFocus, May 12, 2020.

Appendix 5

References and resources

Endnotes

1. Turbide J 2014, 'Can good governance prevent financial crises in arts organisations?' *International Journal of Arts Management*, 14 (2), 4-14, p.5.
2. Carty H, Bryan D, & Murch A 2017, *Achieving good governance: a challenge of our time*, The Clore Leadership Programme.
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Other resources

Australia Council

This document may be read in conjunction with other resources on the Australia Council for the Arts website. <https://www.australiacouncil.gov.au/>

Other valuable websites include:

Australian Charities and Not for profits Commission (ACNC)

Governance for Good: the ACNC's guide for charity board members (2018) explains charity governance and the role of board members. <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

Australian Institute of Company Directors (AICD)

The Not-for-Profit Governance Principles (2019). A practical framework to help not-for-profits understand and achieve good governance. <https://aicd.companydirectors.com.au/resources/not-for-profit-resources>

Live Performance Australia

Industry Code of Practice to Prevent Workplace Discrimination, Harassment, Sexual Harassment and Bullying <https://liveperformance.com.au/wp-content/uploads/2019/02/LPA-Code-of-Practice-To-Prevent-Discrimination-Harassment-Sexual-Harassment-and-Bullying-Parts-A-B.pdf>





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Administration Reports Decision Items

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

Item: 12.1

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

Subject: Uraidla Districts Soldiers Memorial Park – Request for Funding

For: Decision

SUMMARY

The purpose of this report is to provide Council with information regarding a request from the Uraidla Districts Soldiers Memorial Park Inc (UDSMP) committee for support for funding towards an upgrade of the road access way at the Uraidla District Soldiers Memorial Park in Uraidla. This is a community owned and managed site (i.e. not owned by Council), albeit UDSMP receives financial assistance of \$13,000 a year for turf maintenance.

The request for funds is for the upgrade and re-surfacing of the access road and “oval ring road” including the Uraidla Primary School (School) and Uraidla and Hills Community Kindy (Kindy) drop-off and pick-up area within the UDSMP. The UDSMP Committee is requesting \$38,000 from Council which represents one-third of the total cost of the project. The remaining project funds would be contributed by the Department for Education (\$38,000) and the UDSMP (\$38,000) for a total project budget of \$114,000.

The recommendation provided in this report allows for two options; one being to fund the works immediately and the other being to funding the works in the next financial year, albeit with some work required immediately to hold the roadway in serviceable condition until that time.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That Council commits, in principle, \$38,000 towards upgrading and re-surfacing the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within the Uraidla District Soldiers Memorial Park site as part of the 2025-26 Annual Business Plan and Budget with maintenance patching carried out immediately under existing operational budgets at an approximate cost of \$10,000.
3. That Council’s in-principle contribution of \$38,000 is contingent on:

- a. the Department for Education also contributing \$38,000 towards the upgrade and resurfacing project and entering into a tripartite upgrade and maintenance agreement.
 - b. the remaining necessary funds be contributed by or sourced by Uraidla District Soldiers Memorial Park Inc.
4. That Council authorises the Chief Executive Officer (CEO) to negotiate and enter into a tripartite upgrade and maintenance agreement with The Uraidla District Soldiers Memorial Park Inc and Department for Education for the maintenance of the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, based on the upgrade contribution specified above (\$38,000 in 2025-26) and a one-third ongoing maintenance cost contribution by the Council (approximately \$1,000 per annum).
5. That this decision should not be taken to imply any particular commitment to future upgrade or renewal of the access road and oval ring road, including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, and that any future upgrade or renewal work proposal should be considered by the Council at the time it is proposed.

OR

1. That the report be received and noted.
2. That Council contributes \$38,000 towards upgrading and re-surfacing the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within the Uraidla District Soldiers Memorial Park site and that this funding be made available as soon as other funding sources are confirmed and works can proceed.
3. That Council's contribution of \$38,000 is contingent on:
 - a. the Department for Education also contributing \$38,000 towards the upgrade and resurfacing project and entering into a tripartite upgrade and maintenance agreement.
 - b. the remaining necessary funds be contributed by or sourced by Uraidla District Soldiers Memorial Park Inc.
4. That Council authorises the Chief Executive Officer (CEO) to negotiate and enter into a tripartite upgrade and maintenance agreement with The Uraidla District Soldiers Memorial Park Inc and Department for Education for the maintenance of the access road and oval ring road including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, based on the upgrade contribution specified above (\$38,000 made available as soon as other funding sources are confirmed) and a one-third ongoing maintenance cost contribution by the Council (approximately \$1,000 per annum).
5. That this decision should not be taken to imply any particular commitment to future upgrade or renewal of the access road and oval ring road, including the Uraidla Primary School and Uraidla and Hills Community Kindy drop-off and pick-up area within Uraidla District Soldiers Memorial Park site, and that any future upgrade or renewal work proposal should be considered by the Council at the time it is proposed.

1. BACKGROUND

The precinct comprises the two parcels of land known as the Soldiers Memorial Park (oval, clubrooms and courts) and the Uraidla Showground. These are respectively owned by the following community groups:

- The Uraidla District Soldiers Memorial Park Inc (UDSMP)
- Uraidla and Summertown Horticultural and Floricultural Society Inc (USHFS).

A map showing the parcels of land and ownership is shown as **Appendix 1**.

The Administration has engaged with nominated representatives from both groups however as the custodian of almost all the internal roadway, the UDSMP has been the lead in progressing this work and engaging with Council on this matter.

The UDSMP site includes an oval, cricket nets, changerooms, function room and club house buildings, public toilets and four netball and tennis courts. The UDSMP is home to several community groups including the Uraidla Districts Football Club, Uraidla Netball Club, Uraidla and Districts Cricket Club and Uraidla Tennis Club. The site also plays host to major annual community events including the Uraidla Show and Sustainability Fair and is occasionally used for Tour Down Under finishes.

The site borders the Department for Education (DFE) owned school and kindy sites. The sharing of this boundary and positioning of the school and kindy means the UDSMP access road and sealed parking area is utilised as the preferred drop-off and pick-up of students for many families.

In 2004 Council entered into a maintenance arrangement with the UDSMP for the upgrade and maintenance of the internal roadway. All parties consider the internal roadway to be at the end of its useful life and that a new agreement, also involving the DFE, should be negotiated.

A plan showing the upgrade proposal is shown as **Appendix 2**. The portion of roadway marked in green leading to the eastern site exit onto Greenhill Road is not subject to the proposed works as it has been upgraded in more recent years and is in suitable condition.

A copy of the written proposal received from the UDSMP Committee is shown as **Appendix 3**.

Summary of key engagement between AHC, UDSMP and Department of Education

Over the last 12 months the UDSMP has engaged with the Administration in relation to upgrading and re-surfacing the access road and oval ring road including the Uraidla Primary School (School) and Uraidla and Hills Community Kindy (Kindy) drop-off and pick-up area within UDSMP. Staff have worked to understand the issue in a comprehensive manner and has supported the UDSMP to engage with the South Australian Department for Education given the extensive use of the site by the School and the Kindy.

A key milestone in the engagement between the UDSMP Representatives, Council staff and Department of Education Representatives was a meeting held on 26 May 2024 at the UDSMP. A model of co-contribution was proposed (see detail outlined in the table below and in

Appendix 3) and discussed. To progress the proposal, Council Administration and DfE staff suggested the UDSMP to provide verifiable data regarding use of the access road and drop-off and pick-up area along with a formal proposal for consideration of both parties.

The UDSMP has proposed the following model of co-contribution:

- A one third contribution for the cost of project delivery as outlined in quotes/ scope provided from each party (UDSMP, Department of Education and Council).
- A conditional assessment of the access road be undertaken every two (2) years for the projected lifespan of the road (15 years).
- A one third (1/3) contribution from each party for the costs of maintenance every two years.

Organisation	Funding Contribution	Percentage
Uraidla District Soldiers Memorial Park	\$38,000.00	33.33%
Department for Education	\$38,000.00	33.33%
Adelaide Hills Council	\$38,000.00	33.33%
Total	\$114,000.00	100%

This proposed one third contribution toward the total project cost from Council would be \$38,000. The maintenance costs are not anticipated to exceed costs incurred by Council in maintenance work at the UDSMP site conducted over recent years.

Council Civil staff have reviewed project scope and quotes and believe the proposal to be reasonable.

The Administration considers the project outlined in this proposal to represent a very well planned and considered approach to project planning.

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 Hill for current and future generations. |
| Priority B2.1 | Continue to embrace and support community led public place revitalisation across our district. |
| Objective B4 | Sustainable management of our built assets ensures a safe, functional and well serviced community. |
| Priority B4.3 | Ensure Council owned or managed assets, including staff accommodation are functional and adaptive to meet service requirements. Also, where appropriate and endorsed by Council, equitably assist community owned site (halls and recreation sites) to ensure their facilities are functional and met service standards. |
| Goal 2 | 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.

Objective C3 A community that grows together.

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

Community and Recreation Facilities Framework Policy

The proposal from UDSMP has been received through the processes outlined in Council’s Community and Recreation Facilities Framework which states the following in relation to community owned sport and recreation sites:

“The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of the clubs. A funding contribution for thoroughly planned projects can be considered in Council’s Annual Business Plan and Budget process. All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.”

➤ **Legal Implications**

None identified.

➤ **Risk Management Implications**

Utilising principles outlined in Council’s *Community and Recreation Framework* and associated *Policy* to determine if a funding contribution towards the UDSMP project is reasonable, will assist in mitigating the risk of:

Council funding a community led project and a project on land owned by the community leading to precedence being set for future funding requests from other community groups.

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

Council funds a project that is not appropriately planned or designed, leading to a poorly functioning access road.

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

Council funds a project for which other funding sources cannot be secured, leading to ratepayer’s funds allocated to a project which does not achieve the expected outcomes.

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

If funded, ongoing risk mitigation in community led project management will also be something that the Administration will consider, ensuring that the group has the ability to deliver the project in full. Council staff will ensure close oversight of the project.

➤ **Financial and Resource Implications**

It is open for Council to determine whether to offer a financial contribution to the project and/or provide alternative means of support.

Any contribution made by the Council to the project would be an operating expense and therefore directly impact the Council's annual operating result (surplus/deficit). The proposed expenditure is currently not budgeted for in the 2024-25 financial year. If Council chooses to contribute funding towards this Project, it will have an unfavourable impact on this financial year's operating result. It is possible to accommodate around \$10,000 of the costs from existing operational road maintenance contracting budgets, so the net unfavourable impact on the Council's operating position would be \$28,000.

Should Council determine to defer funding to, say, 2025-26, it will need to be built into that year's operating budget, again having an 'unfavourable' impact. It is important to note that if funding is deferred into 2025-26 or beyond, some immediate work is required to ensure the roadway remains serviceable and, in particular, is in sound condition for the upcoming Uraidla Show. This work would cost an estimated \$10,000.

Should Council determine not to contribute any funding to the project, it will be necessary to at least undertake the immediate work to ensure the roadway remains serviceable (at an estimated cost of \$10,000 from existing operational funds) in line with Council's existing maintenance obligations under the historic agreement. Until the road is resealed, a similar or greater expense can be expected each year.

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

The subject site is somewhat unique in that the internal roadway serves not only traffic related to the sporting activities on site, but also traffic accessing the school and kindy. Utilising the internal park roadway for this purpose takes pressure off Kidney Street, which is a narrow local road which would experience significant congestion should it be the sole access point for the school and kindy. The Council has also used the site as a mobile library stop in the past.

It also provides a hard surface for use during the annual Uraidla Show and the Sustainability Fair, both of which are the only 'shows' of their kind in the Adelaide Hills Council district.

It is reasonable to suggest that the local community would welcome the Council's contribution to the upgrade works especially given the broader community use and benefit.

➤ **Sustainability Implications**

The full cost of maintaining and renewing the access road and drop-off and pick-up point is considered by the UDSMP to present an unsustainable financial commitment based on the current model of operation for the site. A sealed access road through the site and around the entire oval is a somewhat unique level of service for a sporting facility in the Adelaide Hills Council District. It is considered warranted however, due to the broader uses of the site

beyond sporting activities and the relatively high daily traffic volumes. Indeed, resealing and maintaining a sealed internal road at this site is considered by staff to likely be a more cost effective and sustainable option than reverting to an unsealed internal road.

A local unsealed road is generally considered for sealing when average daily vehicle movements exceed 100, a threshold which is met in this case.

➤ **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>	Department for Education were consulted by UDSMP and Council Administration as outlined in this report.
<i>Community:</i>	Information about the project proposal was provided by UDSMP.

➤ **Additional Analysis**

Timing

It should be noted that while discussions between Council staff and UDSMP have been continuing for some months, the matter was not sufficiently progressed in time to be considered as part of Council's 2024-25 Annual Business Plan and Budget. There are both practical and safety reasons for the matter to be considered now, rather than waiting for the Annual Business Plan and Budget process next financial year (2025-26), however that option is presented for Council's consideration.

General considerations

The UDSMP is somewhat unique within the Council District with the school and kindy land adjoining the site and in turn providing an optimal drop-off and pick-up area.

While the current access is considered highly desirable for the school and kindy users it does significantly increase the use of the access road as outlined in this report. This increase in use results in added wear and tear to the road surface.

The Park is also a vibrant, highly utilised community facility providing an integral role in the community connection and wellbeing for Adelaide Hills community. This is delivered through sport and recreation activities and community events held annually at the site.

Summary of usage data captured by UDSMP

Detailed data captured by UDSMP regarding the use of the access road is available in UDSMP Proposal (**Appendix 3**).

A summary of the data is listed below:

- 47,054 individual uses of the access road and ring road annually (average 128 vehicle movements per day).

- 15,762 individual uses attributed to use by or for the purposes of the community groups (including community events) and sporting clubs.
- 31,292 individual uses attributed to use for the purposes of the School and Kindy.

It should be noted that although the average vehicle count is 128 vehicles per day, the actual daily amount fluctuates significantly depending on the day of the week, and activities happening at the site.

This data demonstrates just under two-thirds of total use of the access road and ring road being attributed to the adjacent public school and kindy sites.

UDSMP could deny access to the site for the purposes of school and kindy drop-off and pick-up. If access to the UDSMP site was prevented, Kidney Street would need to be utilised for this purpose. The additional use of Kidney Street would have impacts on the road surface, and increased traffic congestion, which would create additional obligations for Council in relation to maintenance and traffic management.

While the UDSMP has expressed that removing access is not their preferred option, the current use of the site by the adjacent school and kindy and associated impacts on maintenance and resurfacing costs of the access road are considered financially unsustainable by UDSMP ongoing and hence the proposed contributions from DFE to both the upgrade and ongoing maintenance.

Merits of the proposal

The Council's *Community and Recreation Facilities Framework (CRFF)* outlines the following in relation to the renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management at Community Owned sites:

*Driveway,
Carpark, Site
Drainage and
Traffic
Management*

The renewal or upgrade of Driveway, Carpark, Site Drainage and Traffic Management will be the responsibility of the clubs. A funding contribution for thoroughly planned projects can be considered in Council's Annual Business Plan and Budget process. All capital works undertaken with Council contribution will be approved, project managed or overseen by Council.

The UDSMP proposal meet the requirements as outlined in the CRFF position above. The project has been well planned with comprehensive analysis applied in the capturing of data.

Given the considerable use by the school and kindy as demonstrated by the UDSMP in addition to the high utilisation of the site for other community use, the Administration finds the one third contribution to the cost of renewal to be reasonable, on the basis that the Department for Education make an equal contribution.

In relation to the request for ongoing assessment every two years and the contribution to ongoing maintenance costs, the Administration supports this request based on the following conditions:

- Council undertakes this assessment.

- Council approves of the proposed maintenance tasks.
- The maintenance is undertaken by Council and invoicing of UDSMP and DfE is undertaken annually.

Forecast maintenance costs are estimated at \$3,000 annually across the lifespan of the road surface (assuming the road is resealed as described in this report). The maintenance tasks envisaged by Council are seal repairs (pothole filling, edge breaks, crack sealing, etc).

As is typical of any road, maintenance requirements will be lower in the initial years after resealing and increase incrementally as it ages and the condition deteriorates until it again reaches a point where there is an economic case to reseal.

Negotiation in relation to specific maintenance tasks and schedules will be formalised with the UDSMP and DFE should this proposal be endorsed by Council.

It is recommended that any Council contribution is conditional upon confirmation of an equal contribution from DFE. Based upon data presented by the UDSMP, the Administration anticipate that DFE are likely to support the proposal and associated funding request. If DFE does not contribute as per the proposal, the UDSMP is likely to revise the request for funds from Council.

Other ways in which Council can support the project

Should Council not wish to provide funding to the project, Administration can support UDSMP to seek funds through other sources. In addition, Council can continue to provide letters of support for any grant funding applications the UDSMP wish to submit.

Tripartite Maintenance Agreement

Council has maintained the internal roadway of the UDSMP site under previous agreements and in more recent years on an as-requested basis in the lead up to each year's Uraidla Show. Typically, the maintenance works undertaken by Council has been the repair of potholes.

Council's contribution to the cost of future maintenance (nominally based on 33% of maintenance costs) can be accommodated by the existing civil infrastructure maintenance budget. A newly sealed road surface is likely to mean reduced maintenance requirements over the next 5–10 years compared with what has been required in recent years.

The Department for Education has advised they will draft the Tripartite Agreement in consultation with Council and the UDSMP pending the outcome of the decision in relation to the UDSMP funding request.

3. OPTIONS

Council has the following options:

- I. Provide the funding as requested by the UDSMP to upgrade and maintain the access road and oval ring road including the Uraidla Primary School and Uraidla & Hills Community Kindy drop-off and pick-up area within UDSMP either immediately or in a later year.

- II. Provide a different level of funding to that requested by UDSMP for upgrade and maintenance of the access road and oval ring road including the Uraidla Primary School and Uraidla & Hills Community Kindy drop-off and pick-up area within UDSMP.
- III. Decline to provide funding.

4. APPENDICES

- (1) A map showing the parcels of land and ownership of the Uraidla Oval
- (2) UDSMP proposed upgrade Plan
- (3) UDSMP written proposal/request for funding

Appendix 1

Map of Uraidla Oval Precinct

Landownership - Uraidla Oval Precinct



Annotations

- Department for Education
- USHFS
- UDSMP

AHC Core

- Roads Street View
- ADJOINING LGA RD
- AHC & PRIVATE
- AHC RD
- DPTI RD
- PRIVATE RD
- SHARED RD
- Roads



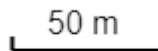
Planning

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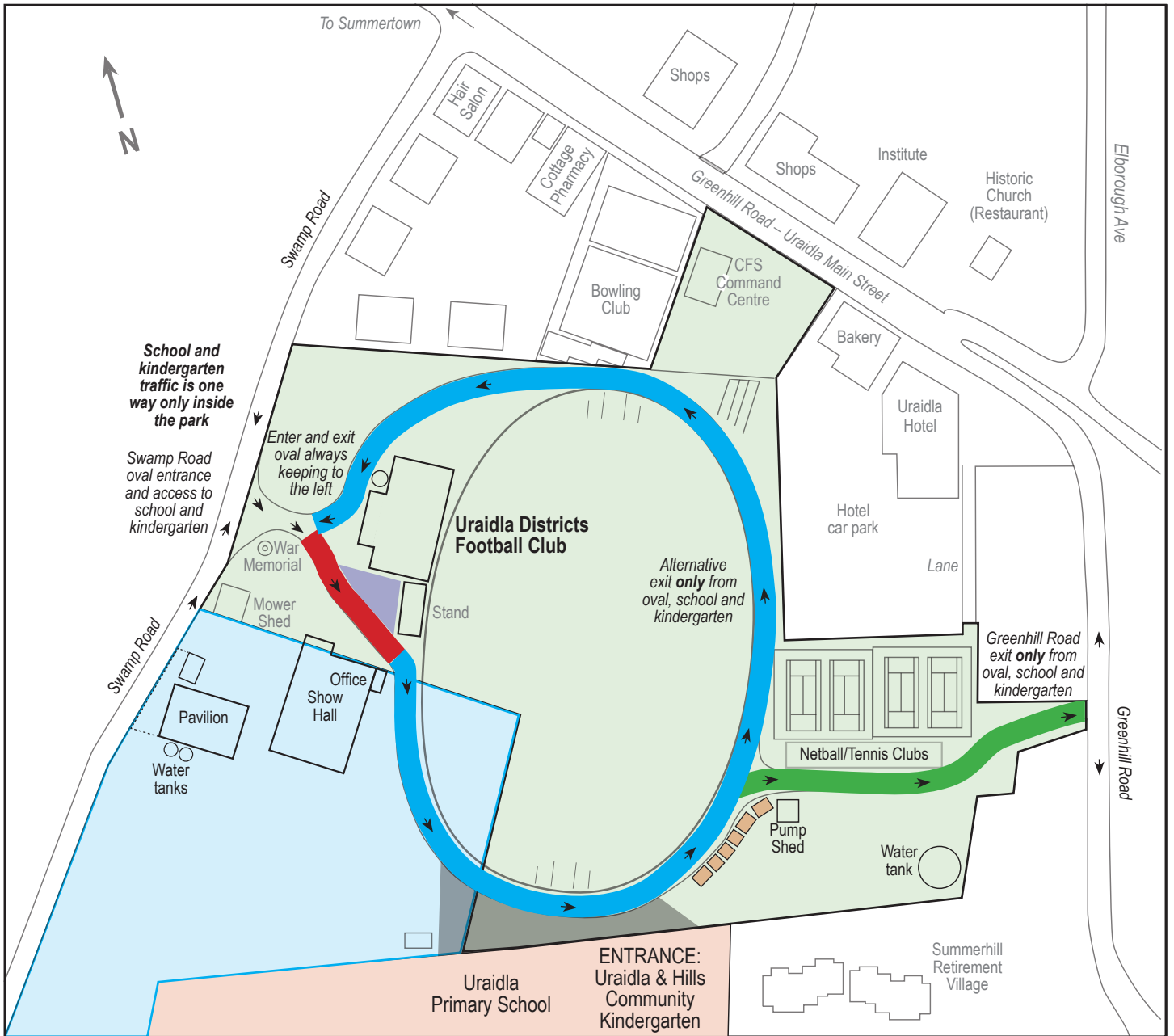
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


Appendix 2

Proposed upgrade Plan

The Uraidla District Soldiers Memorial Park oval road and school and kindergarten access upgrade plan, 16 January 2024.



LEGEND

- | | | |
|--|---|---|
| <p>QUOTE 1</p> <p> Oval road from inside of entrance off of Swamp Road to the Show Office</p> <p> The Uraidla District Soldiers Memorial Park</p> | <p>QUOTE 2</p> <p> Includes oval ring road and school drop off area (where already sealed)</p> <p> Uraidla & Summertown H&F Show Society</p> | <p>QUOTE 3</p> <p> Uraidla Football Club car park triangle</p> <p> Sealed kindergarten staff and visitor car parking (15 spaces)</p> |
|--|---|---|

Appendix 3

UDSMP Proposal

Proposal to upgrade and an ongoing maintenance agreement for the Uraidla District Soldiers Memorial Park access road located within the park to and from the Uraidla Primary School and Uraidla & Hills Community Kindergarten

Name: The Uraidla District Soldiers Memorial Park Incorporated (UDSMP)

Overview of the required works

The Uraidla District Soldiers Memorial Park oval ring road including the access road from the Swamp Road entrance to the Park onto the Uraidla Primary School (UPS) and the Uraidla & Hills Community Kindergarten (U&HCK) sealed drop-off and pick-up area requires an urgent upgrade to its surface with a new 10 mm x 35 mm hotmix bitumen layer to create an even and safe surface for vehicle and pedestrian traffic.

This surface should then have a lifespan of at least 15 years before a major rehabilitation or full depth reconstruction is needed. Surface treatments or thin overlays every 7-10 years can extend this up to 20 years between major works or even longer.

Why has this roadwork issue arisen?

The existing spray sealed surface of the road constructed in 1996 is considered by Adelaide Hills Council (AHC) to be beyond its lifespan and worn to a state beyond minor annual maintenance which until now has been carried out annually by AHC under an existing informal agreement with UDSMP.

One of the major reasons for the worn state of the road from the Swamp Road entrance to the Park and around to the Uraidla Primary School is that it has been used as the main thoroughfare for the school (UPS) school day drop-off and pick-up twice daily since 2001.

Plus, the road and drop-off/pick-up area has also been used by parents accessing the Uraidla & Hills Community Kindergarten, being its sole vehicle access since it opened its doors to the public in late 2014.

Vehicle access occurs between 08.15 and 09.15 and between 15.15 and 16.15 school days Monday to Friday for the primary school and Monday to Thursday for the kindergarten. Drop-off and pick-up are at the same times for both the school and the kindergarten.

From data collected over a typical two-week period in June-July 2024, on average there are 75 vehicles using the Swamp Road entrance twice daily to the access road within the park and then continuing on to the primary school and kindergarten. Exiting is by a one-way route to Greenhill Road or all the way around the oval back out through to Swamp Road on Monday to Thursday. On Fridays there is an average of 65 vehicles following the same procedure twice daily. This is less due to the fact the kindergarten is closed for normal business on Fridays.

However, it does operate playgroup on Fridays from 09.30 to 11.00 so that children can meet other families and spend time together. Therefore, there is access to the kindergarten by 10-20 vehicles via the same entry route and exit as the other days of the week prior to, and after these times.

Both the primary school and the kindergarten offer OSHC outside of these hours. This is arranged through the primary school. This also contributes to further traffic on the Park road

Collection of data

The Uraidla Primary School has one programmed pupil-free day per school term and one school closure day per annum. Therefore, considering school and kindergarten drop-off in the mornings and pick-up in the afternoons via the access road to and from the designated area within UDSMP, vehicle numbers per annum are as follows:

Table 1: Data collection, vehicles accessing the primary school and kindergarten at drop-off and pick-up times. 17-26 June and 4 July 2024.

Date	Time	Enter via Swamp Road	Exit via Greenhill Road	Exit around oval via Swamp Road	Exit via Swamp Road against traffic flow	Staff vehicles (there before and after times shown)	Total vehicles
Mon 17/6	15.15 to 16.00	81	74	16	1	4	95
Tues 18/6	08.20 to 09.20	76	60	16	1	4	81
Tues 18/6	15.09 to 16.09	78	64	14	1	3	82
Wed 19/6	08.11 to 09.12	79	66	10	3	4	83
Thurs 20/6	08.13 to 09.13	73	61	9	3	3	76
Fri 21/6	08.14 to 09.14	64	58	4	2	2	66
Fri 21/6**	15.15 to 15.45	62	58	4**	-	2	64
Mon 24/6	08.10 to 09.10	73	61	9	3	3	76
Wed 26/6	15.15 to 16.15	79	65	13	1	4	83
Thurs 4/7*	15.15 to 15.45	75	65	10		3	78

All vehicle numbers and movement were observed and recorded by C. Badenoch at times shown except below:

*Estimate based on number of vehicles at drop-off/pick-up area, as mowing of adjacent show grounds was in progress by C. Badenoch.

**Vehicles counted by J. Richards, show grounds volunteer, who was on site. Vehicles exiting via oval ring road out to Swamp Road is an estimate only.

Table 2: Number of current school and kindergarten days of attendance, 2024.

Facility	Term 1 Weeks (W) days (D)	Term 2 Weeks (W) days (D)	Term 3 Weeks (W) days (D)	Term 4 Weeks (W) days (D)	Pupil-free days	School closure days	Less public holidays (excluding those in school holidays)	TOTAL attendance weeks/days per annum
Uraidla Primary School (UPS)	11 W 55 D	10 W 50 D	10 W 50 D	9 W 45 D	4	1	5	40 190
Uraidla & Hills Community Kindergarten (U&HCK)	11W 44D	10 W 40 D	10 W 40 D	9 W 36 D	-	-	5	40 155

Table 3: Averages of the number of vehicles accessing UPS and U&HCK drop-off/pick-up based on information in Tables 1 and 2. Also includes current regular events at UPS, U&HCK.

	Term 1 Total vehicles	Term 2 Total vehicles	Term 3 Total vehicles	Term 4 Total vehicles	Percentage accessing via Swamp Rd (daily %)	Percentage exiting via Greenhill Rd (daily %)	Percentage exiting via oval ring road to Swamp Rd (%)	Percentage exiting via Swamp Rd in reverse direction (%)
Daily vehicle numbers at drop-off/pick-up (160 average per day Mon-Thurs, 130 per day Fridays)	8,470	7,700	7,700	6,930	100	84	14	2
Vehicles, school acquaintance night, concert, graduation*	75			100		50	50	-
School staff	1	1	1	1		50	-	50
Vehicles at other school events/visitors*	70	20	20	20		40	20	20
Kindergarten staff	3	3	3	3		50	-	50
Vehicles at kindergarten end of year event*				50		60	40	10
Vehicles at other kindergarten special events/visitors*	11	10	10	10		30	10	60
Total vehicle numbers per term	8,630	7,774	7,774	7,114				
Total vehicle number per annum				31,292				

Information shown based on data collected June-July 2024, and observations during 2023.

Sporting clubs use of the oval road for parking and access to all park facilities

The Hills Football League, Hills Netball Association, Hills Tennis Association and the Hills Cricket Association all schedule home matches for all Uraidla teams at the venue. The Uraidla Districts Football Club has 7-8 scheduled home matches per season on Friday nights, Saturdays and Sundays, April to September, the Uraidla Netball Club has all its scheduled home matches for all grades on Saturdays from May to September, the Uraidla Cricket Club has scheduled home matches mostly on Saturdays, but some junior grade matches are also played at the venue on Friday evenings October to March. And the Uraidla Tennis Club uses its facilities for home matches on Friday evenings and Saturdays also October through to late March.

An average home game day for football can see up to 400 vehicles at the venue in multiple time slots coming, parking and going throughout the day. When netball has the majority of its junior and senior grades scheduled at home on the same day around 150 vehicles come and go throughout the day also. When netball home matches coincide with football home matches all vehicles going to the netball courts must get to the parking area adjacent to the courts via the Swamp Road entrance to the Park as the Greenhill Road entrance is locked. More than half of attendees at Saturday home football matches park their vehicles in the allocated parking areas located to the left of the Swamp Road Park entrance, adjacent and behind the football community building, while a further 100 vehicles can be accommodated at any given time around the oval ring road from the Show Building corner to the school drop-off area and then around the eastern side of the oval ring road to the town end goals (see photos attached). Friday night and Sunday matches mostly use parking areas adjacent and to the rear of the football community building, with only a sprinkling of vehicles scattered elsewhere, mostly from the Uraidla Show building corner towards the primary school.

Vehicles accessing and parking at cricket matches also predominately utilise the parking areas near to the football community building, with only 20-30 parking around the oval ring road. All tennis match attendees park their vehicles at the netball/tennis facility under normal circumstances. Patrons attending football matches have to enter the Park via the Swamp Road entrance, nearly 100% of the cricket attendees also use this entrance, while netball and tennis patrons tend to enter via the Swamp Road entrance and the Greenhill Road entrance to the Park at approximately a 50/50% ratio, mostly determined by the direction from which they come into Uraidla, unless netball home matches coincide with football home matches, in which case as stated earlier they enter through the Swamp Road entrance only.

Both the Hills Netball Association and the Hills Football League frequently schedule one round of their finals series at the venue. Finals for either can attract vehicle numbers of several hundred, which utilise all of the oval access and ring roads and available parking space. Football can attract up 500 vehicles, netball up to 250 vehicles. Capacity within the Park for an association final is in the vicinity of 400-500 vehicles.

All codes have scheduled training and coaching evenings/nights at one to two times per week throughout their seasons including pre-seasons ranging from four weeks prior for cricket, netball and tennis up to 10-12 weeks prior for the football season proper. Nearly all participants at football and cricket training/coaching park their vehicles in the allocated parking areas to the left of the Swamp Road Park entrance near the football community building. Attendees at netball and tennis training/coaching sessions access the venue via the swamp Road entrance and the Greenhill Road entrance to the Park at about a 50/50% ratio.

Other users of the Park

- The annual Uraidla Show held in November, with set up involving 20-30 vehicles daily in the week leading up to the show, plus up to 150 vehicles entering for set-up, trade space and pack-down on show day. 20-30 during week after the show to take down and pack up.
- The Sustainability Fair, held on or around 17 March each year (one day), around 300 vehicles come into the park and show grounds for set up and pack down, trade space and visitor parking (visitor parking within the Park is in the car parking areas adjacent to and at the rear of the football community building).
- Kindergym, 10-20 vehicles entering via Swamp Road entrance and parking at the show building three times per week, school terms 2 and 3.

- Oakfolk Playgroup, 50 vehicles entering both Greenhill Road and Swamp Road entrances to the Park and utilising the show grounds area adjacent to the primary school pick-up/drop-off area for parking, Wednesdays, school terms 2 and 3.
- Weddings in the Show Hall, 100 vehicles, 6 times per year entering via the Swamp Road entrance to the Park, using parking near the Show Hall and around the access road towards the primary school. Special events, such as sporting club dinners, parties, funerals and other functions held at the Show Hall or football community building, average of 150 vehicles 6 times per year mostly parking near either building.
- Residents using the park for recreational activities, 20 vehicles per week.
- Council vehicles, garbage collection and other, 10 vehicles per week.

Table 4: Estimates of other vehicle use in UDSMP shown as number of vehicles per annum.

User	Home matches Sat. junior and senior	Home matches women's comp (Mostly Sun.)	Home matches C-Grade men (Sun.)	Home matches juniors on Fri	Finals at venue	Training/coaching sessions All grades	All other vehicles at UDSMP	Percentage using access road and/or oval ring road (%)	Vehicles using access and/or oval ring roads
Uraidla Districts Football Club	3,600	300	350	350	500	10,000		50	7,550
Uraidla Cricket Club	600			240		600		34	490
Uraidla Netball Club	1,200				300	3,300		75	3,600
Uraidla Tennis Club	500			210		850		50	780
U&SHFS (Uraidla Show)							400	100	400
Sustainability Fair							400	33	132
Kindergym							720	50	360
Oakfolk Playgroup							1,200	100	1,200
Special events, weddings							1,500	75	1,125
Local residents							1,000	100	1,000
All other							500	50	250
Total vehicles using access road and/or oval ring road									15,762

Vehicle numbers based on estimates from data collected, schedules and programs from sporting clubs, plus photos of the venue when events have been in progress.

Discussion

The UDSMP has had an informal agreement with AHC to maintain the school access road to and from the Swamp Road entrance to UDSMP to a safe and even surface for all users since it was all sealed in 2001. The UDSMP has installed eight speed reducing humps to encourage users to drive at low speeds on the road to the drop-off/pick-up area, out to Greenhill Road and on the oval ring road. There are 10 km Speed Limit and Keep Left signs in place at both the Swamp Road and Greenhill Road entrances to the park. UDSMP has installed bollards at the outer sides of some of these speed bumps where possible to keep vehicle traffic on the road, making it less likely users will drive off the road and around these humps, which is a major cause of damage to the sealed edges of the road, as well as eroding the existing adjoining grassed surface.

UDSMP identified back in 2001 that increased vehicle traffic over time to UPS would cause major wear to the surface and thereby require regular maintenance at least at annual intervals, or risk the road deteriorating to the point where it will need a major surface upgrade. At the time, the UDSMP secretary advised AHC that UDSMP does not have revenue raising opportunities enough to cover any extensive upgrades or resurfacing of the road into the future.

In 2024 AHC informed UDSMP that it will no longer honour any informal agreements it has had in the past with UDSMP to maintain the roads within the Park, as after assessment by AHC personnel, it has concluded that the road surface has now gone past its useful lifespan.

UDSMP also has a written agreement with the Minister for Education in which the Minister has agreed to maintain 15 sealed car parks within UDSMP adjacent to the oval ring road constructed and made available for U&HCK staff and visitors. This agreement will expire later in 2024 with right of renewal by the Minister and UDSMP for a further 10 years.

UPS has stipulated to its community that access to the school and kindergarten including travel around the park roads be in a one-way direction from the Swamp Road entrance to the Park to the school/kindergarten drop-off/pick-up area and then exiting via Greenhill Road or continuing around the oval ring road exiting at Swamp Road so as to minimise the risk of accidents involving vehicles or pedestrians.

This procedure has worked extremely well with nearly all users adhering to this directive.

Funding model to upgrade and maintain the access road and oval ring road within UDSMP

UDSMP previously applied for a Smarty Grant from AHC in March 2024 with two options for possible funding.

Option 1 funding model of 33.33% contribution from UDSMP, 33.33% contribution from AHC and 33.33% contribution from DfE, which is fair given the users of the road and the financial limitations of UDSMP.

Option 2: 50% of works funded by AHC and 50% funded by UDSMP (including financial support from the Uraidla & Summertown H7F Society (U&SHFS) and affiliated sporting clubs).

Both options are to fully fund an upgrade to the whole road surface of the park access road for all users within the Park, including the Uraidla Primary School and the Uraidla & Hills Community Kindergarten, all sporting clubs, visitors, residents and special events.

Quotations attached.

- *Roker Quote 1*: Oval road from inside the Swamp Road entrance to the show office corner, \$13,950 plus CPI increases for quarters Jan-Mar 1.0% (\$139.50) and Apr-June 1.0% (\$139.50) Total: \$14,229.
- *Roker Quote 2*: Oval ring road including previously sealed drop off and pick up area for the UPS, \$87,920 plus CPI increases for quarters Jan-Mar 1.0% (\$879.20) and Apr-June 1.0% (\$879.20) Total: \$89,678.

TOTAL Project Cost: \$103,458.

Supporting documents

Other supporting documents attached for further information.

- UDSMP balance Sheet June 2023.pdf (from UDSMP 2023 AGM)
- DSMP Profit and Loss June 2023.pdf (from UDSMP 2023 AGM)
- *Plan 1*: 20240116 Uraidla Show-Park road upgrade plan.pdf
- Letter re support for oval roadworks 2024.pdf
- Photos of views of Uraidla oval and road parking from 2018, typical football match
- Photos showing current road surface

OUTCOME

A three-way agreement by UDSMP, AHC and DfE be accepted by all parties for funding to upgrade and re-surface the access road and oval ring road including the UPS and U&HCK drop-off and pick-up area within UDSMP and an ongoing maintenance agreement based on two-yearly inspections by all parties of the roads and drop-off/pick-up area to maintain its surface in a safe state for all users.

UDSMP is seeking an agreed funding model of 33.33% input by each organisation for both the upgrade for resurfacing and 33.33% input by each organisation for ongoing maintenance of the road as agreed.

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

Item: 12.2

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

Subject: Draft Strategic Plan for Consultation

For: Decision

SUMMARY

This purpose of this report is to present the *draft Strategic Plan (Appendix 1)* for Council's consideration and the proposed engagement plan (**Appendix 2**) which will be used to involve the community in providing feedback on the Plan.

The review of the *Strategic Plan* is a legislative requirement under the *Local Government Act 1999*. The *Strategic Plan* is a key element of the strategic management plans along with Council's *Long Term Financial Plan* and the *Asset Management Plans*.

The draft has been developed over the past 12 months commencing with a community survey in 2023, followed by a series of Council Member workshops, staff involvement and other stakeholder input. In developing the new plan, the goals, objectives and priorities have been determined with a 4 – 10 year timeframe in mind. They are grouped around social, environmental, built form and organisational outcomes.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That Council endorses the Draft Strategic Plan as contained in *Appendix 1* for consultation purposes.
3. That consultation be undertaken in accordance with the engagement plan outlined in *Appendix 2*.
4. That the CEO be authorised to:
 - a. Make any formatting, nomenclature or other minor changes to the Draft Strategic Plan prior to it being released for public consultation, and
 - b. Amend the consultation timings, media and processes if required for any reason, while keeping substantially aligned to the adopted engagement plan and the provisions of applicable legislation and Council's *Public Consultation Policy*.

5. **That a report containing the outcomes of the community consultation process be brought back to Council for consideration as part of adopting the final Strategic Plan.**
-

1. **BACKGROUND**

The review of the *Strategic Plan* is a legislative requirement under the *Local Government Act 1999*. The *Strategic Plan* is a key element of the strategic management plans along with Council's *Long Term Financial Plan* and the *Asset Management Plans*.

In developing the draft Plan, Council members, staff and the community have been involved in various engagement activities including surveys and workshops, as per the original engagement strategy adopted by Council at the 9 May 2023 meeting.

12.7 Strategic Plan Engagement Strategy

**Moved Cr Louise Pascale
S/- Cr Kirsty Parkin**

114/23

Council resolves:

- 1. That the report be received and noted.**
- 2. To endorse the draft *Strategic Plan – engagement strategy*, as contained in Appendix 1 to guide the development of the Strategic Plan.**

Carried Unanimously

2. **ANALYSIS**

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

Strategic Plan 2020-24 – A brighter future

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

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

The *Strategic Plan* outlines Council's goals and objectives and proposed strategies for, at minimum, the next four years. It assists Council to govern in a responsible, prudent and collaborative manner.

➤ **Legal Implications**

Section 122 of the *Local Government Act 1999* (the "Act") requires all councils to have strategic management plans. Council's *Strategic Plan* is part of this suite of strategic

management plans. Section 122 (4)(b) requires Council to review the strategic management plans within 2 years after each general election of Council.

The Act sets out the particulars of what must be contained in a strategic plan and that the draft must undergo public consultation. Section 122(6) of the Act specifies that *'a council must adopt a process or processes to ensure that members of the public are given a reasonable opportunity to be involved in the development and review of its strategic management plans'*.

The proposed engagement strategy included as **Appendix 2** has been developed in line with Council's *Public Consultation Policy* which includes the following steps:

4.4 Public Consultation Steps

4.4.1 In relation to matters set out in Table 2, the Council will consult in accordance with the steps set out below, together with any other requirements under the Act.

Step 1: Prepare a public consultation plan in relation to the matter having regard to the requirements of the Act, in particular s 50 (3) of the Act, and public consultation policy.

Step 2: Obtain approval of the proposed public consultation plan from the CEO or delegate.

Step 3: Conduct (plan, deliver and manage) consultation activities in accordance with the approved public consultation plan. The consultation activities will provide for, at least the following:

Step 3.1) The publication of a notice:

- a) in a newspaper or newspapers circulating within the area of the council and

- b)** the Adelaide Hills Council website or such other website as may be determined by the CEO describing the matter under consideration and inviting interested persons to make submissions in relation to it within a period (which must be at least 21 calendar days) stated in the notice; and

Step 3.2) Copies of the proposal being made available for inspection and purchase at the council's service centres and available for inspection at council service centres and on the Adelaide Hills Council website or a website determined by the CEO; and

Step 3.3) The consideration by the council of any submissions made in response to an invitation made in relation to sub-step (1) above; and

Step 3.4) Implementation of any other public consultation requirements (if any) prescribed in the relevant parts of the Act; and

Step 3.5) In addition to Steps 3.1, 3.2, 3.3, 3.4 above; in circumstances where Council is conducting a public consultation process to which Sections 123(4)(a), 151(7)(a) and (b), and 156(14d)(a) of the Act apply, inviting interested persons to attend a public meeting to be held at least 21 calendar days after publication of the notice regarding that meeting.

Step 4: At the conclusion of the public consultation activities, responsible staff will collate and analyse community contributions and responses.

Step 5: Responsible staff will then prepare a report which:

- I. Summarises the public consultation process and activities undertaken.
- II. Presents a summary of submissions received (excluding personal identifying details).
- III. Recommends changes (if applicable) to the proposal in response to the submissions made.

Step 6: Obtain a Council determination on the proposal (noting that, if there has been a material change to a proposal in response to submissions made, the Council may determine to undertake the standard consultation steps again in relation to the amended proposal).

Step 7: Communicate Council determination and how the consultation impacted the decision on Adelaide Hills Council website and/ or website

➤ **Risk Management Implications**

The review of the Strategic Plan will assist in mitigating the corporate risk of:

Inability to discharge role and functions of a local government entity leading to a breach of legislation and loss of stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
High	Medium	Medium

The Strategic Plan set the main goals and objectives for Council but is just one of the suite of strategic management plans (along with the Long Term Financial Plan and Asset Management Plans) which contribute to mitigating this risk.

➤ **Financial and Resource Implications**

The *Strategic Plan* has been developed mainly using existing staff resources.

In 2023-24, \$13,700 was spent on the two consultant-led development workshops with Council Members and Staff, as well as other professional fees related to the demographic and community survey analysis.

In 2024-25 a budget of \$10,000 has been assigned for the external costs for:

- professional design assistance, and
- promotional costs related to engagement and public consultation such as advertising.

It is proposed to run the proposed community engagement forums and online webinar using in house resources.

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

The *Strategic Plan* provides transparency for the community regarding Council's plans for the next four years. It highlights key goals and objectives and the strategies to achieve these objectives.

➤ **Sustainability Implications**

The Council's sustainability (financial, social and environmental) is a key consideration in the development of the *Strategic Plan*.

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

Consultation on the development of this report was as follows:

- Council Committees:* Not applicable
- Council Workshops:* A full day, consultant led workshop was conducted on 18 November 2023 where Council Members drafted the main goals and priorities based on the Community surveys and research conducted. Workshops for discussing the ongoing development of the Strategic Plan were conducted on 21 March 2023, 3 April 2023, 18 July 2023, 12 September 2023, 19 March 2024, 21 May 2024 and 5 August 2024.
- Advisory Groups:* Not applicable
- External Agencies:* Not applicable

Community: Community were invited to contribute to the main themes and priorities via the community survey conducted in March 2023. Feedback from the Annual Business Plan consultation survey and in person meetings during April 2024 were also used to inform the plan. Staff have also obtained feedback from relevant agencies and other stakeholder groups to inform particular elements of the plan.

➤ **Additional Analysis**

Community consultation for the draft strategic plan is proposed to occur over the period 30 August to 24 September (25 calendar days). Notice of commencement will be via website notice and Courier advertisement to appear on 28 August 2024. Additional notices are proposed for the following weeks.

Key engagement activities include:

- Online survey on the Council’s community engagement web portal
- Public forum at Norton Summit on Monday 16 September (6:30 – 7:30pm)
- Webinar on Tuesday 17 September (5-6pm) which will be recorded and posted online
- Public forum at Gumeracha on Wednesday 18 September (6:30 – 7:30pm)

The recommended resolution provides the Chief Executive Officer with the ability to change dates and times of engagement activities should a particular need arise. Key promotion will include district signage, online and social media notices, Courier advertisement and column, and targeted emails (including targeted invitations to the events to key stakeholders such as clubs, businesses, and community groups).

For the full details on the proposed consultation, see the *Community Engagement Plan for Strategic Plan (Appendix 2)*.

3. **OPTIONS**

Council has the following options:

- I. To endorse the draft *Strategic Plan (Appendix 1)* and the *Community Engagement Plan for Strategic Plan (Appendix 2)* to enable progression to the next stage of community consultation (Recommended)
- II. To amend any/all of the draft *Strategic Plan (Appendix 1)* or the *Community Engagement Plan for Strategic Plan (Appendix 2)* prior to progression to the next stage of community consultation
- III. To not endorse the draft *Strategic Plan (Appendix 1)* and the *Community Engagement Plan for Strategic Plan (Appendix 2)* to enable progression to the next stage of community consultation (Not Recommended)

4. **APPENDICES**

- (1) *Draft Strategic Plan*
- (2) *Community Engagement Plan for Strategic Plan*

Appendix 1

Draft Strategic Plan

Your Place Your Space

Draft Strategic Plan
2024



Adelaide Hills
COUNCIL

Acknowledgement of country

Council acknowledges that we conduct our business 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.

Contents

Have your say	3
Our vision	4
Our guiding principles	5
Our goals	6
What is the strategic plan	7
Strategic planning framework	8
Our profile	9
About our region	10
Goal 1: Natural Environment	13
Goal 2: Community Wellbeing	16
Goal 3: Built form and Economy	20
Goal 4: Organisation	23
Demonstrating our success	26
Our role	27
Council ward structure	29



*Your place,
your space,
your chance
to have
your say!*

Have your say

Since the adoption of our last strategic plan in 2020, we've been through the Covid-19 pandemic, continued to deal with the effects of bushfires and faced challenging economic times. The sense of community that is so obvious in the Adelaide Hills shone through and together we've worked to create a brighter future.

It's now time to set the course for the next 4 to 10 years and this is your chance to shape that direction.

Informed by our community survey in 2023, targeted research and stakeholder input, Council has sought to understand and reflect the community's aspirations through a range of goals and objectives. We've determined priorities for focus over the coming years and outlined a number of principles to guide what we do.

You are invited to look through our Draft Strategic Plan and let us know what you think. There are a number of ways to get involved:

- Provide feedback using the online survey at engage.ahc.sa.gov.au
- Fill in a paper survey at any of our customer service centres, libraries and community centres
- Attend the online webinar on Tuesday 17 September from 5pm - 6pm (or watch online after).
- Attend a forum in person:
 - The Torrens Valley Community Centre on Wednesday 18 September
 - The Summit Community Centre on Thursday 19 September
- Write to us at mail@ahc.sa.gov.au or 63 Mount Barker Road, Stirling SA 5152
- Call us on 8408 0400

Confirm event details and register to attend online at engage.ahc.sa.gov.au, or by calling us. Consultation closes at 5pm on 24 September 2024, and the outcomes will be considered by Council in the following weeks.

If you or someone you know needs assistance to participate in the consultation, please call us on 8408 0400 or email mail@ahc.sa.gov.au to see how we can assist.



Our vision

Our vision is to preserve and celebrate the unique Hills character and environment, where rural and sustainable practices coexist. We aspire to cultivate a safe, resilient and welcoming community that honours heritage, and encourages creativity and innovation.

Our guiding principles

Achieving our vision requires us to care for, protect and grow what is best about our community, people and places. In doing this we are committed to the following principles.



First Nations

We recognise Peramangk and Kurna people as the traditional custodians of our region and are committed to working with Aboriginal and Torres Strait Islander people on the reconciliation journey.

Natural environment

We acknowledge the natural environment as the foundation of the character Adelaide Hills landscape. We seek to minimise negative impacts and pursue positive environmental outcomes.

Inclusivity

We celebrate diversity in all its forms. We treat people fairly and equitably and are committed to listening, learning and encouraging open and honest discussions. We welcome people from all backgrounds and abilities, and are proud to be a Refugee Welcome Zone.

Connection

We value community and other stakeholder input to decision making. We encourage volunteering, creativity, cultural expression and collaboration in the achievement of shared objectives.

Climate change

We are dedicated to reducing our contribution to climate change and seek to mitigate and adapt to its impacts in line with our declaration of a climate emergency.

Sustainability

We consider the environmental, economic, social and cultural implications of our decisions to ensure the ongoing sustainability of the Council and our community.

Built form

We will ensure built form complements the natural environment and Hills character. It will serve to support sustainable living, resilience and safety, community capacity building, and sustainable commerce.

Change

We recognise the need for flexibility, resilience and adaptability in a changing global landscape.

Innovation

We seek opportunities for innovation and to continuously enhance the experience both now and for future generations.

Governance

We hold ourselves to the highest standards of ethics and probity.



Our goals



Natural Environment

- NE 1** Pursue our adopted pathway to achieve net zero carbon emissions.
- NE 2** Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities).
- NE 3** Protect, improve, expand and connect habitat.
- NE 4** Build resilience in the natural environment to adapt to climate change and other environmental changes.
- NE 5** Improve landscape character and amenity value on Council managed land.



Community Wellbeing

- CW 1** Promote and Support Reconciliation.
- CW 2** Enrich, empower and support connected communities.
- CW 3** Embrace diversity in our community and build on community strengths.
- CW 4** Build community resilience for the future.
- CW 5** Foster cultural identity and connection to place.
- CW 6** Promote physical, mental and social wellbeing.



Built Form and Economy

- BFE 1** Guide development that fosters vibrant and resilient communities, promotes appropriate design and enhances livability.
- BFE 2** Nurture a distinctive sense of place, support activation activities and recognise and celebrate our rich heritage.
- BFE 3** Develop and maintain infrastructure to support livability and sustainable economic activity.
- BFE 4** Improve the utilisation of Council and community facilities.
- BFE 5** Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships.



Organisation

- O1** Embrace technology solutions and digital transformation to enhance our organisation and the community experience.
- O2** Operate with integrity using best practice governance processes.
- O3** Support and develop a skilled organisation that is aligned to Council's priorities.
- O4** Engage and advocate for our communities.
- O5** Evolve Council's functions and services to meet the current and future needs and aspirations of our community.

What is the strategic plan?

The Strategic Plan sets out our key areas of focus for the next four years. It doesn't include everything we do, but it highlights areas for special attention and where we will be directing our efforts.

To make sure the plan reflects the needs of our local community, we've analysed data from our 2023 community survey and engagement processes from other initiatives such as the Annual Business Plan. We've engaged directly with a number of stakeholder groups, analysed the latest demographic data and considered contemporary research into areas of relevance to the Adelaide Hills community.

The Draft Strategic Plan consultation held over September 2024 will provide further opportunity for the community to contribute to the content of the final plan.

Our strategic planning framework

The Strategic Plan is influenced and supported by a range of strategies and plans as shown in Figure 1.

Section 122 of the Local Government Act 1999 requires all councils to have strategic management plans. The Strategic Plan is part of our suite of strategic management plans along with the Long Term Financial Plan and the Asset Management Plans. When designing the Strategic Plan, we consider the environment we operate in, the strategic risks and the community profile and trends, as well as the organisational capability we would need to achieve our objectives.

Each year we use these strategies and plans to determine the priorities and allocate resources through the Annual Business Plan process. At that time, a suite of corporate performance indicators are incorporated which are then used in quarterly reporting and the Annual Report to demonstrate our performance in delivering on the Strategic Plan.



Figure 1: Strategic planning framework



Strategic Plan

The Strategic Plan sets out the Council's key areas of focus for the next four years.

Asset Management Plans

Details the management and development of our assets and infrastructure.

Long Term Financial Plan

A view of our finances over a 10 year period that shows how we remain financially sustainable while delivering our strategic goals.

Annual Business Plan

Provides our annual budget and the details of how we will deliver our strategic management plans during the financial year.

Quarterly Performance Reporting

Shows our performance against the quarterly Annual Business Plan targets.

Annual Report

Shows our performance against our Annual Business Plan targets.

Our profile

District Area **795km²**

Townships and Localities **57**

Total Population **41,842**

Households **15,789**

Median Age **44**



Household Types

8%

One parent family

2%

Group households

18%

Lone person

37%

Couples with children

32%

Couples without children

Key Statistics

618km

Sealed roads

399km

Unsealed roads

124km

Footpaths

309

Council owned buildings

3.8%

Of people need help at home

8,437

Dog registrations

1,426

Cat registrations

6

Libraries and Community centres

30%

Of people in our population are volunteers

39

Playgrounds

100+

Pieces of play equipment

\$5.5m spent on

Waste and recycling

4,243

Businesses

12,037

Local jobs

About our region

When we undertook our community survey and asked people to describe what they love about the Adelaide Hills, most people referenced our unique Hills' character.

They raised themes encompassing the natural environment, open spaces, welcoming communities, our unique townships and businesses, the rural living feel, agriculture and our attractions and events.

There is a strong sense for wanting to protect what is special about the Hills and to approach the future in a considered but adaptable manner.

Region

We have 57 townships, suburbs and localities scattered across an area of 795km². The large geographic region contributes to the challenges we face with limited public transport, an ageing population, a changing agricultural and economic base and some difficulties in accessing services.

Despite this, our dispersed population is well provided for with numerous facilities and community services including libraries, community centres, recreation facilities and halls. Some of these are Council owned while many are community owned and/or managed.

Our People

In 2023 we had an estimated population of 41,842 living in 16,237 dwellings, with an average household size of 2.61 people.

41% of our residents owned their home outright and 46% owned a home under mortgage, while the remaining are either renting or in another arrangement. Larger properties and rising house value present challenges in housing affordability and therefore the dominant households seen are often higher income and/or people in stable employment. Young people and lower income households have limited options for housing in the region.

21% of our residents were born overseas with the largest groups being from England, Germany, and New Zealand. At home, 7.9% speak another language than

English which is significantly lower than the South Australia average of 19%.

281 people identify as being Aboriginal or Torres Strait Islander which is 41 people higher than in 2016. The region's first people are the Peramangk and Kurna people and we recognise that there are many traditional custodians with a strong connection to country who live outside the region. We also know that the recognition of Aboriginal culture and heritage is important to many people in our region.

20.1% of our residents are aged 65 or older which is 2.6% higher than in 2016. These trends indicate that the demand for smaller accommodation, aged care and flexible 'age in place' options will continue to grow, along with the need for an increased level of associated support services and infrastructure requirements related to ageing.

With limited public transport in our region, the major form of transport is by car. As such, 74% of households have access to 2 or more vehicles. Challenges therefore arise for many non-drivers in the community in limiting their access to support services, work and/or education.

4% of our residents need help home. With challenges already faced across the state with increasing healthcare shortages, this may place additional pressure on alternative community services.

About our region

Economy

The Gross Regional Product, which is an estimate of our region's contribution to the national economy, is \$2.1b a year. Our major output producing industries are manufacturing, construction and rental/real estate services.

We have over 4,000 businesses in the region, 33% of which provide jobs for over 12,000 people. We have a small business dominated economy with only 2% of businesses in the region employing 20 or more staff.

Tourism output for the Adelaide Hills is approximately \$215m, and the value added by tourism to the local area is estimated to be \$88.8m.

Economic uncertainty continues to create challenges for many sectors of our community. Inflation pressures and increasing property prices contribute to increased cost of living experienced.

Environment

In 2019, we declared a climate emergency and continue our commitment to provide leadership in addressing climate change and in remaining resilient in the face of continuing extreme weather events.

The Adelaide Hills is a biodiversity hotspot with large tracts of native vegetation and numerous threatened species and communities. Around 24% of the land we manage is protected through natural heritage agreements, conservation reserve status or roadside native vegetation management scheme (blue marker) status.

Ongoing conservation management to preserve and regenerate our habitats will be needed into the future.

Most of the land in our region is classed as high bushfire risk as it has steep topography, difficult access and high flammability. The importance of ensuring the safety of our community through bushfire mitigation while conserving the biodiversity of our region continues to be a critical balance.



About our region

Development

Over the past 10 years we have had an average yearly population increase of 0.5% due to the limited opportunities for development in our region. There are however pockets of accelerated development, including at Woodforde, Woodside (Inverbrackie) and Mount Torrens.

Development limitations are directly influenced by the Mt Lofty Ranges Watershed, which covers 89% of the region which contributes to a majority of metropolitan Adelaide's potable water; the regulated protections from residential development which cover the majority of land outside township boundaries; and infrastructure over the majority of the region lacking mains water, sewer or stormwater connections.

Negligible population growth is predicted in the near-medium term which reflects the limited opportunities for development coupled with a long term gradual reduction in average household size. Low development places less pressure on natural and agricultural landscapes, however it also limits the supply of smaller and/or affordable housing as the lower overall supply influences increasing house and rental prices. Low development also limits Council's ability to meet increasing community expectations through revenue growth

Footnote: demographic data has been sourced from the 2021 ABS Census available online at abs.gov.au.



Our goals



1

Natural Environment

Responsible custodians of our natural environment



Goal 1 Natural Environment

Responsible custodians of our natural environment.

We understand the vital role that healthy and resilient natural systems play in supporting our quality of life. These include the provision of clean air and water, natural elimination of waste and pollution, recycling of nutrients, pest regulation, pollination and supporting sustainable agriculture.

We have ambitious goals for mitigating our climate impacts and growing our vegetation coverage, while supporting the community to do the same.

Our parks and reserves are important to the community, economy and ecosystems and we will continue to maintain and enhance public spaces accordingly.

Objective NE1

Pursue our adopted pathway to achieve net zero carbon emissions

Priorities

NE1.1 Deliver actions in the corporate carbon management plan to decarbonise Council operations, including embedded emissions.

NE1.2 Continue to decarbonise the vehicle fleet and other energy consuming processes.

NE1.3 Investigate opportunities for direct energy purchasing from renewable energy producers (power purchasing agreement) and/or community virtual power plants.

NE1.3 Demonstrate responsible governance by incorporating sustainable procurement (ISO 20400) into Council processes.

Services and functions which help us achieve the objective

- Sustainability program
- Corporate procurement

Objective NE2

Support the community and businesses to decarbonise and transition to sustainable lifestyle practices (green communities)

Priorities

NE2.1 Investigate the merits of a solar PV and battery bulk purchasing scheme and community virtual power plant to provide more affordable access to renewable energy.

NE2.2 Continue to promote the highest principles in the waste management hierarchy – avoid, reduce, reuse and recycle – through education programs, services and by example.

NE2.3 Explore alternative kerbside waste collection models that divert more waste from landfill.

NE2.4 Support business, commerce associations, community associations and other groups to adopt sustainability targets and actions.

Services and functions which help us achieve the objective

- Kerbside waste collection
- Waste transfer station
- Economic development

Goal 1 Natural Environment

Objective NE3

Protect, improve, expand and connect habitat

Priorities

NE3.1 Protect remnant native vegetation from threats or threatening activities.

NE3.2 Promote the value of biodiversity protection and management on private lands.

NE3.3 Develop and implement a new Biodiversity Strategy detailing how we will protect and improve biodiversity, and expand native vegetation coverage where appropriate.

NE3.4 Nurture valuable community and stakeholder partnerships and collaborations to care for country.

NE3.5 Advocate for stronger native vegetation protection laws.

Services and functions which help us achieve the objective

- Biodiversity management and bushcare
- Friends of parks programs
- Partnerships with government and non-government organisations

Objective NE4

Build resilience in the natural environment to adapt to climate change and other environmental changes

Priorities

NE4.1 Implement the opportunities identified in the Bushfire Mitigation Landscape Strategy.

NE4.2 Implement actions from the Tree Strategy.

NE4.3 Collaborate and advocate for greater investment in environmental protections and improvements.

NE4.4 Work with others toward the national '30 by 30' target to protect and conserve 30% of the land area by 2030.

NE4.5 Apply best practice approaches to protect soil and water quality and conservation.

Services and functions which help us achieve the objective

- Arboriculture
- Parks and reserves

Objective NE5

Improve landscape character and amenity value on Council managed land

Priorities

NE5.1 Continue rolling out water efficiency measures for the maintenance of parks and sports fields.

NE5.2 Implement a succession planting program for street trees and other vegetation in key precincts, with a focus on sustainable species selection.

NE5.3 Maintain parks and reserves to be fit for purpose and enhance liveability.

Services and functions which help us achieve the objective

- Parks and reserves maintenance
- Sport and recreation

Our goals



Community Wellbeing

A thriving, safe and welcoming community



Goal 2 Community Wellbeing

A thriving, safe and welcoming community.

Our region provides a unique environment and lifestyle for residents, business owners and visitors who value quality of life and wellbeing. A thriving community depends on high levels of wellbeing, which are influenced by various social and health factors which lead to safe, engaged, healthy, inclusive, culturally rich, vibrant, creative and supported communities.

By working alongside our residents, we strengthen relationships and create opportunities for them to connect, learn, participate, grow and build resilience against unexpected challenges.

Objective CW1

Promote and Support Reconciliation

Priorities

CW1.1 Develop and implement our Innovate Reconciliation Action Plan (RAP) with the support of the Adelaide Hills Reconciliation Working Group.

CW1.2 Create First Nations Engagement Protocols to better enable Traditional Custodians and Aboriginal and Torres Strait Islander people to be involved in Council decision-making.

CW1.3 Seek cultural advice and guidance from First Nations people to support our activities.

CW1.4 Build awareness of cultural safety and respect among our Council Members, staff, volunteers and community.

Services and functions which help us achieve the objective

- Community cultural development
- Fabrik Arts + Heritage
- Governance

Objective CW2

Enrich, empower and support connected communities

Priorities

CW2.1 Partner to deliver Positive Ageing programs to support eligible older residents to maintain their independence, increase social participation, and improve wellbeing.

CW2.2 Support community groups and community-led initiatives that achieve community wellbeing outcomes.

CW 2.3 Provide welcoming spaces, programs and services at our libraries and community centres that offer opportunities for connection, lifelong learning, digital inclusion, growth and literacy.

CW2.4 Support community members to gain skills, experience, and connections through our volunteering programs, and strengthen pathways to external volunteering opportunities in our region.

Services and functions which help us achieve the objective

- Positive ageing
- Youth development
- Libraries
- Fabrik Art + Heritage
- Volunteering
- Community programs

Goal 2 Community Wellbeing

Objective CW3

Embrace diversity in our community and build on community strengths

Priorities

CW3.1 Promote and encourage community-level action for the prevention of domestic and family violence.

CW3.2 Update and implement our Disability Access and Inclusion Plan and continue to improve universal access to our community supports and services.

CW3.3 Support youth engagement in decision making and renew and implement our Youth Action Plan through targeted consultation with the involvement of with our young people and relevant stakeholders through a co-design process.

CW3.4 Engage with diverse community groups to identify and address barriers to safe and equitable access to services, programs and facilities.

CW3.5 Foster multiculturalism through a range of events, programs and initiatives.

Services and functions which help us achieve the objective

- Community wellbeing
- Youth development
- Community programs
- Libraries

Objective CW4

Build community resilience for the future

Priorities

CW4.1 Promote grassroots community collaboration and preparedness on climate action, and assist our community to adapt and build climate resilience.

CW4.2 Using past experiences, lessons learnt, and contemporary knowledge support the emergency services and the community before, during and after disaster events.

CW4.3 Support and train staff to participate in our incident management team and recovery team and ensure response requirements are adequately resourced.

CW4.4 Promote disaster preparedness as a shared responsibility by collaborating with relevant partners, including emergency services, government agencies, non-governmental organisations, and the community.

CW4.5 Review the sustainability and permanency of community resilience programs to ensure ongoing support to communities, townships, and at-risk groups to prepare for, respond to, and recover from bushfires and other emergencies.

Services and functions which help us achieve the objective

- Sustainability program
- Emergency management
- Community resilience program
- Regulatory services

Goal 2 Community Wellbeing

Objective CW5

Foster cultural identity and connection to place

Priorities

CW5.1 Establish Fabrik Arts + Heritage as an arts and culture destination, attracting visitors from Australia and around the world.

CW5.2 Support and create opportunities for artists, performers and writers to showcase their work and contribute to community identity, events and placemaking.

CW5.3 Develop connection for people and place by fostering public art and supporting arts and cultural experiences, including events, markets and festivals.

Services and functions which help us achieve the objective

- Fabrik Arts + Heritage
- Community cultural development
- Township and landscape planning

Objective CW6

Promote physical, mental and social wellbeing

Priorities

CW6.1 Adopt a strategic and evidence-based approach to plan for the provision of accessible sport and recreation opportunities and facilities.

CW6.2 Deliver our priority actions outlined in our Regional Public Health and Wellbeing Plan 2022-27 and advocate for improved mental health services for our region.

CW6.3 Plan and promote walking and cycling projects and infrastructure that facilitate health and wellbeing as well as sustainable forms of transport.

CW6.4 Support and partner with clubs, groups, and other stakeholders to provide sport and recreation opportunities / activities and facilities for the community.

CW6.5 Promote opportunities for people to improve their health and wellbeing by spending time in our natural environments, bringing greater numbers of people into our parks.

CW6.6 Ensure cemetery offerings respond to changing community preferences and that public commemorative and memorial sites are kept in a state befitting their purpose.

Services and functions which help us achieve the objective

- Sport and recreation
- Community wellbeing
- Environmental health
- Cemetery management

Our goals



3

Built Form and Economy

Building foundations for the future



Goal 3 Built Form and Economy

Building foundations for the future

We guide and advocate for sustainable development that enhances and protects our region. We build connections and participation across the community through effective facilities and infrastructure, such as sports grounds, community spaces, libraries, community halls, and community centres.

Supporting economic growth through business retention and attraction boosts our economic diversity and local job opportunities, improving the community's quality of life. Engaging with people who interact and do business in our region, helps tailor our spaces to their changing needs, enhancing the sense of place.

Objective BFE1

Guide development that fosters vibrant and resilient communities, promotes appropriate design and enhances livability

Priorities

BFE1.1 Develop and implement a housing strategy that responds to the community's needs and balances expectations regarding character, growth, affordability and the natural environment.

BFE1.2 Explore and investigate opportunities to support and encourage adaptive, resilient and climate ready development.

BFE1.3 Investigate the merits of establishing a Local Design Review Panel to enhance the decision-making process for development.

Services and functions which help us achieve the objective

- Development services
- Policy planning
- Economic development

Objective BFE2

Nurture a distinctive sense of place, support activation activities and recognise and celebrate our rich heritage

Priorities

BFE2.1 Prepare and implement a new framework to guide Council's approach to placemaking initiatives across the district.

BFE2.2 Develop a coordinated approach to town and precinct planning, with prioritisation guidelines to ensure equitable investment in public spaces.

BFE2.3 Continue to strengthen Council's planning framework to preserve and enhance the unique heritage and character of the Hills.

Services and functions which help us achieve the objective

- Policy planning
- Economic Development
- Development services

Goal 3 Built Form and Economy

Objective BFE3

Develop and maintain infrastructure to support livability and sustainable economic activity

Priorities

BFE3.1 Continue to pursue co-funding for community infrastructure and road safety improvement projects.

BFE3.2 Continue to build and enhance resilience and reliability of the CWMS service.

BFE3.3 Undertake a gap analysis to determine the need for additional and enhanced asset management planning.

BFE3.4 Assess appropriate service levels when reviewing asset management plans.

BFE3.5 Prioritise planning for new footpath, trail and cycling infrastructure where it will foster better health, wellbeing, economic and transport outcomes.

Services and functions which help us achieve the objective

- Asset management
- Civil services
- Property services

Objective BFE4

Improve the utilisation of Council and community facilities

Priorities

BFE4.1 Review staff office accommodation to optimise cost and service delivery arrangements and implement appropriate actions.

BFE4.2 Encourage greater utilisation and enhancement of community halls and facilities and foster multi-use spaces to maximise community benefit.

BFE4.3 Implement the Community and Recreation Facilities Framework.

Services and functions which help us achieve the objective

- Property services
- Community development
- Sport and recreation

Objective BFE5

Promote sustainable prosperity by supporting tourism, creative industries, primary production and vibrant townships

Priorities

BFE5.1 Explore opportunities to support the growth of eco-tourism in the Adelaide Hills.

BFE5.2 Support and encourage the growth of primary production, manufacturing, creative and other industries, including a focus on local supply chains.

BFE5.3 Support new and existing businesses to be resilient and successful and to create local jobs.

Services and functions which help us achieve the objective

- Economic Development
- Fabrik
- Policy planning
- Trails development

Our goals



Organisation

An accessible, accountable and representative organisation



Goal 4 Organisation

An accessible, accountable and representative organisation.

As an organisation, we aim to deliver effective and efficient services and facilities to the community with a focus on representation, informed and transparent decision-making, and financial sustainability.

Our people strive to be agile and capable. We consider the customer experience and continuous improvement in all that we do, with an aim to make it easy for our community, staff and stakeholders to interact with us.

Objective O1

Embrace technology solutions and digital transformation to enhance our organisation and the community experience

Priorities

O1.1 Use technology and digital solutions to improve and streamline the customer experience.

O1.2 Invest in technology solutions and skills to transform service delivery and maximise the organisations effectiveness and efficiency.

O1.3 Enhance data governance to protect and secure information ensuring compliance with legislation.

Services and functions which help us achieve the objective

- Customer services
- Information services
- Communications
- Financial services
- People and culture

Objective O2

Operate with integrity using best practice governance processes

Priorities

O2.1 Demonstrate accountable and transparent decision making.

O2.2 Support decision making through the use of timely data driven analysis and reporting.

O2.3 Enhance governance structures and systems to be agile and support our legislative obligations.

O2.4 Review and renew protocols for communication and work between the administration and elected body.

Services and functions which help us achieve the objective

- Governance
- Corporate planning and performance
- Communications

Goal 4 Organisation

Objective O3

Support and develop a skilled organisation that is aligned to Council's priorities

Priorities

O3.1 Develop and implement an internal communications strategy incorporating mechanisms for feedback on effectiveness.

O 3.2 Develop and implement a workforce development plan (that incorporates recruitment, training, succession planning and ongoing support), to optimise our workforce retention.

O3.3 Enhance the culture of the organisation through the development of a revised set of organisational values incorporating a customer centric focus.

O3.4 Maintain a safe workplace centred around equity, inclusion, wellbeing and safe work practices including corporate emergency response.

Services and functions which help us achieve the objective

- People and culture
- Corporate planning and performance
- Communications
- Emergency management

Objective O4

Engage and advocate for our communities

Priorities

O4.1 Develop a robust Community Engagement Framework including exploring opportunities for community to participate in decision making.

O4.2 Advocate on behalf of the community to represent their needs and views with relevant stakeholders and decision makers.

O4.3 Work with affected communities across the region on boundary change issues to advocate for the most beneficial and appropriate outcomes.

Services and functions which help us achieve the objective

- Community engagement
- Communications
- Governance

Objective O5

Evolve Council's functions and services to meet the current and future needs and aspirations of our community

Priorities

O5.1 Undertake a high level review which considers the effectiveness, efficiency and opportunities of all council services.

O5.2 Demonstrate financial sustainability through long term financial planning and annual budget setting which aligns with adopted sustainability targets.

O5.3 Undertake regular customer surveys to seek feedback and measure customer experience.

Services and functions which help us achieve the objective

- Corporate planning and performance
- Financial services

Each year we list specific corporate performance indicators in our Annual Business Plan as well as the strategic initiatives that will help us to deliver on the strategic plan.

Demonstrating our success

Each year we list specific corporate performance indicators in our Annual Business Plan as well as the strategic initiatives that will help us to deliver on the strategic plan. We have adopted service standards for a range of functions and conduct regular surveys with people who have requested Council services.

We further outline how we will deliver on our goals through the development and implementation of our functional plans, strategies and programs. Some examples of these include the Capital Works Program, Access and Inclusion plan, Economic Development Plan, Biodiversity Strategy, Sport and Recreation Strategy and Civil Zone Maintenance Program.

We inform the community and our stakeholders of our progress through regular reporting which includes the Annual Report, Quarterly Council Performance Report, Quarterly Budget Review reports, and Community Engagement reports.



Our role

We perform a broad range of functions and there are a number of roles we play to achieve our objectives.

Service provider

Fully or partially fund and provide a service

Partner

Working with others to achieve common objectives

Funder/facilitator

Enabling others to achieve outcomes through funding or facilitation support

Advocate

Representing the views of the community to others

Promoter/educator

Amplifying messages, referring to other service providers and informing the community

Regulator

Make and/or enforce rules, educate and encourage compliance

Governance arrangements

Council and Committees

Adelaide Hills Council was established on 1 July 1997 through the amalgamation of the district councils of East Torrens, Gumeracha, Onkaparinga and Stirling and is made up of a Mayor and 12 Councillors elected to represent the community across two wards (see Figure 2). The Ranges Ward elects seven councillors and the Valleys Ward elects five with the ratio of electors to Councillors close to the same across both wards. A representation review is in progress which will determine if the current composition and ward structure will continue to meet our future requirements. If any changes are made as a result, this will be reflected at the next Local Government Election in November 2026.

The elected Council's role is to provide for the governance and stewardship of the Council. They do this through representing the interests of the community; providing and coordinating public services and facilities; encouraging and developing initiatives to improve the community's quality of life; and exercising their functions under legislation and the strategic management plans.

A number of committees have been established in accordance with legislation to assist the Council and the administration to discharge their responsibilities in specific areas. These are the Audit Committee, the Chief Executive Officer Performance Review Panel, the Council Assessment Panel, the Boundary Change Committee and the Building Fire Safety Committee.

Council Administration

The Council's administration is led by the Chief Executive Officer appointed by the Council. The Chief Executive Officer appoints staff and engages other resources to carry out the functions and duties delegated to them and to implement Council decisions.

The Administration is organised into directorates, each with a specific area of focus and functional responsibilities. The arrangement of the directorates provides for the separation of the regulatory activities, as far as practicable, from the other activities of the Council.

Regional Subsidiaries

We are a member of four regional subsidiaries to deliver particular functions in collaboration with other councils. The subsidiaries are the Southern and Hills Local Government

We foster positive relationships with other Councils, relevant State Government ministers, and government departments and agencies.

Association, the Eastern Waste Management Authority (East Waste), the Adelaide Hills Region Waste Management Authority, and the Gawler River Floodplain Management Authority.

Collaboration on public policy setting

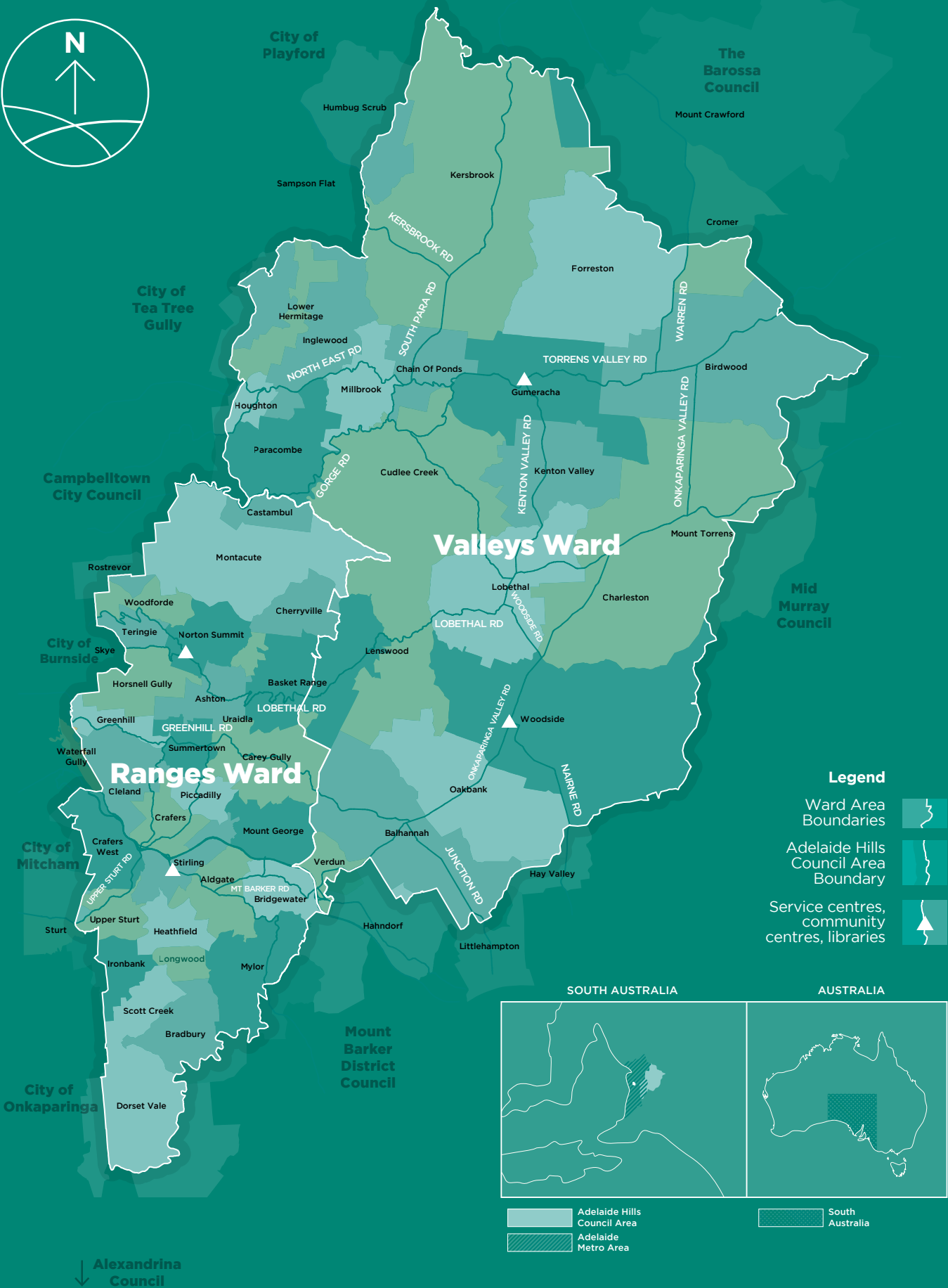
We foster positive relationships with other Councils, relevant State Government ministers, and government departments and agencies. The extent to which we collaborate in public policy setting is determined by the relevance to our community and on our ability to allocate the necessary resources. This includes:

- Actively seeking face to face Minister-Council interaction on an annual basis
- Council and the Executive Leadership Team monitoring opportunities to comment on proposals of other levels of government via the Local Government Association's regular circulars and prioritise effort and input according to district relevance
- Participating in the Eastern metropolitan regional group of councils and the Southern and Hills Regional Local Government Association, which are regular forums for collaboration and regional prioritisation setting
- Regularly inviting senior government staff to address Council and the Executive Leadership team on issues of district relevance in an informal and interactive manner

The state, national and regional objectives that were considered in the development of this plan, and the extent to which we plan to co-ordinate with State and Federal Governments on objectives, are specified in the various functional strategies which expand on our Strategic Management Plans.



Figure 2: Council ward structure



Appendix 2

Community Engagement Plan for Strategic Plan

Community Engagement Plan for Strategic Plan 2024

Simple project description	Consultation on Council's Strategic Plan
Project manager / lead contact	Kira Marie Laverty
Directorate	Corporate Services
Location of project	Council wide
Critical dates	<ul style="list-style-type: none"> • 28 August Advertisement to appear in the Courier (consultation coming) • 27 August Council meeting to endorse draft Strategic Plan consultation • 28 August All hardcopy materials to go to libraries and Customer Service Centres • 30 September Consultation goes live • 30 September Emails to clubs and associations to draw attention to consultation • 30 September District Signage erected / EHQ Live / Materials in Libraries • 4 September information to appear in the Courier Column • Webinar from Stirling – Tuesday 17 September 5pm – 6pm • Public meeting at Gumeracha - Wednesday 18 September 6.30pm - 7.30pm (Torrens Valley Community Centre Gumeracha, 45 Albert St, Gumeracha) • Public meeting Norton Summit - Thursday 19 September 6.30pm - 7.30pm (The Summit Community Centre Norton Summit, 4 Crescent Dr, Norton Summit) • 5pm, 24 September consultation closes
Consultation timeline	Friday 30 August – 5pm Tuesday 24 September 2024

RELATED DOCUMENTS

- Draft Strategic Plan

KEY MESSAGES

- Council has many priorities identified which contribute towards achieving our long term goals.
- We are now inviting community feedback on our *Draft Strategic Plan*. We wish to know if you think we are focusing on the right things before we finalise the plan.
- Consultation opens Friday 30 August 2024 and closes 5pm Tuesday 24 September 2024, you can access and explore our Draft Strategic Plan. Council will consider all feedback received during this consultation period before finalising and adopting the plan.
- Information sessions will be held across the region and we would love to see you in attendance.
- You can access a copy of the plan online at engage.ahc.sa.gov.au and at our libraries/community centres/service centres in Woodside, Gumeracha and Stirling, or you can request a copy by emailing us at engage@ahc.sa.gov.au or by calling us on 8408 0400 during business hours.
- You can ask us a question at engage@ahc.sa.gov.au or by calling us on 8408 0400 during business hours.
- You can provide your written feedback:
 - online at engage.ahc.sa.gov.au using the online survey
 - via email to engage@ahc.sa.gov.au

- via mail to Strategic Plan, 63 Mount Barker Road Stirling SA 5152
- hard copy feedback form at our libraries/service centres in Woodside, Gumeracha and Stirling
- visiting an information session at Gumeracha or Norton Summit.
- To be considered by Council, all feedback must be received by us no later than 5.00pm Tuesday 24 September 2024

ENGAGEMENT PURPOSE – WHAT DO YOU WANT TO ACHIEVE THROUGH ENGAGEMENT?

- ✓ To widely promote the consultation feedback opportunity to all rate payers and anyone with an interest of the draft Plans
- ✓ To provide sufficient information in simple plain English to allow the community to provide informed feedback and have meaningful input into the process
- ✓ To allow people enough time to provide feedback on the draft Strategy
- ✓ To allow people to ask questions in a public meeting about the draft Strategy
- ✓ To provide an opportunity for people to provide their feedback simply and easily
- ✓ To accurately analyse all feedback received so any ideas/ suggestions/ concerns can be considered/ discussed and addressed before the Strategy is finalised
- ✓ To consider peoples' views in developing the Final Strategy and make final decisions available to anyone who participated

PREVIOUS ENGAGEMENT / COMMUNICATIONS

This is a consultation undertaken every 4 years or so.

LIKELY RISKS AND PROPOSED MITIGATION

Risk	Risk level (low, medium, high)	Description	Mitigation
Media interest	Medium	Interest in financial accountability for all government organisations is at an all time high especially in regards to cost of living pressures.	Proactive media engagement to assist in disseminating the correct information.
Misinformation	Medium	The document is complex and will be released within the context of ongoing discussion. Because the document is long and detailed, there is a risk that people may engage only with the sections that interest them.	Clear and easy to understand information made available to accompany the main document to aid community in understanding the full document content.
Tight timeline	Medium	Reduced timeline to thoroughly consider comments.	Involve whole team in preparing for consultation with clear responsibilities defined. Collect and collate feedback as we go.
Lack of diverse participation	Medium	There is often a risk that a good diverse section of the community may not be engaged and therefore feedback may be biased to capture feedback from only smaller segments of the community.	This engagement strategy is providing multiple and varied opportunities for people to become engaged and targets a diverse segment of the community. It will however be limited to those who can speak and read English and no Easy read guide is being prepared. This limits participation from people with Intellectual Disabilities. The document will be designed suitable for Screen Readers.

NEGOTIABLES / COMMUNITY INFLUENCE

- Level of support for strategic priorities
- Additional initiatives and ideas not currently in Strategy

LOCATION

- All of Council

PEOPLE TO BE INVOLVED

Anyone with an interest, all rate payers, known community groups and anyone who has previously participated

ENGAGEMENT APPROACH - HOW WILL WE ENGAGE?

Who (people)	How (method for engaging)
Rate payers	District Signage Notice on website E-newsletter article Social media Courier headline Courier Advert EHQ page Customer service briefing Public Meetings Webinar Bookmarks
Community groups/ contacts	Campaign email EHQ page, newsletter and individual emails Public Meetings Webinar
Previous participants	Campaign email EHQ page
Anyone else with an interest	Notice on website E-newsletter article Social media Courier headline Courier advert EHQ page Posters and hardcopy feedback forms at Libraries and Service Centres Public Meetings Webinar
Elected members	Email and information pack

WAYS FEEDBACK CAN BE PROVIDED

- Tools via the Engagement Hub page
- Email to engage@ahc.sa.gov.au
- Mail to Community Engagement Coordinator, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Hardcopy feedback forms at all customer service centres and libraries
- Webinar – Tuesday 17 September 5pm to 6pm
- Public meetings
 - Norton Summit – Monday 16 September | 6.30pm - 7.30pm (The Summit Community Centre Norton Summit, 4 Crescent Dr, Norton Summit)
 - Gumeracha – Wednesday 18 September | 6.30pm - 7.30pm (Torrens Valley Community Centre Gumeracha, 45 Albert St, Gumeracha)

ENGAGEMENT TIMELINE

Date	Activity
27 August	Council meeting to endorse draft strategic plan consultation
28 August	Advert placed to appear in Courier
30 August	Consultation goes live
4 September	Courier Column
17, 18, 19 September	Public meetings and webinar
24 September	Consultation closes
25 – 27 September	Feedback analysed
30 September	Report to Council with appended feedback
31 October	Community informed of consultation outcomes

BUDGET

Item	\$ amount
District Signage	TBC
Advert Courier	TBC
Bookmarks	TBC
TOTAL COSTS	\$TBC

RESOURCES

- Engagement materials / tools
 - [Community Engagement Hub Page](#)
 - Hardcopy Draft Strategic Plan and feedback forms
 - Direct emails
 - Previous Consultation Participants and EHQ registrants
 - Feedback tools
 - Stakeholder mapping (identifying who project may impact or who would want to know about the project)
 - Key messages
 - Stakeholder database
 - Bookmarks

- Media
 - Media briefing if required

- Communication materials
 - AHC website
 - news story
 - home page banner
 - event listing – for council meeting where public can attend
 - page content
 - Messages on hold (phone)
 - Advert in the courier (21 days prior to any public meetings)
 - Social media – normal posts or paid campaign
 - AHC Facebook
 - AHC LinkedIn
 - Courier column
 - Hills Voice Council e-newsletter to be distributed 1st week each month
 - Print materials

- Posters
- QR codes
- Information and Hardcopy Feedback forms
- Bookmarks
- Signature block

PROPOSED QUESTIONS TO ASK

- Demographic questions
- Comments on Strategic areas
- Anything missing?
- What is your overall impression of the draft Strategic Plan?

FEEDBACK CAPTURE

All feedback provided will be collated which is essential for audit and accountability purposes.

Responses provided should be recorded in the feedback capture database so if more than one staff member is responding messages are consistent.

RESPONSE ANALYSIS AND REPORTING

All feedback will be reviewed by the project team, actions assigned and next steps considered.

A Consultation Outcomes Report should be developed for all legislated consultations.

The Consultation Outcome Report should also include who was engaged, how, when and what was said. Depending on the format and style of response, actual submissions may be included and/or key themes and feedback summaries.

The Consultation Outcomes Report will be included in the report to be presented to council. Once approved the Report will be made available for download on the project website and its availability will be communicated to all participants.

RECORDS MANAGEMENT

The following folders will be set up on the Records Hub

- [project name] Consultation Materials
- [project name] Consultation Feedback

EVALUATION

- Number of Community Members participating and providing feedback
- Number of community feedback suggestions considered in final Strategic Plan

SIGN-OFF

.....

Project Manager / Lead

.....

**Vanessa Geerts, Community Engagement
Coordinator**

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

Item: 12.3

Responsible Officer: Gary Lewis
Director of Corporate Services
Corporate Services

Subject: Quarterly Council Performance Report – Q4 2023-24

For: Information

SUMMARY

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

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the *2020-21 Annual Business Plan* process and have continued to be incorporated into the *Annual Business Plan 2023-24*. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020.

The Quarterly Council Performance Report for Q4 (**Appendix 1**) covers the period 1 April 2024 to 30 June 2024, and shows the performance against the corporate performance indicators as well as discussing key highlights aligned with the Strategic Plan.

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

RECOMMENDATION

Council resolves that the Quarterly Council Performance Report – Q4 2023-24 be received and noted.

1. BACKGROUND

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

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

A revised suite of corporate performance indicators and targets were developed in consultation with Council Members, the Strategic Leadership Team and relevant officers as part of the 2020-21 Annual Business Plan process. These were aligned to the new *Strategic Plan 2020-24 – A brighter future* adopted in April 2020. These indicators have continued to be used in the Annual Business Plan 2023-24.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal A progressive Organisation

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

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

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

➤ Legal Implications

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

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

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

➤ Risk Management Implications

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

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

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

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

➤ **Financial and Resource Implications**

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

As part of the development of the budget outlined in the *Annual Business Plan 2023-24*, a series of Savings Strategies were developed to help address emerging cost pressures and to improve Council's Operating Surplus over the period of the Long Term Financial Plan. The adopted strategies were both administrative and service related. A section is included within the Quarterly Report to monitor the progress of these strategies.

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

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

➤ **Sustainability Implications**

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

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

While the report is focused on the quarterly performance, there are some annual measures that are included. It is not intended for this report to reflect the full annual performance of Council as that will be covered by the Annual Report and the financial statements which will be presented to Council in October.

3. OPTIONS

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

4. APPENDICES

- (1) Quarterly Council Performance Report – Q4 2023-24

Appendix 1

Quarterly Council Performance Report – Q4 2023-24

Quarterly Council Performance Report

Quarter 4 – 1 April to 30 June 2024






Table of Contents

1. Executive Summary	2
2. Adelaide Hills Council Major Projects	3
3. Performance by Strategic Goal	6
4. Customer Service Standards	16
5. Capital Works Performance	19
6. Savings Strategies	20
7. Quarterly Financial Performance	22

1. Executive Summary

Strategic Goal	Performance Indicators	Annual Business Plan Strategic Initiatives
 Built Environment	 3 of 6 Targets met or exceeded	 Continuing (15) Completed (10) Deferred (2) Cancelled (2)
 Community Wellbeing	 0 of 4 Targets met or exceeded	 Continuing (6) Completed (3)
 Economy	 2 of 3 Targets met, N/A or exceeded	 Completed (2)
 Natural Environment	 6 of 7 Targets met, N/A or exceeded	 Continuing (4) Completed (3)
 Organisation	 5 of 8 Targets met, N/A or exceeded	 Continuing (5) Deferred (1)

Customer Service Standards

	9	Targets met or exceeded
	6	N/A or No Incidents reported
	1	Target not met

Capital Performance

\$9.9m of infrastructure delivered

The primary focus of this quarter has been on completing projects that were under construction, as well as commencing early planning, scoping and design works for projects due to commence in Q1 or Q2 2024-25

Highlights

- AHC received an honourable mention at the 2024 National Awards for Local Government, for our project implementing the activities of the "Our Watch Toolkit for Local Government". The first steps of which are organisation focused activities promoting and supporting workplace equality & respect.
- The Towards Community Led Emergency Preparedness project won the LG Professionals Excellence in Emergency Management Award.
- EV chargers have been installed at the Woodside office, Stirling office and Heathfield depot and are now operational. As part of this, the upgrade of main switchboard at the Stirling Office and Library was required and will provide the basic infrastructure required for any future solar and battery storage options.
- The draft 2024-25 Annual Business Plan went to public consultation in May. 215 participants provided feedback via email, online survey, petition, or in person, and was officially endorsed by Council on 1 July.
- The Animal Management Plan has been approved by both the Council and by the Dog and Cat Management Board

Risk and Challenges

- Volunteering continues to be lower than pre-pandemic levels and follows the national trends. We are anticipating levels to increase in the next financial year with the reopening of Fabrik Arts and Heritage Hub.
- The transition to the new CRM system has meant that there are a few customer service measures that could not be produced this quarter, however will become available as the build and rollout continues into the next financial year.

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

Delivery of the FOGO trial has continued and is on track for completion in October 2024 following which a report will be provided to Council exploring outcomes and providing recommendations for the kerbside bin services.



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 have progressed well in spite of a number of delays with the building works to be completed in August.

Further landscaping, wayfinding, installation, and establishment of the retail pavilion will occur following completion of construction. The new hub is scheduled to open in September.



Electric vehicles and charging stations

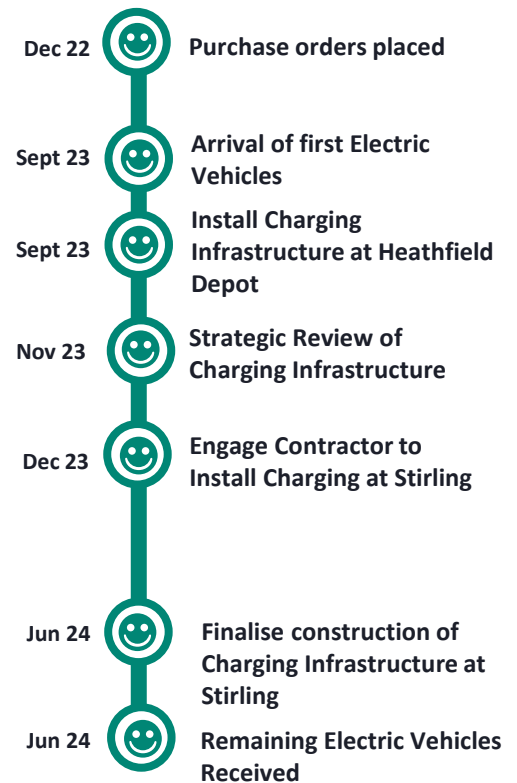
Funding has been provided to enable the purchase of approximately 12 electric vehicles (EV) during 2023-24 as well as installation of the supporting charging infrastructure.

Latest News

All Electric Vehicles (14 in total) have been delivered.

EV chargers have been installed at the Woodside office, Stirling office and Heathfield depot and are now operational.

The project was successfully completed.



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

Outcomes from the Workplace Equality & Respect Employee (WER) Survey completed in April, the WER focus group conducted in May and the Workplace Gender Equality Data Analysis have informed the final recommendation report created by Our Watch Institute (OWI) and presented to Council in June 2024.

We will be using the recommendations from this report to create the new Gender Equality Action plan.

AHC received an honourable mention for this project at the 2024 National Awards for Local Government



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 Towards Community Led Emergency Preparedness project won the LG Professionals Excellence in Emergency Management Award.
- Communities that have completed RediCommunities workshops continue to be supported by the Community Resilience Officer to realise community led preparedness initiatives.
- The final report for the Recovery Ready Halls project (funded through the Black Summer Bushfire Recovery grant) was submitted, successfully acquitting the grant.
- All activities funded through Wellbeing SA's partnership agreement were completed this quarter. The final report is being prepared and is due for submission in July 2024.
- The Disability Inclusive Emergency Planning (DIEP) Forum was held in April in partnership with the University of Sydney. A final report with learnings from the forum has been prepared and shared with participants, which included people with disability, carers, representatives from state government agencies and emergency, community, disability and health services. A range of forum participants also participated in a follow up tool testing day with Professor Michelle Villeneuve from the University of Sydney, designed to support organisations to improve their ability to support emergency preparedness for people with disability.
- The Landscape Management Project Officer has commenced work on a fire track audit process after being successfully awarded funding through the South Australian Disaster Risk Reduction grants program. The initiative was flagged in the Bushfire Landscape Management Strategy.
- The Community Resilience Team have been selected to present about their work at the Australian Disaster Resilience Conference in Sydney in September 2024.





3. Performance by Strategic Goal

A functional Built Environment

Highlights

-  **Disability Discrimination Act (DDA) Upgrades Minor - Access upgrades region wide for compliance**
 - The DDA upgrade project at The Summit Community Centre has been completed. This project has delivered upgraded existing disability car parking that is now compliant, and has delivered a new accessible ramp, with compliant gradient and width and ramps, that links from the disability car parking to the building entrance
-  **Cemeteries Upgrades**
 - Kersbrook Cemetery project completed and the official opening of Martungka Natural Burial Ground was held.
 - Stirling Cemetery Expansion Project completed
-  **Carbon Management Plan - Energy upgrades, Battery & Efficiency Actions**
 - Changed LED lighting for numerous facilities.
 - Upgrade of main switchboard at the Stirling Office and Library to enable Electric Vehicle charging stations and possible future solar and battery storage.
-  **New Dog and Cat Facility**
 - New cat holding facility is now in use as well as the expanded dog facility to allow Council to hold dogs and cats while trying to re-home animals.
 - Council wide solution still to be developed.
 - RSPCA and AWL continue to be a capacity and are unable to take unowned animals for re-homing
-  **Installation of further Electric Vehicle charging stations**
 - Five EV charging stations have been installed at the Stirling Library along with a significant upgrade to the switchboard.
-  **Place making and community planning**
 - The Your Place, Your Space community connections campaign was delivered throughout June and supported by the new online Residents Guide. The communities of Woodforde, Teringie and Rostrevor were specifically targeted for the first phase and planning is underway for rollout to target communities in the new financial year.
 - New videos were made highlighting the benefits and unique aspects of living in the Adelaide Hills and an interactive community forum was held for Woodforde, Teringie and Rostrevor at the Summit Community Centre with over 50 attendees.
-  **Parking and By-laws**
 - AHC has issued 1223 parking related expiations and 9 By-law related expiations, mainly around building sites, schools and private parking areas.
-  **Planning & Development**
 - There have been 296 new planning and building consent applications lodged and 285 applications determined.
 - Four Council Assessment Panel (CAP) meetings were held to consider 9 items in total. There were 7 consents granted by the CAP.

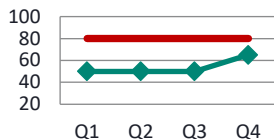
Risks & Challenges

-  **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.
-  **Feasibility studies for future projects**
 - No feasibility studies were conducted during the financial year, therefore the project has been marked as cancelled.

Performance Indicators

Operational tasks completed within the Civil Zone Maintenance Program

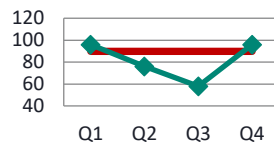
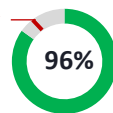
Target $\geq 80\%$



Resourcing shortfalls were overcome in Q4 as active recruitments were concluded successfully, and labour hire appointments filled any remaining gaps. Further deployment of field devices and the development of a stormwater maintenance program also contributed to this result.

Delivery of capital works program

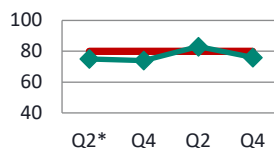
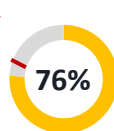
Target $\geq 90\%$



Capital program delivery exceeded the target at EOFY for civil infrastructure projects, due to the large volume of projects completed in Q4.

Compliance inspections completed within 5 business days of notification of alleged unlawful development

Target $\geq 80\%$

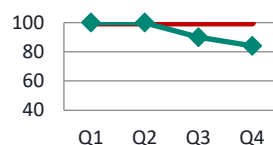
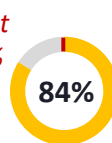


*Measure changed to Bi-annual in 2022-23 ABP.

There were 25 cases of unlawful development reported in the 6 month period from January to June 2024. 19 out of 25 inspections were completed within 5 business days of notification providing a performance result that nearly made target.

Compliance inspections completed within 10 business days of development completion notification

Target 100%



25 Development Completion notifications were received in Quarter 4 with 84% of inspections undertaken within 10 business days of receipt of notification. While 3 cases did not meet the 10 business days, the timing for the inspections were at the request of the client.

Inspections of footpaths in high priority zones

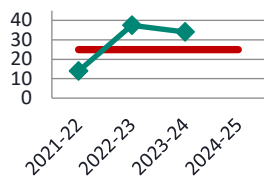
Target 100%



Due to competing priorities the next audit is scheduled in August 2024 and is therefore not available for this report.

Tonnes of recycled plastic content in products purchased by Council

Target 25 tonne



Other Statistics

2023-24 Expiation Statistics

Expiation Type	Volume
Parking	1,163
Animals	68
By-law	3
Local Nuisance	15
Fire & Emergency services	95
Health	59
Development & Building	53

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

Tour Down Under 2024

- Council has approved the hosting of four stages in 2025 including:
 - Women's stage 3 (19 Jan 25) with a start and finish in Stirling
 - Men's stage 1 (21 Jan 25) with a finish in Gumeracha
 - Men's stage 3 (23 Jan 2025) with a finish in Uraidla.

Community Centres

- Staff resources are being shared across community centres to ensure adequate program coverage. Community Centres are now releasing 4 programs with school holidays included, rather than 8 separate programs.
- Attendance at the Torrens Valley Community Centre exercise programs have increased to a point where we have a waitlist on some classes.

Positive ageing

- Despite the season, participation in social support group programs has remained strong. Many clients are focused on maintaining their strength through regular fitness classes and are enthusiastic about the special program outings.
- Provided 1,700 hours of support in and around the home, over 5,000 hours of social support group activities in the community, and nearly 700 transport trips.

Fabrik – Arts & Heritage hub

- Council endorsed Fabrik's Business and Implementation Plan which was presented to Council in May.

Climate Change Adaption Plan Projects-All hazards emergency management

- Review of the risk assessments using a summarised version of the National Emergency Risk Assessment Guidelines has been completed.

Cultural Development

- Sculpture Shelter installed at Lewis Yarlupurka O'Brien Reserve in Hamilton Hill
- National Reconciliation Week screening of The last Daughter
- Native foods and Cultural Art workshops for NAIDOC were held
- Participants for the Public Art Mentorship "elevate+ create" with artist Wendy Dixon-Wylie and in partnership with Oakbank School has been recruited

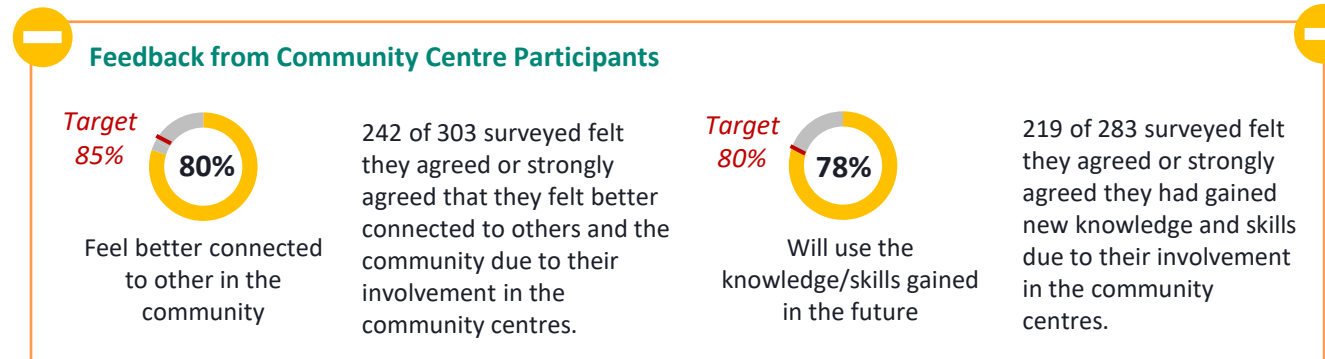
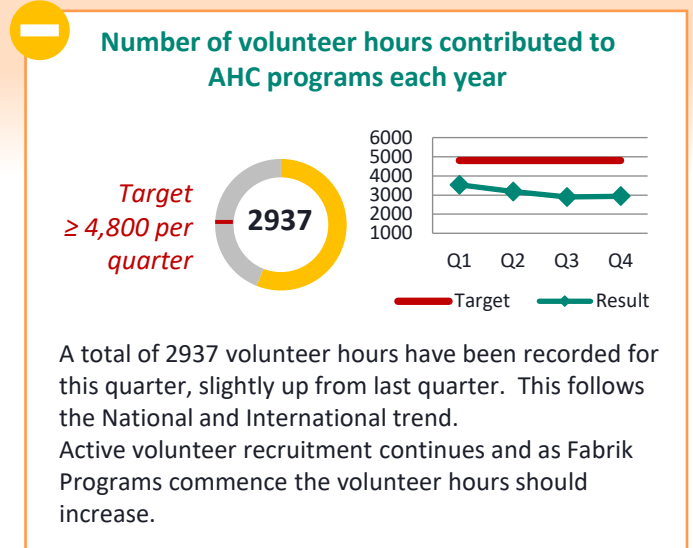
Volunteering

- To celebrate National Volunteer Week 2024, over 660 community volunteers attended a free movie provided by AHC, MBDC and Alexandrina Council at three locations: Lobethal Cinema, Wallis Cinema in Mount Barker, and Victa Cinema in Victor Harbor. Feedback was extremely positive and volunteers who attended enjoyed the celebrations

Public Health

- Undertook 67 food premises inspections, 53 were scheduled inspections with 9 follow inspections, 3 pre-opening inspection and 1 complaint inspection.
- 64 new wastewater applications were submitted of which 39 have been approved. 117 inspections in relation to wastewater applications were also undertaken.
- 33 health related complaints have been reviewed

Performance Indicators




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

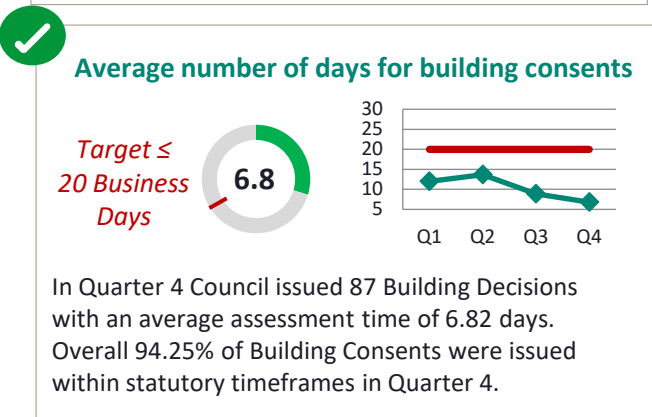
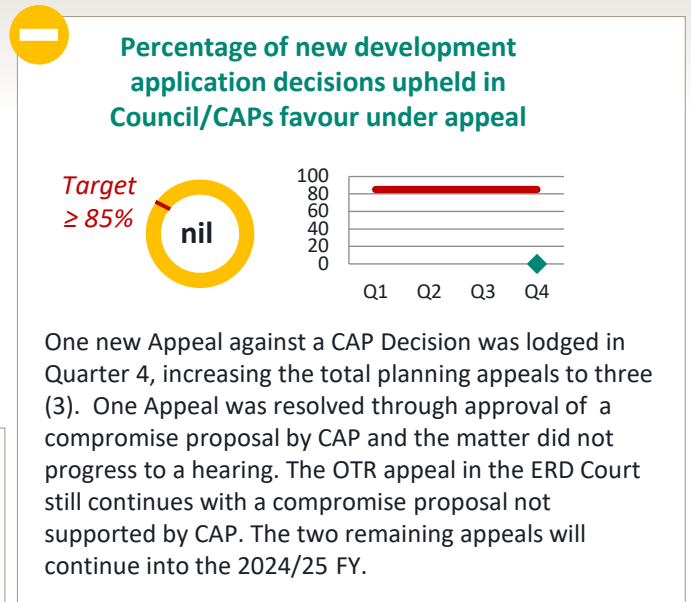
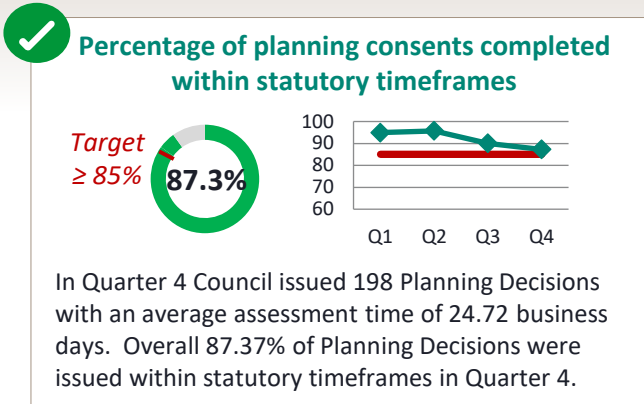
Progress on Strategic Initiatives from the Annual Business Plan

Project ID	Strategic Initiatives	Status
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



-  **Review and upgrade Council corporate signage and branding**
 - Council roadside and wayfinding signage has been updated at Stirling, Woodside, Gumeracha service centres and The Summit Community Centre.

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

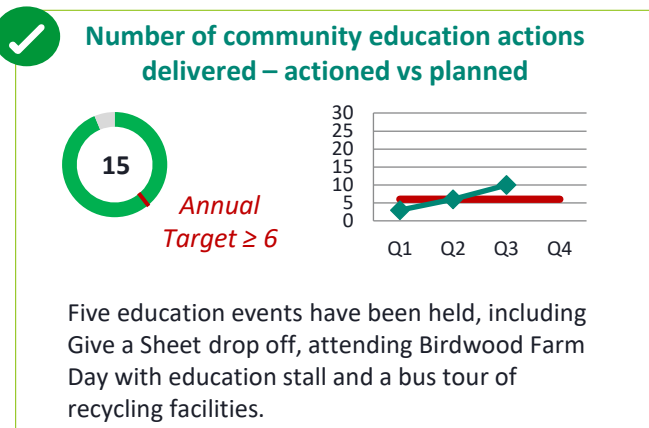
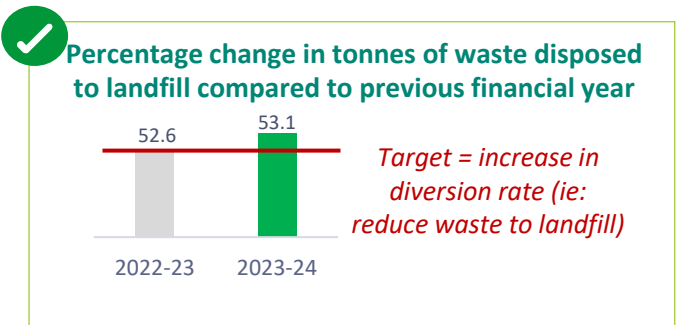
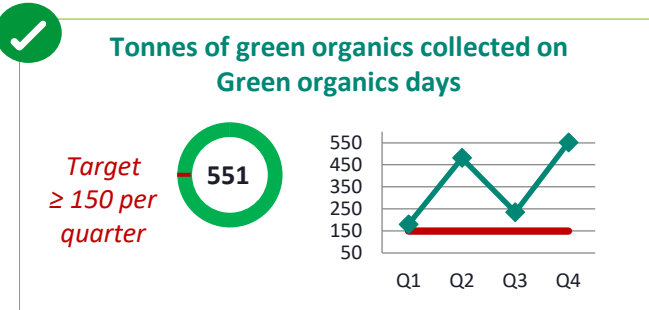
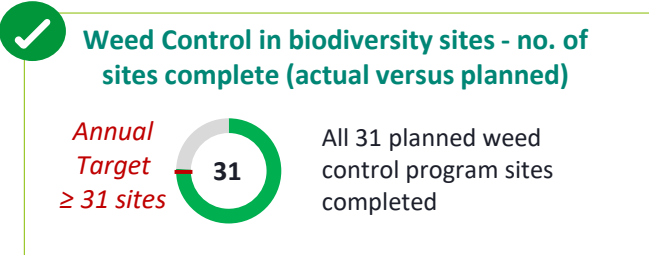
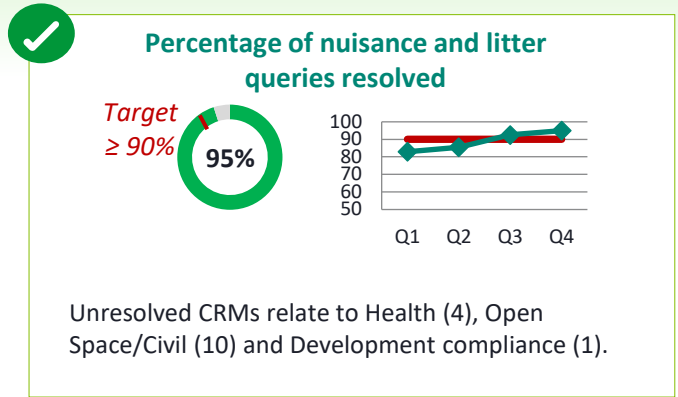
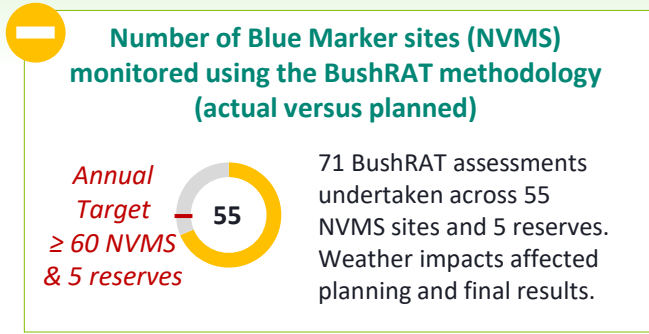
Highlights

- 
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
 - Provided 20 Butterfly kits giveaways totaling 300 additional plants being planted in region
 - Secured two \$10,000 heritage agreement grants for Woorabinda and Lobethal.
 - Successfully won a \$20,000 Grassroots Grant for "Improving habitat quality at Mylor Parklands for Osborn's Eyebright" project
 - Secured a \$7,500 contribution from Hills and Fleurieu Landscape Board for Erica Control at Mylor.
 - Grassroots grant for "Riparian restoration or Cox Creek in Bridgewater Recreation Reserve" project complete.
- 
Resilient community facilities and open space including water fountains
 - Shelters have been installed in the newly upgraded playspaces - Protea Reserve and Sherry Park
- 
Fire Prevention
 - Council inspection over 19,000 properties and issued 199 105F notices.
 - As fire danger season is now over, Council has received over 240 CRM requests for burning permits since 1 May 2024
- 
Animal Management
 - Animal Management Plan has been approved by both the Council and by the Dog and Cat Management Board

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	

Performance Indicators





Highlights

- ✓ **Representation review**
 - CL Rowe and Associates have been appointed to conduct the representation review anticipated to commence in August.
- ✓ **Building & swimming pool compliance inspections**
 - 88 inspections of new developments have been undertaken. Of the 88 inspections, 19 were inspections of swimming pools.
- ✓ **Corporate Planning and Performance**
 - The draft 2024-25 Annual Business Plan went to public consultation in May. 215 participants provided feedback via email, online survey, petition, or in person at one of the four information sessions held in:
 - Woodside on 30 May
 - Stirling on 4 June
 - Gumeracha on 5 June
 - Norton Summit on 6 June
 - The draft was endorsed for publication at a special council meeting on 1 July 2024
- ✓ **Communications, engagements and events**
 - Council grew its social media community by 15% in 2023-24 and updated our digital e-newsletters to seamlessly integrate with our website content.
 - Council supported 216 community events throughout the year and delivered two major Council run events: the Santos Tour Down Under (across 3 days) and Discover, Play, Bikeway.
 - A new suite of internal template for staff have been developed in Canva, Facebook, Instagram, Microsoft Word and Powerpoint to provide staff with a newly branded set of resources for presentations, documents and creative assets.
- ✓ **Governance**
 - Elected members commenced their mid-term mandatory training

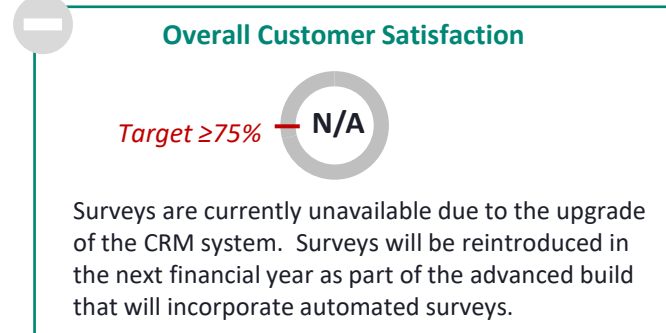
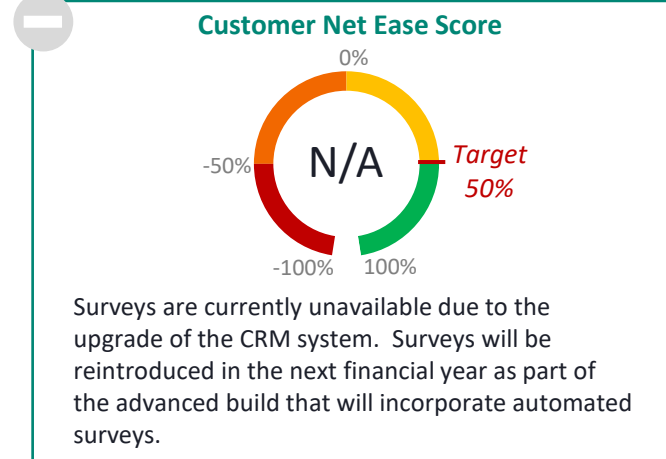
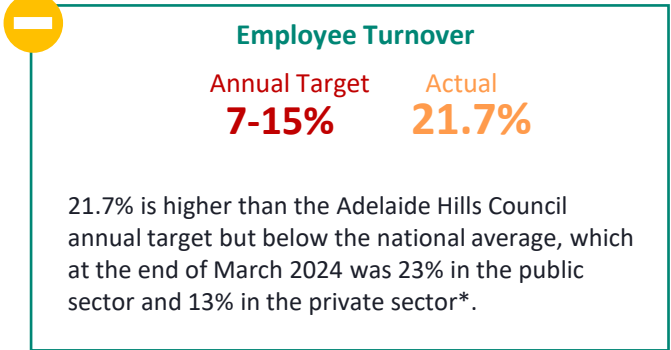
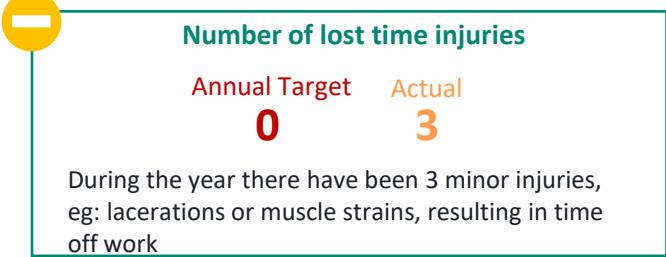
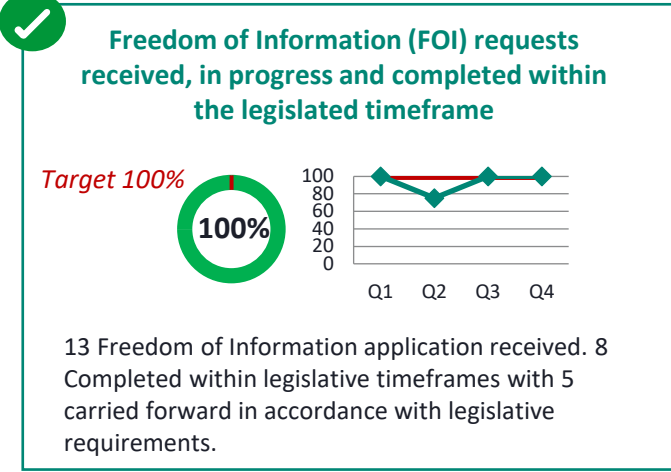
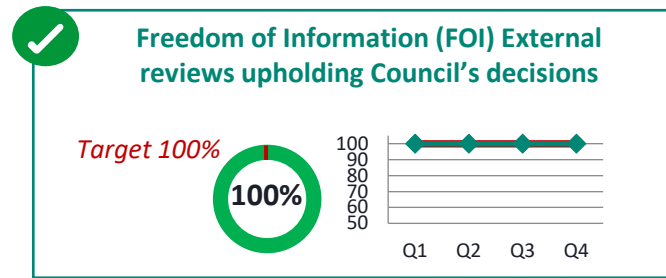
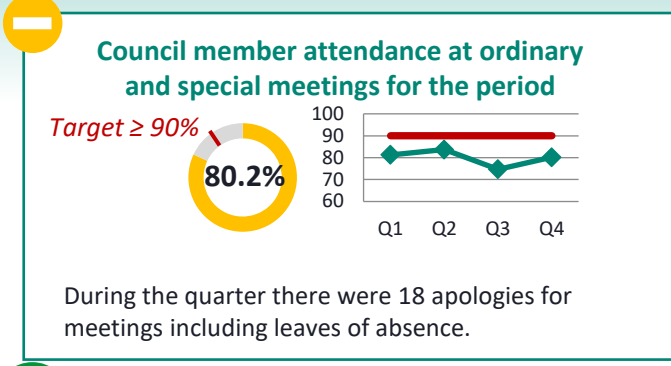
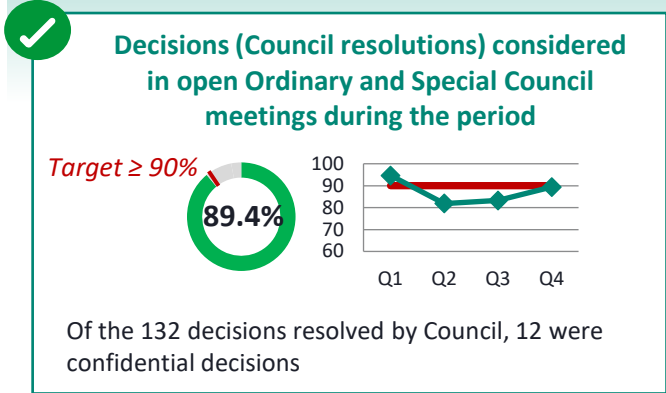
Risks and Challenges

- ➔ **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.

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	✓

Performance Indicators



Data Sources: *Australian HR institute quarterly Australian Work outlook (May 2024) and **jobsandskills.gov.au

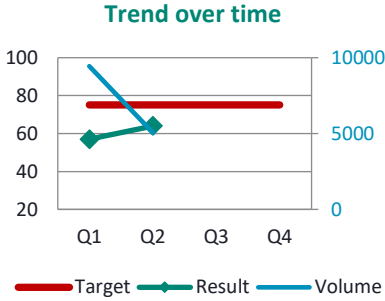
4. Customer service standards

5.1 General Customer Standards

Answering Incoming Phone Calls

Volume of calls = N/A

Contact centre calls answered within 30 sec

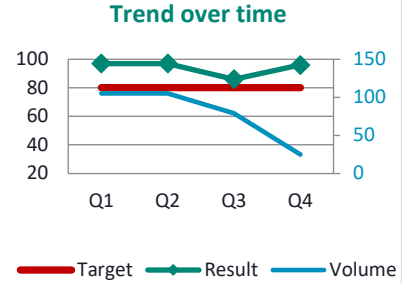


Results for this quarter are not available. New phone system implemented in November and new reporting process currently being implemented.

Updating Customer Details

Volume of updates = 25

Details updated within 5 days

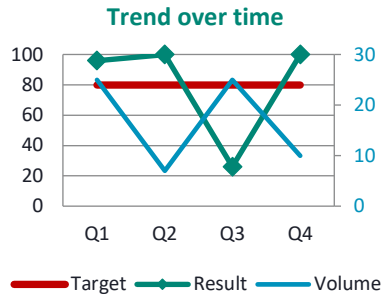


5.2 Service Specific Standards – Time Based Indicators

New Event Applications

Volume of applications = 10

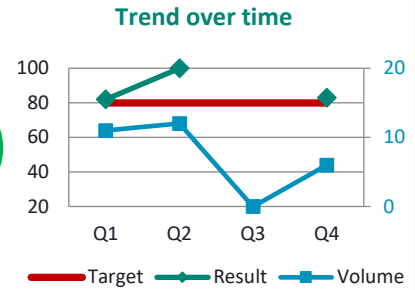
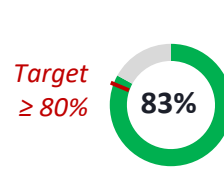
Acknowledgement of receipt within 5 days



Illegal Burning Complaints

Volume of complaints = 6

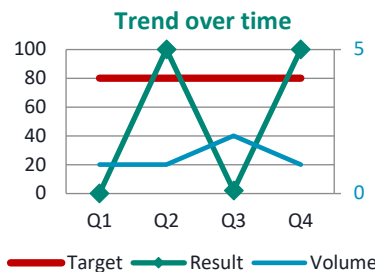
Investigated within 24 hours



Health Complaints

Volume of complaints = 1

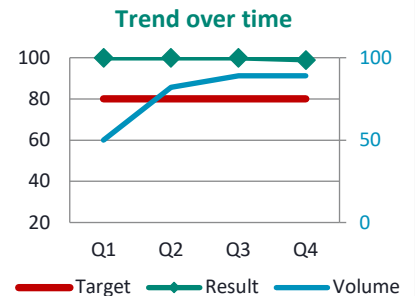
Investigated within 24 hours



Illegally Dumped Rubbish

Volume of reports = 89

Rubbish removed within 3 days



Library Services

Volume of requests = 40

Response to requests to purchase materials within 10 days



Trend over time



All requests were responded to within 10 days

Dog Attacks

Volume of attack reports = 2

Response within 24 hours



Trend over time



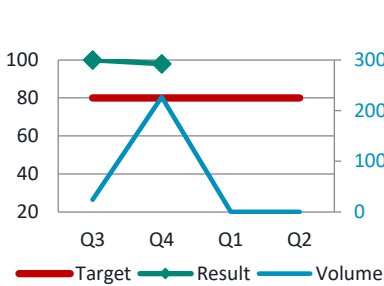
Wasps

Volume of reports = 0

Investigate and action within 7 days



Trend over time



Council no longer deals with wasps on private property

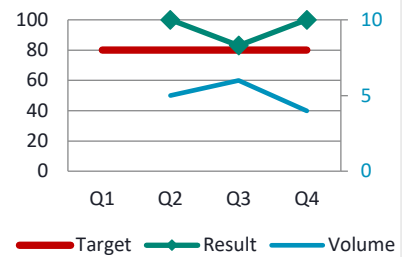
Development Applications

Volume of applications = 4

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.

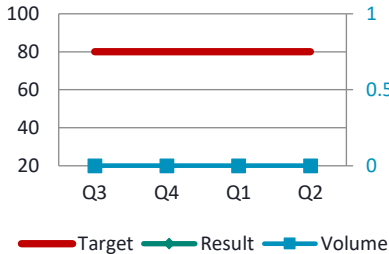
Missed Bins

Volume of requests = 0

Missed bins collected within 2 days



Trend over time



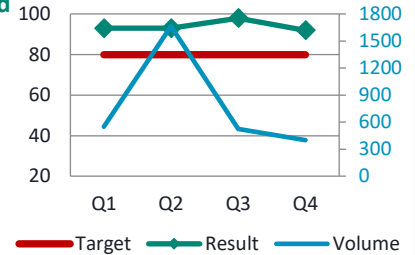
Request for Bin Repair or Replacement

Volume of requests = 402

Requests actioned within 7 days



Trend over time



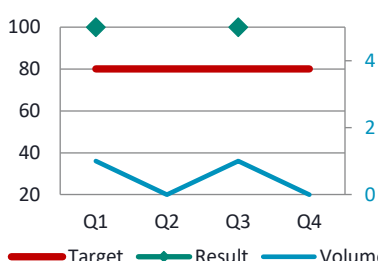
Footpath Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



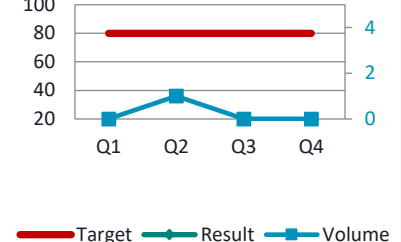
Road Repairs - Hazardous

Volume of repairs = 0

Responded and made safe within 24 hours



Trend over time



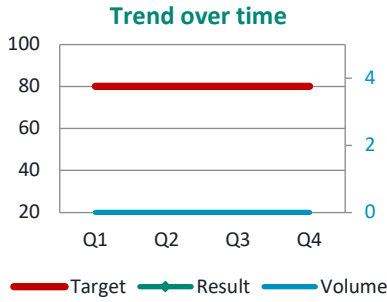
Case was deemed low risk within 24 hours, case was Resolved within 48 hours

Stormwater Repairs - Hazardous

Volume of reports = 0

Responded and made safe within 24 hours

Target $\geq 80\%$
No Incidents

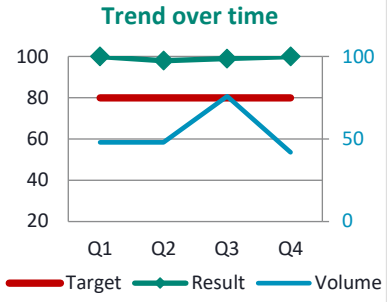


Trees - Hazardous

Volume of reports = 42

Responded and made safe within 24 hours

Target $\geq 80\%$
100%



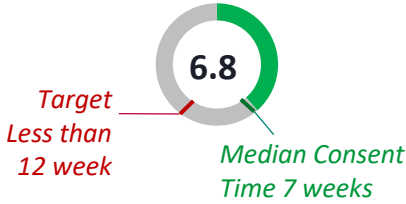
5.3 Service Specific Standards – Other Indicators

\geq Greater than or equal to

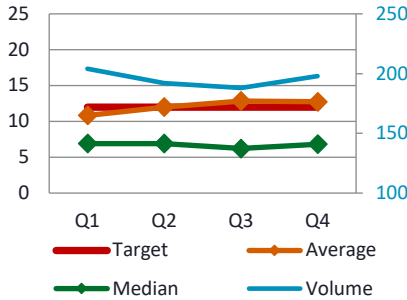
Development Applications

Volume of planning consents = 198

Average consent time from date of receipt



Trend over time

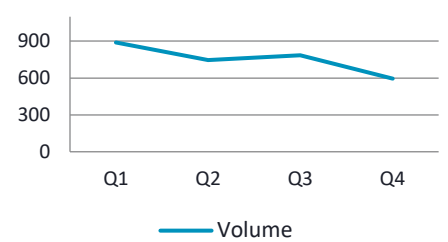


Results are using applications in the state-wide portal

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

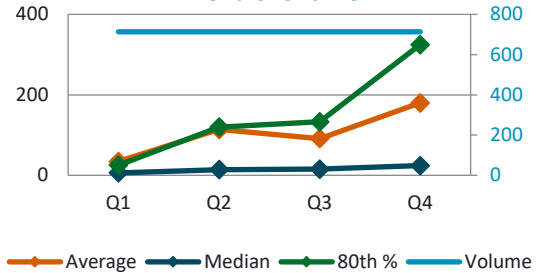
Resolution time of requests

Average = 180 days

Median = 24 days

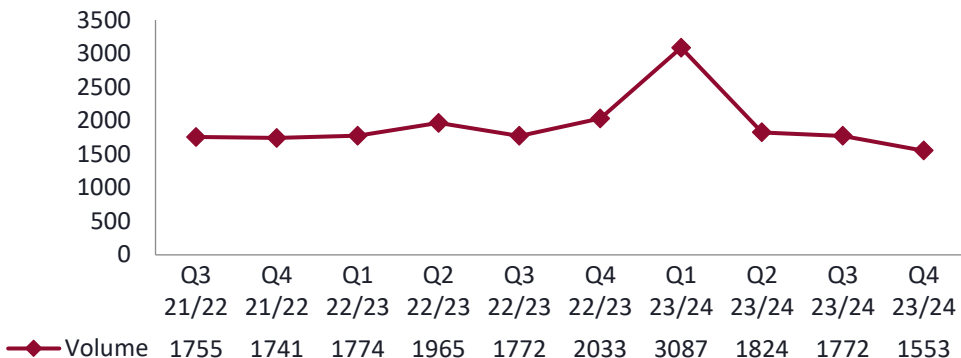
80th Percentile = 324 days

Trend over time



Overall Volume of Requests

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



5. Capital Works Program

Quarter 4 of 2023-24 FY represents the finalisation of the 2023-24 Capital Works Program, with approximately \$9.9M of infrastructure delivered during this period.

The primary focus of this quarter has been on completing projects that were under construction, as well as commencing early planning, scoping and design works for projects due to commence in Q1 or Q2 2024-25

Highlights

- Commenced work on Amy Gillett stage 4, including clearing the corridor of vegetation and delivering drainage upgrades.
- Delivered a new footpath for Glover St, Kersbrook, connecting the main street with the oval recreation space.
- Upgraded the play space at Sherry Park, Mylor, to include a ninja course complete with 'stopwatch'.

What's Next

- Complete the development of the Fabrik arts and heritage hub.
- Finalise projects that are in progress as of 30 June.
- Commence work on 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	460	540	85.1%
Buildings	3,102	4,201	73.9%
Cemeteries	132	138	96.0%
CWMS	49	75	65.8%
Footpaths	1,004	910	110.3%
Guardrails	-	-	0.0%
Kerbing	35	40	86.7%
Local Roads & Community Infrastructure Program (LRCIP) – phase 1	450	459	98.1%
Other - Retaining Walls, Street Furniture & Traffic Management	470	561	83.7%
Roads	7,888	8,049	98.0%
Sport & Recreation	1,550	1,692	91.6%
Stormwater	116	393	29.6%
Fleet	1,917	2,227	86.1%
ICT	791	1,035	76.4%
Plant & Equipment	24	60	39.5%
Project Management Costs	-	1,511	0.0%
	8,044	24,937	32.3%

6. Savings Strategies

Achieved \$950k

*Target
\$1,072k*

Administrative Savings Strategies	Status	Planned	Achieved
Remove media monitoring	Completed	\$14,250	\$0
The service has been continued for another year and funding options are being considered			
Stop taking cash payments	Completed	\$9,500	\$9,500
Legal advice has highlighted complex challenges resulting in a pause on “ceasing cash payments”. However, savings have been achieved through implementation of other strategies in the library space resulting from the opening hours reduction.			
Remove community arts project money from budget	Completed	\$5,300	\$5,300
The budget item for community arts was no longer required and has been removed			
Maintenance fees – contractors / materials	Completed	\$5,000	\$5,000
Currently reviewing use of in-house staff for cemetery maintenance. Budget adjusted to accommodate.			
Remove automatic CPI increase on contract and materials	Completed	\$400,000	\$400,000
This has been fully implemented in the adopted budget and will be monitored through the year			
Appliance replacement - all facilities	Completed	\$10,000	\$10,000
Annual budget for appliance replacement reduced from \$30k to \$20k and will be monitored through the year			
Cleaning contract - reduce frequency	Completed	\$33,000	\$20,000
Negotiations on cleaning contract have resulted in \$20k savings. No further cleaning savings will be possible.			
Reduce no of multifunction devices	Completed	\$12,000	\$12,000
Scoping commenced to reduce the number of devices from 18 down to 8.			
Reduce public access computers	Completed	\$10,000	\$10,000
Scoping commenced on renewal program to reduce number of computers and move to a ticketed/booking system for use of remaining computers.			
Remove mobile data from laptops and tablets	Completed	\$20,000	\$20,000
Mobile data services have been cancelled and staff advised of alternative Wi-Fi solutions if internet required outside of the office.			
Reduce People & Culture budget allocation for legal fees	Completed	\$15,000	\$15,000
Budget allocation was reduced and will be monitored throughout the year			
Salary Savings	Completed	\$200,000	\$200,000
Conduct workshops with clubs using internal resources	Completed	\$5,000	\$5,000
Public Notification signage install and removal using internal resources	Completed	\$20,000	\$14,518
The Savings Target was less than estimated due to an amendment to the Planning and Design Code that occurred, excluding signage requirements in the Productive Rural Landscape Zone.			
Cease cadet engineer program	Completed	\$12,000	\$12,000
Arboculture Consultancy	Completed	\$5,000	\$5,000
Data management of utilities and scope 3 components	Completed	\$16,000	\$0
	TOTAL	\$792,050	\$743,318

Savings Strategies *cont....*

Service and Revenue Changes	Status	Planned	Achieved
Tour Down Under - Limit commitment	Completed	\$30,000	\$15,000
Budget savings realized were \$15,000 due to event cost pressures			
Remove funding to attract a major event to the hills	Completed	\$20,000	\$20,000
Amend customer service operating hours from 8:30am to 9am	Completed	\$12,500	\$12,500
Reduce/remove Adelaide Hills Tourism Funding	Completed	\$7,500	\$7,500
New three-year funding agreement was approved and signed June 2023 with funding capped at the 2022-23 level			
Reduce community grants	Completed	\$10,000	\$10,000
Cease additional digital content offering	Completed	\$20,000	\$20,000
No longer purchasing AHC specific digital library content as there is a large content range in SA library network			
Digital online streaming/learning resources for language learning and online streaming	Completed	\$8,000	\$8,000
Library CD collections - cease new purchases	Completed	\$4,000	\$4,000
Printing and photocopying fee increase	On Track	\$8,000	\$8,000
Reduce internal audit program from 4 to 3 audits annually	Completed	\$15,000	\$15,000
Cease membership of Murray Darling Basin Association	Completed	\$6,700	\$6,700
Increase non resident cemetery fees	Completed	\$25,000	\$30,000
Increase outdoor dining permit fees	Completed	\$7,000	\$7,000
Increase copyright application fee	Completed	\$2,000	\$125
The volume of applications have been decreasing as compared to last financial year. This trend potentially due to economic climate impacting communities not needing to access their old house plans for renovations or sales, others chose not to proceed due to the fee.			
Reduce community and recreation facilities grants	Completed	\$20,000	\$20,000
Implement charge for food premises inspection for new businesses	Completed	\$5,000	\$3,080
Standardise fee application for food premises inspection	Completed	\$5,000	\$5,237
Cease bird monitoring on reserves following burning	Completed	\$5,000	\$5,000
Cease vermin baiting in Stirling, Aldgate and Bridgewater	Completed	\$10,000	\$10,000
Heathfield Resource Recovery Centre – Explore options for savings or cost recovery	Completed	\$10,000	\$0
The Adelaide Hills Region Waste Management Authority are currently exploring options to reduce costs. No savings identified at this stage.			
Waste education - not proceed with high intensity program	Completed	\$50,000	\$50,000
Maintain waste education at current levels rather than increase the program as there has not been marked changes in diversion rates in recent years.			
	TOTAL	\$280,700	\$207,142

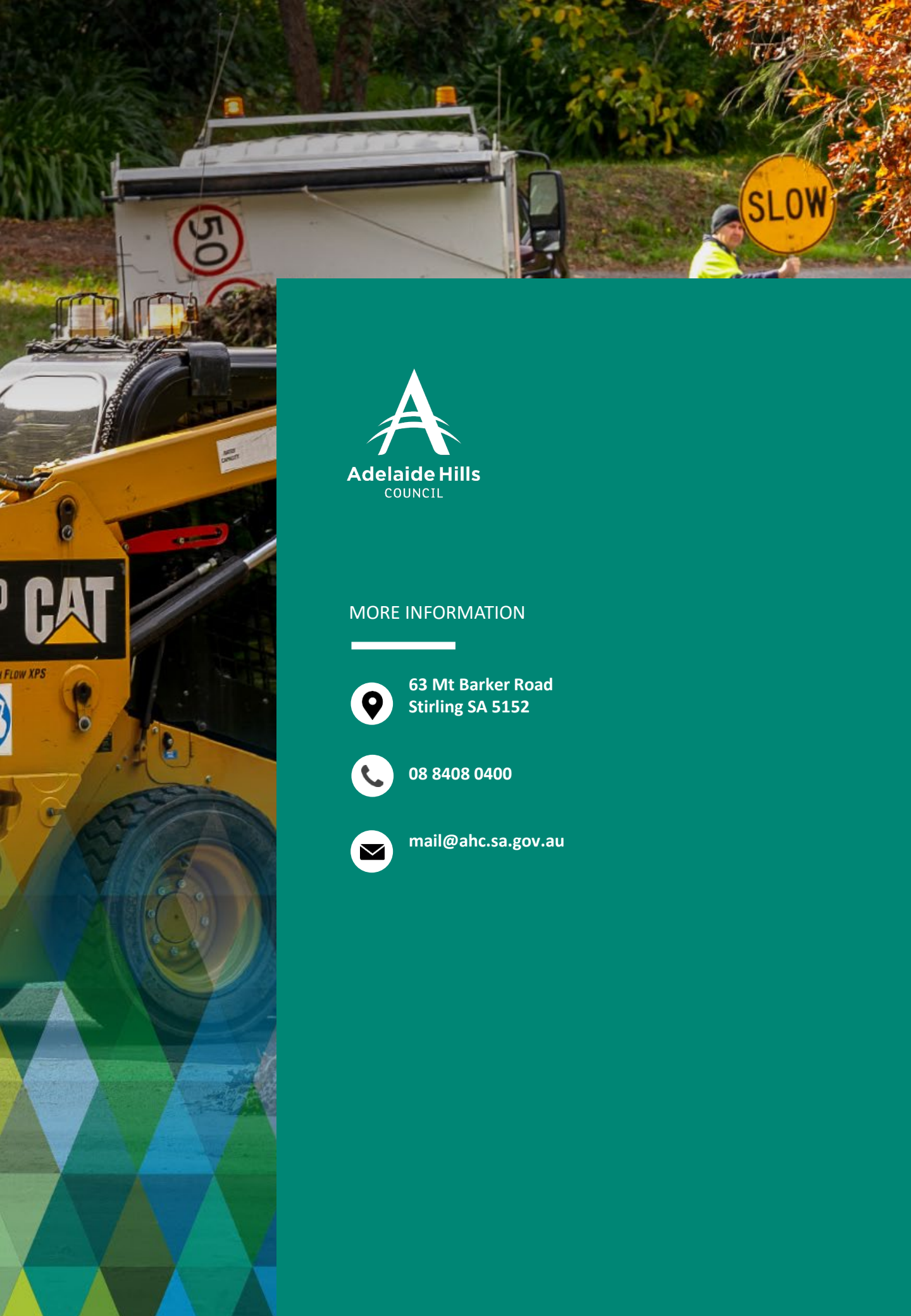
7. Financial Performance

Overall Funding Statement as at 30 June 2024

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

	YTD Actual	YTD Budget	YTD Variance	Annual Revised Budget
	\$'000	\$'000	\$'000	\$'000
Total Operating Income	55,299	56,904	● (1,606)	56,904
Total Operating Expenditure	60,162	56,346	● (3,817)	56,346
Operating Surplus / (Deficit) before Capital	(4,863)	558	● (5,422)	558
Capital Expenditure	17,988	21,890	● 3,902	21,890
Capital Income	4,641	4,751	● (110)	4,751
Net expenditure - Capital projects	13,346	17,138	● 3,792	17,138
Net Lending / (Borrowing) Result for Year	(5,829)	(5,060)	● (769)	(5,061)

Adelaide Hills Council Operating Summary By Directorate as at June 2024				
\$'000s	YTD Actuals \$'000s	YTD Budget \$'000s	YTD Var fav / (unfav) \$'000s	Revised Budget \$'000s
Income				
CEO	-	-	● -	-
Community & Development	3,959	3,996	● (37)	3,996
Corporate Services	46,943	47,831	● (888)	47,831
Environment & Infrastructure	4,397	5,077	● (680)	5,077
Income Total	55,299	56,904	● (1,606)	56,904
Expenditure				
CEO	2,099	2,005	● (94)	2,005
Community & Development	12,269	12,385	● 116	12,385
Corporate Services	10,981	9,247	● (1,734)	9,247
Environment & Infrastructure	34,813	32,708	● (2,105)	32,708
Expenditure Total	60,162	56,346	● (3,817)	56,346
Operating Surplus / (Deficit)	(4,863)	558	● (5,422)	558



Adelaide Hills
COUNCIL

MORE INFORMATION



63 Mt Barker Road
Stirling SA 5152



08 8408 0400



mail@ahc.sa.gov.au

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

Item:	12.4
Responsible Officer:	David Waters Director Environment and Infrastructure Environment and Infrastructure
Subject:	2024-2025 Australian Government Black Spot Program – Funding Deeds
For:	Decision

SUMMARY

The Department for Infrastructure and Transport (DIT) has advised that Council has been successful in being allocated \$165,000 funding for safety improvements on Basket Range Road, Uraidla and \$1,122,000 funding for safety improvements on Fox Creek Road, Cudlee Creek under the Federal Blackspot Program (a road safety program). The work is to be completed by the end of June 2025.

The report recommends that the funding be accepted and that the Mayor and Chief Executive Officer be authorised to sign and affix the Council’s seal to the Funding Deeds **Appendix 1** and **Appendix 2**.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
- 2. To execute the Funding Deed for the 2024-2025 Australian Government Black Spot Program – Basket Range Road, Between Lobethal Road and Ranns Road N, Uraidla. Installation of shoulder sealing and improved delineation on curves (\$165,000 GST Inclusive).**
- 3. To execute the Funding Deed for the 2024-2025 Australian Government Black Spot Program – Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek. Installation of sealed shoulders and safety barrier at curves with delineation improvements (\$1,122,000 GST Inclusive)**
- 4. The Chief Executive Officer and Mayor are authorised to affix the seal of the Adelaide Hills Council to the respective Funding Deeds under the State Blackspot Program.**
- 5. That Council notes that in signing the Deeds, that \$1,287,000 (GST Inclusive) will be available to Council in the 2024-25 financial year to complete the installation of shoulder sealing and improved delineation on curves at Basket Range Road, between Lobethal Road and Ranns Road N, Uraidla and installation of sealed shoulders and safety barrier at curves with delineation improvements at Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek.**

1. BACKGROUND

Each year Council staff review the latest crash data and identify potential Blackspot Program candidate projects. Locations must meet the published criteria for consideration as part of the Program.

Five applications were submitted in October 2023 to the 2024-2025 Black Spot Program, namely Basket Range Road, Uraidla (successful), Fox Creek Road, Cudlee Creek (successful), Lobethal Road, Basket Range (unsuccessful), Torrens Hill Road, Millbrook (unsuccessful) and Burdett Road, Basket Range (did not satisfy the eligibility criteria).

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 1 A functional built environment

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

Priority B4.4 Improve road safety through a safe system approach to road design, construction and maintenance including on-going applications to the State and Federal Road Blackspot program

The submission and acceptance of funding to undertake Road Black Spot Program projects directly achieves this Priority of the Strategic Plan.

➤ Legal Implications

Accepting the funding will require Council to accept and adhere to the terms and conditions of the funding agreement.

Section 38 of the *Local Government Act 1999* provides that the common seal of the Council must not be affixed to a document except to give effect to a resolution of the Council. Further the affixation of the seal must be attested by the Principal Officer of the Council and the Chief Executive Officer.

➤ Risk Management Implications

The affixing of the Common Seal to the Funding Deeds will assist in mitigating the risk of:

Council expending unbudgeted funds on projects leading to unfavourable financial impact.

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

Proceeding with the works helps mitigation road safety risks to the community.

➤ **Financial and Resource Implications**

In the set up of the 2024-25 Annual Business Plan (ABP), it was assumed that all Black Spot submission projects would be successful. \$1.844M (GST Exclusive) was adopted in the 2024-25 ABP both expenditure and grant income. The amount required to deliver these projects is \$1.170M (GST Exclusive). This will reduce the Capital Budget expenditure by \$674,000. This adjustment will occur at the next Budget Review for both expenditure and income.

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

The community will benefit from improved safety on Basket Range Road, Uraidla and Fox Creek Road, Cudlee Creek.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

To accept the funding and the obligations, Council needs to sign two copies of both Deeds. The Deed requires the Council's seal to be affixed, which can only occur with an appropriate resolution of the Council.

Once Council has executed two copies of both Deeds and returned them to the State Government they are signed by the Minister. The total of \$1,287,000 (GST Inclusive) grant funding will be provided progressively as project milestones are achieved by Council via the Department for Infrastructure and Transport.

3. OPTIONS

Council has the following options:

- I. Council can accept the funding and sign and seal the Funding Deeds and reallocate Road Safety Program funding to progress other road safety initiatives (Recommended).
- II. Decline the funding offer (Not Recommended).

4. APPENDICES

- (1) Funding Deed under Federal Black Spot Program – Basket Range Road, Between Lobethal Road and Ranns Road N, Uraidla
- (2) Funding Deed under Federal Black Spot Program – Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek

Appendix 1

Funding Deed under Federal Black Spot Program –
Basket Range Road, Between Lobethal Road
and Ranns Road N, Uraidla

ADELAIDE HILLS COUNCIL
RECEIVED

In reply please quote #21478625

Enquiries to Ty Edwards – ty.edwards@sa.gov.au

01 AUG 2024



Government
of South Australia

Department for Infrastructure
and Transport

**TRANSPORT
STRATEGY AND
NETWORK
PLANNING**

Level 7 83 Pirie Street
Adelaide SA 5000
Karna Country

GPO Box 1533
Adelaide SA 5001
DX 171

T 1300 872 677

W dit.sa.gov.au

ABN 92 366 288 135

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

**Build. Move.
Connect.**

Dear Mr Georgopoulos

2024-2025 AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

On 26 July 2024, the Australian Government announced the South Australian projects approved for funding under the 2024-2025 Australian Government Black Spot Program.

I am pleased to advise that the following projects were approved funding under this program:

- Safety improvements on Basket Range Road, Uraidla
 - Installation of shoulder sealing and improved delineation on curves.
 - Approved funding: \$ 165,000 (GST inclusive).
 - Completion by the end of June 2025.
- Safety improvements on Fox Creek Road, Cudlee Creek
 - Installation of sealed shoulders and safety barrier at curves with delineation improvements.
 - Approved funding: \$ 1,122,000 (GST inclusive).
 - Completion by the end of June 2025.

A funding deed has been prepared for each project, containing information about the project funding, conditions, reporting and payment arrangements.

Two copies of the deed for each project are attached.

Please insert the required details in item 2 of Schedule 1, attach the seal and sign on page 8 and return both copies within six weeks from the date of this letter to:

*Mr Ty Edwards
Road Safety Engineer
Transport Strategy and Planning Division
Department for Infrastructure and Transport
GPO Box 1533
ADELAIDE SA 5001*

It is important that the obligations and conditions in the funding deed are met. Work on the project must be undertaken in accordance with appropriate Austroads, Australian and Departmental Standards and the requirements of the Notes on Administration for the Infrastructure Investment Black Spot Program, which is available on the Department's website at

https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program.

Unfortunately, the following projects submitted by the Adelaide Hills Council were not successful in gaining Australian Government Black Spot funding as they did not rank as high as other projects:

- Lobethal Road, Basket Range
 - Safety improvements
- Torrens Hill Road, Millbrook
 - Safety improvements

The following project was not successful in gaining funding as it did not satisfy the Black Spot eligibility criteria:

- Burdett Road, Basket Range
 - Safety improvements

For further information regarding project nominations, please contact Ty Edwards on telephone number (08) 7133 2893 or email Ty.Edwards@sa.gov.au.

Yours sincerely



Lillia Rozaklis
Acting Manager, Road Network Planning

29 July 2024

FUNDING DEED

under

**2024-2025 COMMONWEALTH INFRASTRUCTURE INVESTMENT
BLACK SPOT PROGRAM**

Project Number	126126-24SA-BS
Location	Basket Range Road, Between Lobethal Road and Ranns Road N, Uraidla
Project Description	Installation of shoulder sealing and improved delineation on curves.
Project Funding	\$165,000 (GST Inclusive)

between

THE COMMISSIONER OF HIGHWAYS

(Grantor)

and

THE COUNCIL NAMED IN SCHEDULE 1

(Council)

FUNDING DEED

Between

COMMISSIONER OF HIGHWAYS, a body corporate pursuant to the *Highways Act 1926* (administered by the Department for Infrastructure and Transport) (ABN: 92 366 288 135).....(**Grantor**)

And

THE COUNCIL NAMED IN SCHEDULE 1, a body corporate under the *Local Government Act 1999*.....(**Council**)

It is agreed:

1. BACKGROUND

- 1.1 The Council has proposed to undertake the project (**Project**) described in item 3 of Schedule 1.
- 1.2 This deed sets out the terms and conditions under which the Grantor intends to provide funding to the Council solely for the purpose (**Purpose**) described in item 3 of Schedule 1 which includes the conduct of the Project.
- 1.3 The maximum amount that may be paid to the Council under this deed is set out in item 4 of Schedule 1 (**Funding**).
- 1.4 Item 3 of Schedule 1 indicates whether or not the Project is to be conducted on a road(s) under the care, control and management of the Commissioner of Highways (**Commissioner**).
- 1.5 If conducted on a road(s) under the care, control and management of the Commissioner the additional terms and conditions set out in Schedule 2 will also apply.

2. FUNDING

- 2.1 Subject to this deed, the Grantor will pay the Council up to the amount of the Funding.
 - 2.2 The Council must only use the Funding for the Purpose.
 - 2.3 For the purposes of this deed, the **Funding Period** is the period commencing on the Start Date and, subject to funding being available, will continue until the End Date. The **Start Date** and **End Date** are set out in item 4 of Schedule 1.
 - 2.4 The Funding is payable by way of progress payments in arrears for work undertaken for the Purpose and may also be part payable (if indicated in item 5 of Schedule 1) by way of an Initial Instalment in Advance.
 - 2.5 During the Funding Period, the Council is entitled in accordance with the conditions set out in item 5 of Schedule 1:
 - (a) to invoice the Grantor for the payment of the amount of any Initial Instalment in Advance set out in item 5 of Schedule 1 (if any); and
 - (b) once the amount of the Initial Instalment in Advance (if any) has been expended on work undertaken for the Purpose, to invoice the Grantor for progress payment(s) for work undertaken for the Purpose.

The total of any Initial Instalment in Advance (if any) and all progress payments must not exceed the amount of the Funding.
 - 2.6 At the end of the Funding Period the Council must provide a report on the level of any unexpended Funding.
-

-
- 2.7 The Council must repay any part of the Funding which is unexpended at the end of the Funding Period to the Grantor, unless the Grantor gives written approval for the Council to retain the money.

3. **GST**

- 3.1 The Funding (including any Initial Instalment in Advance or any progress payment) is all-inclusive and not subject to any adjustment for GST or any other tax or cost.
- 3.2 In this Deed "*Taxable Supply*", "*GST*" and "*Tax Invoice*" have the meaning attributed under the *A New Tax System (Goods and Services Tax) Act 1999 (GST Law)*.

4. **ADMINISTRATION OF DEED**

- 4.1 Any power or discretion exercisable by the Grantor under this deed may be exercised by the person (**Grantor's Representative**) for the time being in the position within the Department for Infrastructure and Transport (**Department**) set out in item 2 of Schedule 1.
- 4.2 Any power or discretion exercisable by the Council under this deed may be exercised by the person (**Council's Representative**) for the time being in the position within the Council set out in item 2 of Schedule 1.

5. **PROVISION OF FINANCIAL INFORMATION**

- 5.1 The Council must provide the Grantor with appropriate and regular information, records and reports as the Grantor may request from time to time about:
- (a) the administration and financial affairs of the Council;
 - (b) the progress of (and any change to) the authorised scope of the Purpose or the Project;
 - (c) any significant changes to the nature and scope of the activities conducted by the Council;
 - (d) any other matter relevant to the granting of assistance;
 - (e) any other funding or financial assistance promised or received from any source other than the Grantor;
 - (f) the Council's management of the Funding, including, but not limited to, the economic and efficient use of resources to achieve the outcomes of the Purpose; and
 - (g) the performance of the Council's undertakings and obligations under this deed.
- 5.2 The information provided by the Council must be sufficient for the Grantor to make an informed judgement about:
- (a) the Council's ongoing financial position and its resources and expertise in relation to the Purpose;
 - (b) the Council's performance in managing public moneys, acquiring and using resources economically and efficiently and in achieving specified objectives in relation to the Purpose;
 - (c) the overall effectiveness of the Funding throughout the Funding Period;
 - (d) compliance with legislation and generally accepted accounting principles; and
 - (e) compliance with the Council's constitution and the conditions of this deed.
- 5.3 The Council must permit any officer authorised by the Grantor:
-

-
- (a) to enter the Council's premises and to have access to all accounting records, equipment, documents and information in possession of the Council; and
 - (b) to interview employees of the Council on matters pertaining to the operations of the Council.

6. GENERAL OBLIGATIONS OF THE COUNCIL

The Council must:

- 6.1 use the Funding only for the Purpose for which the Funding was made;
- 6.2 maintain accounting records of the Funding in accordance with generally accepted accounting principles;
- 6.3 ensure that any activity carried out by the Council in connection with the Council's use of the Funding complies with the laws from time to time in force in South Australia;
- 6.4 comply with its constitution;
- 6.5 comply with the additional reporting requirements set out in item 6 of Schedule 1;
- 6.6 prepare financial statements in accordance with Australian Accounting Standards at the end of the Funding Period and submit the financial statements, signed by a senior office holder of the Council, to the Grantor no later than one calendar month after the expiry of the Funding Period;
(Note: for the purposes of compliance with Australian Accounting Standards ("AAS") this includes Tier 1 ASS and Tier 2 ASS – Reduced Disclosure Requirements)
- 6.7 where the Funding to Council is in excess of One Million Dollars (GST exclusive) prepare financial statements in the nature of General Purpose Financial Statements; and
- 6.8 where requested by the Grantor, provide to the Department management accounts, annual reports, financial statements and any other information or documents relevant to the Council's operations.

7. CONDUCT OF THE PROJECT

- 7.1 The Council must ensure that any works undertaken towards the Purpose and/or the Project are undertaken in accordance with (and to the standard required by) any applicable Standards published by Austroads and Standards Australia Limited.
- 7.2 If (as indicated in item 3 of Schedule 1) the Project is to be conducted on a Road(s) under the care, control and management of the Commissioner, the Council must comply with the additional terms and conditions set out in Schedule 2.
- 7.3 The Council must erect signs on each road approach to the Project that comply with Section 4.7.1 – "Signposting" of the Notes on **Administration for Land transport Infrastructure Projects** published by the Commonwealth.

8. TERMINATION

- 8.1 If the Council fails to comply with this deed and/or fails within 6 months from the Commencement of this deed to commence the works on the Project (or make sufficient progress to the satisfaction of the Grantor), the Grantor may:
-

-
- (a) require the Council to repay either the whole or a portion of the Funding (whether expended or not);
 - (b) withhold all future funding from the Council;
 - (c) pursue any legal rights or remedies which may be available to the Grantor; and
 - (d) terminate or curtail any program or project conducted by the Grantor of which the Purpose conducted by the Council is part.
- 8.2 The Grantor may review any decision made pursuant to this clause if the Council is able to satisfy the Grantor within a period of 30 days from the decision that the Council has complied with the conditions of this deed.
- 8.3 Nothing in this deed is to be taken to limit the Grantor's discretion to determine whether and how any program or project of the Grantor is to be conducted, except if and to the extent that the Grantor gives an express undertaking in that regard.

9. GENERAL TERMS AND CONDITIONS

9.1 Insurance

The Council warrants that it is a member of the Local Government Association Mutual Liability Scheme (**Scheme**) and is bound by the Scheme pursuant to section 142 and Schedule 1, Part 2 of the *Local Government Act 1999* (SA) (**Act**) and in the event that the Council ceases to be a member of the Scheme it will forthwith, pursuant to Section 142(1) of the Act and the regulations under that Act, take out and maintain insurance to cover its civil liabilities at a minimum level of cover of AUD \$50 million.

9.2 Commonwealth Funded Project

The Council acknowledges that the Funding provided under this deed is (and remains) contingent upon the Commonwealth funding and despite any other clause of this deed, if the Commonwealth for any reason ceases its provision of funding then the Grantor may by notice to the Council cease its provision of Funding under this deed.

9.3 Audit

The Grantor may direct the Council to arrange for the financial accounts relating to the Funding to be audited at the Council's expense. The Grantor may specify the minimum qualifications to be held by a person appointed to conduct the audit.

9.4 Acknowledgements

The Council acknowledge that the Funding represents a one-off contribution by the Grantor towards the Purpose, and the Council agrees that any request for subsequent funding will require a new application to the Grantor. The Grantor is under no obligation to agree to pay any subsequent funding to the Council.

The Council further acknowledges and agrees that the Grantor will not be liable to reimburse the Council for any losses or cost over runs that may result from the operation of this deed or the carrying out of the Purpose or Project.

9.5 Indemnity

The Council acknowledges and agrees that it remains at all times solely responsible for the conduct of the Project and it releases and indemnifies the Grantor, the Commissioner and the Crown in right of the State of South Australia together with their employees, contractors and agents (**those indemnified**) from and against any loss or liability incurred or suffered

by any of those indemnified as a result of any claim, suit, demand, action or proceeding brought by any person against any of those indemnified in respect to the works to complete the Project or otherwise caused by any breach or default of the Council under this Deed.

9.6 Assignment

The Council must not assign, novate or encumber any of its rights or obligations under this deed.

9.7 Publicity

The Council must not make (or permit a public announcement or media release to be made) about any aspect of this deed without first obtaining the Grantor's written consent.

9.8 Consent

If the Council requires the Grantor's consent under this deed, the Grantor may, in its absolute discretion, give or withhold its consent and if giving consent, the Grantor may impose any condition on that consent that it considers appropriate. The Grantor's consent will not be effective unless it is in writing and signed.

9.9 Entire Deed

This deed incorporates any attached schedules and annexures. This deed contains the entire agreement between the parties with respect to its subject matter and supersedes any prior agreement, understanding or representation of the parties on the subject matter.

9.10 Proper Law

The laws in force in South Australia apply to this deed.

9.11 Jurisdiction of Courts

The courts of South Australia have non-exclusive jurisdiction to determine any proceeding in relation to this deed. Any proceeding brought in a Federal Court must be instituted in (and remain with) the Adelaide Registry of that Federal Court.

9.12 Compliance with Laws

The Council must comply with the laws in force in South Australia in the course of performing its obligations under this deed.

9.13 Notices

A notice is properly given or served if the party delivers it by hand, posts it or transmits it by electronic mail or facsimile, to the address of the Representative of the other party. A notice is taken to be received:

- (a) if sent by post, at the time it would have been delivered in the ordinary course of the post to the address to which it was sent;
- (b) if sent by electronic mail, when the sender receives confirmation that the e-mail has been transmitted successfully to the correct e-mail address; or
- (c) if delivered by hand, the party who sent the notice holds a receipt for the notice signed by a person employed at the physical address for service.

9.14 Performance and future proposals

The satisfactory completion of the works for the Purpose, the making of regular progress payments (see note under item 5 of Schedule 1) and on-going compliance with reporting obligations, may be taken into account as a factor in assessing any applications by the Council for future funding.

9.15 Waiver

Any waiver of any provision of this deed is ineffective unless it is in writing and signed by the party waiving its rights.

A waiver by either party in respect of a breach of a provision of this deed by the other party is not a waiver in respect of any other breach of that or any other provision.

The failure of either party to enforce any of the provisions of this deed at any time must not be interpreted as a waiver of that provision.

9.16 Variation

Any variation of this deed must be in writing and signed by each party (or its Representative). Any request by the Council for agreement to vary the Funding, the Purpose, the scheduled timing for the conduct of the works for the Project and/or the Funding Period must be accompanied by sufficient details explaining the reasons for the requested variation to enable the Grantor to have regard to its merits.

9.17 Reading down and Severance

In the event that any provision (or portion of any provision) of this deed is held to be unenforceable or invalid by a Court of competent jurisdiction, the validity and enforceability of the remaining provisions (or portions of such provisions) of this deed shall not be adversely affected.

The offending provision (or part of a provision) shall be read down to the extent necessary to give it legal effect, or shall be severed if it cannot be read down, and the remaining part and provisions of this deed shall remain in full force and effect.

9.18 Auditor General

Nothing in this deed derogates from the powers of the Auditor-General under the *Public Finance and Audit Act 1987* (South Australia). Without limiting this clause, the Council acknowledges the Auditor General's obligations and powers under sections 32 and 34 of the *Public Finance and Audit Act 1987* (South Australia).

9.19 Public Disclosure

The Grantor may disclose this deed (and/or information relating to this deed) in both printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

Nothing in this clause derogates from the Council's obligations under any provision of this deed or the provisions of the *Freedom of Information Act, 1991*.

9.20 Special Conditions

The special conditions set out under item 7 of Schedule 1 (if any) form part of this deed.

EXECUTED as a DEED

By the Grantor

**THE COMMON SEAL of the
COMMISSIONER OF HIGHWAYS**

)
)
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)
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)
)
)
)
)
)

was affixed on:
(Date above)

(Affix Seal Above)

in the presence of:

Witness Signature:.....

Print Name:

By the Council

**THE COMMON SEAL of the
COUNCIL NAMED IN SCHEDULE 1**

)
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)
)
)

was affixed on:
(Date above)

(Affix Seal Above)

as attested by the Principal Member and
Chief Executive Officer.

Signature:.....

Signature:

Print Name:

Print Name:

Principal Member

Chief Executive Officer

SCHEDULE 1 - PARTICULARS**1. THE COUNCIL**

Name: **Adelaide Hills Council**

Site Address: **28 Onkaparinga Valley Road, Woodside SA, 5244**

Postal Address: **PO Box 44, Woodside SA, 5244**

ABN: **23 955 071 393**

2. REPRESENTATIVES

Grantor's Representative	Council's Representative
Name: Russell Troup	Name: _____
Position: Director, Transport Strategy and Network Planning	Position: _____
Department for Infrastructure and Transport	_____
Address: GPO BOX 1533	Address: _____
ADELAIDE SA 5001	_____
Telephone: (08) 7133 2967	Telephone: _____
E-mail: russell.troup@sa.gov.au	E-mail: _____

3. THE PURPOSE, DESCRIPTION OF PROJECT & DETAILS OF THE ROAD(S)

The Purpose: The funding is provided for the purpose of the Council undertaking on the road(s) identified below (within the Funding Period) the Project described below (and in any plans and/or proposal attached to this deed) in accordance with (and to the standard required by) any applicable Standards published by Austroads and Standards Australia Limited.

Description of Project:	Project Number	126126-24SA-BS
	Project Description	Installation of shoulder sealing and improved delineation on curves.

Note: Please ensure that a full description setting out all aspects of the Project is included (this is of particular importance for Projects undertaken on DIT maintained roads).

Details of the Road(s): **Basket Range Road, Between Lobethal Road and Ranns Road N, Uraidla**

Is the Road(s) under the care control and management of the Commissioner of Highways: **No**

Note: If under the care, control and management of the Commissioner then Schedule 2 will apply.

4. THE FUNDING

The Funding: \$165,000 (GST Inclusive)

The Funding Period: Start Date: **1 July 2024**
End Date: **30 June 2025**

5. MANNER & CONDITIONS OF PAYMENT

Limit on payments

The Funding of \$165,000 (GST Inclusive) is the maximum total amount the Grantor may be liable to pay the Council under this deed.

Initial Instalment in Advance & Progress Payments

The following table sets out the details of payments comprising the Funding the Council may invoice the Grantor for in accordance with clause 2.5 of the deed.

Payment	Amount AUD (GST Inclusive)
Initial Instalment in Advance <small>(Note: If no amount is indicated then no Initial Instalment in Advance will be made and the Funding will be made entirely through Progress Payments in arrears)</small>	\$nil
Allocation for Progress Payments	\$165,000
Total Funding	\$165,000

Periodic Progress Payments

Except in relation to the last Quarter prior to an End Date of 30 June, the Council is entitled (provided any instalment in advance has been expended) to invoice the Grantor after the end of each Quarter (or after another interval agreed between the parties) for progress payments for work undertaken for the Purpose.

A “Quarter” is the 3 calendar month period ending on 31 March, 30 June, 30 September and 31 December of each year during the Funding Period.

Last Quarter: If the End Date is 30 June (to coincide with the end of the Financial Year) then the Council must by **1 June** issue the Grantor with the final invoice for all works undertaken for the Purpose. Late invoices will only be accepted with the written agreement of the Grantor.

Note on Regular Invoices: The Grantor expects that works for the Purpose will be undertaken promptly during the Funding Period and expects to receive the invoice for any instalment in advance (if any) soon after the commencement of this deed and then regular subsequent receipt of invoices for progress payments.

Invoices

The Grantor is **not** obligated to pay an invoice unless properly rendered. An invoice is properly rendered if it:

- (a) is issued in respect of a payment for which the Council is entitled to invoice for under this deed;
 - (b) quotes the relevant purchase order number allocated by the Grantor;
 - (c) is accompanied by a Claim Form and invoices (if any) from the Council’s contractor(s) undertaking work for the Purpose;
 - (d) reflects the correct amount for payment under this deed; and
 - (e) is a valid Tax Invoice in accordance with GST Law.
-

The **Claim Form** must set out:

- (a) The progress of the work towards the Purpose.
- (b) Project expenditure report from Council's financial management system and a summary schedule of expenditure.
- (c) Statement of the amount of any under or over expenditure of the Funding.

A pro-forma Claims Form is available from web-link:

https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program

Payment Term

Provided that the total amount of the Funding has not been (or will be) exceeded, the Grantor must pay the amount of a properly rendered invoice for an Initial Instalment in Advance (if indicated above) and a progress payment for work undertaken towards the Purpose issued by the Council, within 30 days of receiving the Council's invoice.

6. ADDITIONAL REPORTING REQUIREMENTS

Report (Title)	Frequency (By when)	Requirements (Information and applicable standard)
Project Report	1 st Report- 1 st August 2 nd Report-1 st November 3 rd Report-1 st February 4 th Report- 1 st May or 7 days from request	<ul style="list-style-type: none"> • The progress of the Project and scheduling of works. • Updated Expenditure forecasts during the term of the funding period. • The management of the Funding (i.e. break down of expenditure of the Funding). • Any changes to the authorised scope of the Project. • Any significant changes to the nature, scope and cost of the activities conducted by the Council. • Any operational matters requested from time to time by the Grantor for inclusion in the Project Report. • Use Template as per https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program
Completion Report	Within 30 days from the completing the works for the Project.	Use Template as per https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program
Financial Statements (As referred to in clauses 6.6 and 6.7 of the Deed)	Within 30 days from the expiry of the Funding Period.	<p>Financial Statements prepared in accordance with Australian Accounting Standards setting out in detail the Council's expenditure of the Funding (with invoices attached from any contractors engaged for the Purpose) and signed by a senior office holder of the Council.</p> <p>Standard: <u>If</u> the Funding is in excess of \$1 M (GST exclusive) <u>then</u> the recipient must prepare its Financial Statements in the nature of General Purpose Financial Statements.</p> <p>(Note: for the purposes of compliance with Australian Accounting Standards ("AAS") this includes Tier 1 ASS and Tier 2 ASS – Reduced Disclosure Requirements)</p>

7. SPECIAL CONDITIONS

- 7.1 The Transport Strategy and Network Planning Directorate will contact Council for a commencement meeting or other meetings as required.

SCHEDULE 2 – WORKS ON COMMISSIONER MAINTAINED ROAD(S)

1. APPLICATION OF THIS SCHEDULE 2

The Council must comply with the terms and conditions set out in this Schedule 2 if (as indicated in item 3 of Schedule 1) the Council's proposed Project funded under this deed involves work on (or alterations to) a road ("Road") that is under the care, control and management of the Commissioner of Highways ("Commissioner").

2. LEGAL REQUIREMENT TO GAIN COMMISSIONER'S APPROVAL

Subsection 26(7) of the *Highways Act 1926* (SA) provides that a council must not exercise its powers under Part 2 of Chapter 11 of the *Local Government Act 1999* (SA) (e.g. the powers to conduct roadwork) in relation to a road under the care, control and management of the Commissioner except to the extent (if any) as the Commissioner may approve by written notice to the council.

The Council therefore acknowledges that prior to undertaking any works on the Road it will first need to gain the written approval of the Commissioner pursuant to section 26(7) of the *Highways Act 1926*.

3. TERMS AND CONDITIONS FOR WORKS ON COMMISSIONER'S ROAD

3.1 The Commissioner makes no warranties or representations concerning the suitability of the Road for the Purpose or the presence of third party installations on, in, along, over, under or near the Road. The Council must arrange for any required relocation or alteration of third party installations at its own cost.

In this Deed "third party installations" means any rail, gas, electrical, telecommunications, stormwater, water or other underground or overground installation on, in, along, over, under or near the Road.

3.2 The Council must:

- (a) not less than one calendar month prior to the commencement of works for the Purpose, submit the detailed design(s), any applicable drawings and plans and its Traffic Management Plan(s) to the Commissioner (acting through the Department) for its comment;
 - (b) modify the documents submitted in accordance with the preceding item 3.2(a) in accordance with any comments received from the Commissioner (or the Department);
 - (c) give prior notification to the Commissioner before commencing any works on the Road and abide by (and ensure that its contractor also abides by) any requirements imposed as to the times for access to the Road;
 - (d) undertake (and ensure that its contractor undertakes) the works on the Road in accordance with:
 - (i) the Department's requirements as per the DIT Master Specification available at [Works on Roads by Other Organisations - Department for Infrastructure and Transport - South Australia](#);
 - and
 - (ii) the detailed design(s), drawings and plans and Traffic Management Plan agreed to by the Commissioner,unless a variation is first agreed in writing by the Commissioner;
 - (e) ensure that any works undertaken do not disrupt (or impede) any activity undertaken by the Commissioner (or the Department) on the Road;
-

- (f) ensure that a defect liability period of not less than 24 calendar months applies to the works and the Council must invite (and make provision for) a representative of the Commissioner to attend inspections to assess both practical completion and final completion of the works;
- (g) ensure that any additional works required to reach practical completion or any remediation (or repair of) defects that are required to allow for final completion, identified by either the Council or the Commissioner, are promptly carried out by the Council (or its contractor);
- (h) at its cost, comply with any written direction by the Commissioner in relation to the conduct of the works, any alteration or removal of any infrastructure installed, the removal or minimisation of any risks to safety identified, the reinstatement of pavements, traffic management, the public's access to the Road or partial road closures;
- (i) undertake such reasonable safety measures necessary to protect its employees, contractors, the public and commuters [including without limitation compliance with (and ensuring its contractor complies with) the *Work Health and Safety Act, 2012 (SA)* and the *Work Health and Safety Regulations, 2012 (SA)*];
- (j) notify the Commissioner of any safety risk posed by the works or any infrastructure installed or any activity undertaken by the Council (or its employees, contractors and agents), on the Road; and
- (k) following practical completion of the works [and following any further modifications undertaken by the Council (or its contractor)] provide at the Council's cost, the Commissioner with as constructed drawings and plans accurately depicting the type and location of the works and any infrastructure installed in accordance with Departmental standards available at:
http://www.dit.sa.gov.au/contractor_documents (intellectual property in the plans and drawings vests in the Commissioner).

3.3 If the Council fails to comply with the requirements of item 3.2(g) or fails to carry out a direction of the Commissioner issued in accordance with item 3.2(h) then the Commissioner may (without being obliged to) carry out (or engage a contractor to carry out) the necessary work and the Council promises to pay to the Commissioner the cost it incurs in doing so.

Appendix 2

Funding Deed under Federal Black Spot Program – Fox
Creek Road, Between Cudlee Creek Road and
Coldstore Road, Cudlee Creek

ADELAIDE HILLS COUNCIL
RECEIVED



Government
of South Australia

Department for Infrastructure
and Transport

In reply please quote #21478625

Enquiries to Ty Edwards – ty.edwards@sa.gov.au

01 AUG 2024

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

**TRANSPORT
STRATEGY AND
NETWORK
PLANNING**

Level 7 83 Pirie Street
Adelaide SA 5000
Kaurna Country

GPO Box 1533
Adelaide SA 5001
DX 171

T 1300 872 677
W dit.sa.gov.au

ABN 92 366 288 135

**Build. Move.
Connect.**

Dear Mr Georgopoulos

2024-2025 AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

On 26 July 2024, the Australian Government announced the South Australian projects approved for funding under the 2024-2025 Australian Government Black Spot Program.

I am pleased to advise that the following projects were approved funding under this program:

- Safety improvements on Basket Range Road, Uraidla
 - Installation of shoulder sealing and improved delineation on curves.
 - Approved funding: \$ 165,000 (GST inclusive).
 - Completion by the end of June 2025.
- Safety improvements on Fox Creek Road, Cudlee Creek
 - Installation of sealed shoulders and safety barrier at curves with delineation improvements.
 - Approved funding: \$ 1,122,000 (GST inclusive).
 - Completion by the end of June 2025.

A funding deed has been prepared for each project, containing information about the project funding, conditions, reporting and payment arrangements.

Two copies of the deed for each project are attached.

Please insert the required details in item 2 of Schedule 1, attach the seal and sign on page 8 and return both copies within six weeks from the date of this letter to:

*Mr Ty Edwards
Road Safety Engineer
Transport Strategy and Planning Division
Department for Infrastructure and Transport
GPO Box 1533
ADELAIDE SA 5001*

It is important that the obligations and conditions in the funding deed are met. Work on the project must be undertaken in accordance with appropriate Austroads, Australian and Departmental Standards and the requirements of the Notes on Administration for the Infrastructure Investment Black Spot Program, which is available on the Department's website at

https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program.

Unfortunately, the following projects submitted by the Adelaide Hills Council were not successful in gaining Australian Government Black Spot funding as they did not rank as high as other projects:

- Lobethal Road, Basket Range
 - Safety improvements
- Torrens Hill Road, Millbrook
 - Safety improvements

The following project was not successful in gaining funding as it did not satisfy the Black Spot eligibility criteria:

- Burdett Road, Basket Range
 - Safety improvements

For further information regarding project nominations, please contact Ty Edwards on telephone number (08) 7133 2893 or email Ty.Edwards@sa.gov.au.

Yours sincerely



Lillia Rozaklis
Acting Manager, Road Network Planning

29 July 2024

FUNDING DEED

under

**2024-2025 COMMONWEALTH INFRASTRUCTURE INVESTMENT
BLACK SPOT PROGRAM**

Project Number	126133-24SA-BS
Location	Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek
Project Description	Installation of sealed shoulders and safety barrier at curves with delineation improvements
Project Funding	\$1,122,000 (GST Inclusive)

between

THE COMMISSIONER OF HIGHWAYS
(Grantor)

and

THE COUNCIL NAMED IN SCHEDULE 1
(Council)

FUNDING DEED

Between

COMMISSIONER OF HIGHWAYS, a body corporate pursuant to the *Highways Act 1926* (administered by the Department for Infrastructure and Transport) (ABN: 92 366 288 135).....(**Grantor**)

And

THE COUNCIL NAMED IN SCHEDULE 1, a body corporate under the *Local Government Act 1999*.....(**Council**)

It is agreed:

1. BACKGROUND

- 1.1 The Council has proposed to undertake the project (**Project**) described in item 3 of Schedule 1.
- 1.2 This deed sets out the terms and conditions under which the Grantor intends to provide funding to the Council solely for the purpose (**Purpose**) described in item 3 of Schedule 1 which includes the conduct of the Project.
- 1.3 The maximum amount that may be paid to the Council under this deed is set out in item 4 of Schedule 1 (**Funding**).
- 1.4 Item 3 of Schedule 1 indicates whether or not the Project is to be conducted on a road(s) under the care, control and management of the Commissioner of Highways (**Commissioner**).
- 1.5 If conducted on a road(s) under the care, control and management of the Commissioner the additional terms and conditions set out in Schedule 2 will also apply.

2. FUNDING

- 2.1 Subject to this deed, the Grantor will pay the Council up to the amount of the Funding.
 - 2.2 The Council must only use the Funding for the Purpose.
 - 2.3 For the purposes of this deed, the **Funding Period** is the period commencing on the Start Date and, subject to funding being available, will continue until the End Date. The **Start Date** and **End Date** are set out in item 4 of Schedule 1.
 - 2.4 The Funding is payable by way of progress payments in arrears for work undertaken for the Purpose and may also be part payable (if indicated in item 5 of Schedule 1) by way of an Initial Instalment in Advance.
 - 2.5 During the Funding Period, the Council is entitled in accordance with the conditions set out in item 5 of Schedule 1:
 - (a) to invoice the Grantor for the payment of the amount of any Initial Instalment in Advance set out in item 5 of Schedule 1 (if any); and
 - (b) once the amount of the Initial Instalment in Advance (if any) has been expended on work undertaken for the Purpose, to invoice the Grantor for progress payment(s) for work undertaken for the Purpose.The total of any Initial Instalment in Advance (if any) and all progress payments must not exceed the amount of the Funding.
 - 2.6 At the end of the Funding Period the Council must provide a report on the level of any unexpended Funding.
-

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- 2.7 The Council must repay any part of the Funding which is unexpended at the end of the Funding Period to the Grantor, unless the Grantor gives written approval for the Council to retain the money.

3. **GST**

- 3.1 The Funding (including any Initial Instalment in Advance or any progress payment) is all-inclusive and not subject to any adjustment for GST or any other tax or cost.
- 3.2 In this Deed "*Taxable Supply*", "*GST*" and "*Tax Invoice*" have the meaning attributed under the *A New Tax System (Goods and Services Tax) Act 1999 (GST Law)*.

4. **ADMINISTRATION OF DEED**

- 4.1 Any power or discretion exercisable by the Grantor under this deed may be exercised by the person (**Grantor's Representative**) for the time being in the position within the Department for Infrastructure and Transport (**Department**) set out in item 2 of Schedule 1.
- 4.2 Any power or discretion exercisable by the Council under this deed may be exercised by the person (**Council's Representative**) for the time being in the position within the Council set out in item 2 of Schedule 1.

5. **PROVISION OF FINANCIAL INFORMATION**

- 5.1 The Council must provide the Grantor with appropriate and regular information, records and reports as the Grantor may request from time to time about:
- (a) the administration and financial affairs of the Council;
 - (b) the progress of (and any change to) the authorised scope of the Purpose or the Project;
 - (c) any significant changes to the nature and scope of the activities conducted by the Council;
 - (d) any other matter relevant to the granting of assistance;
 - (e) any other funding or financial assistance promised or received from any source other than the Grantor;
 - (f) the Council's management of the Funding, including, but not limited to, the economic and efficient use of resources to achieve the outcomes of the Purpose; and
 - (g) the performance of the Council's undertakings and obligations under this deed.
- 5.2 The information provided by the Council must be sufficient for the Grantor to make an informed judgement about:
- (a) the Council's ongoing financial position and its resources and expertise in relation to the Purpose;
 - (b) the Council's performance in managing public moneys, acquiring and using resources economically and efficiently and in achieving specified objectives in relation to the Purpose;
 - (c) the overall effectiveness of the Funding throughout the Funding Period;
 - (d) compliance with legislation and generally accepted accounting principles; and
 - (e) compliance with the Council's constitution and the conditions of this deed.
- 5.3 The Council must permit any officer authorised by the Grantor:
-

-
- (a) to enter the Council's premises and to have access to all accounting records, equipment, documents and information in possession of the Council; and
 - (b) to interview employees of the Council on matters pertaining to the operations of the Council.

6. GENERAL OBLIGATIONS OF THE COUNCIL

The Council must:

- 6.1 use the Funding only for the Purpose for which the Funding was made;
- 6.2 maintain accounting records of the Funding in accordance with generally accepted accounting principles;
- 6.3 ensure that any activity carried out by the Council in connection with the Council's use of the Funding complies with the laws from time to time in force in South Australia;
- 6.4 comply with its constitution;
- 6.5 comply with the additional reporting requirements set out in item 6 of Schedule 1;
- 6.6 prepare financial statements in accordance with Australian Accounting Standards at the end of the Funding Period and submit the financial statements, signed by a senior office holder of the Council, to the Grantor no later than one calendar month after the expiry of the Funding Period;

(Note: for the purposes of compliance with Australian Accounting Standards ("AAS") this includes Tier 1 ASS and Tier 2 ASS – Reduced Disclosure Requirements)
- 6.7 where the Funding to Council is in excess of One Million Dollars (GST exclusive) prepare financial statements in the nature of General Purpose Financial Statements; and
- 6.8 where requested by the Grantor, provide to the Department management accounts, annual reports, financial statements and any other information or documents relevant to the Council's operations.

7. CONDUCT OF THE PROJECT

- 7.1 The Council must ensure that any works undertaken towards the Purpose and/or the Project are undertaken in accordance with (and to the standard required by) any applicable Standards published by Austroads and Standards Australia Limited.
- 7.2 If (as indicated in item 3 of Schedule 1) the Project is to be conducted on a Road(s) under the care, control and management of the Commissioner, the Council must comply with the additional terms and conditions set out in Schedule 2.
- 7.3 The Council must erect signs on each road approach to the Project that comply with Section 4.7.1 – "Signposting" of the Notes on **Administration for Land transport Infrastructure Projects** published by the Commonwealth.

8. TERMINATION

- 8.1 If the Council fails to comply with this deed and/or fails within 6 months from the Commencement of this deed to commence the works on the Project (or make sufficient progress to the satisfaction of the Grantor), the Grantor may:
-

-
- (a) require the Council to repay either the whole or a portion of the Funding (whether expended or not);
 - (b) withhold all future funding from the Council;
 - (c) pursue any legal rights or remedies which may be available to the Grantor; and
 - (d) terminate or curtail any program or project conducted by the Grantor of which the Purpose conducted by the Council is part.
- 8.2 The Grantor may review any decision made pursuant to this clause if the Council is able to satisfy the Grantor within a period of 30 days from the decision that the Council has complied with the conditions of this deed.
- 8.3 Nothing in this deed is to be taken to limit the Grantor's discretion to determine whether and how any program or project of the Grantor is to be conducted, except if and to the extent that the Grantor gives an express undertaking in that regard.

9. GENERAL TERMS AND CONDITIONS

9.1 Insurance

The Council warrants that it is a member of the Local Government Association Mutual Liability Scheme (**Scheme**) and is bound by the Scheme pursuant to section 142 and Schedule 1, Part 2 of the *Local Government Act 1999* (SA) (**Act**) and in the event that the Council ceases to be a member of the Scheme it will forthwith, pursuant to Section 142(1) of the Act and the regulations under that Act, take out and maintain insurance to cover its civil liabilities at a minimum level of cover of AUD \$50 million.

9.2 Commonwealth Funded Project

The Council acknowledges that the Funding provided under this deed is (and remains) contingent upon the Commonwealth funding and despite any other clause of this deed, if the Commonwealth for any reason ceases its provision of funding then the Grantor may by notice to the Council cease its provision of Funding under this deed.

9.3 Audit

The Grantor may direct the Council to arrange for the financial accounts relating to the Funding to be audited at the Council's expense. The Grantor may specify the minimum qualifications to be held by a person appointed to conduct the audit.

9.4 Acknowledgements

The Council acknowledge that the Funding represents a one-off contribution by the Grantor towards the Purpose, and the Council agrees that any request for subsequent funding will require a new application to the Grantor. The Grantor is under no obligation to agree to pay any subsequent funding to the Council.

The Council further acknowledges and agrees that the Grantor will not be liable to reimburse the Council for any losses or cost over runs that may result from the operation of this deed or the carrying out of the Purpose or Project.

9.5 Indemnity

The Council acknowledges and agrees that it remains at all times solely responsible for the conduct of the Project and it releases and indemnifies the Grantor, the Commissioner and the Crown in right of the State of South Australia together with their employees, contractors and agents (**those indemnified**) from and against any loss or liability incurred or suffered

by any of those indemnified as a result of any claim, suit, demand, action or proceeding brought by any person against any of those indemnified in respect to the works to complete the Project or otherwise caused by any breach or default of the Council under this Deed.

9.6 Assignment

The Council must not assign, novate or encumber any of its rights or obligations under this deed.

9.7 Publicity

The Council must not make (or permit a public announcement or media release to be made) about any aspect of this deed without first obtaining the Grantor's written consent.

9.8 Consent

If the Council requires the Grantor's consent under this deed, the Grantor may, in its absolute discretion, give or withhold its consent and if giving consent, the Grantor may impose any condition on that consent that it considers appropriate. The Grantor's consent will not be effective unless it is in writing and signed.

9.9 Entire Deed

This deed incorporates any attached schedules and annexures. This deed contains the entire agreement between the parties with respect to its subject matter and supersedes any prior agreement, understanding or representation of the parties on the subject matter.

9.10 Proper Law

The laws in force in South Australia apply to this deed.

9.11 Jurisdiction of Courts

The courts of South Australia have non-exclusive jurisdiction to determine any proceeding in relation to this deed. Any proceeding brought in a Federal Court must be instituted in (and remain with) the Adelaide Registry of that Federal Court.

9.12 Compliance with Laws

The Council must comply with the laws in force in South Australia in the course of performing its obligations under this deed.

9.13 Notices

A notice is properly given or served if the party delivers it by hand, posts it or transmits it by electronic mail or facsimile, to the address of the Representative of the other party. A notice is taken to be received:

- (a) if sent by post, at the time it would have been delivered in the ordinary course of the post to the address to which it was sent;
- (b) if sent by electronic mail, when the sender receives confirmation that the e-mail has been transmitted successfully to the correct e-mail address; or
- (c) if delivered by hand, the party who sent the notice holds a receipt for the notice signed by a person employed at the physical address for service.

9.14 Performance and future proposals

The satisfactory completion of the works for the Purpose, the making of regular progress payments (see note under item 5 of Schedule 1) and on-going compliance with reporting obligations, may be taken into account as a factor in assessing any applications by the Council for future funding.

9.15 Waiver

Any waiver of any provision of this deed is ineffective unless it is in writing and signed by the party waiving its rights.

A waiver by either party in respect of a breach of a provision of this deed by the other party is not a waiver in respect of any other breach of that or any other provision.

The failure of either party to enforce any of the provisions of this deed at any time must not be interpreted as a waiver of that provision.

9.16 Variation

Any variation of this deed must be in writing and signed by each party (or its Representative). Any request by the Council for agreement to vary the Funding, the Purpose, the scheduled timing for the conduct of the works for the Project and/or the Funding Period must be accompanied by sufficient details explaining the reasons for the requested variation to enable the Grantor to have regard to its merits.

9.17 Reading down and Severance

In the event that any provision (or portion of any provision) of this deed is held to be unenforceable or invalid by a Court of competent jurisdiction, the validity and enforceability of the remaining provisions (or portions of such provisions) of this deed shall not be adversely affected.

The offending provision (or part of a provision) shall be read down to the extent necessary to give it legal effect, or shall be severed if it cannot be read down, and the remaining part and provisions of this deed shall remain in full force and effect.

9.18 Auditor General

Nothing in this deed derogates from the powers of the Auditor-General under the *Public Finance and Audit Act 1987* (South Australia). Without limiting this clause, the Council acknowledges the Auditor General's obligations and powers under sections 32 and 34 of the *Public Finance and Audit Act 1987* (South Australia).

9.19 Public Disclosure

The Grantor may disclose this deed (and/or information relating to this deed) in both printed or electronic form and either generally to the public or to a particular person as a result of a specific request.

Nothing in this clause derogates from the Council's obligations under any provision of this deed or the provisions of the *Freedom of Information Act, 1991*.

9.20 Special Conditions

The special conditions set out under item 7 of Schedule 1 (if any) form part of this deed.

EXECUTED as a DEED

By the Grantor

**THE COMMON SEAL of the
COMMISSIONER OF HIGHWAYS**

)
)
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)
)
)

was affixed on:
(Date above)

(Affix Seal Above)

in the presence of:

Witness Signature:.....

Print Name:

By the Council

**THE COMMON SEAL of the
COUNCIL NAMED IN SCHEDULE 1**

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)
)

was affixed on:
(Date above)

(Affix Seal Above)

as attested by the Principal Member and
Chief Executive Officer.

Signature:.....

Signature:

Print Name:

Print Name:

Principal Member

Chief Executive Officer

SCHEDULE 1 - PARTICULARS**1. THE COUNCIL**

Name: **Adelaide Hills Council**

Site Address: **28 Onkaparinga Valley Road, Woodside SA, 5244**

Postal Address: **PO Box 44, Woodside SA, 5244**

ABN: **23 955 071 393**

2. REPRESENTATIVES

Grantor's Representative	Council's Representative
Name: Russell Troup	Name: _____
Position: Director, Transport Strategy and Network Planning Department for Infrastructure and Transport	Position: _____ _____
Address: GPO BOX 1533 ADELAIDE SA 5001	Address: _____ _____
Telephone: (08) 7133 2967	Telephone: _____
E-mail: russell.troup@sa.gov.au	E-mail: _____

3. THE PURPOSE, DESCRIPTION OF PROJECT & DETAILS OF THE ROAD(S)

The Purpose: The funding is provided for the purpose of the Council undertaking on the road(s) identified below (within the Funding Period) the Project described below (and in any plans and/or proposal attached to this deed) in accordance with (and to the standard required by) any applicable Standards published by Austroads and Standards Australia Limited.

Description of Project:	Project Number	126133-24SA-BS
	Project Description	Installation of sealed shoulders and safety barrier at curves with delineation improvements

Note: Please ensure that a full description setting out all aspects of the Project is included (this is of particular importance for Projects undertaken on DIT maintained roads).

Details of the Road(s): **Fox Creek Road, Between Cudlee Creek Road and Coldstore Road, Cudlee Creek**

Is the Road(s) under the care control and management of the Commissioner of Highways:

No

Note: If under the care, control and management of the Commissioner then Schedule 2 will apply.

4. THE FUNDING

The Funding: \$1,122,000 (GST Inclusive)

The Funding Period: Start Date: **1 July 2024**
End Date: **30 June 2025**

5. MANNER & CONDITIONS OF PAYMENT

Limit on payments

The Funding of \$1,122,000 (GST Inclusive) is the maximum total amount the Grantor may be liable to pay the Council under this deed.

Initial Instalment in Advance & Progress Payments

The following table sets out the details of payments comprising the Funding the Council may invoice the Grantor for in accordance with clause 2.5 of the deed.

Payment	Amount AUD (GST Inclusive)
Initial Instalment in Advance <small>(Note: If no amount is indicated then no Initial Instalment in Advance will be made and the Funding will be made entirely through Progress Payments in arrears)</small>	\$nil
Allocation for Progress Payments	\$1,122,000
Total Funding	\$1,122,000

Periodic Progress Payments

Except in relation to the last Quarter prior to an End Date of 30 June, the Council is entitled (provided any instalment in advance has been expended) to invoice the Grantor after the end of each Quarter (or after another interval agreed between the parties) for progress payments for work undertaken for the Purpose.

A "Quarter" is the 3 calendar month period ending on 31 March, 30 June, 30 September and 31 December of each year during the Funding Period.

Last Quarter: If the End Date is 30 June (to coincide with the end of the Financial Year) then the Council must by **1 June** issue the Grantor with the final invoice for all works undertaken for the Purpose. Late invoices will only be accepted with the written agreement of the Grantor.

Note on Regular Invoices: The Grantor expects that works for the Purpose will be undertaken promptly during the Funding Period and expects to receive the invoice for any instalment in advance (if any) soon after the commencement of this deed and then regular subsequent receipt of invoices for progress payments.

Invoices

The Grantor is **not** obligated to pay an invoice unless properly rendered. An invoice is properly rendered if it:

- (a) is issued in respect of a payment for which the Council is entitled to invoice for under this deed;
 - (b) quotes the relevant purchase order number allocated by the Grantor;
 - (c) is accompanied by a Claim Form and invoices (if any) from the Council's contractor(s) undertaking work for the Purpose;
 - (d) reflects the correct amount for payment under this deed; and
 - (e) is a valid Tax Invoice in accordance with GST Law.
-

The **Claim Form** must set out:

- (a) The progress of the work towards the Purpose.
- (b) Project expenditure report from Council's financial management system and a summary schedule of expenditure.
- (c) Statement of the amount of any under or over expenditure of the Funding.

A pro-forma Claims Form is available from web-link:

https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program

Payment Term

Provided that the total amount of the Funding has not been (or will be) exceeded, the Grantor must pay the amount of a properly rendered invoice for an Initial Instalment in Advance (if indicated above) and a progress payment for work undertaken towards the Purpose issued by the Council, within 30 days of receiving the Council's invoice.

6. ADDITIONAL REPORTING REQUIREMENTS

Report (Title)	Frequency (By when)	Requirements (Information and applicable standard)
Project Report	1 st Report- 1 st August 2 nd Report-1 st November 3 rd Report-1 st February 4 th Report- 1 st May or 7 days from request	<ul style="list-style-type: none"> • The progress of the Project and scheduling of works. • Updated Expenditure forecasts during the term of the funding period. • The management of the Funding (i.e. break down of expenditure of the Funding). • Any changes to the authorised scope of the Project. • Any significant changes to the nature, scope and cost of the activities conducted by the Council. • Any operational matters requested from time to time by the Grantor for inclusion in the Project Report. • Use Template as per https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program
Completion Report	Within 30 days from the completing the works for the Project.	Use Template as per https://www.dit.sa.gov.au/towardszerotogether/building_safer_roads/black_spot_program
Financial Statements (As referred to in clauses 6.6 and 6.7 of the Deed)	Within 30 days from the expiry of the Funding Period.	<p>Financial Statements prepared in accordance with Australian Accounting Standards setting out in detail the Council's expenditure of the Funding (with invoices attached from any contractors engaged for the Purpose) and signed by a senior office holder of the Council.</p> <p>Standard: If the Funding is in excess of \$1 M (GST exclusive) <u>then</u> the recipient must prepare its Financial Statements in the nature of General Purpose Financial Statements.</p> <p>(Note: for the purposes of compliance with Australian Accounting Standards ("AAS") this includes Tier 1 ASS and Tier 2 ASS – Reduced Disclosure Requirements)</p>

7. SPECIAL CONDITIONS

- 7.1 The Transport Strategy and Network Planning Directorate will contact Council for a commencement meeting or other meetings as required.

SCHEDULE 2 – WORKS ON COMMISSIONER MAINTAINED ROAD(S)

1. APPLICATION OF THIS SCHEDULE 2

The Council must comply with the terms and conditions set out in this Schedule 2 if (as indicated in item 3 of Schedule 1) the Council's proposed Project funded under this deed involves work on (or alterations to) a road ("Road") that is under the care, control and management of the Commissioner of Highways ("Commissioner").

2. LEGAL REQUIREMENT TO GAIN COMMISSIONER'S APPROVAL

Subsection 26(7) of the *Highways Act 1926* (SA) provides that a council must not exercise its powers under Part 2 of Chapter 11 of the *Local Government Act 1999* (SA) (e.g. the powers to conduct roadwork) in relation to a road under the care, control and management of the Commissioner except to the extent (if any) as the Commissioner may approve by written notice to the council.

The Council therefore acknowledges that prior to undertaking any works on the Road it will first need to gain the written approval of the Commissioner pursuant to section 26(7) of the *Highways Act 1926*.

3. TERMS AND CONDITIONS FOR WORKS ON COMMISSIONER'S ROAD

3.1 The Commissioner makes no warranties or representations concerning the suitability of the Road for the Purpose or the presence of third party installations on, in, along, over, under or near the Road. The Council must arrange for any required relocation or alteration of third party installations at its own cost.

In this Deed "third party installations" means any rail, gas, electrical, telecommunications, stormwater, water or other underground or overground installation on, in, along, over, under or near the Road.

3.2 The Council must:

- (a) not less than one calendar month prior to the commencement of works for the Purpose, submit the detailed design(s), any applicable drawings and plans and its Traffic Management Plan(s) to the Commissioner (acting through the Department) for its comment;
 - (b) modify the documents submitted in accordance with the preceding item 3.2(a) in accordance with any comments received from the Commissioner (or the Department);
 - (c) give prior notification to the Commissioner before commencing any works on the Road and abide by (and ensure that its contractor also abides by) any requirements imposed as to the times for access to the Road;
 - (d) undertake (and ensure that its contractor undertakes) the works on the Road in accordance with:
 - (i) the Department's requirements as per the DIT Master Specification available at [Works on Roads by Other Organisations - Department for Infrastructure and Transport - South Australia](#);
and
 - (ii) the detailed design(s), drawings and plans and Traffic Management Plan agreed to by the Commissioner,
unless a variation is first agreed in writing by the Commissioner;
 - (e) ensure that any works undertaken do not disrupt (or impede) any activity undertaken by the Commissioner (or the Department) on the Road;
-

- (f) ensure that a defect liability period of not less than 24 calendar months applies to the works and the Council must invite (and make provision for) a representative of the Commissioner to attend inspections to assess both practical completion and final completion of the works;
- (g) ensure that any additional works required to reach practical completion or any remediation (or repair of) defects that are required to allow for final completion, identified by either the Council or the Commissioner, are promptly carried out by the Council (or its contractor);
- (h) at its cost, comply with any written direction by the Commissioner in relation to the conduct of the works, any alteration or removal of any infrastructure installed, the removal or minimisation of any risks to safety identified, the reinstatement of pavements, traffic management, the public's access to the Road or partial road closures;
- (i) undertake such reasonable safety measures necessary to protect its employees, contractors, the public and commuters [including without limitation compliance with (and ensuring its contractor complies with) the *Work Health and Safety Act, 2012 (SA)* and the *Work Health and Safety Regulations, 2012 (SA)*];
- (j) notify the Commissioner of any safety risk posed by the works or any infrastructure installed or any activity undertaken by the Council (or its employees, contractors and agents), on the Road; and
- (k) following practical completion of the works [and following any further modifications undertaken by the Council (or its contractor)] provide at the Council's cost, the Commissioner with as constructed drawings and plans accurately depicting the type and location of the works and any infrastructure installed in accordance with Departmental standards available at:
http://www.dit.sa.gov.au/contractor_documents (intellectual property in the plans and drawings vests in the Commissioner).

3.3 If the Council fails to comply with the requirements of item 3.2(g) or fails to carry out a direction of the Commissioner issued in accordance with item 3.2(h) then the Commissioner may (without being obliged to) carry out (or engage a contractor to carry out) the necessary work and the Council promises to pay to the Commissioner the cost it incurs in doing so.

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

Item: 12.5

Responsible Officer: Jess Charlton
Acting Director Community & Development

Subject: Request to Waive Land Management Agreement Obligations – 2/133
Main Street Lobethal

For: Decision

SUMMARY

The purpose of this report is to seek Council approval to waive the obligations of an existing Land Management Agreement (LMA) regarding the location of a proposed outbuilding and carport at 2/133 Main Street, Lobethal.

The LMA registered over the land in Certificate of Title Volume 6090/Folio 302 requires that the outbuilding and carport be located within the building envelope and was agreed to by Council resolution and signed under the seal of Council in 2006. The landowners seek a waiver of these obligations in order to build the outbuilding and carport outside of the building envelope. The landowners have separate Development Approval for a dwelling located within the building envelope to be constructed on the land. In accordance with clause 7.2 of the LMA, Council may waive compliance with part or whole of the owner's obligations.

RECOMMENDATION

Council resolves:

- 1. That the report be received and noted.**
 - 2. To waive the landowner's obligations in clause 2.3 of the Land Management Agreement (LMA) registered on Certificate of Title Volume 6090/Folio 302 and known as 2/133 Main Street Lobethal, in order for the proposed outbuilding and carport lodged as part of Development Application 24000861, to be located outside the LMA building envelope, subject to Planning Consent being granted by the planning authority.**
 - 3. That the Chief Executive Officer or his delegate be authorised to provide written communication of Council's waiver of the Land Management Agreement obligations to the landowners.**
-

1. BACKGROUND

The original Land Management Agreement (LMA) was entered into under the seal of Council as part of a land division application to create 2 allotments in 2006 (Development Application 473/D017/06). A copy of the LMA is provided in **Appendix 2**.

The LMA provides obligations on the owner as follows:

- to construct only single storey and split level buildings with no wall height greater than 3 metres above natural ground level.
- to not cause, suffer or permit any improvements outside the building envelope.
- to ensure the internal road is created in accordance with the plan of division and shall at all times maintain the road in good repair as access suitable for use by emergency services vehicles and
- to not cause, suffer or permit any person to park any vehicle or, deposit anything whatsoever on the internal road.

The vacant land has an area of 1168m² and contains one (1) large manna gum which is a significant tree and, nine (9) smaller trees. The land also contains two 5m wide easements in favour of SA Water, one along the southern boundary and another, that traverses the land from north to south. To the rear a watercourse crosses the land. These features collectively constrain possible building locations on the subject land and resulted in the development of a building envelope and LMA in 2006. The LMA nominates a building envelope of 335m² for the construction of a dwelling and garage, carport or shed outside the tree protection zone of the significant tree and the easements.

The landowners have received development approval for a single storey dwelling within the building envelope but, construction is yet to commence. The 4-bedroom dwelling has a modest floor area of 220 m² with no garage or carport forming part of this floor area.

On 08 February 2024, Development Application **24000861** for an outbuilding and carport was lodged with the Council by the current owners. The combined outbuilding and carport have an area of 60m² and are proposed to be sited outside the building envelope, as shown in Figure 1 below. The desired location is also away from the significant tree and its protection zone. The owners have sought and obtained permission from SA Water for three of the carport posts to be located within the easement area.

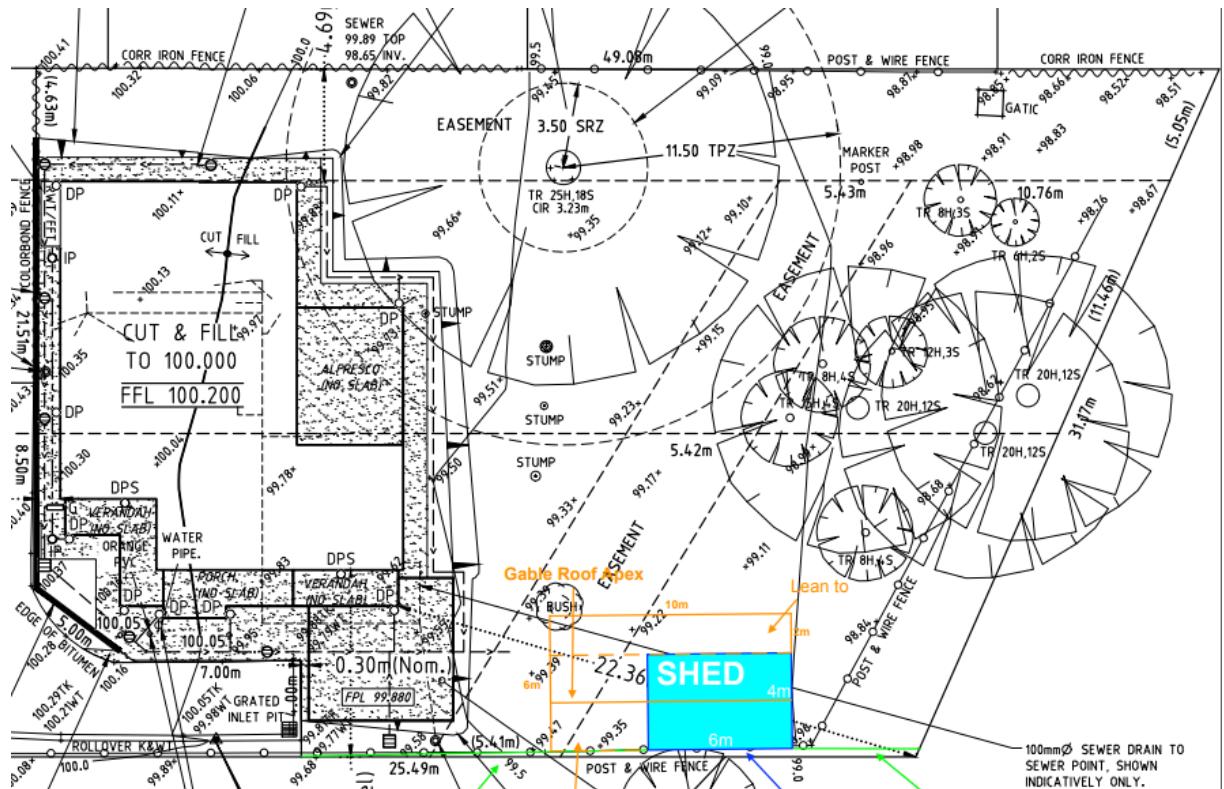


Figure 1: Location of outbuilding and carport depicted in orange and blue outside the Building Envelope

The applicant seeks a waiver of the requirement to build within the building envelope. Aligned with practices in 2006, the LMA was agreed to by Council resolution and signed by the Mayor and CEO under the seal of Council. The Council is therefore the relevant authority to determine the waiver request. A copy of the applicant’s request, the site plan and the SA Water permit is provided in **Appendix 1**.

The outbuilding and carport proposal is currently under assessment and will be determined by staff under delegation from the Assessment Manager.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Built Environment

Objective B2 Preserve and enhance the unique character of the Hill’s for current and future generations.

Waiving compliance with the existing LMA to allow the outbuilding and carport to be located outside the building envelope is considered consistent with the strategic goal to preserve and enhance the unique character of the hills.

➤ **Legal Implications**

The *Planning, Development and Infrastructure Act 2016* (PDI Act) and *Development Act 1993* have provisions in section 193(1) to permit the Council to enter into Land Management Agreements in relation to development. The subject LMA was entered into under the provisions of the *Development Act 1993* as part of the division of land to create the allotment. Clause 7.2 of the LMA permits the Council to waive all or, part of the LMA obligations by the owner.

If the Council decides to waive compliance with clause 2.3 of the LMA in regard to building within the building envelope no amendment to the LMA is necessary. The decision is simply communicated to the applicant.

➤ **Risk Management Implications**

Waiving the owner's obligations in the existing LMA will assist in mitigating the risk of:

Procedural challenge of any decision that a delegate of the Assessment Manager may make in relation to Development Application 24000861, and the regard given to the LMA terms in the assessment of the development.

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

The LMA includes a waiver clause which provided opportunity for the Council to waive compliance by the landowners with part, or all of the owner's obligations detailed in the LMA. By the landowners seeking the agreement of Council for a waiver of the building envelope obligations, procedural risk is mitigated.

➤ **Financial and Resource Implications**

Not Applicable – no amendment to the LMA is necessary.

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

A Land Management Agreement is a public document which can be accessed by anyone for a fee. There are community expectations that the terms of LMAs are generally adhered to unless there is good reason for the Council to waive compliance by the owner with the obligation(s) in the Agreement. The obligations are agreed with the owner of the land at the time and are binding on future owners.

➤ **Sustainability Implications**

The land is in a medium bushfire risk area within the township of Lobethal and the driveway area provides a turnaround for emergency service vehicles for the subject land and the neighbouring allotment. Locating the outbuilding and carport beyond the building envelope provides opportunity for visitor parking on the subject land. This encourages further compliance with the LMA owner obligations to not block the driveway and turnaround area. The proposed location of the outbuilding and carport is well away from the tree protection zone of the significant tree on the land, and the owner's proposal preserves and retains the tree.

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

Consultation on the development of this report was not required.

<i>Committee</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Not Applicable
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	The landowners have consulted with the owners of 1/133 Main Street who are also subject to the same LMA and received their support for the amended location for the outbuilding and carport.

➤ **Additional Analysis**

The building envelope in the LMA was designed around the tree protection zone of the significant tree and the other constraints on the subject land in 2006. No detailed plans were prepared at the time.

The current owners have received Development Approval to construct a dwelling within the building envelope to avoid impact on the significant tree. The dwelling has windows across the front to take advantage of rural aspect to the north and a setback of 1m from the eastern side boundary as permitted by the building envelope. The design did not include a garage or carport under the main roof of the dwelling.

The owners have lodged a separate development application for a combined outbuilding and carport in a location outside of the building envelope. This opportunity is being explored as it provides enhanced access around the dwelling and offers car parking and storage opportunities in the one building. This improves functionality for the landowners over the location set by the LMA, as detailed in their request in **Appendix 1**. The owners have obtained the permission of SA Water to partially construct this building in the easement that traverses the land. This permission opens possibilities to build further towards the rear of the allotment and was not a possibility contemplated when the building envelope was agreed.

Adhering to the prescribed building envelope would significantly reduce access around the dwelling with 1m prescribed setback to the eastern side boundary and 1.5m prescribed setback to the northern side boundary. The owners state this will diminish the functionality of the outbuilding and from a practical viewpoint a car entering or exiting the location will have difficulty manoeuvring due to the building envelope not spanning across the full width of the driveway.

The driveway is over 114metres in length and on-street visitor parking on Main Street is not practical for all visitors. The proposed location of the outbuilding and carport provides the opportunity for on-site visitor parking in front of the proposed building which is advantageous.

The proposed location outside the building envelope is away from the tree protection zone of the significant tree and will have no impact on the retention of the tree.

The exact positioning and design of a dwelling on the land is now known, with Development Approval granted. The owners present compelling reasons for their request to construct an outbuilding and carport, associated with the dwelling, in the proposed location outside of

the building envelope. Staff consider the proposed location offers advantages over the agreed building envelope in the LMA and support the request.

3. OPTIONS

- I. To agree to the request of the landowners to waive the LMA obligation in relation to the building envelope. This will avoid a risk of the LMA terms being breached should staff determine to grant Planning Consent to Development Application 24000861 (Recommended).
- II. To decline the request of the applicant to waive the LMA obligation in relation to the building envelope. This will necessitate a redesign of the outbuilding and carport at expense to the landowner. (Not Recommended).

4. APPENDICES

- (1) Request from the Landowners
- (2) Land Management Agreement

Appendix 1

Request from the Landowners

8th April 2024

Kate Westland and Jamie Williams
2/133 Main Street
Lobethal, SA, 5241

Postal Address:
11B Marybank Terrace
Athelstone, SA, 5076

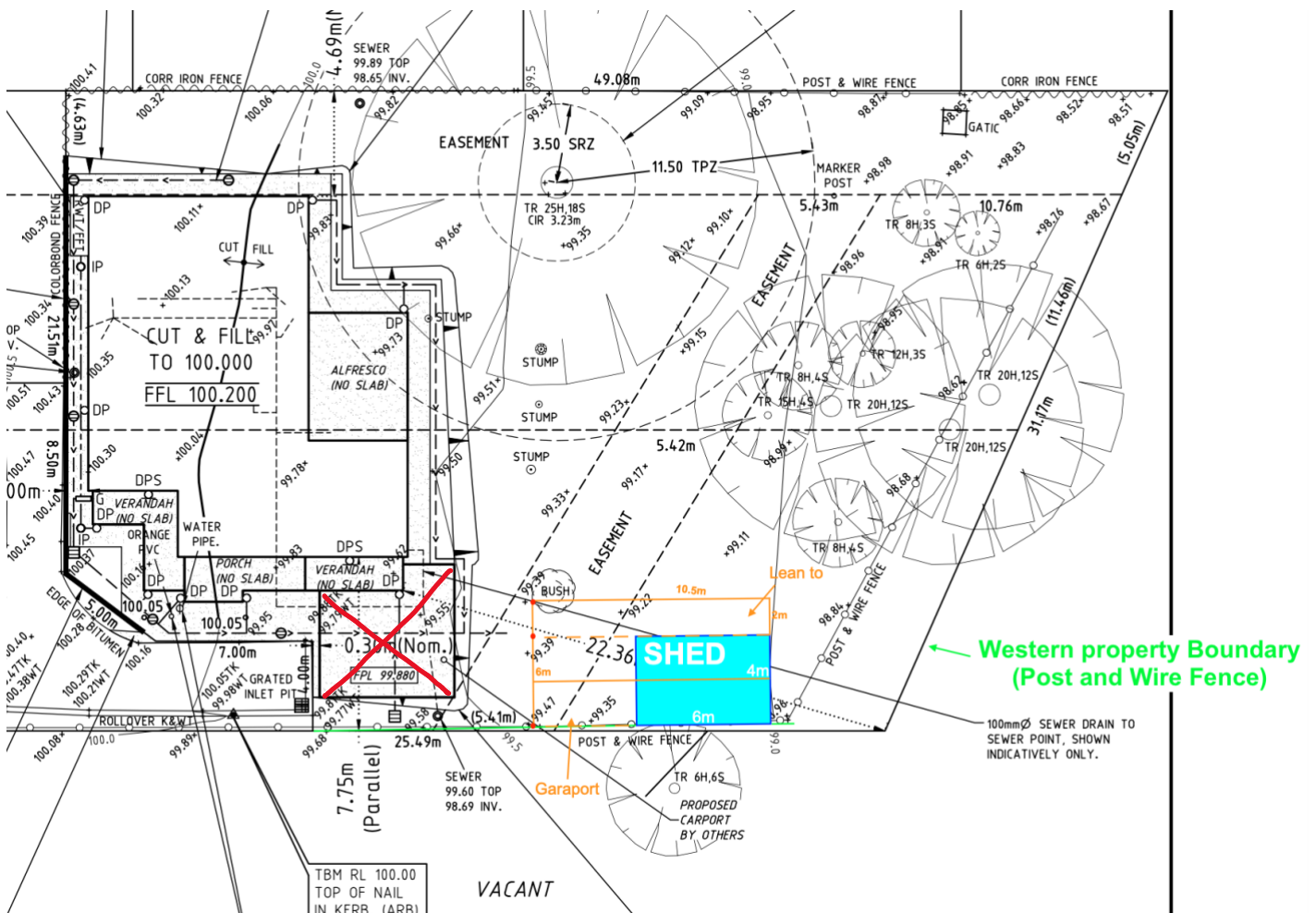
Mr Doug Samardzija
Adelaide Hills Council

Dear Mr Samardzija,

RE: Request to Waive Compliance with Land Management Agreement for Shed Construction

I refer to your letter dated 9th February 2024 regarding the land comprised in Certificate of Title Volume 6090 Folio 302, more commonly known as 2/133 Main Street, Lobethal (**land**), and in particular Development Application ID 24000861.

I am writing to formally request a waiver of compliance with the Land Management Agreement (LMA) dated 20th September 2006 attaching to the land. In particular, clause 2.3 of the LMA (**Appendix A**), which restricts improvements to be undertaken outside of the designated building envelopes. Specifically, I seek permission to construct a shed outside of the prescribed envelope on the Land, as depicted below:



Executive Summary:

- **The construction of a shed/garaport is essential for efficient storage, maintenance, and vehicle parking on a property of this size in a bushfire risk area. It also ensures the internal road remains clear, as the relocation will adequately service the cars owned by a 4-bedroom household.**
- **By relocating the shed, unimpeded access for emergency vehicles is assured, promoting enhanced safety measures across the property, which would not otherwise be possible.**
- **The nearest watercourse and easements have been considered: the location of the shed avoids the easement (other than the fixing of two posts, which have been approved by SA WATER) and is further than 5m from the watercourse.**
- **The proposed relocation of the shed enhances land conservation efforts, optimising the property's environmental footprint, reducing the overall building envelope by 18m². We are prioritising the intention of the LMA to conserve land and trying to reduce the infrastructural footprint on the property.**
- **At the time the LMA was entered into in 2006, it was intended to attach to the land situation within Certificate of Title Volume 5078 Folio 308. The land is now situated within Certificate of Title Volume 6090 Folio 302. In my view, it is therefore unreasonable to suggest that the obligations and restrictions contained in the LMA were originally intended to apply to the land in 2024 that is now encompassed by a new Certificate of Title, and in particular the construction of a modest home and accompanying shed that will, for the reasons contained in this letter, prioritise and benefit conservation and safety.**

Therefore, I present to you the following detailed reasons to consider my proposal:

1. **Access to Property for Emergency Vehicles:** The current area designed for a carport/garage would completely eliminate access for emergency vehicles to the property. The proposed carpark/garage leaves only 1.5m between the exterior wall of the shed and the fence, meaning no emergency vehicles would be able to access the property in the event of a fire/flood/or damage caused by limbs falling from a significant tree on the site. Given the heightened risk of bushfires in this area and the size of the property, we are extremely concerned at the lack of access for emergency services. We would like to ensure that a fire truck could access directly into the property in the case of an emergency, which is not possible with the current building envelope designated to a garage. Please see **Appendix B** for a clear representation of the lack of access to the property.
2. **Bushfire Zone Concerns:** The proposed building envelope fails to provide adequate space to store essential equipment and tools required for effective bushfire management. Given the heightened risk of bushfires in the area, sufficient space is essential for safeguarding the property. If the proposed building envelope is the only position designated for a shed/carport, it provides insufficient space to service both the parking of cars as well as the storage of tools and equipment. Clause 2.6 of the Land Management Agreement states :

2.6 The Owner shall not cause, suffer or permit any person to park any vehicle or deposit or place any thing whatsoever on the Internal Road (excepting emergency services vehicles and equipment).

As such, it is necessary that, given the size of the building envelope, that it only be used to park the cars of the Owners of the property. Given the heightened risk of bushfires in the area, it is imperative that sufficient space be allocated for storage purposes, as well as to park vehicles, to ensure the safety and protection of the property. As this property spans across 1168m², significant equipment is required to ensure the appropriate maintenance of this property, which needs to be safely stored. Please see **Appendix C** for a full list of equipment and tools that may potentially need to be stored in the interest of fire preparedness and general maintenance.

- 3.** In addition, **location practicality** must be considered. Constructing the shed outside of the building envelope allows for better manoeuvrability and functionality, particularly regarding access for vehicles and emergency services. By reallocating the carpark/garage building envelope to a more Western location, multiple cars can be parked in the driveway without impact to the Internal Road. Additionally, by relocating the shed, emergency services would have unimpeded access to the entire property, ensuring no obstruction by existing infrastructure, which there would be if a shed was built on the current designated building envelope. Ultimately, our selected location ensures optimal use of the property while minimising any adverse impact on surrounding infrastructure, such as the internal road, and allows unimpeded access for emergency services. Please see **Appendix D** for a scaled 3D digital representation of the location of the current carport/garage building envelope, as suggested by the council, which would clearly impede access to the property and provide insufficient space for a car to be parked. Please see **Appendix E** for a scaled 3D digital representation of the proposed location of the shed/garaport, which clearly shows the advantageous access provided. As a four bedroom dwelling is being built on the property, it is in the best interest of the Internal Road that more than one car park be provided on the site. The proposed location of the shed/garaport does not, in my opinion, stray away from the original intention of the LMA, nor does it prejudice the general amenity of the property and its surroundings – rather, it would be an improvement.
- 4. Aesthetic & Safety Considerations:** Building within the designated envelope would compromise the aesthetic integrity of the property and create impractical living conditions. The proposed location would obstruct access between the house and the back garden, negatively impacting the functionality and safety of the outdoor space. Additionally, the shed wall would be within a metre of the house and would be directly adjacent to multiple external windows, inhibiting natural light from entering the house, impeding cross flow ventilation, and hindering the general amenity of the property and its surroundings. Please see **Appendix D** referencing the inappropriate and compromising proximity of the proposed carport to the dwelling.
- 5. Size and Functionality:** The designated building envelope for a carpark/garage is located in a position is insufficient to accommodate our needs, particularly in terms of parking space and equipment storage. Adhering to the prescribed envelope would render the shed unusable for its intended purpose, thereby diminishing its functionality and practicality, especially as a car would not be able to enter the shed from the internal road, due to the building envelope not spanning across the driveway to enter the property. Please see **Appendix F** highlighting the driveway access versus the assigned building envelope for a garage/carpark. It is also worth noting, that property 1/133, which is part of the same Land Management Agreement, have been afforded a total building envelope of 511m² for a 839m² property (61% of their total property), whereas

we have only been afforded a 371m² building envelope for a 1168m² property (31.7% of our total property), which has a lot more land to manage.

- 6. SA Water Approval:** To further support our application for a variation to the Land Management Agreement, we have diligently sought permission from relevant authorities, including written permission from SA Water (**Appendix G**) to allow 3x posts to be fixed over an easement.
- 7. Support and Approval from Neighbours:** We have sought out the support and approval from neighbours of 1/133 Main Street, Lobethal, whom are part of our LMA agreement. The owners of 1/133 Main Street, Lobethal have signed in support of our proposal to seek a variation (**Appendix H**).
- 8. Significant Tree Renders Large Portion of Building Envelope Unusable:** Due to the location of a significant tree located on the property, a very significant portion of the building envelope is rendered unusable. As no buildings can be erected that impact the health of the significant tree, a sizeable area of the building envelope is rendered unusable. Please see **Appendix I** for a depiction of the impact on the significant tree on the building envelope. We are in absolute support of maintaining the health of the tree and also want to be able to view this tree from the dwelling, but it means a large area of the building envelope cannot be utilised. As such, we request that part of the building envelope be redesignated, as outlined below.
- 9. Redesignation of Unused Building Envelope, promoting environmental conservation:** We have adhered to all owner obligations as outlined in the Land Management Agreement, including building a single storey dwelling within the building envelope. A 335m² building envelope has been designated for a dwelling and a 36m² building envelope for a carpark/garage. Our dwelling will only utilise 220m² of the allocated building envelope, leaving a total of 131m² of unused allocated building envelope. As this space is not suitable to position a shed or carport in, as all areas within this building envelope either sit adjacent to external windows or significant trees, we propose that the unused space be redesignated to the location of our proposed shed/garaport. We respect that Land Management Agreements set out rules in the interest of preservation and conservation of land and we are willing to forgo the remaining building envelope if the relevant portion is redesignated to our desired location as requested in this letter. Our proposed location of the shed/garaport would require only approximately 60m² of land and would ensure that all significant trees on the property are unharmed (**Appendix J**). Please refer to **Appendix K** demonstrating the reallocation of the provided building envelope, creating two building envelopes, which would reduce the overall building envelope size by 18m². In conclusion, I propose reallocating part of the unused portion of the building envelope to accommodate the shed, thereby optimizing the property's functionality and safety without compromising the overall development plan and promoting even further the conservation of the land.
- 10. Addressing Watercourse Concerns:** Please be aware that we are very mindful of the water course that exists on the Western boundary of our property and, in line with advice from the Council, the suggested location of the shed is more than 5m away from the watercourse to reduce risk of flooding.
- 11. Addressing Impact to Significant Tree:** While endeavouring to also receive approval from the Council for the build of our house, the Council requested an arborist report to assess the impact of the build on the Significant Tree located on the Southern boundary of the site (the only significant tree on the site). We paid \$1200 for this report, which detailed the impact of the building of the house on the tree, which is partially within the tree protection zone. An arborist report was also requested for the impact of the build of the proposed shed/garaport on the

significant tree. We feel that it is unnecessary to pay another \$1200 for this expense, for the following reasons: the shed is further away from the tree than the original proposed location by the Council; the shed is, at closest, 18m away from the significant tree; we are able to provide an arborist report for the build of the house, which we feel the advice can be applied to the build of the shed, particularly as we hope the timing of the builds to coincide, meaning measurements to protect the tree will already be in place. We have attached the original Arborist report to this document (**Appendix L**).

In light of the aforementioned reasons, I respectfully request that the Council consider granting a waiver of compliance with respect to clause 2.3 of the Land Management Agreement (as permitted by clause 7.2 of the LMA), and in the alternative a variation to the Land Management Agreement (as permitted by clause 7.1 of the LMA) to allow for the construction of a shed and garaport (**Appendix M, N**) outside of the designated building envelope. I am fully committed to upholding the principles of responsible land management and fire safety standards, and I assure you that the proposed deviation will not compromise these objectives, but enhance them.

I am prepared to provide any additional information or documentation to support my request and would welcome the opportunity to discuss this matter further at your earliest convenience. Thank you for your attention to this request, and I look forward to a favourable resolution.

Sincerely,

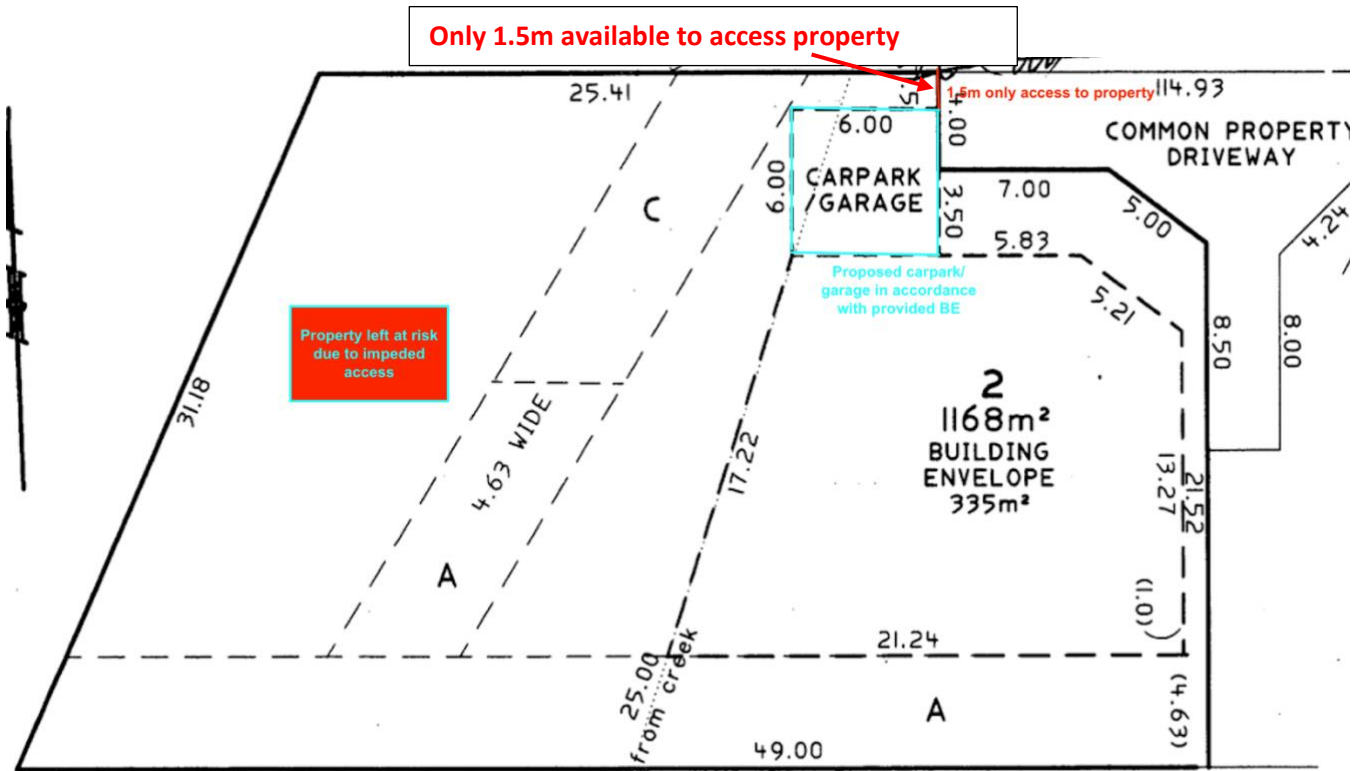
Kate Westland and Jamie Williams

Appendices

Appendix A: Section 2.3 LMA

- 2.3 The Owner shall not cause, suffer or permit any improvements to Allotment 81 to be undertaken outside the building envelopes depicted on the Building Envelope Plans.**

Appendix B: Insufficient access for emergency vehicles



Appendix C: List of equipment and tools to be stored in the interest of fire preparedness

1. Brush Clearing and Vegetation Management:

- Chainsaw with spare chains and fuel
- Brush cutter or weed trimmer
- Loppers and pruning shears
- Rakes and brooms for debris removal
- Shovels and spades for soil management
- Wheelbarrow for transporting debris
- Lawn Mower
- Whipper Snipper

2. Firefighting Equipment:

- Fire extinguishers (appropriate for different types of fires)
- Hoses and nozzles that can be connected to a reliable water source
- Portable tanks or buckets for water storage and distribution
- Fire rake or hoe for controlling small fires and embers

3. Clearing and Maintenance Equipment:

- Leaf blower for clearing dry leaves and debris
- Mulching mower for maintaining grass height and reducing fire fuel
- Pruning saw for removing dead branches and vegetation
- Chipper/shredder for processing cleared vegetation into mulch

4. Access and Evacuation Tools:

- Emergency lighting (flashlights, lanterns) for night-time evacuation

5. Personal Protective Equipment (PPE):

- Protective clothing (long-sleeved shirts, pants, boots, gloves, hat)
- Eye protection (safety goggles or glasses)
- Respiratory protection (N95 masks or respirators for smoke inhalation)
- Hearing protection (earplugs or earmuffs for noisy equipment)

6. Communication and Alert Systems:

- Two-way radios or walkie-talkies for communication with family members or neighbours
- Weather alert radio or smartphone app for receiving fire warnings and updates
- Whistles or air horns for signalling in case of emergency

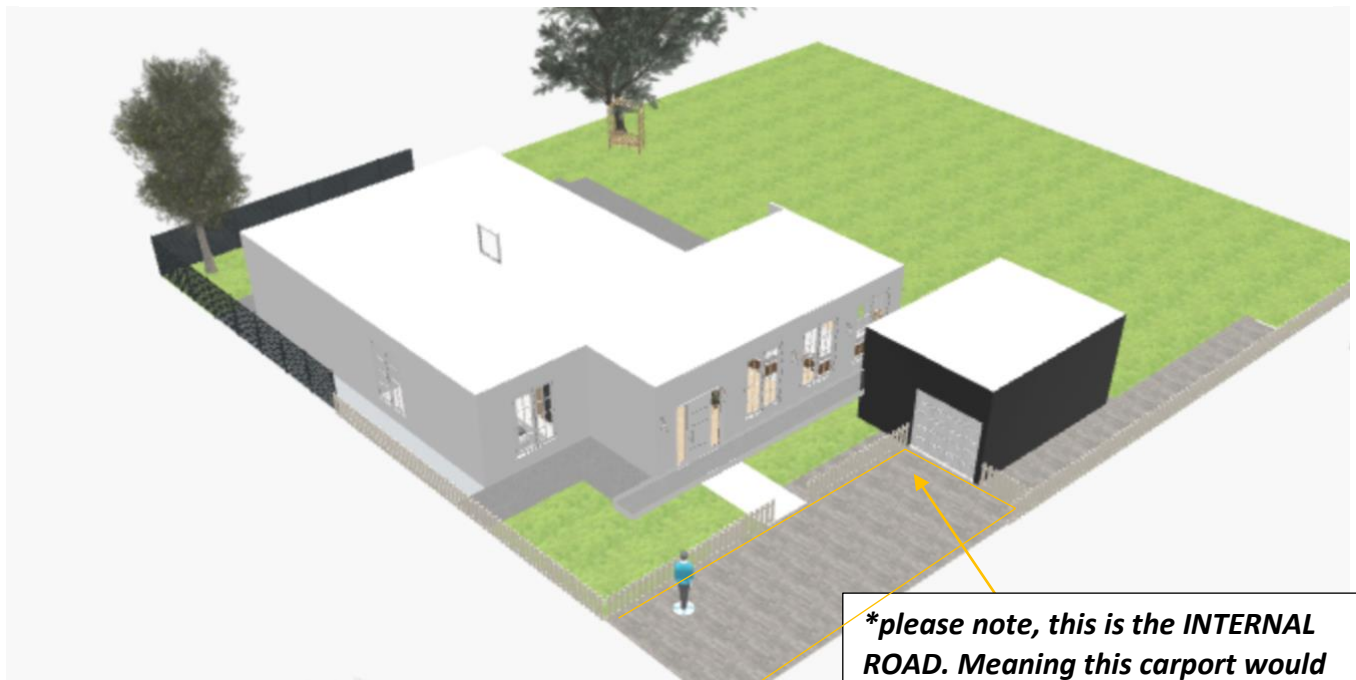
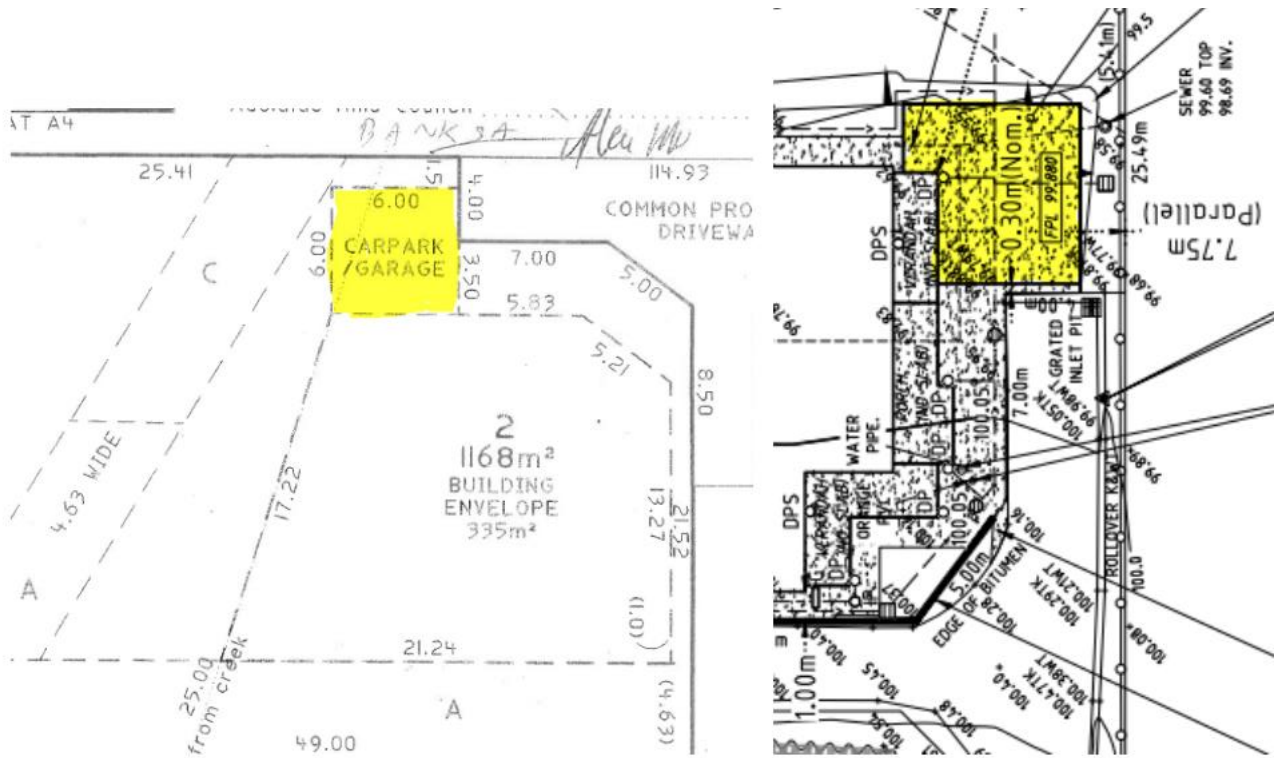
7. Emergency Supplies and Resources:

- Emergency evacuation kits with essentials (water, non-perishable food, first aid supplies, medications)
- Backup power source (generator or solar-powered charger) for communication devices
- Emergency contact list with important phone numbers (fire department, police, neighbours)
- Evacuation plan and meeting point for family members

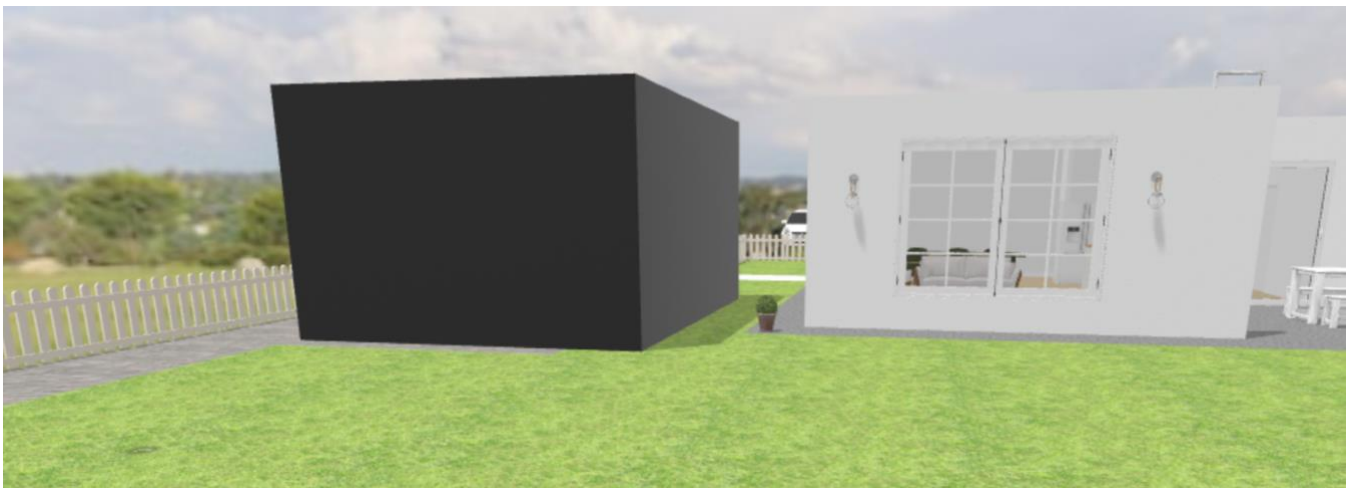
8. Training and Education Materials:

- Fire safety manuals or guides for property owners and residents
- Training materials on fire prevention, suppression, and evacuation procedures
- Fire safety workshops or seminars for property occupants and community members

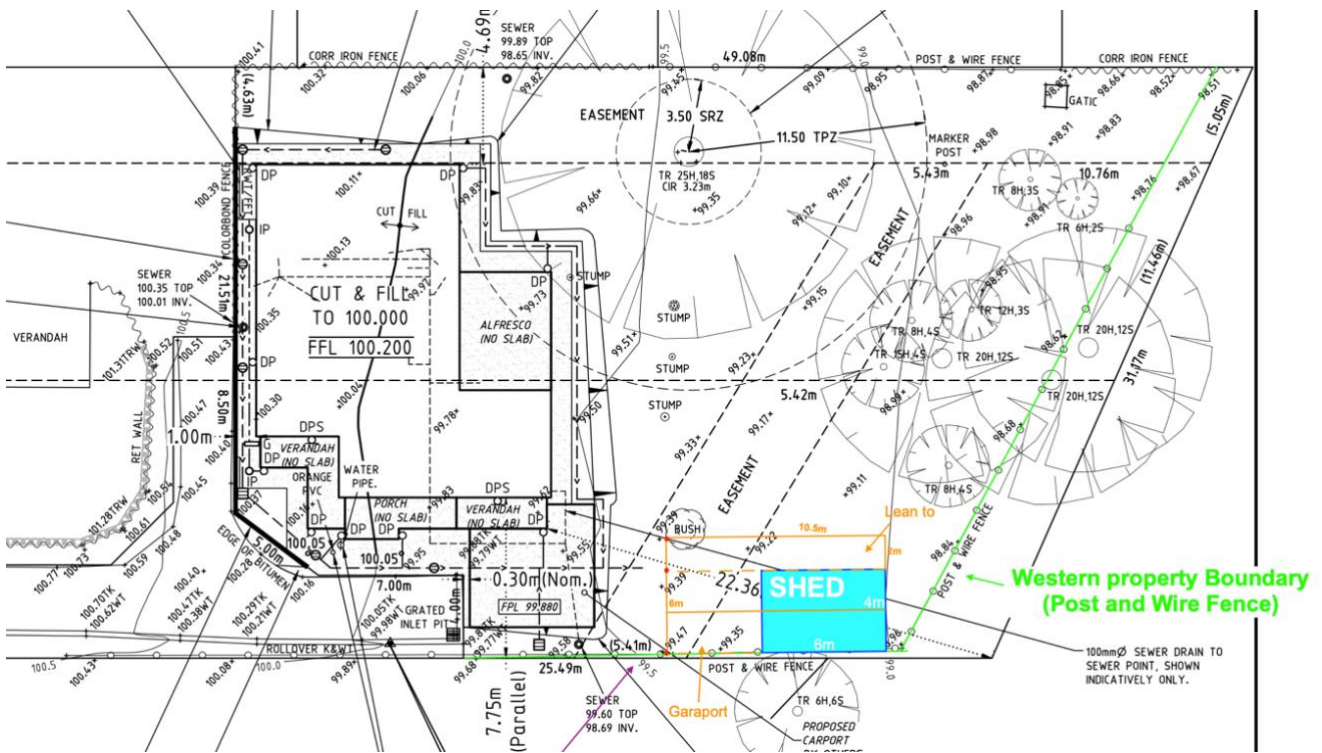
Appendix D: Scaled 3D digital representation of the location of the current carport/garage building envelope, as suggested by the council **please note, in this depiction, the car is parked on the INTERNAL ROAD, which is a breach of item 2.6*



****please note, this is the INTERNAL ROAD. Meaning this carport would only be able to accommodate ONE vehicle, as the LMA states that no car is allowed to be parked on the internal road to keep it clear for emergency vehicles.***



Appendix E: Scaled 3D digital representation of the proposed location of the shed/garaport.



*Please note, I was not able to depict the roof of the shed or dwelling, therefore the garaport is represented by the free standing posts.





28 March 2024

BP8448422-4

KATE WESTLAND
11B MARYBANK TCE
ATHELSTONE SA 5076

Dear Kate

Assessment of Proposed Building Application

The building application for a GARAGE/CARPORT at U2 133 MAIN ST LOBETHAL LT 2 C27062 has been approved subject to the conditions below.

The documents provided identify that the proposed structure / fill will encroach on the SA Water easement situated on the property. It will be necessary to comply with the installation conditions and the ongoing restrictions set out in the attached letter. If SA Water inspection and/or access openings need to be raised to the new finished level, it may be at the owner's cost. NOTE: no access openings shall be located within an enclosed structure.

An encumbrance has been placed on the above-mentioned property identifying the nature of the encroachment, please refer to the enclosed encumbrance document for details.

For assistance with sewer/water connections please contact the Customer Connections Centre on 1300 650 951 to make application.

Approval of the local council is required for the work to proceed.

The Owner/Builder/Contractor is to be notified of these requirements before any building work is commenced.

The conditions listed in correspondence from SA Water are based on the information provided. Any change in your proposal may result in a variation of conditions required.

Regards,

Technical Services Officer

Phone: +61 7424 1360

Email: bpa@sawater.com.au



Our Ref: 742958
Account No: 5670820350
Enquiries: TECHNICAL SERVICES INVESTIGATIONS
Office Hours: 8:00am to 4:00pm
Telephone: (08) 7424 1360
Facsimile: (08) 7003 1360
Date: 28/03/2024

J D WILLIAMS & ANR
2/133 MAIN ST
LOBETHAL SA 5241

NOTICE OF ENCROACHMENT

Permission has been granted for the following encroachment on the sewerage easement at:

2/133 MAIN ST LOBETHAL SA 5241

Authorised encroachment: GARAGE/CARPORT

Easements ensure that the corporation maintains free and unrestricted access for the construction and maintenance of mains and fittings. Encroachments are permitted subject to strict installation conditions and ongoing restrictions.

Encroachment conditions:

Any concrete flooring or paving installed within 0.6 metres on either side of the centre line of the main shall be laid as slabs of not more than 1.0 metres x 1.2 metres.

The level of the ground surface over the easement shall not be altered by excavation or filling without prior corporation approval.

No encroachment may be altered, added or relocated without prior corporation approval.

The corporation does not accept liability for any damage or loss to the encroachment as a result of corporation operations within the easement.

A notice of advice is hereby issued against the above property in respect to the authorised encroachment.

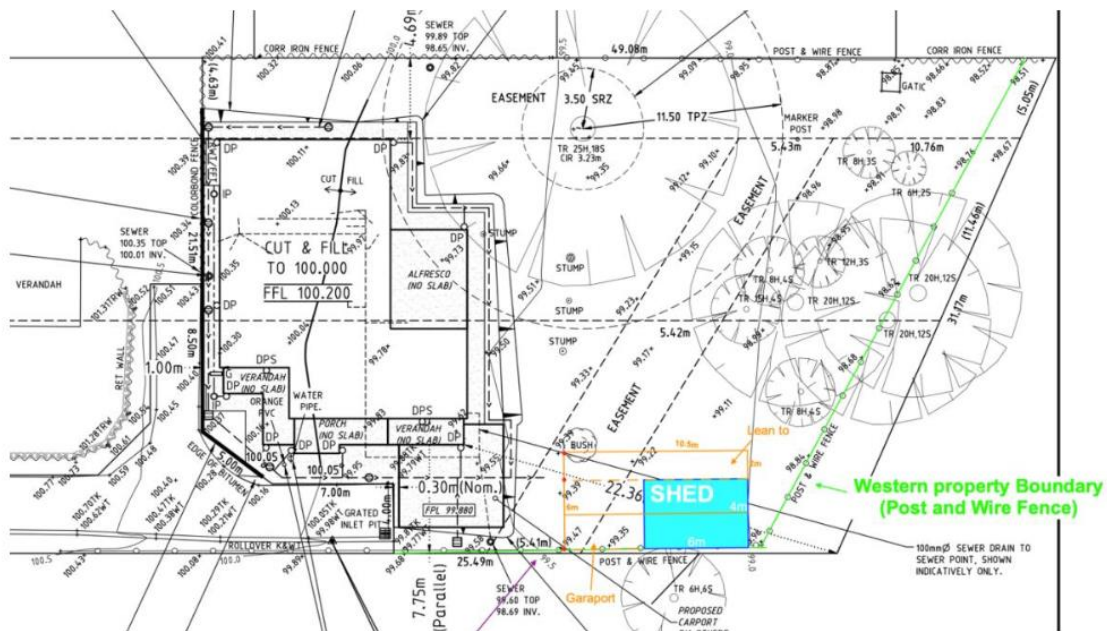
Yours Sincerely

A handwritten signature in black ink, appearing to read "M. Williams", written over a dotted line.

(signed) For Chief Executive Officer

We Aimee Mettke and Oliver Mitchell

support Kate Westland and Jamie William's request to waive the Land Management Agreement Section 2.3 for the sole purpose of constructing a shed/garaport in the location depicted below:



We express our full support and approval for the proposed development on site 2/133 Main Street, Lobethal.

Signed,

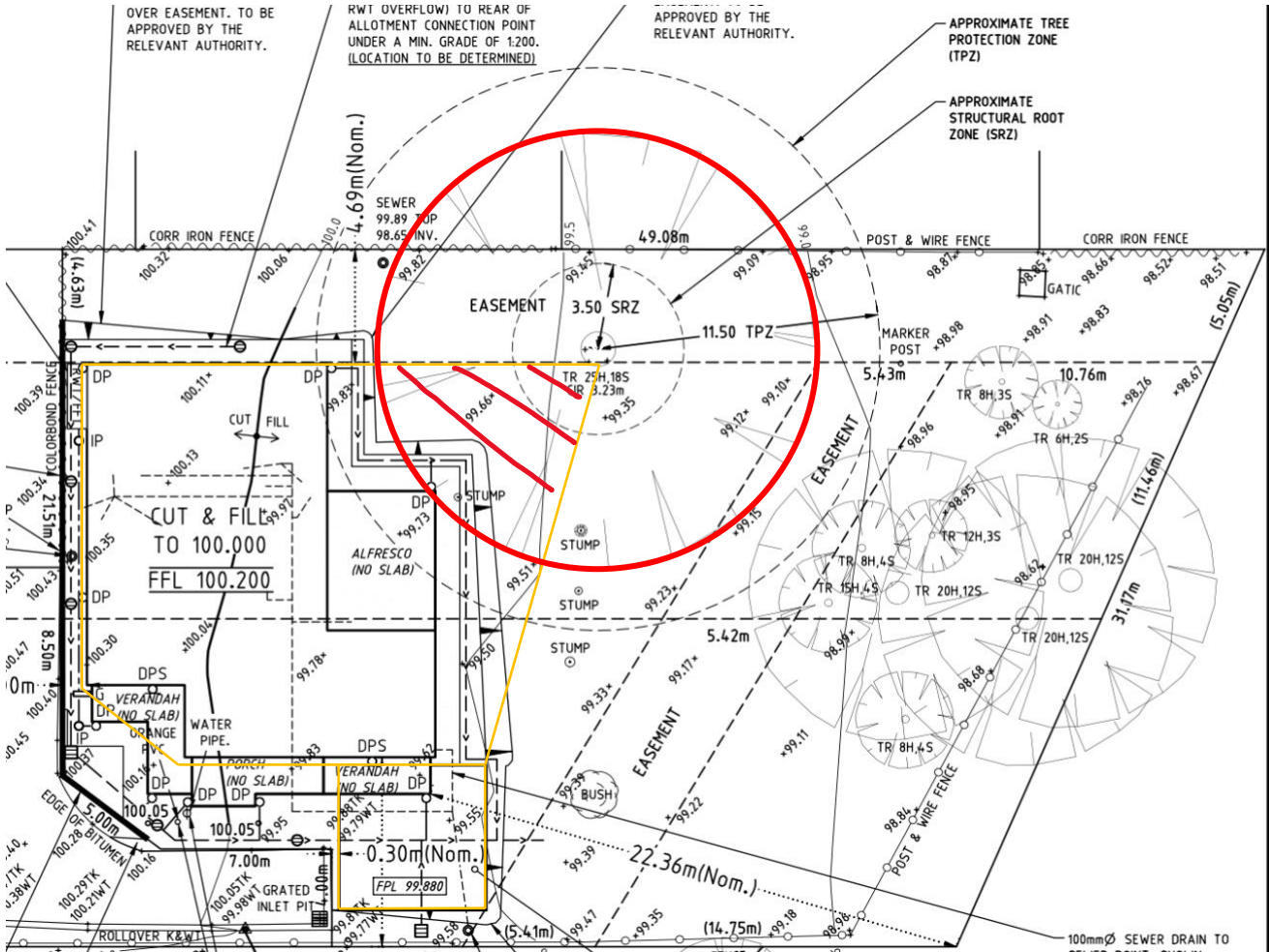
Aimee Mettke *AMM* 07/04/2024

Oliver Mitchell *[Signature]* 07/04/2024

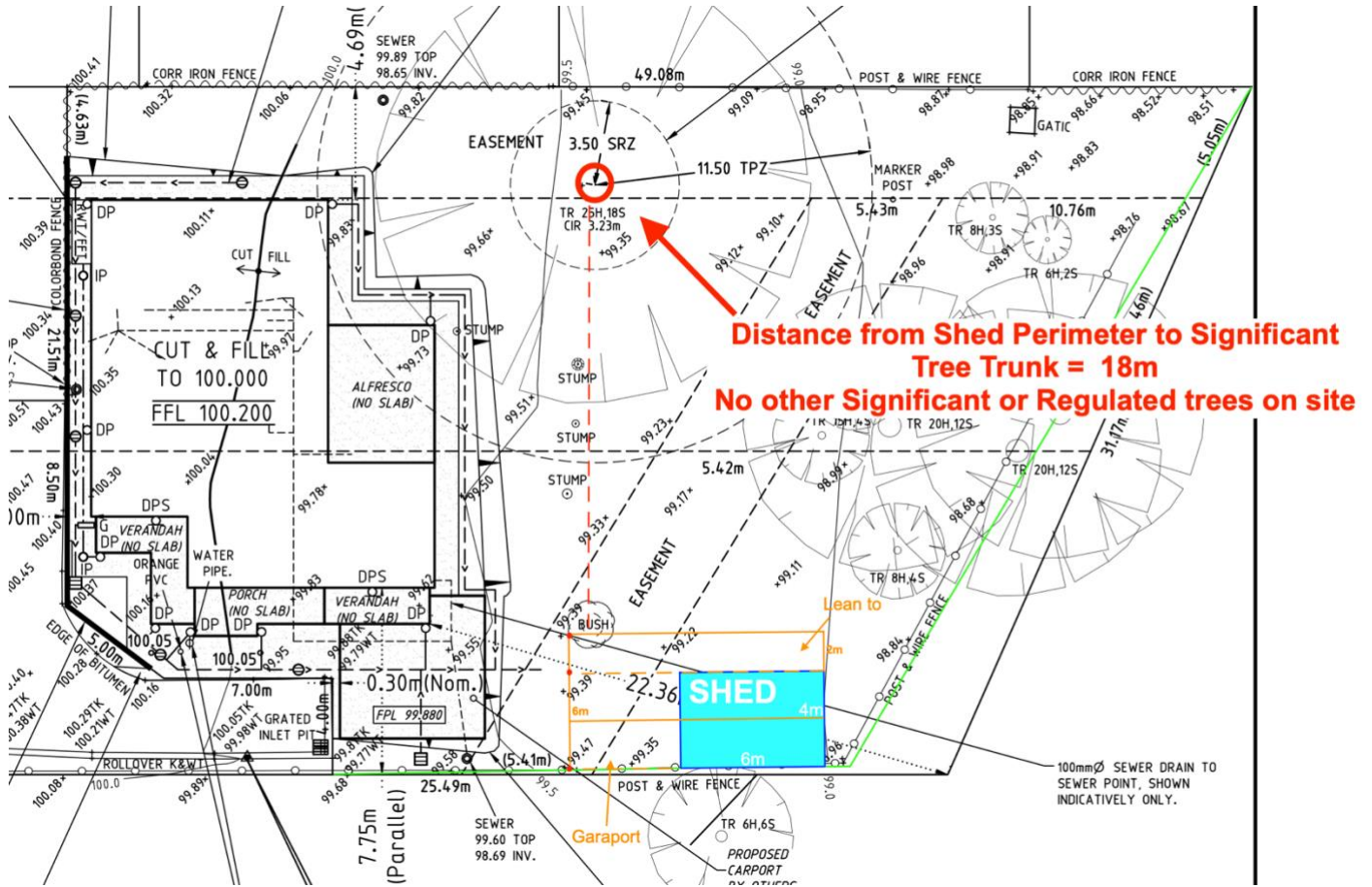
Full name, signature, and date

Appendix I: Depiction of the impact on the significant tree on the building envelope

Yellow indicates the approximate designated building envelope for the dwelling.



Appendix J: Distance of Shed from Only Significant Tree on Site (Unimpacted)



Appendix L: Arborist Report detailing impact on Significant Tree for build of the house, which is in very close proximity compared to the 18m distance of the tree from the proposed shed (**full report attached separately**)

Ref: TAC0164_2_133MainSt_Lobethal_AIA
Date: 12th February
Author: Peter Oates



Page | 2

Executive Summary

The property owner engaged TreeSolve to assess one tree (subject tree) in relation to the proposed development located within the allotment at 2/133 Main Street, Lobethal. The proposal includes the construction of one single storey dwelling and the associated infrastructure. This document provides the relevant arboricultural management and tree protection methods in accordance with the *Planning, Development, and Infrastructure Act 2016 (PDI Act 2016)*, *Native Vegetation Act 1991 (NVA 1991)* and *AS4970-2009 Protection of trees on development sites (AS4970-2009)*.

The subject tree is recognised as a significant tree as defined within the *PDI Act 2016* and was identified as a mature specimen of *Eucalyptus viminalis* – Manna Gum. The species naturally occurs within this part of the Adelaide Hills; therefore, the tree is also likely to be protected as native vegetation. As it is a significant tree with attributes of retention its protection within this development is warranted and required. Fair overall condition was displayed by the moderate trunk wounds within the upper crown and the minor dieback within a small portion of the upper crown.

The subject tree has a calculated encroachment within its Tree Protection Zone (TPZ) of 7%, this is classified as a **minor** encroachment as defined within AS4970-2009; therefore, no further root investigations are required.

As the proposed encroachment is minimal and there is contiguous area for root development to occur, detrimental impacts to overall tree sustainability are not expected from this proposal. The tree protection specifications within this document ensure tree sustainability is maintained and conforms with AS4970-2009.

Thank you for engaging us to provide this information. If you require further clarification, please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "P. Oates", is written over a light blue horizontal line.

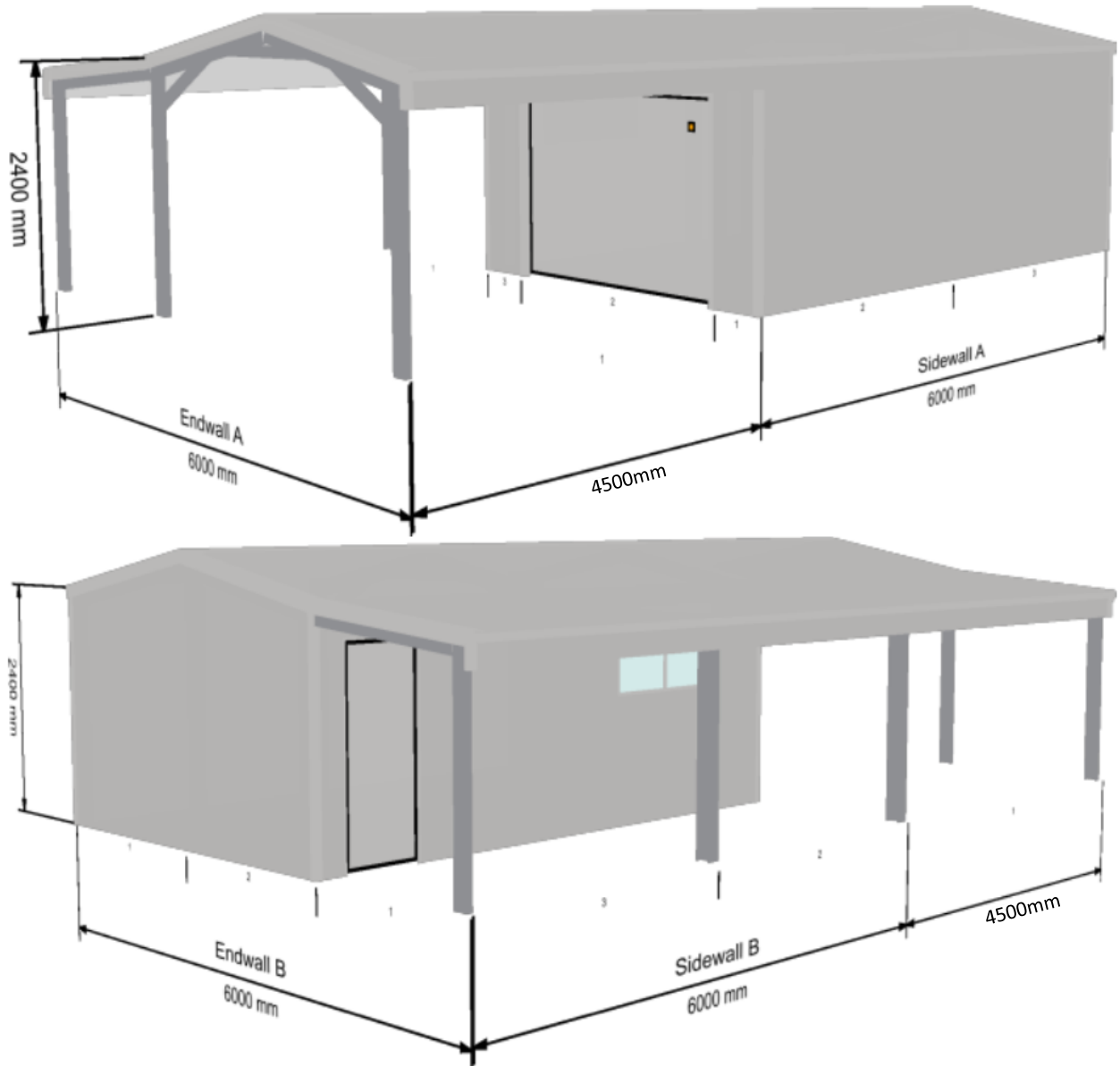
Peter Oates
Senior Consulting Arborist
Certified ISA Tree Risk Assessor (TRAQ)
Diploma of Arboriculture
Graduate Certificate in Arboriculture

7. VARIATION

7.1 This Deed may not be varied except by a supplementary Deed signed by the Council and the Owner.

7.2 The Council may waive compliance by the Owner with the whole or any part of the obligations of the Owner herein contained, provided that no such waiver will be effective unless expressed in writing and signed by the Council.

Appendix N: Elevation of Shed/Garaport



Shed: providing adequate space to store necessary tools and equipment to manage the size of the land and house emergency equipment for fire safety.

Garaport: providing adequate space to park a car undercover, whilst still allowing a secondary car to park behind within the property boundary, ensuring that the internal road is left clear. This also is an essential amount of parking space required to service a four bedroom dwelling.

Appendix 2

Land Management Agreement

APPLICATION TO NOTE LAND MANAGEMENT AGREEMENT
(Pursuant to s 57(5) of the *Development Act 1993*)

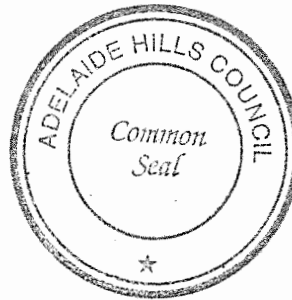
TO: THE REGISTRAR GENERAL

1. THE ADELAIDE HILLS COUNCIL ("the Council") of 28 Onkaparinga Valley Road Woodside SA 5244 has entered into the attached Land Management Agreement dated the _____ day of _____ 2006 with JEANNE LORRAINE of PO Box 101 Hahndorf SA 5245 pursuant to s 57(2) of the *Development Act 1993* ("the Act").
2. The Agreement relates to the **WHOLE OF THE LAND** comprised in Certificate of Title Register Book **VOLUME 5078 FOLIO 308** ("the Land").

NOW THEREFORE the Council applies pursuant to s 57(5) of the Act to note the Agreement against the land.

DATED the 20th day of September 2006

THE COMMON SEAL of the ADELAIDE HILLS COUNCIL was hereunto affixed in the presence of:



_____)
 _____)
 _____)
 _____)
 _____)

Mayor

_____)
 _____)
 _____)

Chief Executive Officer

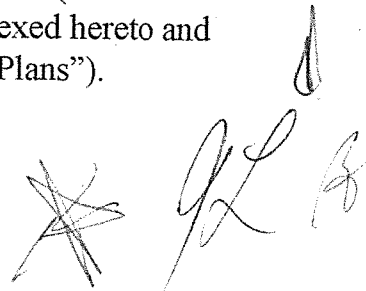
THIS DEED is made the 25th day of September 2006

BETWEEN: THE ADELAIDE HILLS COUNCIL of 28 Onkaparinga Valley Road Woodside SA 5244 (hereinafter with its successors and assigns referred to as "the Council") of the first part

AND: JEANNE LORRAINE of PO Box 101 Hahndorf SA 5245 (hereinafter, with his executors, administrators, successors and assigns, as the case may be, referred to as "the Owner") of the second part

RECITALS:

- A. The Owner is the proprietor of an estate in fee simple in the whole of the land comprised in Certificate of Title Register Book Volume 5078 Folio 308, being allotment 81 in Deposited Plan 34038, Hundred of Onkaparinga (hereinafter referred to as "Allotment 81");
- B. By Development Application numbered 473/D017/05, dated 20 March 2005 and registered on 20 March 2005 (hereinafter referred to as "the Application"), the Owner sought development plan consent and land division consent pursuant to the provisions of the *Development Act 1993* (SA) (hereinafter referred to as "the Act"), from the Council, to divide Allotment 81 by way of community title division to create two community allotments and community property (hereinafter referred to as "the proposed development");
- C. Council has agreed to allow the proposed development subject to certain control over future development set out herein;
- D. Council wishes to ensure that the Land is developed and managed in a manner that achieves satisfactory fire safety standards and building controls;
- E. The proposed development will be subject to certain building envelopes, restricted to detached single storey and split level dwellings and the internal road will have a dedicated fire access turn around "T" head, as depicted in the plan of division annexed hereto and marked "Annexure A" (hereinafter the "Plan of Division") and the building envelope plans annexed hereto and marked "Annexure B" (hereinafter the "Building Envelope Plans").



NOW THIS DEED WITNESSES:

1. INTERPRETATION

1.1 The parties acknowledge that the matters recited above are true and accurate and agree that they will form part of the terms of this Deed.

1.2 In the interpretation of this Deed unless the context will otherwise require or admit:

1.2.1 Words and phrases used in this Deed which are defined in the Act or in the Regulations made under the Act shall have the meanings ascribed to them by the Act or the Regulations as the case may be.

1.2.2 References to any statute or subordinate legislation will include all statutes and subordinate legislation amending, consolidating or replacing the statute or subordinate legislation referred to;

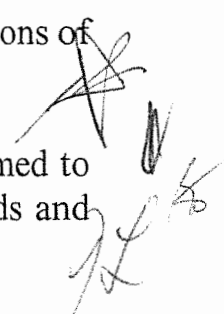
1.2.3 The term "the Owner" means the Owner as defined above as the registered proprietor of the land and includes the Owner's successors, assigns and transferees and his heirs, executors, administrators and transferees and where the registered proprietors consist of more than one person or company the term includes each and every one or more of such persons or companies jointly and each of them severally and their respective successors, assigns, heirs, executors, administrators and transferees of the companies or persons being registered or entitled to be registered as the proprietor of an estate in fee simple of Allotment 81, subject however to such encumbrances, liens and interests as are registered and notified by memoranda endorsed on the Certificate of Title thereof;

1.2.4 "Allotment 81" will include any part or parts of the land comprised in Certificate of Title Register Book Volume 5078 Folio 308, being the land referred to in Recital A and any community lots as are created in respect of Allotment 81 in the future;

1.2.5 The term "person" will include a corporate body;

1.2.6 Any term which is defined in the statement of the names and descriptions of the parties or in the Recitals will have the meaning there defined;

1.2.7 Words importing the singular number or plural number will be deemed to include the plural number and the singular number respectively and words and



phrases used in this Deed which are defined in the Act, or in the regulations made under the Act, will have the meanings ascribed to them by the Act or the regulations as the case may be ;

1.2.8 Words importing any gender will include both genders;

1.2.9 Where two or more persons are bound hereunder to observe or perform any obligation or agreement whether express or implied then they will be bound jointly and each of them severally;

1.3 Clause headings are provided for reference purposes only and will not be resorted to in the interpretation of this Deed.

1.4 The requirements of this Deed are at all times to be construed as additional to the requirements of the Act and any other legislation affecting the Land.

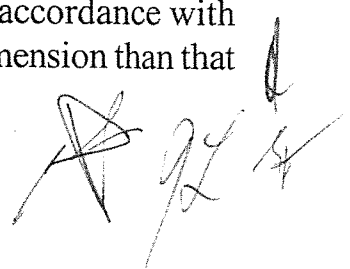
2. THE OWNER'S OBLIGATIONS

2.1 The Owner shall only construct, or suffer or permit the construction of, buildings on Allotment 81 which are of single storey or split level construction and which have no wall height greater than 3 metres above natural ground level.

2.2 The Owner shall not cause, suffer or permit the construction of any building of two or more storey construction;

2.3 The Owner shall not cause, suffer or permit any improvements to Allotment 81 to be undertaken outside the building envelopes depicted on the Building Envelope Plans.

2.4 The Owner shall ensure that, in the course of undertaking the proposed development, the internal road as shown on the Plan of Division and marked C1 (hereinafter "the Internal Road") is created precisely in accordance with the Plan of Division and in any event is no smaller in any dimension than that specified by the Plan of Division.

Handwritten signature or initials in black ink, located in the bottom right corner of the page. The signature appears to be a stylized 'A' followed by some less legible characters.

- 2.5 The Owner shall not cause, suffer or permit any obstruction, excavation or filling of the Internal Road and shall at all times maintain that road in good repair as an access road suitable for use by emergency services vehicles. For the avoidance of doubt, the Country Fire Service of South Australia and other like services are recognised as emergency services for the purposes of this Deed.
- 2.6 The Owner shall not cause, suffer or permit any person to park any vehicle or deposit or place any thing whatsoever on the Internal Road (excepting emergency services vehicles and equipment).

3. RESTRICTION ON LEASING AND OTHER DEALINGS

The Owner shall not grant any lease, licence, easement or other right of any nature whatsoever which may give any person the right to possession or control of or entry on to the Land which right would enable such person to breach any of the obligations imposed on the Owner by this Deed unless such grant:

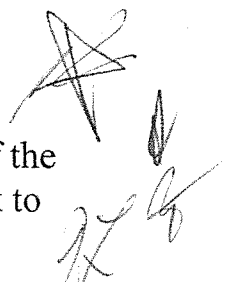
- 3.1 is expressed in writing;
- 3.2 is made with the prior written consent of the Council; and
- 3.3 contains as an essential term a covenant by the grantee not to do or fail to do (or suffer or permit any other person to do or fail to do) any act, matter or thing which would constitute a breach by the Owner of the Owner's obligations under this Deed.

4. OPERATION OF THIS DEED

The parties to this Deed expressly declare and agree that the provisions of this Deed will not be binding or impose any obligation upon them unless and until all of the consents necessary for the approval of the proposed development (including a notice of approval pursuant to Regulation 46(2)) have been obtained under the Act and are operative within the meaning ascribed to the phrase "the operative date" by regulation 48(4) of the regulations made under the Act.

5. RECISSION

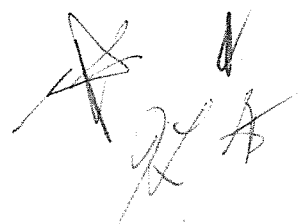
In the event that any development authorisation obtained for the Application lapses or expires by virtue of the Act without being implemented, the Council agrees to rescind this Deed at the request of the Owner and upon the Owner giving an undertaking that it will not seek to

Handwritten signatures and initials in the bottom right corner of the page, including a large star-like signature and several smaller initials.

extend the lapsed or expired consent, whether by appeal or otherwise. The reasonable costs of, and incidental to, the preparation, stamping and registration of the Deed of Rescission will be borne by the Owner.

6. POWER OF ENTRY, ETC

- 6.1 The Council and any employee or agent of the Council authorised by the Council may at any reasonable time after giving notice to the Owner in accordance with the provisions of this Deed enter Allotment 81 for the purpose of:
- 6.1.1 inspecting Allotment 81 and any building or structure thereupon for any reason relating to the subject matter of this Deed;
 - 6.1.2 exercising any other powers of the Council under this Deed or pursuant to law.
- 6.2 If the Owner is in breach of any provision of this Deed, the Council may, by notice in writing served on the Owner, specify the nature of the breach and require the Owner to remedy the breach within such time as may be reasonably nominated by the Council in the notice (being not less than twenty eight (28) days from the date of service of the notice) and if the Owner fails so to remedy the breach, the Council or its servants or agents may carry out the requirements of the notice and in doing so may enter and perform any necessary works upon Allotment 81 and recover any costs thereby reasonably incurred from the Owner.
- 6.3 If, by notice referred to in clause 6.2 above, the Council requires the removal of any building or structure from Allotment 81, the Council and its servants or agents are hereby authorised and empowered by the Owner to enter and remove the building or structure and to dispose of it in any manner, provided that if the building or structure shall have any monetary value then the Council shall use its best endeavours to realise that monetary value and shall after the disposal account to the Owner and pay to the Owner the realised value less all expenses incurred.
- 6.4 The Council may delegate any of its powers under this Deed to any person.



7. VARIATION

7.1 This Deed may not be varied except by a supplementary Deed signed by the Council and the Owner.

7.2 The Council may waive compliance by the Owner with the whole or any part of the obligations of the Owner herein contained, provided that no such waiver will be effective unless expressed in writing and signed by the Council.

8. NOTICES

Notice will for the purposes of this Deed be deemed served on the Owner if it is:

8.1 posted to the last address of the Owner known to the Council; or

8.2 affixed in a prominent position on the Land.

9. NOTING OF THIS DEED

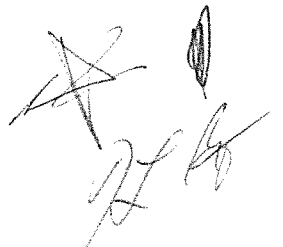
Each party will do and execute all such acts, documents and things as will be necessary to ensure that this Deed is noted by the Registrar-General, against the respective Certificate of Title for Allotment 81 and the adjacent land, pursuant to the provisions of s57(5) of the Act.

10. COSTS

The Owner hereby indemnifies the Council and agrees to keep it forever indemnified in respect of the whole of its costs and expenses (including without limitation legal costs and expenses) of and incidental to the negotiation, preparation, stamping and registration of this Deed.

11. GOVERNING LAW

The law and the interpretation and implementation of the provisions of this Deed will be the law of South Australia.

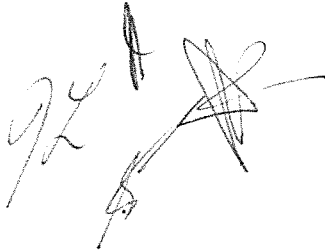


12. SAVING PROVISIONS

12.1 If any provision of this Deed is found by a court of competent jurisdiction to be invalid or unenforceable in law then and in such case the parties hereby request and direct such court to sever such provision from this Deed.

12.2 This Deed contains the whole agreement between the parties in respect of the matters referred to herein.

EXECUTED as a Deed

Handwritten signatures of two parties, one appearing to be 'JL' and the other a more complex scribble.

(Print Full Address of Witness)

(08) 8389 6408

(Business Hours Telephone No)

Handwritten signature or initials in black ink, appearing to be 'JA' with a stylized flourish.

PLAN OF BUILDING ENVELOPE

LOT 1 473/DO17/05

AT LOBETHAL

ADELAIDE HILLS COUNCIL

ANNEXURE B

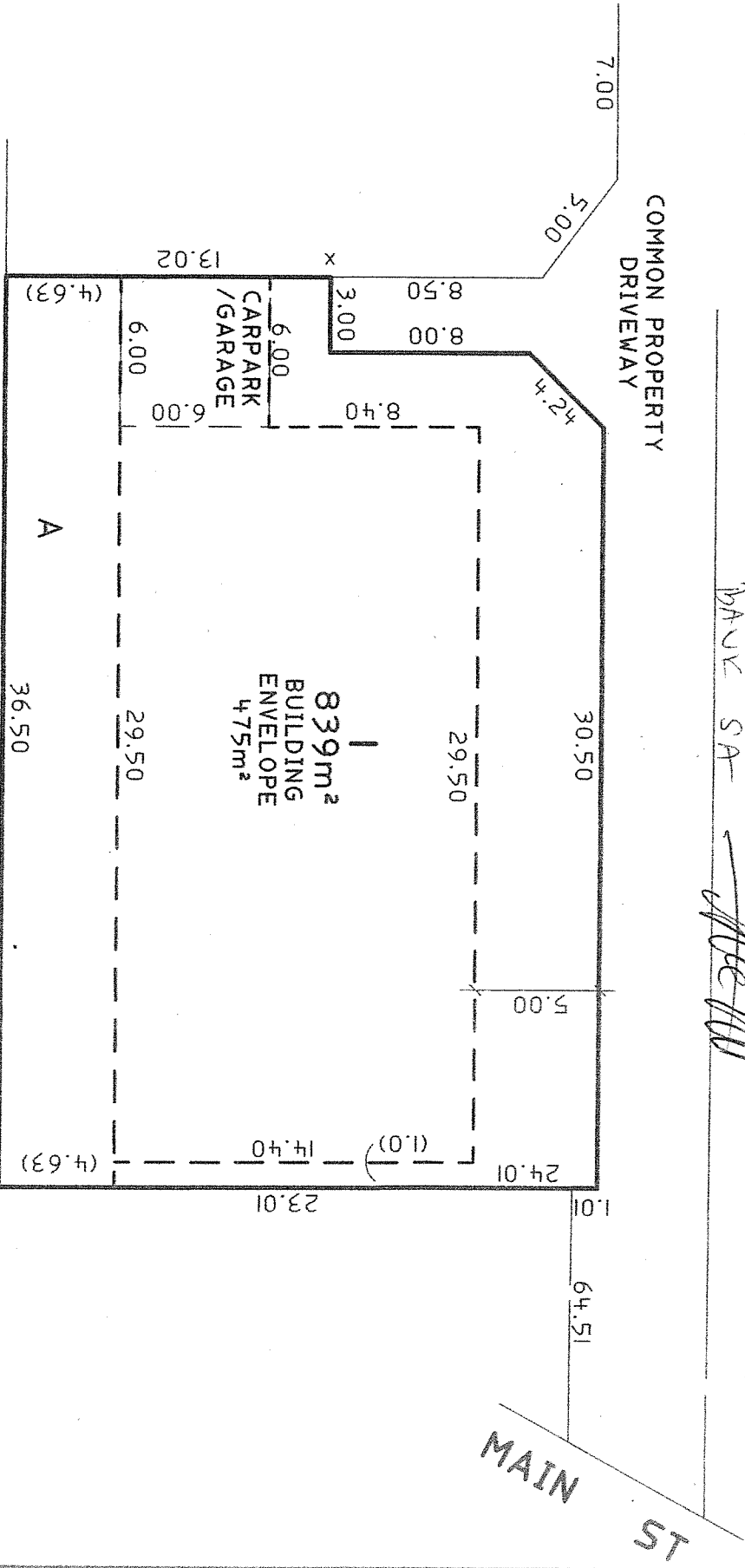


Jeanne LORRAINE
Registered Proprietor

MAYOR
Adelaide Hills Council

CEO
Adelaide Hills Council

Jeanne Lorraine
Adelaide Hills Council



PARENT DESCRIPTION
CT 5078/308
ALLOTMENT 81 DP 34038
24th August 2006
REF 3047

EASEMENT NOTES
PORTION OF LOT 1 MARKED A IS SUBJECT TO AN EASEMENT TO THE MINISTER FOR WATER RESOURCES (T2756069) APPLICATION TO BE CONVERTED TO COMMUNITY

ACCESS SDM PTY LTD
ACN 1119734
SURVEY AND DEVELOPMENT MANAGEMENT
76 Hutchinson St
Mt Barker
SA 5251

FX 8391 3000
PH 8391 2330
surdev@bigpond.net.au

Jeanne LORRAINE
Registered Proprietor.....

MAYOR
Adelaide Hills Council.....

CEO
Adelaide Hills Council.....

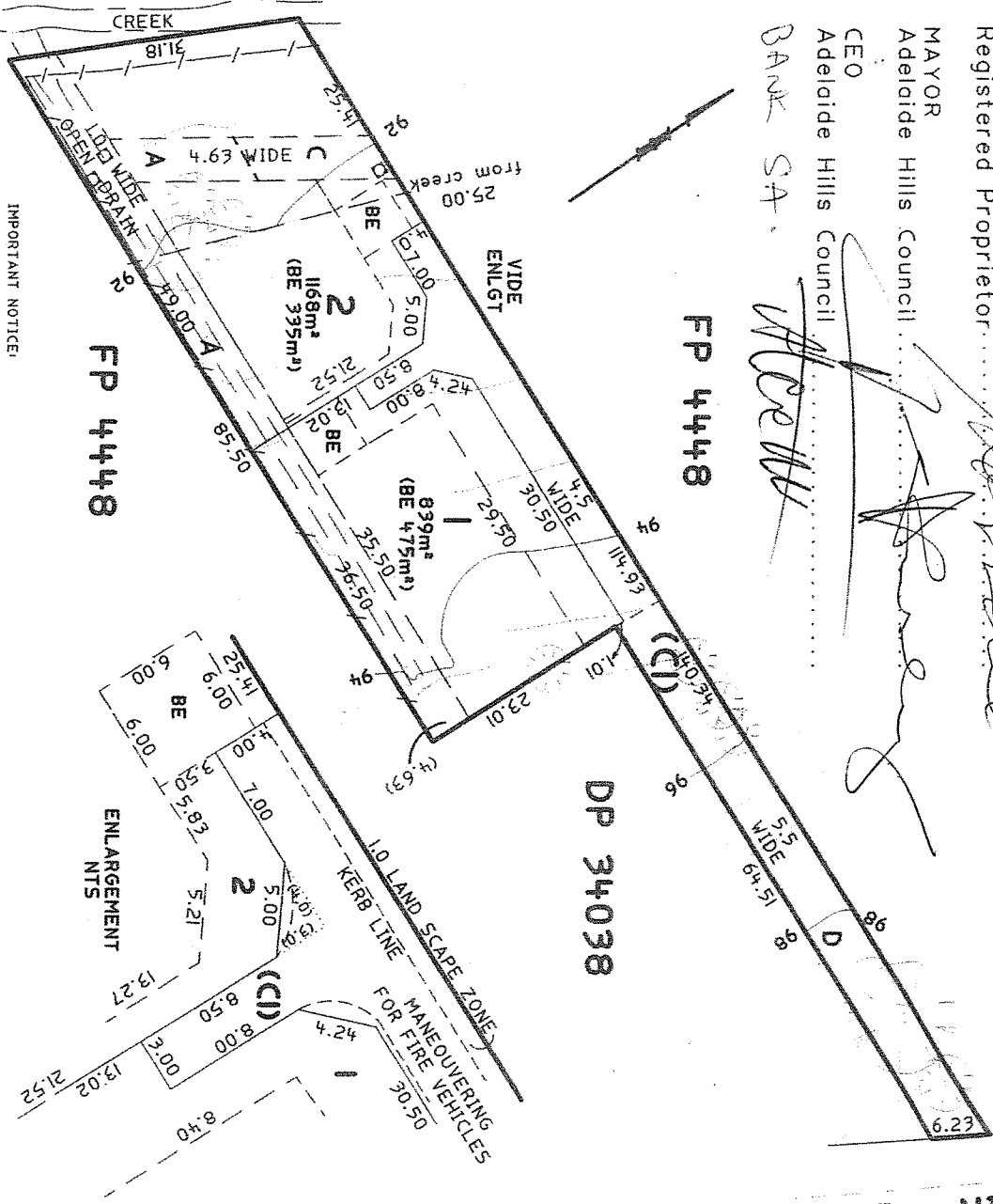
BANK SA
WCELL.....

Jeanne Lorraine
Adelaide Hills Council

**PROPOSED ALTERNATIVE
COMMUNITY PLAN**

FP 4448

DP 34038



IMPORTANT NOTICE:
This plan was prepared for T CLARKE as a proposed subdivision to accompany a Development Application to the ADELAIDE HILLS COUNCIL and should not be used for any other purpose.
The dimensions, area and total number of allotments shown hereon may be subject to field survey and also the requirements of council as well as any other authority which may have requirements under any relevant legislation. In particular no reliance should be placed on this plan for any financial dealings involving the land.
This note is an integral part of this plan.

ANNEXURE A

NAP REF 6628-97-n | DEV. NO. 479/DG17/05

TITLE SYSTEM REAL PROPERTY ACT

TITLE REFERENCE 5078/308

IRRIGATION AREA..... DIVISION

HUNDRED..... ONKAPARINGA.....
AREA..... LOBETHAL.....
COUNCIL..... ADELAIDE HILLS COUNCIL.....

**PLAN OF DIVISION
ALLOTMENT 81 IN DP 34038
OF PORTION OF SECTION 5124**

24th August 2006 EDALA 12981



STATEMENTS CONCERNING EASEMENTS ANNOTATIONS AND AMENDMENTS

PORTION OF LOT 2 MARKED C AND A IS SUBJECT TO AN EASEMENT TO THE MINISTER FOR WATER RESOURCES (T2716980 AND T2756069 RESPECTIVELY)

PORTION OF LOT 1 MARKED A IS SUBJECT TO AN EASEMENT TO THE MINISTER FOR WATER RESOURCES (T2756069)

PORTION OF COMMON PROPERTY MARKED D IS TO BE SUBJECT TO A FREE AND UNRESTRICTED RIGHT OF WAY APPURTENANT TO ALLOTMENT 80 DP 34038

- ◇ SEWER PIT
- BE BUILDING ENVELOPE

ALL DISTANCES ARE GROUND DISTANCES

LOT SUMMARY

TOTAL AREA	2623m ²
RESERVE AREA	NIL
NO. OF EXISTING ALLOTS	1
NO. OF ADDITIONAL ALLOTS	1
LENGTH OF NEW ROAD	140 METRES
CONTOUR INTERVAL	0.50 METRES

LANDS TITLES REGISTRATION
OFFICE
SOUTH AUSTRALIA

FORM APPROVED BY THE REGISTRAR-GENERAL

**BELOW THIS LINE FOR OFFICE &
STAMP DUTY PURPOSES ONLY**

Prefix
Series No.

BELOW THIS LINE FOR AGENT USE ONLY

<p>CERTIFIED CORRECT FOR THE PURPOSES OF THE REAL PROPERTY ACT 1886</p> <p>_____</p> <p>Solicitor/Registered Conveyancer/Applicant</p>

AGENT CODE

Lodged by:

Correction to:

TITLES, CROWN LEASES, DECLARATIONS ETC. LODGED WITH
INSTRUMENT (TO BE FILLED IN BY PERSON LODGING)

1.
2.
3.
4.

PLEASE ISSUE NEW CERTIFICATE(S) OF TITLE AS FOLLOWS

1.
2.
3.
4.

DELIVERY INSTRUCTIONS (Agent to complete)
PLEASE DELIVER THE FOLLOWING ITEM(S) TO THE
UNDERMENTIONED AGENT(S)

ITEM(S)	AGENT CODE

CORRECTION	PASSED
<p>REGISTERED</p> <p>REGISTRAR-GENERAL</p>	

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

Item: 12.6

Responsible Officer: Jess Charlton
Acting Director Community and Development

Subject: Temporary Road Closures – Young Drivers Awareness Course
2024-25

For: Decision

SUMMARY

This report seeks Council's approval for temporary road closures to facilitate a Young Drivers Awareness Course on Wednesday 9th October 2024, and Wednesday 16th April 2025 through a formal road closure order.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. Pursuant to Section 33(1) of the *Road Traffic Act 1961* and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013, to:
 - a. Declare that the Drivers Awareness Course that is to take place on Newman Road, Charleston is an event to which Section 33 of the *Road Traffic Act 1961* applies.
 - b. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Wednesday 9th October 2024, and 9.00am and 6.00pm on Wednesday 16 April 2025.
 - c. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road).
 - d. Make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.
-

1. BACKGROUND

The ability of young drivers to transport themselves safely throughout the district is an essential element to their transition to a productive adulthood as it enables them to access education, employment and social events.

Drivers Awareness Courses are designed to complement the skills and understanding required of young drivers to obtain their Probationary License, to increase young drivers' understanding of inherent risks and their abilities to make safer and better decisions when in traffic.

Since 2007, Council's Youth Development Program has facilitated two days of Driver Awareness training per year. Response has been very positive and consistent requests for its continuation and expressions of interest from community members have been received since.

This report seeks approval for temporary road closures for driver training days in the October 2024 and April 2025 school holidays.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Community Wellbeing

Objective C.1 A community for everyone – that is inclusive, welcoming and accessible

Priority C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism.

Young people transporting themselves safely through the district is essential to their ability to participate in education, employment and their community.

Goal Community Wellbeing

Objective C2 A connected, engaged and supported community

Priority C2.3 Facilitate opportunities for our youth to develop skills, build resilience and be actively involved in and connected to their community.

The program educates young drivers on how to adopt a defensive style of driving, thus improving safety on roads in the district.

By providing courses such as these and general youth development activities, Council develops a relationship with youth in the district and the general community that goes beyond the services traditionally provided by Council and helps create an awareness of further opportunities to participate and interact with Council.

Goal Community Wellbeing

Objective C3 A community that grows together

Priority C3.1 Provide and support programs and services that encourage and enhance personal growth, lifelong learning and professional development.

In addition to promoting defensive driving, the program also educates participants about the capacities and limitations of the human body and mind in relation to driving. In doing so, young drivers learn about strategies that help put them in the best position, both physically and mentally, to be safe road users.

Youth Action Plan 2021 – 2024

Theme 2 Connection and Inclusion

Action 4.3 Continue to deliver Drivers Awareness Courses aimed at improving safety for young road users

➤ **Legal Implications**

Section 33 of the *Road Traffic Act 1961* gives the Minister powers to make road closure orders. That power has been delegated to councils in respect to local roads.

➤ **Risk Management Implications**

The requested road closure will assist in mitigating the risk of:

Driver safety education exercises on an open public road leading to accidents and subsequent legal and reputational consequences to Council.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (1E)	Low (1E)

This is an existing control.

The program uses contracted traffic controllers to re-direct traffic and allow access for emergency services and residents per the Traffic Management Plan.

➤ **Financial and Resource Implications**

The cost of providing the Drivers Awareness Course, including the Road Closure, is jointly funded through existing Council budgets, donations and participants fees.

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

Residents living on this stretch of road will still have use of the road as exercises will be paused to allow them passage. Residents will receive direct notification of the closure and advanced warning signs will be put in place three weeks leading up to the event.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Two days of young Driver Awareness training have been planned, for Wednesday 9 October 2024 and Wednesday 16 April 2025 pending the approval of the requested temporary road closures.

The course requires participants to hold their Learner's Permit, Probationary Licence or have less than 5 years' experience. The course will provide a comprehensive 8-hour day of instruction encompassing both theory and practical training. The aim of the course is to produce drivers who are more aware of their abilities and can set safe limits while improving their capability to self-assess and therefore, be more aware of the need to continually evaluate their driving standards on all public roads.

For this event a stretch of public road needs to be closed so the practical driver training can be done in a safe environment without endangering any other road users. The proposed road to be closed is a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road as detailed in **Appendix 1**. The road has been chosen as the most suitable site in the Council area, due to the close proximity of a sufficiently long enough, reasonably flat and straight stretch of road that is not a main thoroughfare. Over the years, this location has proven to have no significant effect on regular traffic. It also has the additional benefit of being in easy reach of the Charleston Community Hall which is used for theoretical components of the day.

Council will undertake traffic management during the road closure, in accordance with AHC Event Risk Assessment, Australian Standard AS1742.3 and relevant DIT Field Guides.

Furthermore, in accordance with Section 33(1) of the *Road Traffic Act 1961* and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013:

- The Commissioner of Highways will be notified at least two weeks prior to the date of the event (G.6); and
- The SA Metropolitan Fire Service, SA Country Fire Service, SA State Emergency Service, the SA Ambulance Service and the Public Transport Services Division of the Department for Infrastructure and Transport ("DIT") as appropriate, will be notified at least two weeks prior to the date of the event (G.7).

The course days will be publicised on Council's website, through email distribution lists and via the Adelaide Hills Council Facebook and Instagram pages.

Driver Awareness courses have consistently received a high level of interest from residents thanks to 'word-of-mouth' from participants of previous sessions and online promotion. There are currently 30 expressions of interest to receive notification when registrations open for the program planned for the 9th October 2024.

3. OPTIONS

Council has the following options:

- I. To approve the road closure for the requested dates and location. This option is recommended so the event can proceed as planned and young drivers in the district can attend the course. (Recommended)
- II. To not approve the road closure for the requested dates and location. Should the Council not approve the closures, it will be necessary to find an alternative site or date for the event or cancel the event. (Not Recommended)

4. APPENDICES

- (1) Road Closure Traffic Management Plan

Appendix 1

Road Closure Traffic Management Plan

**YOUNG DRIVERS AWARENESS COURSE (ADELAIDE HILLS COUNCIL - TRAFFIC MANAGEMENT PLAN
0800 TO 1800 WEDNESDAY 24 APRIL 2024- PAGE 1**



ROAD CLOSED AHEAD (EVENT IN PROGRESS)

ROAD CLOSED AHEAD (EVENT IN PROGRESS)

SIDE ROAD CLOSED (EVENT IN PROGRESS)

LOCAL ROAD TRAFFIC ONLY CLOSED EVENT IN PROGRESS

NEWMAN ROAD

FIVE LANES ROAD

SITE CONTACT
FORMILE EVENTS
ABN: 156 355 716
MATT MILES
M: 0439 184 020
E: matt.miles@formile.com.au

ForMile Events
YOUR ALL-IN-ONE EVENT SPECIALISTS

**YOUNG DRIVERS AWARENESS COURSE (ADELAIDE HILLS COUNCIL - TRAFFIC MANAGEMENT PLAN
0800 TO 1800 WEDNESDAY 24 APRIL 2024- PAGE 2**



ForMile Events
YOUR ALL-IN-ONE EVENT SPECIALISTS

SITE CONTACT
FORMILE EVENTS
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MATT MILES
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**YOUNG DRIVERS AWARENESS COURSE (ADELAIDE HILLS COUNCIL - TRAFFIC MANAGEMENT PLAN
0800 TO 1800 WEDNESDAY 24 APRIL 2024- PAGE 3
MACRO PLAN**



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

Item: 12.8

Responsible Officer: Zoë Gill
Governance and Risk Coordinator
Office of the CEO

Subject: CEO Performance Review Panel Recommendations to Council –
CEO KPI's

For: Decision

SUMMARY

This report provides recommendations to Council from the CEO Performance Review Panel in relation to the CEO Key Performance Indicators.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the CEO has substantially met the June 2024 Key Performance Indicators
-

1. BACKGROUND

2024-25 CEO Key Performance Indicators

The Employment Agreement (the "Agreement") between Council and the CEO was executed on 18 May 2023. The Agreement provides for a performance review process. The Agreement requires the review of the CEO's performance against the position description and any performance indicator(s).

Council adopted a new suite of CEO Key Performance Indicators on 9 April 2024 covering the 2024-2025 financial year.

19.2.1 CEO Setting of KPIs – Confidential Item

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

115/24

Council resolves:

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

Carried Unanimously

CEO Performance Review Panel

At the 12 August 2024 CEO PRP Review Panel meeting, Chief Executive Officer, Greg Georgopoulos presented his progress against the KPI’s for June 2024.

The Panel resolved:

10.2.1. Key Performance Indicators Report – Confidential Item

The CEO presented his progress against the KPIs for June 2024.

Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden

PRP 36/24

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To advise Council that the CEO has substantially met the June 2024 Key Performance Indicators.

Carried Unanimously

In making this recommendation the Panel considered the CEO’s presentation and Agenda item 10.2 ‘Key Performance Indicators’ which can be referred to in **Appendix 1**.

2. ANALYSIS

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

Strategic Plan 2020-24 – A brighter future

Goal Organisation

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

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

The requirement for the Panel to undertake regular review of performance against the agreed CEO Key Performance Indicators enables accountability to be demonstrated and any decisions on changes to performance targets to be actively managed.

➤ **Legal Implications**

The CEO Performance Review Panel is a Section 41 Committee of Council under the *Local Government Act 1999*.

The Key Performance Indicators are part of the CEO Performance Review process. Amendments to the *Local Government Act 1999*, via the inclusion of s102A on 10 November 2021, have formalised the requirement for an annual review.

Panel Functions

The CEO Performance Review Panel (the **Panel**) has specific functions in relation to the CEO’s Performance Targets as set out in clauses 3.1.2 and 3.3.3, as follows:

3. SPECIFIC FUNCTIONS

- 3.1 The function of the Panel is to provide advice to Council on the CEO’s performance and development, including the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO’s agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO’s performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements;
 - 3.1.4 Identifying development opportunities for the CEO; and
 - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO.

➤ **Risk Management Implications**

The process of annually updating the CEO Performance Targets through Council decision and then reporting and monitoring them throughout the year via the Panel are some of the controls that will assist in mitigating the risk of:

Deficient CEO performance review practices resulting in a lack of accountability and loss of stakeholder confidence.

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

Non-achievement of CEO Performance Targets resulting in loss of community benefit and/or opportunities and/or stakeholder confidence.

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

➤ **Financial and Resource Implications**

There are no financial or resource implications in reporting on projects against the 2024-25 CEO Key Performance Indicators.

Any specific financial or resource implications have been addressed in the *2024-25 Annual Business Plan* or will be dealt with in budget reviews, as required.

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

There is a community expectation that the CEO will manage the organisation's human, financial and physical resources to ensure they are utilised for the best outcomes for the community.

There is a community expectation that the CEO is accountable for, and performs against, the agreed Performance Targets.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

Nil

3. OPTIONS

Council has the following options:

- I. That Council receives and adopts the Panel's recommendations. (Recommended)
- II. That Council does not receive and adopt the Panel's recommendations. (Not Recommended)

4. APPENDICES

- (1) CEO Key Performance Indicators 2024-25 – July 2024 Update

Appendix 1

*CEO Key Performance Indicators 2024-25
July 2024 Update*

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Monday 12 August 2024
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 10.2

Responsible Officer: Greg Georgopoulos
Chief Executive Officer

Subject: Key Performance Indicators Report

For: Decision

1. Recommended Process for Chief Executive Officer Performance Review – Exclusion of the Public

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

- Chief Executive Officer, Greg Georgopoulos
- Governance and Risk Coordinator, Zoë Gill
- Collette Ordish, Perks People Solutions, HR Consultant
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.2: Key Performance Indicators Report in confidence.

The 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:

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

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

2. Key Performance Indicators Report – Confidential Item

SUMMARY

At its 9 April 2024 meeting, Council adopted the suite of CEO Key Performance Indicators for the 2024-25 financial year.

The role of the CEO Performance Review Panel (the Panel) includes reviewing the performance of the CEO against the agreed Performance Targets. This activity is defined in the Panel's Terms of Reference contained in the Specific Functions clauses and specifically Clause 3.1.2.

In assessing the performance against these targets, the Panel should also consider that the targets remain relevant, achievable and aligned to Council's strategic objectives across the year.

The purpose of this report is to provide a status update to the Panel on the work achieved and still intended against each of the CEO's Key Performance Indicators, provided in **Appendix 1**.

RECOMMENDATION

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To advise Council that the CEO has substantially met the June 2024 Key Performance Indicators.

1. BACKGROUND

Panel Functions

The Panel has specific functions in relation to the CEO's Performance Targets as set out in clauses 3.1.2 and 3.3.3, as follows:

3. SPECIFIC FUNCTIONS

- 3.1 The function of the Panel is to provide advice to Council on the CEO's performance and development, including the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements;
 - 3.1.4 Identifying development opportunities for the CEO; and
 - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO.

2024-25 CEO Key Performance Indicators

The Employment Agreement (the “Agreement”) between Council and the CEO was executed on 18 May 2023. The Agreement provides for a performance review process. The Agreement requires the review of the CEO’s performance against the position description and any performance indicator(s).

Council adopted a new suite of CEO Key Performance Indicators on 9 April 2024 covering the 2024-2025 financial year.

19.2.1 CEO Setting of KPIs – Confidential Item

Moved Cr Chris Grant
S/- Cr Kirsty Parkin

115/24

Council resolves:

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

Carried Unanimously

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Organisation

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

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

The requirement for the Panel to undertake regular review of performance against the agreed CEO Key Performance Indicators enables accountability to be demonstrated and any decisions on changes to performance targets to be actively managed.

➤ Legal Implications

The CEO Performance Review Panel is a Section 41 Committee of Council under the *Local Government Act 1999*.

The Key Performance Indicators are part of the CEO Performance Review process. Amendments to the *Local Government Act 1999*, via the inclusion of s102A on 10 November 2021, have formalised the requirement for an annual review.

➤ **Risk Management Implications**

The process of annually updating the CEO Performance Targets through Council decision and then reporting and monitoring them throughout the year via the Panel are some of the controls that will assist in mitigating the risk of:

Deficient CEO performance review practices resulting in a lack of accountability and loss of stakeholder confidence.

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

Non-achievement of CEO Performance Targets resulting in loss of community benefit and/or opportunities and/or stakeholder confidence.

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

➤ **Financial and Resource Implications**

There are no financial or resource implications in reporting on projects against the 2024-25 CEO Key Performance Indicators.

Any specific financial or resource implications have been addressed in the *2024-25 Annual Business Plan* or will be dealt with in budget reviews, as required.

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

There is a community expectation that the CEO will manage the organisation’s human, financial and physical resources to ensure they are utilised for the best outcomes for the community.

There is a community expectation that the CEO is accountable for, and performs against, the agreed Performance Targets.

➤ **Sustainability Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

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

➤ **Discussion**

This item provides the opportunity for the CEO to update the Panel on the progress against the 2024-25 CEO Key Performance Indicators to date and identify any issues for consideration.

A summary of the targets and updates are provided in **Appendix 1**.

3. OPTIONS

The Panel has the following options:

- I. That the report be received and noted (*Recommended*).
- II. That the Panel makes alternative/additional recommendations to Council relating to the status of the 2024-25 CEO Key Performance Indicators. (*Not Recommended*)

4. APPENDICES

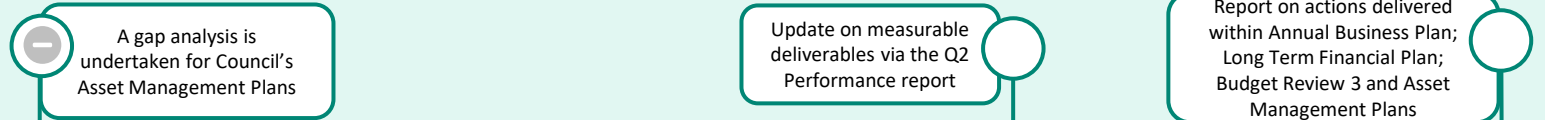
- (1) CEO Key Performance Indicators 2024-25 – July 2024 Update

Appendix 1

*CEO Key Performance Indicators 2024-25 –
July 2024 Update*

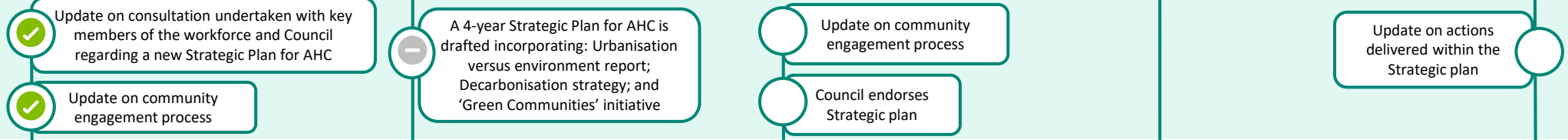
Pillar 1 - Organisational Health

KPI #1- Develop, Implement and Deliver against Council's 2024/2025 Operational Plans on time and within budget (+ or - 10%)



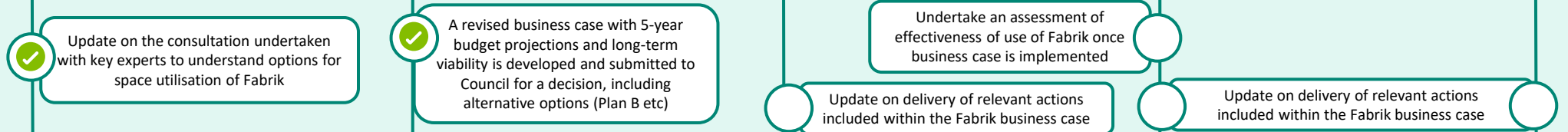
Pillar 2 - Council Vision & Strategy

KPI #2 – Develop, implement and deliver against a new strategic plan for Adelaide Hills Council

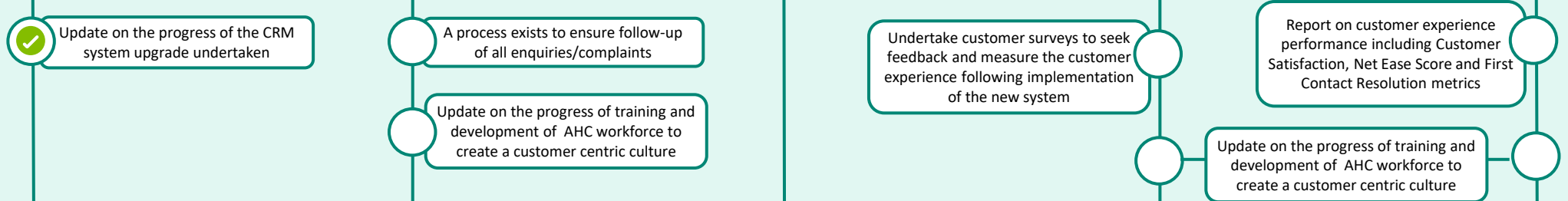


Pillar 3 - Strategic Projects

KPI #3 – Develop and implement a business case for space utilisation for Fabrik (Art Hub)

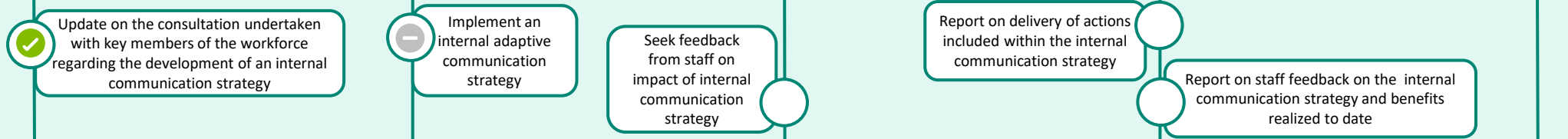


KPI #4 – Complete the Essential Build of the CRM System Upgrade, ensuring there are effective processes for communicating updates and outcomes/resolutions to customers

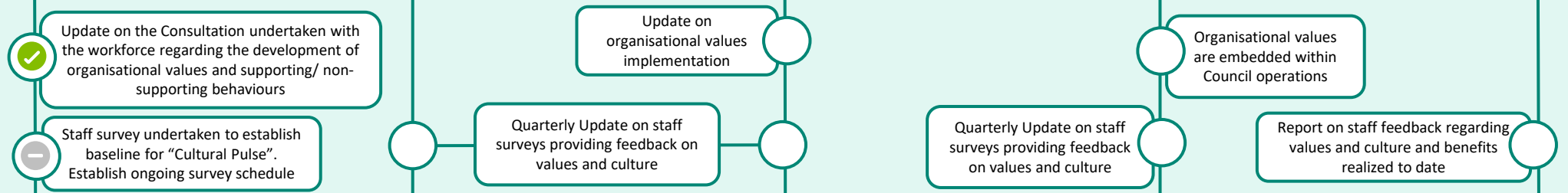


Pillar 4 - Organisational Culture

KPI#5 – Develop, implement and deliver upon an internal communications strategy



KPI# 6 - Develop and implement a revised set of organisational values



Legend

- = complete
- = in progress
- = attention needed



Key Performance Indicator	Milestone	Due Date	Status	Update
KPI #1– Develop, Implement and Deliver against Council’s 2024/2025 Operational Plans on time and within budget (+ or – 10%)	A gap analysis is undertaken for Council’s Asset Management Plans	Sept 2024	On track	Staff have completed an interim ‘maturity assessment’ of Council’s asset management approach using the Institute of Public Works Engineering Australasia’s asset management maturity assessment tool (sector standard). Previously identified priority gaps in asset management plans include those for buildings assets and stormwater assets. A report is intended to be produced on the outcomes of the maturity assessment and gap analysis for the second September Council Meeting.
	Update on measurable deliverables via the Q2 Performance report	Mar 2025		
	Report on actions delivered within Annual Business Plan; Long Term Financial Plan; Budget Review 3 and Asset Management Plans	Jun 2025		
KPI #2 – Develop, implement and deliver against a new strategic plan for Adelaide Hills Council	Update on consultation undertaken with key members of the workforce and Council regarding a new Strategic Plan for AHC	Jun 2024	Complete	Senior staff were engaged in the further development of Strategic Plan goal areas immediately after the November 2023 Council Member visioning workshop. In the new year, managers and subject matter experts within the workforce were engaged in further developing content against objectives within each goal area. Broader staff engagement commenced in early August 2024. Council Members have been engaged in a series of workshops during the first half of 2024.
	Update on community engagement process	Jun 2024	Complete	The broader community was initially engaged through the community survey process in 2023 which was widely promoted. Targeted stakeholder engagement has occurred where applicable during the development of content. Further community engagement is planned for September 2024 once a draft is adopted by the Council.
	A 4-year Strategic Plan for AHC is drafted incorporating: Urbanisation versus environment report; Decarbonisation strategy; and ‘Green Communities’ initiative	Sep 2024	On track	A draft is to be presented to Council for consideration at the second August 2024 Council Meeting. The draft will include priorities encompassing the initiatives listed in this milestone.
	Update on community engagement process	Dec 2024	On track	Will be provided as part of adoption of the final plan in November 2024.
	Council endorses Strategic plan	Dec 2024	On track	Intended for November 2024.
	Update on actions delivered within the Strategic plan	Jun 2025		

Key Performance Indicator	Milestone	Due Date	Status	Update
KPI #3 – Develop and implement a business case for space utilisation for Fabrik (Art Hub)	Update on the consultation undertaken with key experts to understand options for space utilisation of Fabrik	Jun 2024	Complete	<p>Consultation included researching and benchmarking of artist studios to understand market rates and amenities within the arts industry. Additionally, we investigated venue hire costs and facilities in Adelaide and the Adelaide Hills to ensure Fabrik’s venue hire offerings are competitively priced and attractive to potential hirers.</p> <p>Council received the Fabrik Business and Implementation Plan at its meeting on 28 May 2024. The Plan includes 5-year budget projections as well as plans relating to governance, staffing, marketing and arts programming.</p>
	A revised business case with 5-year budget projections and long-term viability is developed and submitted to Council for a decision, including alternative options (Plan B etc)	Sep 2024	Complete	
	Update on delivery of relevant actions included within the Fabrik business case	Dec 2024		
	Undertake an assessment of effectiveness of use of Fabrik once business case is implemented	Mar 2025		
	Update on delivery of relevant actions included within the Fabrik business case			
KPI #4 – Complete the Essential Build of the CRM System Upgrade, ensuring there are effective processes for communicating updates and outcomes/resolutions to customers	Update on the progress of the CRM system upgrade undertaken	Jun 2024	Complete	<p>New Salesforce CRM successfully deployed 29th August 2024. Includes new system for staff and <i>My Adelaide Hills</i> online platform for customers to report issues or request services.</p> <p>Training in the new system was delivered to over 150 staff prior to deployment.</p>
	A process exists to ensure follow-up of all enquiries/complaints	Sep 2024		
	Update on the progress of training and development of AHC workforce to create a customer centric culture	Sep 2024		
	Undertake customer surveys to seek feedback and measure the customer experience following implementation of the new system	Mar 2025		
	Update on the progress of training and development of AHC workforce to create a customer centric culture	Mar 2025		
		Jun 2025		
Report on customer experience performance including Customer Satisfaction, Net Ease Score and First Contact Resolution metrics	Jun 2025			

Key Performance Indicator	Milestone	Due Date	Status	Update
KPI#5 – Develop, implement and deliver upon an internal communications strategy	Update on the consultation undertaken with key members of the workforce regarding the development of an internal communication strategy	Jun 2024	Complete	<p>Consultation undertaken by survey in early 2024 and a resulting strategy has been developed.</p> <p>Activities implemented include a staff e-newsletter and a changed format for the All Staff Meetings based on consultation feedback. Further rollout of the plan to continue.</p>
	Implement an internal adaptive communication strategy	Sept 2024	In progress	
	Seek feedback from staff on impact of internal communication strategy	Dec 2024		
	Report on delivery of actions included within the internal communication strategy	Mar 2025		
	Report on staff feedback on the internal communication strategy and benefits realized to date	Mar 2025		
KPI# 6 - Develop and implement a revised set of organisational values	Update on the Consultation undertaken with the workforce regarding the development of organisational values and supporting/ non-supporting behaviours	Jun 2023	Complete	<p>We have been working with Perks People Services in developing the values, and a staff survey on this was presented to staff at the 1 August all staff meeting. Then survey is currently being completed.</p>
	Staff survey undertaken to establish baseline for “Cultural Pulse”. Establish ongoing survey schedule	Jun 2024	In Progress	
	Quarterly Update on staff surveys providing feedback on values and culture	Sep 2024		
		Dec 2024		
		Mar 2025		
	Update on organisational values implementation	Dec 2024		
	Organisational values are embedded within Council operations	Mar 2025		
Report on staff feedback regarding values and culture and benefits realized to date	Jun 2025			

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

Item: 12.9

Responsible Officer: Zoë Gill
Governance and Risk Coordinator
Office of the CEO

Subject: Status Report – Council Resolutions Update

For: Decision

SUMMARY

This report provides an update on the current status of Council Resolutions as at August 2024. In some cases, actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

This report also proposes that taking into consideration that most resolutions have timeframes that span several months that this update report is provided to Council on a quarterly basis moving forward.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the completed items in Appendix 1 be removed from the Action List.
 3. That from 27 August 2024 until the end of the current Council term the Administration deliver a status update on a quarterly basis.
-

1. BACKGROUND

At its meeting of 24 March 2015 Council resolved:

That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

The intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

Until mid-2023 Administration was reporting the status report on a monthly basis to Council. Due to resourcing constraints, the status report has been reporting to Council on an ad hoc basis since that time.

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

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

➤ Legal Implications

Not applicable.

➤ Risk Management Implications

Regular reporting on outstanding action items will assist in mitigating the risk of:

Actions arising from Council resolutions may not be completed in a timely manner

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (4E)	Medium (4E)

➤ Financial and Resource Implications

Not applicable.

➤ Customer Service and Community/Cultural Implications

Not applicable.

➤ Sustainability Implications

Not applicable.

➤ Engagement/Consultation conducted in the development of the report

Consultation on the development of this report was as follows:

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

➤ **Additional Analysis**

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

Ongoing Action List Reporting

It currently takes a substantial amount of administrative time to complete a monthly report on the status of items on the action list.

It also creates a time burden for elected members to review this list on a monthly basis, particularly when there are often no significant updates for the majority of items.

It is proposed that this report is brought to Council on a Quarterly basis.

3. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions (Recommended).
- II. Resolve that other actions are required.
- III. Not enable the removal of completed items (Not Recommended).

4. APPENDICES

- (1) Council Resolutions Action List – Completed items as of 21 August 2024
- (2) Action List as at August 2024

Appendix 1

*Council Resolutions Action List
Completed items as of 21 August 2024*

Council Resolutions Action List – Completed items as of 21 August 2024

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Status
28/02/2023	Ordinary Council	46/23	Coach Parking in Stirling	Nil	Completed
26/04/2023	Ordinary Council	93/23	PLEC and Main Street Projects	Nil	Completed
26/04/2023	Ordinary Council	102/23	Confidential Item - Amy Gillett Bikeway Stage 4 Agreement	General - Cr Melanie Selwood	Completed
30/05/2023	Boundary Change Committee	BCC2/23	Campbelltown City Council Boundary Change Proposal	Nil	Completed
30/05/2023	Boundary Change Committee	BCC3/23	Community Engagement	Nil	Completed
4/09/2023	Special Council	232/23	Amy Gillett Bikeway	Nil	Completed
16/10/2023	Audit Committee	AC43/23	Local Government Income Protection Fund	Nil	Completed
18/10/2023	Ordinary Council	247/23	Sustainable Procurement	Nil	Completed
24/10/2023	Ordinary Council	267/23	11.1 Campbelltown City Council Boundary Change Proposal – Cr Mark Osterstock	Nil	Completed
14/11/2023	Ordinary Council	291/23	Status Report – Council Resolutions Update	Nil	Completed
28/11/2023	Ordinary Council	304/23	MON - Mine Operations Plan – White Rock Quarry (Cr Mark Osterstock)	Under section 75B of the Local Government Act 1999 Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.2, the nature of which is as follows: I am dealing with a matter in relation to this item in my employment outside of Council.	Completed
19/12/2023	Ordinary Council	344/23	CEO Performance Review Panel Recommendations	Nil	Completed
23/01/2024	Ordinary Council	Staff undertaking	Aldgate men's shed	nil	Completed
5/02/2024	Special Council	TBA	CEO Performance Review Panel Council Member and Presiding Member Appointments	Cr Chris Grant, Item 8.1 CEO Performance Review Panel Council Member and Presiding Member Appointments, Under section 75C of the <i>Local Government Act 1999</i> Cr Chris Grant disclosed a Material (section 75) Conflict of Interest in Item 8.1. Cr Kirsty Parkin, Item 8.1 CEO Performance Review Panel Council Member and Presiding Member Appointments Under section 75B of the <i>Local Government Act 1999</i> Cr Kirsty Parkin disclosed a	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

				General (section 74) Conflict of Interest in Item 8.1.	
12/02/2024	Audit Committee	AC3/24	Amy Gillett Bikeway Stage 4 Prudential Review	Cr M Selwood - General COI	Completed
19/02/2024	Audit Committee	AC7/24	Local Government Income Protection Fund (LGIPF) Report	Nil	Completed
19/02/2024	Audit Committee	AC7/24	Adelaide Hills Council Budget Review 2	Nil	Completed
27/02/2024	Ordinary Council	38/24	Miss Karamanlis - Petition - Pathway between Lenswood Primary School and General Store	Nil	Completed
27/02/2024	Ordinary Council	39/24	Provision of fortnightly FOGO kerbside collection to Paracombe	Nil	Completed
27/02/2024	Ordinary Council	55/24	Amy Gillett Bikeway – Prudential Report and Construction Funding	Under section 75B of the <i>Local Government Act 1999</i> Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 19.2 Amy Gillett Bikeway, the nature of which is as follows: I have a lease with the Department for Transport and Infrastructure on a separate parcel of land. Cr Melanie Selwood advised the meeting her private interest would not result in her acting in manner contrary to her public duty and intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.	Completed
12/03/2024	Ordinary Council	42a/24	12.2 Council and Information or Briefing Sessions Time and Place of Meetings	Nil	Completed
12/03/2024	Ordinary Council	64/24	12.2 Attendance Records of Elected Members at Information and Briefing Sessions	Nil	Completed
12/03/2024	Ordinary Council	66/24	Business Plan including forward budget projections for FABRIK	Nil	Completed
12/03/2024	Ordinary Council	67/24	Which bin stickers on all green and yellow bins	Nil	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

26/03/2024	Ordinary Council	84/24	Investigating the merits of a Community Renewables Program based on the success at City of Mitcham – Acting Mayor Nathan Daniell	Nil	Completed
26/03/2024	Ordinary Council	85/244	Fire, Wastewater and Animal Management	Nil	Completed
26/03/2024	Ordinary Council	89/24	Statewide Bushfire Hazards Code Amendment – Adelaide Hills Council Submission	Nil	Completed
26/03/2024	Ordinary Council	97/24	Trans Tasman Energy Group	Nil	Completed
26/03/2024	Ordinary Council	100/24	Special CEO Performance Review Panel Committee Minutes of Meeting 21 March 2024	Nil	Completed
9/04/2024	Ordinary Council	106/24	Petition - Maintain Council decision regarding no citizenship on 26 January	Nil	Completed
9/04/2024	Ordinary Council	108/24	Community Energy Upgrade Funds	Nil	Completed
9/04/2024	Ordinary Council	111/24	CEO Performance Review Panel – Special Meeting 28 March 2024	Nil	Completed
9/04/2024	Ordinary Council	116/24	CEO Performance Review Process 2024/25	CEO Performance Review Process 2024/25 – Confidential Item Under section 75B of the <i>Local Government Act 1999</i> Cr Mark Osterstock disclosed a General (section 74) Conflict of Interest in Item 19.3 CEO Performance Review Process 2024/25.	Completed
9/04/2024	Ordinary Council	119/24	CEO Development Plan	Nil	Completed
9/04/2024	Ordinary Council	122/24	Appointment of the Gawler River Floodplain Management Authority Chairperson	Nil	Completed
15/04/2024	Audit Committee	AC15/24	2023-24 External Audit Plan	Nil	Completed
15/04/2024	Audit Committee	AC16/24	Annual Business Plan 2024-24 Draft for Consultation	Nil	Completed
23/04/2024	Ordinary Council	130/24	Local Government Income Protection Fund	Nil	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

23/04/2024	Ordinary Council	131/24	GRFMA Annual Business Plan	Nil	Completed
23/04/2024	Ordinary Council	138/24	Appointment of Council Assessment Panel (CAP) Independent Members	Nil	Completed
14/05/2024	Ordinary Council	143/24	Annual Business Plan 2024-25 Draft for Consultation	Nil	Completed
14/05/2024	Ordinary Council	161/24	Forensic Analysis of Boundary Change Submission	Under section 75B of the <i>Local Government Act 1999</i> Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 19.1	Completed
14/05/2024	Ordinary Council	164/24	Strategic Communication and Engagement Plan Woodforde, Teringie and Rostrevor	Under section 75B of the <i>Local Government Act 1999</i> Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 19.2.	Completed
20/05/2024	Audit Committee	AC21/24	Budget Review 3	Nil	Completed
28/05/2024	Ordinary Council	168/24	Mount Lofty Football Club Electronic Scoreboard	Nil	Completed
28/05/2024	Ordinary Council	169/24	Onkaparinga Football Club Unisex Changerooms	Nil	Completed
28/05/2024	Ordinary Council	171/24	Adelaide Hills Region Waste Management Authority – Draft 2024/25 Annual Business	Nil	Completed
28/05/2024	Ordinary Council	172/24	Eastern Waste Management Authority – Draft 2024/25 Annual Plan and Budget	Nil	Completed
28/05/2024	Ordinary Council	176/24	Sustainable Procurement	Nil	Completed
28/05/2024	Ordinary Council	177/24	Coach Parking at Stirling	Nil	Completed
28/05/2024	Ordinary Council	178/24	Food Organic Garden Organic Kerbside Bin Service	Nil	Completed
28/05/2024	Ordinary Council	179/24	Which Bin Stickers	Nil	Completed
28/05/2024	Ordinary Council	180/24	2023-24 Budget Review 3	Nil	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

28/05/2024	Ordinary Council	184/24	Gawler River Floodplain Management Authority – Appointment of Deputy Board	Under section 75B of the Local Government Act 1999 Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.11 (Decision 2).	Completed
28/05/2024	Ordinary Council	185/24	Deputy Mayor Appointment	Under section 75C of the Local Government Act 1999 Cr Melanie Selwood disclosed a Material (section 75) Conflict of Interest in Item 12.12.	Completed
11/06/2024	Ordinary Council	194/24	8.1.1 Onkaparinga Valley Football Club – Unisex Change Rooms	Nil	Completed
11/06/2024	Ordinary Council	197/24	Proposed OTR Development Heathfield	Nil	Completed
11/06/2024	Ordinary Council	198/24	Adelaide Hills Tourism Funding Agreement 2024	Nil	Completed
11/06/2024	Ordinary Council	199/24	Adelaide Hills Tourism Funding Agreement 2024	Nil	Completed
11/06/2024	Ordinary Council	200/24	Attendance at National General Assembly of Local Government	Under section 75C of the <i>Local Government Act 1999</i> Cr Louise Pascale disclosed a Material (section 75) Conflict of Interest in Item 12.2. Under section 75C of the <i>Local Government Act 1999</i> Cr Adrian Cheater disclosed a Material (section 75) Conflict of Interest in Item 12.2.	Completed
11/06/2024	Ordinary Council	201/24	Road Closure Approval – Inside State Line Series 2024	Under section 75B of the <i>Local Government Act 1999</i> Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.3.	Completed
17/06/2024	Special Council	217/24	2024/25 Annual Business Plan Consultation Report	Nil	Completed
25/06/2024	Ordinary Council	220/24	Draft 2024-25 Fees and Charges for Adoption	Nil	Completed
25/06/2024	Ordinary Council	221/24	Local Roads and Community Infrastructure Program (LRCIP) Phase 4	Nil	Completed
25/06/2024	Ordinary Council	222/24	Review of Cemetery Operating Policy	Under section 75B of the <i>Local Government Act 1999</i> Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.3.	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

25/06/2024	Ordinary Council	223/24	Disclosure of Interest - Greg Georgopolos CEO	Nil	Completed
25/06/2024	Ordinary Council	221/24	Discretionary Rate Rebate Report	Under section 75B of the <i>Local Government Act 1999</i> Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.5. Under section 75B of the <i>Local Government Act 1999</i> Cr Adrian Cheater disclosed a General (section 74) Conflict of Interest in Item 12.5. Under section 75B of the <i>Local Government Act 1999</i> Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.5.	Completed
25/06/2024	Ordinary Council	227/24	Confidential Item Review – June 2024	Nil	Completed
1/07/2024	Special Council	232/24	Annual Business Plan for Adoption	Nil	Completed
9/07/2024	Ordinary Council	247/24	Proposed OTR Development Heathfield	Nil	Completed
9/07/2024	Ordinary Council	249/24	Road Closure Approval - AusCycling Super Series 2024	Nil	Completed
9/07/2024	Ordinary Council	250/24	External Training and Development - Cr Adrian Cheater	Under section 75C of the <i>Local Government Act 1999</i> Cr Adrian Cheater disclosed a Material (section 75) Conflict of Interest in Item 12.2.	Completed
9/07/2024	Ordinary Council	251/24	AHRMWA Strategic Plan	Nil	Completed
23/07/2024	Ordinary Council	259/24	Review of Burials outside Cemeteries Policy and Update	Nil	Completed
23/07/2024	Ordinary Council	262/24	Gawler River Floodplain Management Authority 2024-25 Draft Annual Business Plan Options Report	Under section 75B of the <i>Local Government Act 1999</i> Cr Malcolm Herrmann disclosed a General (section 74) Conflict of Interest in Item 12.4. • I am the Adelaide Hills Council's representative Board Member for the Gawler River Floodplain Management Authority Cr Malcolm Herrmann advised the meeting his private interest would not result in him acting in a manner contrary to his public duty and	Completed

Council Resolutions Action List – Completed items as of 21 August 2024

				intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.	
12/08/2024	CEO Performance Review Panel	PRP 36/24	Key Performance Indicators Report	Nil	Completed
13/08/2024	Ordinary Council	276/24	Civic Awards and Citizenship Ceremonies on Australia Day	Under section 75B of the <i>Local Government Act 1999</i> Cr Pauline Gill disclosed a General (section 74) Conflict of Interest in Item 8.1 As per s74 of the Local Government Act, I have a General Conflict of Interest as a signatory on the petition being tabled. I am not gaining a benefit or a detriment by signing the petition being tabled, though there may be an apprehension of bias. I believe I am able to maintain an open mind on the matter and have consulted with the community to gain an understanding of the community's thoughts, to enable me to make an informed decision. Cr Pauline Gill advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.	Completed

Appendix 2

Action List as as August 2024

Meeting Date	Meeting	Res No.	Item Name	Previously Declared COI	Action Required (Council Resolution)	Responsible Director	Status	Status (for Council reporting)	Confidential
24/01/2017	Ordinary Council	7/17	Corner Cemetery Revocation of Community Land	None declared	<p>a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of</p> <ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter Doris Coullis Reserve, 152 Old Mt Barker Road, Aldgate/Hatfield Waste Facility, 32 Scott Creed Road, Heathfield/Kiley Reserve, 15 Kiley Road, Aldgate/Shanks Reserve, 1 Shanks Road, Aldgate/Stock Reserve, Stock Road, Mylor/Leslie Creek Reserve, Leslie Creek Road, Mylor/W Reserve, 125 Aldgate Valley Road, Mylor/Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor/Kyle Road Nature Reserve, Kyle Road, Mylor/Carry Gully Water Reserve, Devotion Road, Carey Gully/Heathfield Stone Reserve, 215 Longwood Road, Heathfield/Myor Parklands, Mylor 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. <p>all being of significant biodiversity value, into Heritage Agreements.</p>	David Waters	In Progress	The matter is presently with DEW. Staff received an update on 25/07/2024 that the matter should be finalised within two weeks.	FALSE
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	None declared	<p>In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 506 Hundred of Adelaide numbered "1", "C" and "D" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process.</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1.24km² to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.</p> <p>Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the Local Government (Boundary Adjustment) Amendment Act 2017 (to commence on 1 January 2018) and/or Part 2 of Chapter 3 of the Local Government Act 1999.</p> <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including attestation of the common seal, to give effect to this resolution.</p>	David Waters	In Progress	<p>July 24 - email sent to City of Burnside seeking any update on the matter from the boundaries commission</p> <p>July 24 - Boral Land Division has been approved by Lands Title Office so letter to Boundaries Commission sent from AHC & Burnside Council to progress with Stage 2 for the Boundary Change.</p>	FALSE
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Slye Hornslee Gully	None declared	<p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including attestation of the common seal, to give effect to this resolution.</p>	David Waters	In Progress	<p>July 24 - Boral Land Division has been approved by Lands Title Office so letter to Boundaries Commission sent from AHC & Burnside Council to progress with Stage 2 for the Boundary Change.</p>	FALSE
23/07/2019	Ordinary Council	188/19	LED Street Lighting Upgrade	None declared	<p>That the report be received and noted. To approve an increase of \$365k in Council's 2019/20 capital budget to commence the transition of 900 P - category public streetlights to LED with the funding source to be recommended to Council at its next budget review. That Council engage SAPN to commence the changeover of P-Category lights to LED public lighting on Council roads and that authority is given to the CEO to finalise a contract with SAPN and sign that agreement. That Council enter into a P/C tariff agreement for public lighting with SAPN on 30 June 2020 and subsequently move to the tariff set by the Australian Energy Regulator from July 2020. That Council continues to liaise with SAPN and DPI on the changeover of Council public lighting on roads under the care and control of the State Government. That further report be provided to Council on the outcome of any continued discussions with SAPN and DPI.</p>	David Waters	In Progress	<p>Item 1 - 4 of the resolution have been complete for some time.</p> <p>Item 5 regarding the change over of Council held public lighting on DTI roads is on-going & the Minister has requested that the Department to establish a working group with LGA representatives to investigate options for long term ownership of Council lighting on DTI maintained roads. Adelaide Hills Council is represented on this working group with the group starting in June 2023. Meetings ongoing by the LGA and DTI but unlikely that DTI will take on Council lighting assets on DTI road with upgrades to current standards. This would be a high cost for limited benefit saving.</p> <p>Note that there are only about 100 Council public lights on DTI roads across the Council area and hence the benefits of having this as a priority are minimal in the overall scheme of investment options for energy use reduction. The current status of LED lighting as it relates to items 1 - 4 + 7 LED 17 were rolled out as a bulk rollout program with a \$ 355k investment. Council has entered into PLC tariffs for these lights, that is, Council funds the capital investment and receives a lower tariff fee and associated reduced electricity use that provides long term operational costs for providing this service. A further 29 lights have been upgraded to LED - Located in Aldgate Main Street, Summerdown, and Uranda. • 286 have been changed over by SAPN as part of routine maintenance operations - SAPN policy to change public lights with LED equivalents when existing stocks are depleted • 324 remain to be converted - cost in the order of 600k - 700k as these are vertical mounted (technical challenges with existing assemblies) or higher class V Category. The remaining approximately 124 lights are more challenging with higher costs and a lower cost benefit - We have had 73 additional LED lights transferred to Council by Developers (Crest and Hamilton Hills).</p>	FALSE
15/12/2020	Ordinary Council	300/20	Road Exchange Pomona Road Stirling	None declared	<p>1. That the report be received and noted. In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 21 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 20/0038 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 20/0038 as "Public Road A", subject to the owner of the land at 21 Pomona Road Stirling agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs</p> <p>3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including attestation of the common seal, to give effect to this resolution</p> <ol style="list-style-type: none"> 1. That the report be received and noted 2. That the consultation report (Appendix J) be received and noted 3. To apply to the Minister for Planning to revoke the Community Land classification of the following parcels of land:- <ol style="list-style-type: none"> i. CR 5753/86, Lot 52 Fulgiate Road, Chifley ii. CR 5753/725, Section 1609 Warr Road, Mylor iii. CR 5753/729, Section 1657 Scott Creek Road, Scott Creek iv. CR 5753/741, Sections 53 and 54 Sandy Waterhole Road, Woodside v. CR 5753/742, Section 147 Schubeerts Road, Lobethal vi. CR 5753/744, Section 553 Pedare Park Road, Woodside vii. CR 5753/745, Section 556 Tiers Road, Woodside viii. CR 5753/746, Section 550 Old Carry Gully Road, Stirling ix. CR 5753/754, Section 511 North East Road, Ingleswood x. CR 5753/778, Section 262 Reserve Road, Forreston xi. CR 5763/631, Section 1193 Silver Road, Bridgewater xii. CR 5763/634, Section 71 Magray Road, Mount Tomens xiii. CR 5763/635, Section 72 Magray Road, Mount Tomens xiv. CR 5763/636, Section 84 Forreston Road, Forreston xv. CR 6142/329, Lot 501 Greenhill Road, Bathannah xvi. CR 5926/487, Lot 20 Bell Springs Road Charleston (for rededication to the Department of Environment & Water) xvii. CR 5753/718, Section 1544 Reserve Terrace Aldgate (for rededication to Meals on Wheels) xviii. CR 5753/753, Section 495 off Kersbrook Road Kersbrook (for rededication to Forestry SA) <ol style="list-style-type: none"> 4. That a further report be presented to Council once a response from the Minister for Planning is received. 	David Waters	In Progress	<p>August 24 - road closure plan has been approved by Lands Title Office, approval is now waiting on the Surveyor General to approve the road process.</p>	FALSE
23/03/2021	Ordinary Council	52/21	Crown Land Revocation	None declared	<p>That the report be received and noted in accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, enter into an Agreement for Exchange with the owner of the land of 8-6 Pomona Road Stirling and issue a Road Process Order to open as public road the area identified as "Road to be opened 1" on the Preliminary Plan No 21/0011 and in exchange to close a portion of Pomona Road as identified on the Preliminary Plan No 21/0011 as "Public Road A", subject to the owner of the land at 8-6 Pomona Road Stirling and Council agreeing to share all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs. The closed road be excluded as Community Land pursuant to the Local Government Act 1999. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including attestation of the common seal, to give effect to this resolution.</p>	David Waters	In Progress	<p>August 24 - process progressing</p>	FALSE
24/08/2021	Ordinary Council	170/21	Road Exchange AHI Development Pomona Road Stirling	None declared	<p>The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including attestation of the common seal, to give effect to this resolution.</p>	David Waters	In Progress		FALSE

					<ol style="list-style-type: none"> 1. That the report be received and noted 2. That Council take up commercial lease space in Stirling at 85 Mount Barker Road Stirling, and the associated costs for the leasehold premises detailed in Appendix 2 be adjusted in the 2021-22 financial year at Budget Review 1 3. Further detailed scoping be undertaken on the proposed renewal and energy efficiency upgrades to the Stirling Office, Heathfield Depot, Gumeracha Depot and Woodside Offices (current Development and Building Team offices) and presented to Council for consideration where appropriate within the 2021-22 Budget Review 1 and the next review of the Long Term Financial Plan 4. Subject to endorsement of the detailed scoping identified in 3 above, the Development and Building Team be relocated from Woodside to Stirling 5. To include budget provision in the draft Annual Business Plan for the 2022-23 financial year to undertake a feasibility study on the medium to long term needs for community and operational sites and where greater efficiencies may be obtained through consolidation of sites. 	David Waters	In Progress	August 24 - under internal review	FALSE
24/08/2021	Ordinary Council	178/21	Operational Workplace Review	None declared					
					<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To revoke the resolution of Council of 22 May 2001, 8129. 3. To commence a process to compulsorily acquire, under the Land Acquisition Act 1969, the Charleston Cemetery being the land contained in Certificate of Title Volume 5696 Folio 740 located at 36 Newman Road Charleston from The Charleston Cemetery Trust Inc. To continue to manage the Charleston Cemetery on behalf of The Charleston Cemetery Trust Inc. in the interim from the date of this resolution until the completion of the land acquisition process. To authorise the Mayor and Chief Executive Officer to undertake all necessary actions, including execution of documents, including under the common seal of Council, to give effect to this resolution. 	David Waters	In Progress	August 24 - compulsory acquisition steps to commence shortly.	FALSE
26/10/2021	Ordinary Council	220/21	Charleston Cemetery Compulsory Acquisition	None declared					
26/10/2021	Ordinary Council	235/21	Ashton Landfill - Confidential Item	None declared	As per Confidential minute	David Waters	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.	TRUE
26/10/2021	Ordinary Council	238/21	Electricity Procurement Legal Matter - Confidential Item	None declared	As per confidential minute	Greg Georgopoulos	In Progress	Still to be retained in confidence	TRUE
14/12/2021	Ordinary Council	274/21	Woodside Recreation Ground Reuse further information	Perceived - Cr Stratford	<ol style="list-style-type: none"> 1. The report be received and noted. 2. That a report be prepared for Council's information on the costs associated with bore water saving initiatives that could be implemented in respect to Council-owned recreational assets that are currently irrigated by bore water. 	David Waters	In Progress	Report has been received and reviewed, currently working through any options.	FALSE
					<ol style="list-style-type: none"> 1. That the report be received and noted 2. To negotiate an agreement with the Summertown Village Water Company for access to the Council bore located on Anya Crescent Reserve at Summertown for a defined period, being not more than 3 years, on terms and conditions to be agreed whereby by the end of the agreement term, the Summertown Village Water Company has established an independent water supply for its shareholders and current use of the Council bore ceases 3. To negotiate an in principle agreement with the Summertown Community Centre Inc. for a land exchange at Tregarthen Reserve Summertown that would see the public infrastructure located on land owned by the Council and the sport and recreation infrastructure on land owned by the Summertown Community Centre Inc. with the Council being responsible for the provision of water to Tregarthen Reserve 4. To negotiate an agreement with the owner of 30 Stonehenge Avenue Stirling, for access to and use of the bore located on Council land at 28 Stonehenge Avenue Stirling, for a defined reasonable period of time, on 18 - 24 months, on terms and conditions to be agreed whereby by the end of the agreement, the landowner has established an independent water supply for its land and use of the Council bore ceases 5. To undertake further investigations in relation to the Mjlor bore and tanks and to which properties it supplies water 6. The CEO further reports to Council on an annual basis of progress being made on points 2-5. 	David Waters	In Progress	Aug 24 - actions progressing as per resolution - update report to be presented to Council shortly	FALSE
22/03/2022	Ordinary Council	52/22	Response to MON Bore Use	Ni					
					<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the sculpture known as 'The Remoteness', be removed from the area in front of the Coventry Library, Stirling. 3. That best endeavours should be made to retain suitable elements of the sculpture for placement in the surrounding landscape in a manner appropriate to the setting, such as for informal seating. 4. That the Council works with the Stirling Business Association and stakeholders from the former Adelaide Hills International Sculpture Symposium Inc to identify and implement appropriate means of recognizing the sculpture and ensuring its legacy is not lost to the precinct in which it is presently situated and the overall Hills Sculpture Trail. 	Jess Charlton	In Progress	Resolution items 1 and 2 have been completed (sculpture removed). Options relating to items 3 and 4 are currently being explored. Hills Tourism have been provided with information and 3D images of the sculpture in order to update the website and maintain its legacy. Options for use of the remaining materials continue to be explored.	FALSE
22/03/2022	Ordinary Council	53/22	Removal of Remoteness Sculpture, Stirling	Ni					
26/04/2022	Ordinary Council	86/22	MON Property Lobethal Road Lemswood	Ni	Refer confidential minute	Jess Charlton	In Progress	Per confidential minute	TRUE
28/06/2022	Ordinary Council	166/22	Warren Road Birdwood Blackspot - Confidential Item	Ni	See Confidential Minute	David Waters	In Progress	In Progress	TRUE
28/06/2022	Ordinary Council	172/22	Ashton Landfill - Confidential	Ni	See Confidential Minute	David Waters	In Progress	Matter continues to be progressed. Further updates will be provided when a material change occurs.	TRUE
					That the report be received and noted.			Consultation was conducted in April and May 2024 on the draft Festival and Events Policy. Feedback is currently being reviewed, and the Policy will be updated in line with this feedback. A report will be brought to Council on 27 August 2024 for endorsement.	FALSE
26/07/2022	Ordinary Council	182/22	Policy Review - Festivals and Events	Ni	To undertake public consultation on the Draft July 2022 Festivals and Events Policy and the CEO prepares a report for Council.	Gary Lewis	In Progress	Aug 24 - item in process of being actioned	TRUE
20/12/2022	Ordinary Council	303/22	Surplus Government Land Notification	Ni	See Confidential Minute	David Waters	In Progress		
					<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That following the completion of the Child Care development, and in liaison with the Department for Education, Council Staff undertake a Traffic Monitoring Study of the local road network in the vicinity of Bridgewater Primary School including Lezayre Avenue, Morilla Grove, Treouth Street and Shannon Road. 3. That a report be brought back to Council within 6 months of the opening of the Childcare Centre. 	David Waters	In Progress	Report to be brought back to Council within 6 months of the opening of the Childcare Centre. Staff will progress at the appropriate time once child care centre has been in operation for six months.	FALSE
24/01/2023	Ordinary Council	3/23	Questions adjourned - Options to reduce traffic congestion and improve child safety adjacent to Bridg	Ni				Funds have been allocated in the draft 23/24FY budget for this project. The State Government reviews the EPN every 4 years, with the last review being undertaken in 2022. The next review will be due in 2026. A request for review will not be considered until the next review in 2026.	FALSE
					<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the amount of \$20,000 be considered as part of the 2023/24 budget preparation process to prevent further deterioration of Randle's Cottages at 1 Beavis Court, Gumeracha. 3. That Council explores another submission to the State Government in an attempt to excise this parcel of land from the Environmental Food Production Zone. 	Jess Charlton	In Progress	Works have been undertaken to the building including roof sheets secured, entry points secured, build up of debris and trees/bushes removed from close to the structure, stormwater swales put in to direct water away from the structure and sign created and installed with the assistance of the Gumeracha Historical Society	FALSE
14/02/2023	Ordinary Council	26/23	Preserving Randle's Workers Cottages 1 Beavis Ct Gumeracha	Ni	That the report be received and noted to implement the recommended signage addition and vegetation management outlined in the report in addition to the recommended signage, to investigate and implement advisory speed signage in the vicinity of the crest, or other appropriate traffic control mechanisms aimed at reducing vehicle speeds That Council ensure the road siding of section 2 is maintained through the regular application of appropriate hiltop parking, access and safety considerations on Wattle Tree Road be monitored again once current residential development on the street is complete.			New advisory signage has been installed, and cement treated shoulder works have been complete, along with other minor maintenance activities as required.	
28/02/2023	Ordinary Council	45/23	Parking and Road Safety Wattle Tree Road Bridgewater	Ni	The report be received and noted the report of coach parking in Stirling be further explored by the administration and the development of costings be considered.	David Waters	In Progress	The action can not be finalised until a report is returned to Council following completion of residential development within the street, which could be many years away.	FALSE
28/02/2023	Ordinary Council	46/23	Coach Parking in Stirling	Ni		Ashley Curtis	Completed	The report was returned to Council as required, with no further action required at this time.	FALSE

14/03/2023	Ordinary Council	52/23	Heritage Agreements	Nil	<p>That the report be received and noted. That the Chief Executive Officer further investigate and where feasible and eligible, be authorised to enter Bridgewater Recreation Reserve, Cave Reserve, Brides Path & Walking trails at Cave Ave, Ayr Street, Anzac Ridge Road, BridgewaterRAA Tower Reserve at 21 Hillcrest Avenue Crafters WestHeron Reserve at 21 Onkaparinga Rd, BridgewaterCharleston Waste Facility (M) Charcoal at Harrison Road, CharlestonThe Dracery, Old Mount Barker Rd, MyerQuam Rd, BridgewaterGrasby Reserve at Pye Road, BalhannahHalliday Reserve at Wright Rd, StirlingBuddall Reserve at 7 B Buddall Ave, CrafesSmith RdStone Quarry Reserve at South Para Rd, KambonKampton Reserve at Kampton Rd, MyerCoopers Reserve at Silver Lake Rd, MyerQuam Rd Reserve parcel at Gurr Rd North, BradburyHeathfieldLongwood Reserve, Corner of Heathfield & Longwood Rd, HeathfieldAdgate Tennis Courts at 180 Mt Barker Rd, AdgateChapman Water Reserve at Chapman Road, InghewoodAdgate Valley Wildlife Corridor, aka "Bamboo Lane" Block Road to Stevens Rd, MyerGurr Rd Reserve at 24 Silver Rd BridgewaterThe Road Reserve at Fm Rd, Paracombehead Rd Reserve at Head Road North, HoughtonFermood Reserve at Fermood Way, Upper Starbound reserve, Matton Hill and Pound Rd, JohnWells Blvd Cutting, Mount Blvd Road Cut, Dorset Waddington Cemetery, Strathalbyn Rd, AdgateAdgate Valley Reserve, Rd Adgate Valley Rd, AdgateWindmill Reserve, 111 Norton Summit Rd, Woodfordebeing of significant or high potential biodiversity value, into Heritage Agreements.</p> <p>That the Heritage Agreement applications seek to apply to those portions of the abovementioned reserves which are of significant or high potential biodiversity value, while retaining any existing dog access and established recreational use arrangements in place for each of those reserves.</p>	David Waters	In Progress	<p>Applications have been lodged for:</p> <ol style="list-style-type: none"> 1. The Dracery 2. HeathfieldLongwood Reserve 3. Hampton Reserve 4. Heron Reserve 5. RAA Tower Reserve 6. Smith RoadStone Quarry <p>29/7/24 - received 4 MAs for signing, which have been forwarded to relevant staff to progress sign off.</p> <ol style="list-style-type: none"> 1. 2024/1008 Kesbrook Stone Quarry Reserve 2. 2024/1010 The Dracery 3. 2024/1012 Heron Reserve 4. 2024/1013 Crafts West 	FALSE
28/03/2023	Ordinary Council	64/23	Fire Water Tank Upper Hermitage	<p>General - Cr Pauline Gill General - Cr Malcolm Hermann General - Cr Adrian Cheater</p>	<ol style="list-style-type: none"> 1. the report be received and noted. 2. Council acknowledges the fundraising efforts by Ms Jan Verrall and Ms Denise Eiland. 3. in view of advice by letter dated 21 February 2023 received from the CFS Regional Commander Region 2, summarised as follows:the whole of the land is needed for CFS volunteers to exercise and train the tank would not be used or maintained by the CFS, andthe Upper Hermitage site is a dangerous location to place a community water tank for use during a time of fire. <p>Council respectfully declines the offer for the donation and placement of a fire water tank at the corner of Range Road North and Warner Road Upper Hermitage.</p> <ol style="list-style-type: none"> 4. That Council staff continue to work with the CFS across the Regions to support firefighting, fire prevention and fire educational efforts. 5. That the CEO or his delegate formalises the use of the land described in attachment 5 in Final Plan 21E343 and contained in Certificate of Title 5854 Folio 841, commonly known as the Upper Hermitage tennis courts and CFS land, to the SA Country Fire Service (CFS) for its purposes. 	David Waters	In Progress	<p>Aug 24 - report to be submitted to Council in August re new long term lease.</p> <p>Community engagement undertaken with interested residents through public consultation process support for Council to pursue changes to the Code to increase character and amenity protection within the Subzone.</p> <p>Staff have also met with the Executive Director at Planning and Land Use Services to further clarify Council's position on this matter and determine possible pathways forward for a Code Amendment. This discussion was highly constructive and has clarified that a range of options are available for consideration.</p> <p>It's noted that there is crossover with the Regional Planning program and this has added an additional layer to the options available regarding this matter.</p> <p>This item was discussed at 10/10 workshop where the preliminary engagement summary and Code Amendment options were tabled for discussion.</p> <p>Based on the general support to pursue various options, the Proposal to Initiate report continues to be drafted. Additional issues have also been raised in the interim regarding non-residential uses in the Subzone and this issue will also be explored.</p> <p>A recent Council workshop (9 April 2024) confirmed that the current direction is appropriate and this has helped with adjustments to the scope of the Amendment. Next Steps as follows:</p> <p>Inform the Minister of our intention to initiate the Code Amendment detailing intending scope - ASAP</p> <p>Seek Council endorsement for approach and Proposal to Initiate - August</p> <p>Lodge the Proposal to Initiate with the State Planning Commission - September</p> <p>Draft Code Amendment - Back end of 2024</p>	FALSE
28/03/2023	Ordinary Council	67/23	Adelaide Hills Subzone Code Amendment	<p>General - Cr Nathan Daniell General - Cr Leith Mudge</p>	<p>That the report be received and noted. That the CEO progress preliminary investigations including pre-engagement with affected residents and landowners, to inform Council's position on whether a formal Code Amendment process for the Adelaide Hills Subzone will be initiated, with the CEO to table a report for Council's consideration on the matter by 22 May 2023. To instruct the CEO to inform the State Planning Commission and the Minister of Planning of Council's intention to progress preliminary investigations in preparation for a Code Amendment process for the Adelaide Hills Subzone, including the rationale.</p>	Jess Charlton	In Progress	<p>A recent Council workshop (9 April 2024) confirmed that the current direction is appropriate and this has helped with adjustments to the scope of the Amendment. Next Steps as follows:</p> <p>Inform the Minister of our intention to initiate the Code Amendment detailing intending scope - ASAP</p> <p>Seek Council endorsement for approach and Proposal to Initiate - August</p> <p>Lodge the Proposal to Initiate with the State Planning Commission - September</p> <p>Draft Code Amendment - Back end of 2024</p>	FALSE
11/04/2023	Ordinary Council	78/23	Illegal Native Vegetation Clearance	Nil	<ol style="list-style-type: none"> 1. Condemns the unapproved and excessive clearance of remnant native vegetation at 104 Mount Lefly Road, Crofters. 2. Reaffirms its unwavering commitment to protecting and restoring the Adelaide Hills natural environment. 3. Requests the Mayor write to the Minister for Climate, Environment and Water, Hon Dr Susan Close MP to request: <ol style="list-style-type: none"> a. The Native Vegetation Act 1992 be amended to increase penalties associated with the illegal clearance of native vegetation; b. The budget allocated to the Native Vegetation Council be increased to enable appropriate resources to be allocated to compliance and enforcement 4. Requests the CEO review legislative options available to strengthen Council's compliance and enforcement efforts in preventing and addressing illegal clearance of native vegetation. That as part of this review: <ol style="list-style-type: none"> a. a workshop be conducted with elected members. b. a report be provided to Council by 30 June 2023 including options that would improve Council's ability to ensure prevention, compliance, and enforcement, associated with the illegal clearance of native vegetation. 5. Requests the CEO investigate any scope for the inclusion of additional Council owned properties to be assessed for suitability to be encumbered by a Heritage Agreement for the additional protection of native vegetation on that land. That as part of this investigation: <ol style="list-style-type: none"> a. a workshop be conducted with elected members (at the same time as 4a) (above). 2. Strategic Prioritisation criteria for Main Street upgrades and activation to support placemaking outcomes be workshoped with Council Members to guide implementation priorities 	David Waters	In Progress	<p>Background/context explained at IBS April 2.</p> <p>2nd IBSB workshop for Policy occurred July 1.</p> <p>Asking Council Member feedback for incorporating into Policy.</p> <p>Workshop with Council Members occurred as part of 2023-24 ABP Development.</p>	FALSE
26/04/2023	Ordinary Council	83/23	PLEC and Main Street Projects	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To determine not to develop a Behavioural Support Policy at this point in time. 3. To request the Chief Executive Officer to prepare a report on the operation of the Behavioural Management Framework, specifically as it relates to the Adelaide Hills Council, for its April 2024 meeting. 4. That the Chief Executive Officer (or another person delegated by them) may make public comment and/or statements to the media on behalf of the Council relating to the policy, Council's position on particular issues, and operational matters. <p>Refer to Confidential Minute</p>	Greg Georgopoulos	In Progress	<p>Parts 1 and 2 - completed</p> <p>Part 3 - item will stay open on the action list until report provided to Council. Have postponed item until after the mid-term professional development for elected members. 26 August 24 (BSB on Working Together).</p> <p>Part 4 - completed - CEO has advised staff that media responses regarding enquires on policy, political or Council decisions will come from the Mayor and comment on operational matters will be from the CEO only.</p>	FALSE
26/04/2023	Ordinary Council	94/23	Development of Behavioural Support Policy for Council Members	Nil	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To undertake a two year pilot program of Environmental Upgrade Agreements, nominally commencing 1 July 2023. 3. To appoint Sustainable Australia Fund, trading as Better Building Finance, to work collaboratively with Council to establish, administer and support the delivery of Environmental Upgrade Agreements. 4. To delegate the power to the Chief Executive Officer to finalise the commencement date for the pilot program into an Environmental Upgrade Agreement on behalf of Council and declare and levy an environmental upgrade charge. 5. To report back to Council on the outcomes of the two year pilot by 30 June 2025. 	David Waters	Completed	<p>Service agreement documentation has been finalised and signed by AHC CEO and BBF.</p> <p>There has been some delays from Building Better Finance which may impact implementation.</p>	FALSE
26/04/2023	Ordinary Council	102/23	Confidential Item - Army Gillett Bkeway Stage 4 Agreement	<p>General - Cr Melanie Setlow</p>	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. To undertake a two year pilot program of Environmental Upgrade Agreements, nominally commencing 1 July 2023. 3. To appoint Sustainable Australia Fund, trading as Better Building Finance, to work collaboratively with Council to establish, administer and support the delivery of Environmental Upgrade Agreements. 4. To delegate the power to the Chief Executive Officer to finalise the commencement date for the pilot program into an Environmental Upgrade Agreement on behalf of Council and declare and levy an environmental upgrade charge. 5. To report back to Council on the outcomes of the two year pilot by 30 June 2025. 	Jess Charlton	In Progress	<p>FALSE</p>	

					That the report be received and noted.				
					That the Community Land classification over the land comprised in Certificate of Title Volume 5488 Folio 788 being Allotment 220 in filed plan 8131, known as the Bridgewater Retirement Village, be revoked.				
9/05/2023	Ordinary Council	111/23	Revocation of Community Land - Bridgewater Retirement Village	NI	That a report be provided to Council which: a. Includes the outcomes of the 2021 consultation process regarding the Proposed upgrade for Carriook Park b. Provides options for the upgrade of Carriook Park or another Park in Bridgewater.	David Waters	In Progress	Aug 24 - workshop to be scheduled to discuss Carriook Park options followed by Council report. Workshop scheduled for Dec 2024.	FALSE
23/05/2023	Ordinary Council	141/23	Electricity Tenders Post 30 June 2023 - Confidential Item	NI	Refer confidential minutes for full resolution. Council resolved to enter into a number of electricity contracts. Council also resolved that: Prior to entering into any future agreement regarding electricity with the LGAP, Council undertakes a broad and detailed analysis regarding electricity use and alternate options for electricity procurement, with a focus on renewable energy.	Gary Lewis	In Progress	The Administration is reviewing the required work to complete a broad and detailed analysis regarding electricity use and alternate options for electricity procurement, with a focus on renewable energy. A number of Councils have found themselves in similar situations and we aim to learn from their processes where possible. ERA Councils are considering a combined approach to this issue. The project lead will give a presentation on their approach to SHGA in August.	FALSE
30/05/2023	Boundary Change Committee	BCC2/23	Campbelltown City Council Boundary Change Proposal	NI	1. That the Committee recommends to Council that the CEO engage a suitably qualified person to forensically examine the Campbelltown City Council (CCC) boundary change proposal that was submitted to the Boundary Change Commission (and CCC's subsequent submissions), with a view to identifying the proposal's weaknesses (critical flaws), errors, omissions, and factual inaccuracies. That the examination also identifies areas of focus for Council to make its own case against the proposal, should the opportunity arise through a Stage 3 inquiry. 2. That once this examination has been completed that a report be presented to the Committee for consideration.	Greg Georgopoulos	Completed	31/12/23 - Budget to undertake the review was presented to Council for consideration on 28/11/2023 and endorsed. RFQ was released to the market in November 2023 and closed on 1 December. A qualified consultant has been selected and they have initiated their review following a briefing from Council.	FALSE
30/05/2023	Boundary Change Committee	BCC3/23	Community Engagement	NI	Refer confidential minute	Gary Lewis	Completed	8/05/24 - Draft report considered by Boundary Change Committee on 22 April 2024. Report provided to Council at the 14 May 2024 Ordinary Council Meeting	FALSE
13/06/2023	Ordinary Council	146/23	MON Establishing a Tree Strategy	NI	That Council develop and implement a Tree Strategy. The Tree Strategy should include actions which help Council positively impact on the environment, for example, actions may be established for the following: Planting to replace trees removed by Council to ensure a net positive impact is achieved (i.e. more trees planted than removed); increasing the quality and quantity of tree canopy within Council townships and major tourist thoroughfares; increased species diversity which complements nearby remnant vegetation; strategies to save existing trees, particularly regulated and significant trees; a strategic and data driven tree planting program. Consideration be given for endemic species to be a priority where appropriate. That a Council workshop be held with elected members to seek their input into the preparation of the draft Tree Strategy. That a draft Tree Strategy be put out to public consultation prior to the final version being endorsed by Council. 1. Mayor Wisdom writes to the Minister for Transport and Infrastructure, Hon Tom Koutsantonis MP, concerning traffic congestion at the intersection of Magill Road and Horton Summit Road and lack of public transport in Woodroffe and Terange areas. In the letter Council requests the Department of Infrastructure and Transport explore the roundabout option as outlined in the Woodroffe Land Development Part B: Traffic Management Plan of 2017 and detail its findings back to Council. That the Department revise its traffic modelling to include the additional traffic generated by the Morlatia High School, prioritise an investigation in to extending bus routes down Glen Stuart Road, Woodroffe and into Terange and detail its findings back to Council. 2. Council investigate implementing parking restrictions on Glen Stuart Road between Grant Street and Keryne Road on the western side to limited parking of no standing zones between Bam to 4pm, Monday to Friday and Bam to 12pm on Saturdays. That Council write to Campbelltown City Council and request they investigate implementing parking restrictions on Glen Stuart Road between Olive Street and Koongarra Ave, and Koongarra Ave and Moulas Road on the eastern side to limited parking of no standing zones between Bam to 4pm, Monday to Friday and Bam to 12pm on Saturdays.	David Waters	In Progress	Draft Tree Strategy is undergoing consultation.	FALSE
13/06/2023	Ordinary Council	147/23	MON Traffic Issues Woodroffe & Terange	General - Cr Pascale	That Council write to Campbelltown City Council and request they investigate implementing parking restrictions on Glen Stuart Road between Olive Street and Koongarra Ave, and Koongarra Ave and Moulas Road on the eastern side to limited parking of no standing zones between Bam to 4pm, Monday to Friday and Bam to 12pm on Saturdays. 1. That the report be received and noted. 2. To commit a portion of the capital funding included in the 2023-24 Annual Business Plan for a New Dog and Cat Facility, to make upgrades to the current facilities at Heathfield to provide immediate additional capacity to hold dogs and cats whilst medium to long term options are further explored. 3. To delegate to the CEO and Mayor to write to both the Local Government Association, the Dog & Cat Management Board and all State Members of Parliament advocating for their leadership to develop a solution to the current issues impacting the whole of the Local Government sector in relation to the housing and rehoming of dogs and cats. 4. To delegate to the CEO or his delegates to commence formal discussions with Council's immediate adjoining Councils, or other Councils or stakeholders, to investigate options for a regional solution should there be no solution put forward by either the Local Government Association or the Dog & Cat Management Board.	David Waters	In Progress	Letters for items 1 and 2 have been sent. A response has recently been received from CCC indicating they do not support the proposed changes to parking restrictions along Glen Stuart Rd.	FALSE
27/06/2023	Ordinary Council	177/23	Dog & Cat Pound Facilities	NI	1. That the report be received and noted. 2. To commit a portion of the capital funding included in the 2023-24 Annual Business Plan for a New Dog and Cat Facility, to make upgrades to the current facilities at Heathfield to provide immediate additional capacity to hold dogs and cats whilst medium to long term options are further explored. 3. To delegate to the CEO and Mayor to write to both the Local Government Association, the Dog & Cat Management Board and all State Members of Parliament advocating for their leadership to develop a solution to the current issues impacting the whole of the Local Government sector in relation to the housing and rehoming of dogs and cats. 4. To delegate to the CEO or his delegates to commence formal discussions with Council's immediate adjoining Councils, or other Councils or stakeholders, to investigate options for a regional solution should there be no solution put forward by either the Local Government Association or the Dog & Cat Management Board.	Jess Charlton	In Progress	Jan 24 - works continue the Heathfield site for the temporary facility December 23 - Preliminary site works have started for cat holding facilities as well as site works to create dog enrichment area to be able to hold dogs for longer periods Letters have been sent per resolution No. 3 which have been acknowledged. March 24 - initial upgrade works at Heathfield Dog holding facility have been completed. Council has commenced trying to rehoming animals direct rather than relying on shelters (where appropriate). June 24 - In discussion with District Council of Mount Barker regarding possible feasibility study for regional facility.	FALSE
25/07/2023	Ordinary Council	186/23	Road Safety Analysis Lobethal	NI	The Chief Executive Officer arranges for staff to undertake an in-house road safety assessment into speeding and increased road use on Ridge Road and Mill Road, Lobethal, both of which are becoming used as a thoroughfare for road users attempting to avoid traffic on Main Street. If the outcomes of the road safety assessment deem it necessary, that options to discourage road users from choosing these roads instead of the Main Street and combat speeding be explored using an external professional (including but not limited to the installation/construction of chicanes, speed bumps or additional signage). The Chief Executive engages with the Department for Education and Child Development regarding increased road usage and speeding vehicles on Mill Road, which affects all traffic and pedestrians to and from the primary school. A report be prepared detailing the outcomes of this assessment for Council's consideration at the ordinary meeting scheduled for 24 October 2023.	David Waters	In Progress	Draft report from the traffic consultant has been received and being reviewed by staff.	FALSE
8/08/2023	Ordinary Council	214/23	Corporate Carbon Management Plan	NI	1. That AHC recognises that climate change is already having a negative impact on AHC communities and this will continue with increasing severity. 2. That AHC recognises local government has a leadership role to play in reducing greenhouse gas emissions as a matter of urgency, as well as attempting to address the effects of climate change on our community, and 3. That staff hold workshops with elected members to explore options available to address both the causes and effects of climate change, including: How we can incorporate actions to address the causes and effects of climate change in our Strategic Plan; Present progress in implementing the recommended actions in the Corporate Carbon Management Plan in the time since that plan was adopted; Present planned actions and other feasible options, with timelines and cost benefit analyses, that can reduce the carbon footprint of the AHC and the AHC area; Present planned actions and other feasible options, with timelines and cost benefit analyses, that can reduce the impacts of climate change on our communities; and Discuss the best strategy to continue to progress AHC action on this urgent issue.	David Waters	In Progress	A further Council Member workshop on the review of the Carbon Management Plan was held 5 August 2024. Feedback from the workshop to be considered in the development of the draft Plan.	FALSE

12/02/2024	Audit Committee	AC/3/24	Amy Gillett Bikeway Stage 4 Prudential Review	Cr M Selwood - General Cll	Refer confidential minute	David Waters	Completed	Referred as per confidential minute	TRUE
					<p>1. That the report be received and noted.</p> <p>2. That Council allocates a further \$350,000 in capital funding towards the Adelaide Hills War Memorial Swimming Centre Splash Park Project in the 2024-2025 financial year, bringing the total budget available for the project to \$750,000, with the nominal funding breakdown as follows: Council general funding \$150,000 Council from Commonwealth LRCIP Phase 3 \$200,000 Council from Commonwealth LRCIP Phase 4 \$200,000 AHMMSIC Inc \$200,000 TOTAL \$750,000</p> <p>3. That the Commitment of Council's additional \$350,000 in capital funding towards the Splash Park is conditional a contribution of \$200,000 from the Adelaide Hills War Memorial Swimming Centre Committee.</p> <p>4. That a draft standalone Asset Management Plan be prepared for the Adelaide Hills War Memorial Swimming Centre (AHMMSIC).</p> <p>5. That Council discuss the summary report findings and AHMMSIC draft Asset Management Plan at a future workshop and consider allocation of additional funding in the Long Term Financial Plan review process to implement other short, medium and long term recommendations coming out of the Adelaide Hills War Memorial Swimming Centre Feasibility Study.</p> <p>6. Note that Administration is currently processing the return of the Adelaide Hills War Memorial Swimming Centre Committee's \$200,000 funding allocation to the Splash Pad Project until a successful tenderer has been selected for the larger \$750,000 Splash Park.</p>			Aug 2024 - The Administration is progressing project planning for the Splash Park project, with a tender processes recently commenced. to commence in July.	
13/02/2024	Ordinary Council	19/24	Adelaide Hills Woodside Memorial Swimming Centre Feasibility Study Outcomes	Nil	Council issues.	David Waters	In Progress	In addition, Administration is also commencing work on an Asset Management Plan for the Pool which will be presented to Council in the near future.	FALSE
					<p>1. That the report be received and noted.</p> <p>2. That the Council endorse the Building Insurance Grant Guidelines for Community Owned Halls as contained in Appendix.</p> <p>3. That the Chief Executive Officer be authorised to make changes to the Guidelines, not affecting the substantive intent and direction, as may be required from time to time, to ensure the issuing of grants remains in line with the intent of the Community and Recreation Facilities Framework.</p> <p>4. That the Building Insurance Grant Guidelines are reviewed in 12 months.</p>	David Waters	In Progress	Aug 24 - Actions in progress. Guidelines to be reviewed in Feb 2025.	FALSE
13/02/2024	Ordinary Council	20/24	CRPF Community Halls Insurance Grant Guidelines Report	Nil	Refer to Confidential Minute	Oreg Georopoulos	In Progress	Being actioned as per confidential minute	TRUE
13/02/2024	Ordinary Council	34/24	CEO Performance Review Panel Recommendation (Decision 2) (Deferred Item)	Nil	Refer to Confidential Minute	Oreg Georopoulos	In Progress	Being actioned as per confidential minute	TRUE
19/02/2024	Audit Committee	AC/7/24	Local Government Income Protection Fund (LGIPF) Report	Nil	2. To recommend to Council that the report on LGIPF be referred to the CEO for consideration in the	Gary Lewis	Completed	The report was presented to Council at the 23/4/24	FALSE
					<p>1. That the report on the 2023/24 Budget Review 2 be received and noted.</p> <p>2. To recommend to Council the proposed budget adjustments presented in Budget Review 2 which result in: a. a change to the Operating Surplus from of \$568,000 to an Operating Deficit of \$487,000 for the 2023-24 financial year.</p> <p>b. The Operating Surplus ratio of -0.2%, lies outside the approved range of 1.0% to 5.0%.</p> <p>c. A reduction of \$605,000 in capital expenditure for the 2023-24 financial year to reflect estimated carry forwards relating to project delivery resulting in a revised capital expenditure budget for 2023-24 of \$25m.</p> <p>d. Net Borrowing Result for the 2023-24 financial year being reduced by \$1.3m from \$10.4m to \$9.1m.</p> <p>e. The Operating Surplus Ratio using the underlying surplus method of 1.7% lies within the approved range of between 1% and 5%.</p> <p>f. The Net Financial Liabilities Ratio of 62% lies within the approved range of 25% to 75%.</p> <p>g. The Asset Renewal Ratio of 130% slightly exceeds the approved ratio from Budget Review 1 of 113.2%. Noting the average annual long term target range is between 95% to 100% be approved.</p> <p>3. Council authorises the CEO prepare to a report with recommendations for the Audit Committee meeting being held</p>				
19/02/2024	Audit Committee	AC/7/24	Adelaide Hills Council Budget Review 2	Nil		Gary Lewis	Completed	LGRS have been engaged to assist Council in reviewing their risk management processes.	FALSE
19/02/2024	Audit Committee	AC/12/24	Risk Management and Audit Review	Nil	<p>1. That the report on Risk Management and Audit Review be received and noted.</p> <p>2. That Administration will propose a process for reviewing risk management and auditing procedures at the 15 April Audit Committee meeting.</p>	Oreg Georopoulos	In Progress	High level process presented to Audit Committee on 20 May 24.	FALSE
					<p>Council resolved at 27/2/24 meeting: 1. That the petition signed by 21 signatories requesting improvements to the pathway along Loderhol Road between Lenswood Primary School and the general store in Lenswood to be received and noted. 2. That maintenance work be undertaken to improve the surface condition of the existing roadside verge. 3. That a proposal for further improvements to the pathway be considered as part of the 2024-25 Annual Business Plan and Budget deliberations.</p> <p>4. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.</p> <p>Chris please also include a letter to the client outlining the outcome and works to be completed (including approx date of expected completion)</p>			Maintenance work has been undertaken to improve the surface condition of the existing roadside verge.	FALSE
27/02/2024	Ordinary Council	38/24	Miss Karamanis - Petition - Pathway between Lenswood Primary School and General Store	Nil		David Waters	Completed		FALSE
					<p>1. Council notes that there is a trial of options regarding FOGO kerbside collection currently in progress.</p> <p>2. The CEO prepare a report to Council exploring the provision of fortnightly FOGO kerbside collection to Paracombe and other comparable clusters of smaller residential properties outside the current service areas, before the trial is completed;</p> <p>3. The report include: a. Financial implications; b. Boundary of most populated areas within which FOGO kerbside collection could be achievable; c. Recommendations to Council regarding the implementation of FOGO bins in Paracombe; and other comparable clusters of smaller residential properties outside the current service areas d. Any other relevant matters;</p> <p>4. The report be returned no later than 30 May 2024.</p>	David Waters	Completed	Matter completed - Investigation into the provision of Food Organic Garden Organic bins to Paracombe has been completed and a report provided to Council at the 28 May 2024 Ordinary Council meeting.	FALSE
27/02/2024	Ordinary Council	39/24	Provision of fortnightly FOGO kerbside collection to Paracombe	Nil					FALSE
27/02/2024	Ordinary Council	40/24	Community Meetings	Nil	<p>1. The Adelaide Hills Council organises and runs at least four Community Meetings a year in different locations across Adelaide Hills Council to give community members, Council staff and Elected Members the opportunity to connect, hear the voices of community members on current issues and help ensure community members are aware of Council initiatives. 2. This schedule of quarterly events should commence in the first financial quarter of next financial year - from July 2024 - to give staff time to plan and schedule events.</p>	Gary Lewis	In Progress	Administration is in discussion with Fabrik about the first community forum of the new FY to be held in September.	FALSE
					Under section 75B of the Local Government Act 1999 Cr Melanie Selwood disclosed a General Election 749 Conflict of Interest in Item 15.2 Amy Gillett Bikeway, the nature of which is as follows: Cr Melanie Selwood advised the meeting her private interest would not result in her acting in manner contrary to her public duty and intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.			Refer to Confidential Minute	TRUE
27/02/2024	Ordinary Council	55/24	Amy Gillett Bikeway - Prudential Report and Construction Funding	Nil	Refer to Confidential Minute	David Waters	Completed		TRUE
12/03/2024	Ordinary Council	42a/24	12.2 Council and Information or Briefing Sessions Time and Place of Meetings	Nil	The report be received and noted.	Oreg Georopoulos	In Progress	schedule. These dates are on the website.	FALSE
12/03/2024	Ordinary Council	64/24	12.2 Attendance Records of Elected Members at Information and Briefing Sessions	Nil	<p>Elected Members full or partial attendance at Information and Briefing Sessions, along with Section 41 Committees, be recorded and reported on the Council agenda monthly.</p> <p>That the attendance records are included in the Annual Report along with the meeting attendance records.</p> <p>Administration report findings from the play space communication board pilot projects back to Council upon completion.</p> <p>Administration further investigates communication access and physical access for play spaces in the region, in line with the Disability Access and Inclusion Plan review. Findings and costings are reported back to Council upon completion and are included in future iterations of the Play Space Policy and Annual Business Plan and Budgeting processes.</p> <p>Play spaces upgrades continue to consider inclusive and accessible elements in designs.</p>	Oreg Georopoulos	Completed	Attendance records will be included in the Annual report	FALSE
12/03/2024	Ordinary Council	65/24	Creating more accessible and inclusive play spaces	Nil		David Waters	In Progress	Aug 24 - The communication board pilot board project is progressing, with boards expected to be installed at sites in the coming weeks.	FALSE
								Evaluation of the communication board pilot is expected to take several months to complete, with findings expected to be provided to Council towards the end of 2024.	FALSE

12/03/2024	Ordinary Council	66/24	Business Plan including forward budget projections for FABRIK	NI	The CEO prepares a report to present to Council outlining the Business Plan for Fabrik. It should detail the plan for how Fabrik is to be marketed, started, what it will produce and how, what services it will offer, and include forward financial estimates over 1, 3, 5 and 10 years. This report should be presented to Council no later than May 2024.	Jess Charlton	Completed	A workshop was conducted with Council on 6 May 2024 regarding the draft Business and Implementation Plan.	The completed Plan was received by Council on 28 May 2024.	FALSE
12/03/2024	Ordinary Council	67/24	Which bin stickers on all green and yellow bins	NI	Adelaide Hills Council works with Green Industries SA to undertake an investigation into the printing of stickers for every yellow and green bin in the Adelaide Hills Council, and then with Australia Post (or other distribution network) to send them to every bin user in the district to place on their bins. A report detailing the outcome of the investigation be provided to Council for consideration by no later than 31 May 2024.	David Waters	Completed	Matter completed - Investigation into the use of Which Bin stickers has been completed and a report provided to Council at the 28 May 2024 Ordinary Council meeting.		FALSE
12/03/2024	Ordinary Council	70/24	Revised Policy for Community Consultation - Management of Built Heritage	NI	That the report be received and noted. To approve the draft Management of Built Heritage Policy as contained in Appendix 1 for community consultation.	Jess Charlton	Not Started	Engagement on this policy will be aligned to the preliminary engagement process associated with the Local Heritage Code Amendment		FALSE
12/03/2024	Ordinary Council	71/24	Proposed Norton Summit Land Purchase	NI	General Conflict of Interest, Cr Leith Mudge - Item 12.2 Proposed Norton Summit Land Purchase Under section 75B of the Local Government Act 1999. Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.2. General Conflict of Interest, Cr Adrian Cheater - Item 13.2 Proposed Norton Summit Land Purchase Under section 75B of the Local Government Act 1999. Cr Adrian Cheater disclosed a General (section 74) Conflict of Interest in Item 13.2.	David Waters	In Progress	Ag 24 - DA liaison re land division progressing		FALSE
26/03/2024	Ordinary Council	82/24	Road Closure Decision - Unmade public road adjacent 474b Springhead Road Mount Torrens	NI	1. That the report be received and noted. 2. The land marked "B" in Preliminary Plan No. 22/0032 (known as the Road Land) be declared surplus to Council's requirements. 3. That the Chief Executive, or his delegate, are authorized to negotiate with the owners of 474b Springhead Road, Mount Torrens for the sale and transfer of the piece marked "B" in Preliminary Plan No. 22/0032 for the sum of \$35,000 plus GST, together with all fees and charges associated with the road closure process. 4. That Council's approval of the sale and transfer of the land be subject to the provision for a statutory easement in favour of Telstra as per their interest in the land, together with a Right of Way for foot traffic access in favour of the owners of the adjacent land, being Lot 2 in Filed Plan 1236. 5. Subject to agreement from the owners of 474b Springhead Road, Mount Torrens to purchase the Road Land for the sum of \$35,000 plus GST, to make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1992 to close and merge the pieces of land identified as "B" in the Preliminary Plan No. 22/0032 attached to this report with Allotment 24 Deposited Plan 62438 comprised in Certificate of Title Volume 5911 Folio 128. 6. That upon the deposit of the Road Closure, the land will be excluded from the classification of Community Land and not be included in Council's Community Land Register. 7. That the Chief Executive Officer, and Mayor, be authorised to finalise and sign, and seal if necessary, all documentation to close and sell the above portion of closed road pursuant to this resolution.	David Waters	In Progress	August 2024 - Actions progressing waiting on final road closure documents from conveyancer and final plan from Surveyor		FALSE
26/03/2024	Ordinary Council	83/24	Black Snake Road and Lucky Hit Road Birdwood	NI	1. That the petition signed by 38 signatories requesting Council to undertake a review of the vehicle usage of Black Snake Road Birdwood with the objective of improving road safety be received and noted. 2. That a new traffic count be carried out to ascertain the current traffic volumes along Black Snake Road, Birdwood and that staff consider any appropriate road signage or other safety measures in light of the outcome. 3. That the tree of concern be assessed for stability with appropriate remedial action taken, if required. 4. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	David Waters	In Progress	Tree Management Job 106894 for the removal of the Eucalyptus camaldulensis - River Red Gum - at 90 Black Snake Rd Birdwood was completed by the AHC internal job team on the 4th April 2024. Traffic counters to be deployed the week commencing 20 May 2024 and initial analysis completed by 30 June 2024.		FALSE
26/03/2024	Ordinary Council	84/24	Investigating the merits of a Community Renewables Program based on the success at City of Mitcham	NI	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.	David Waters	Completed	The PPA investigation is ongoing.		FALSE
26/03/2024	Ordinary Council	85/244	Fire, Wastewater and Animal Management	NI	1. Reviews the Council's Enforcement Policy and provides recommendations for updates. 2. Reviews the current educational and enforcement practices, assesses their effectiveness with particular focus on fire prevention, wastewater systems and environmental impacts, animal management and building/planning compliance and provides recommendations for alternate practices (if appropriate). 3. If recommendations are made to consider changes to the Enforcement Policy and/or alternate educational and compliance practices, include detailed information in relation to how that would be delivered, resourced and the financial implications of any recommendations. 4. Investigates the financial and resourcing implications of adding specialised officers for compliance and educational opportunities in the areas of: Fire prevention Wastewater and associated environmental impacts Animal management 5. Assumes no reduction in existing compliance officer resourcing and consider the specialised officer roles as additional.	Jess Charlton	Completed	Report presented to Council. Enforcement Policy adopted and implemented. Planning how to implement additional education and enforcement with regards to Fire Prevention		FALSE
26/03/2024	Ordinary Council	89/24	Statewide Bushfire Hazards Code Amendment - Adelaide Hills Council Submission	NI	That the submission (as contained in Appendix 2) on the draft State-wide Bushfire Hazards Overlay Code Amendment, be endorsed and forwarded to the South Australian Planning Commission that the Chief Executive Officer be authorised to make any necessary minor amendments to finalise the submission, providing the changes do not affect the intent of the submission.	Jess Charlton	Completed	The AHC Submission was forwarded on to the State Planning Commission for Consideration		FALSE
26/03/2024	Ordinary Council	87/24	Event Proposal - Multi Year Rally Proposal	NI	General Conflict of Interest, Cr Louise Pascale - Item 12.1 Event Proposal - Multi Year Rally Proposal Under section 75B of the Local Government Act 1999. Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 12.1.	Gary Lewis	In Progress	The CEO has approved the requested road closures for the 2024 event as all conditions have been met.		FALSE
26/03/2024	Ordinary Council	93/24	Ashton Landfill	NI	Refer to Confidential Minute	David Waters	In Progress	Confidential Item		TRUE

26/03/2024	Ordinary Council	97/24	Trans Formal Energy Group	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	Refer to confidential minute	TRUE
26/03/2024	Ordinary Council	100/24	Special CEO Performance Review Panel Committee Minutes of Meeting 21 March 2024	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	refer confidential minute	TRUE
9/04/2024	Ordinary Council	106/24	Petition - Maintain Council decision regarding no citizenship on 26 January	Nil	That the petition signed by 116 signatories requesting that Adelaide Hills Council maintain its current decision to move citizenship and awards ceremonies away from January 26 be received and noted. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	Greg Georgopoulos	Completed	Administration wrote to petitioners notifying them of outcome of 9 April 2024 meeting	FALSE
9/04/2024	Ordinary Council	107/24	Proposed Disposal of Council Land, Norton Summit	Nil	That the report be received and noted. The land known as Pieces 1 and 2 Filed Plan No. 267220 located off Nicholls Road, Norton Summit and contained in Certificate of Title Volume 6261 Folio 497 be declared surplus to Council's requirements. To dispose of the subject land to the owner of 105 Nicholls Road, Norton Summit for the amount of \$5,000 (plus GST), subject to the owner of 105 Nicholls Road, Norton Summit paying for all costs associated with the settlement and transfer of the land including final survey fees, conveyancing fees, transfer and government charges and any other charges relating to the sale of the land. That upon settlement of the land that Pieces 1 and 2 be merged with the existing Certificate of Title at 105 Nicholls Road, Norton Summit.	David Waters	In Progress	August 2024 - surveyor working on plan of amalgamation & listing with conveyancer	FALSE
9/04/2024	Ordinary Council	108/24	Community Energy Upgrade Funds	Nil	That the Chief Executive Officer and Mayor be authorised to finalise, sign, and seal (if necessary), all documentation to dispose of the above portion of land pursuant to this resolution. 1. That the report be received and noted. 2. To apply for Round 1 of the Community Energy Upgrades Fund (CEUF) for the design and installation of a Building Management System with a total estimated value of \$195,000, with funding comprising \$97,500 from the CEUF\$97,500 from Council funds 3. That subject to the application being successful, include the funding in the Council's Annual Business Plan and budget for 2024-25. 4. That the Chief Executive Officer be authorised to finalise the detail of the funding proposal between now and the funding application deadline, and, if necessary, adjust aspects of the application and scope of work to ensure the project can be accommodated within the funding allocation outlined.	David Waters	Completed	Application prepared and submitted on Monday 29 April 2024.	FALSE
9/04/2024	Ordinary Council	111/24	CEO Performance Review Panel - Special Meeting 28 March 2024	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	refer confidential minute	TRUE
9/04/2024	Ordinary Council	116/24	CEO Performance Review Process 2024/25	Confidential Item Under section 75B of the Local Government Act 1999 O Mark Osterstock disclosed a General (section 74) Conflict of Interest in Item 19.3 CEO Performance Review Process 2024/25.	Refer to Confidential Minute	Greg Georgopoulos	Completed	refer confidential minute	TRUE
9/04/2024	Ordinary Council	119/24	CEO Development Plan	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	refer confidential minute	TRUE
9/04/2024	Ordinary Council	122/24	Appointment of the Gawler River Floodplain Management Authority Chairperson	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	Confidential item being actioned	TRUE
15/04/2024	Audit Committee	AC15/24	2023-24 External Audit Plan	Nil	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.	Gary Lewis	Completed	Report going to Council on 23 July 2024 to recommend approval of the 2023-24 External Audit Plan by BDO Audit Pty Ltd.	FALSE
15/04/2024	Audit Committee	AC16/24	Annual Business Plan 2024-24 Draft for Consultation	Nil	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. 4. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organization wide service delivery review including a detailed review of building and property assets. Or Option 2: That the report on the Annual Business Plan 2024-25 Draft for Consultation be received and noted. 1. That the Council notes that the Committee has reviewed the draft Annual Business Plan 2024-25 (ABP), as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability. 2. That adjustments to the draft ABP be made to bring the Operating Result to a break-even level by one of the following options a) Increasing Rates by inflation (CPI + 0.4%) and an additional 1% b) Net Financial Liabilities ratio of 0.85% (outside the approved target range of 1% to 5% surplus), c) Net Financial Liabilities ratio of 0.7% (within the approved target range of 25% to 75%) and d) Asset Sustainability Ratio of 100% (within the approved target range of 85% to 100%) 3. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organization wide service delivery review including a detailed review of building and property assets. 4. That Council notes that the Committee noted that the Customer Relationship Management System and the Army Gillett Bikeway Project are one off costs that will not impact on surplus in the future and have limited impact on financial sustainability over the long term. The committee also noted that depreciation is an ongoing increase to Council's expenses and is therefore a challenge to financial sustainability. 5. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organization wide service delivery review including a detailed review of building and property assets. Or Option 2: That the report on the Annual Business Plan 2024-25 Draft for Consultation be received and noted. 1. That the Council notes that the Committee has reviewed the draft Annual Business Plan 2024-25 (ABP), as contained in Appendix 1, in terms of the assumptions underpinning the Plan, its consistency with the Strategic Management Plans and the adequacy of the plans in the context of maintaining financial sustainability. 2. That adjustments to the draft ABP be made to bring the Operating Result to a break-even level by one of the following options a) Increasing Rates by inflation (CPI + 0.4%) and an additional 1% b) Net Financial Liabilities ratio of 0.85% (outside the approved target range of 1% to 5% surplus), c) Net Financial Liabilities ratio of 0.7% (within the approved target range of 25% to 75%) and d) Asset Sustainability Ratio of 100% (within the approved target range of 85% to 100%) 3. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organization wide service delivery review including a detailed review of building and property assets. 4. That Council notes that the Committee noted that the Customer Relationship Management System and the Army Gillett Bikeway Project are one off costs that will not impact on surplus in the future and have limited impact on financial sustainability over the long term. The committee also noted that depreciation is an ongoing increase to Council's expenses and is therefore a challenge to financial sustainability. 5. That the CEO be asked to conduct a review into Council's long term financial sustainability, which will include an organization wide service delivery review including a detailed review of building and property assets.	Gary Lewis	Completed	Completed at workshop 6 May 2024	FALSE
23/04/2024	Ordinary Council	127/24	Ternidge Residents Association - Traffic hazard of speeding along residential streets in Ternidge	Nil	1. That the petition signed by 50 signatories requesting Council to undertake an investigation and provide a solution to the traffic hazard of speeding along Ternidge Drive and Woodland Way Ternidge be received and noted. 2. A traffic count be carried out to ascertain the current traffic volumes and speed of vehicles travelling along Ternidge Drive and Woodland Way Ternidge. 3. That should prevailing speeds be found to be excessive, that further action be taken including, but not limited to: Consideration of measures to calm traffic and/or increase driver awareness of the matter to SA Police for speed enforcement 4. Any additional budget allocations associated with the above should be referred to the Council's normal budget process for consideration. 5. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.	David Waters	In Progress	Traffic counters to be deployed to Woodland Way and Ternidge Drive the week commencing 20 May 2024 and initial analysis completed by 30 June 2024.	FALSE
23/04/2024	Ordinary Council	128/24	Investigation of temporary support for Stirling Mainstreet Businesses	Council	That the report be received and noted. 2. To fund the Stirling Business Association Levy shortfall resulting from the decreased valuation of the Stirling Mall property at a cost of approximately \$3,000 for three years from 2024-25. 3. To develop and implement a targeted marketing campaign to increase customer visitation to Stirling, through engagement of a consultant and with a budget allocation of \$20,000 in 2024-25 to be included in the draft Annual Budget and Business Plan 2024-25 for consultation and consideration by Council, contingent upon the Stirling Business Association making a financial contribution to any targeted marketing campaign. 4. That Council staff promote to small business in Stirling the one-on-one assistance available to business owners to improve their business skills and capability and where appropriate facilitate referrals.	Jess Charlton	In Progress	ABP adopted by Council on 17/24, including \$3000 for levy shortfall and \$20,000 for a marketing campaign.	FALSE
23/04/2024	Ordinary Council	130/24	Local Government Income Protection Fund	Nil	That the CEO consider the information presented in the report during Employee Development Agreement negotiations commencing 1 July 2025. That the report be received and noted.	Ashley Curtis	Completed	That report presented at 23/4 meeting will be considered during Employee Development Agreement negotiations commencing 1 July 2025. GRFMA has been advised in writing of the Council's resolution.	FALSE
23/04/2024	Ordinary Council	131/24	GRFMA Annual Business Plan	Nil	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: 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. That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils. 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.	Greg Georgopoulos	Completed	Constituent Councils have also been notified. CEO has met with GRFMA Chair regarding establishing process for dispute and ending membership. Decision to not approve annual business plan and budget has been replaced by Council decision to approve annual business plan and Budget on 23 July 24 (262/24)	FALSE

23/04/2024	Ordinary Council	138/24	Appointment of Council Assessment Panel (CAP) Independent Members	Nil	Refer to Confidential Minute	Greg Georgopoulos	Completed	refer confidential minute	TRUE
14/05/2024	Ordinary Council	143/24	Annual Business Plan 2024-25 Draft for Consultation	Nil	1. That the Annual Business Plan 2024-25 Draft for Consultation report be received and noted. 2. To endorse the draft 2024-25 Annual Business Plan to enable progression to the next stage of community consultation (Recommended); That is to: To endorse the draft Annual Business Plan 2024-25 (ABP) as contained in Appendix 1 for community consultation in accordance with Section 123 of the Local Government Act 1999, which includes a budget with an average residential rate rise of 6.78% resulting in the following financial sustainability targets as set by Council: Operating Surplus of \$165,000(adjusted Operating surplus ratio of 0.56% (target of 1% to 5%)(Net financial liabilities ratio of 55% (target of 25% to 75%)(Asset sustainability ratio of 100% (target of 90% to 100%)) 3. That the CEO be authorised to Make any formatting, nomenclature or other minor changes to the ABP prior to being released for public consultation and/Determine the consultation timing, media and processes while ensuring consistency and compliance with the provisions of applicable legislation and Council's Public Consultation Policy.	Ashley Curtis	Completed	Consultation commenced 30/5 as per report and will close 11/6 with all results presented to Council at the special meeting on the 18/6.	FALSE
14/05/2024	Ordinary Council	161/24	Forensic Analysis of Boundary Change Submission	Under section 75B of the Local Government Act 1999 O Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 19.1	Refer to Confidential minute	Greg Georgopoulos	Completed		TRUE
14/05/2024	Ordinary Council	164/24	Strategic Communication and Engagement Plan Woodforde, Terlingie and Restrover	Under section 75B of the Local Government Act 1999 O Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 19.2.	Refer to confidential minute.	Greg Georgopoulos	Completed		TRUE
20/05/2024	Audit Committee	AC21/24	Budget Review 3	Nil	1. That the report be received and noted. 2. To recommend to Council the proposed budget adjustments presented in Budget Review 3 which result in: a. A decrease in the Operating Surplus from \$571k to \$473k for the 2023-24 financial year. b. A reduction to the capital expenditure budget for 2023-24 of \$3.05m bringing the total budget to \$2.15m. c. Proposed financial sustainability indicators: i. Operating Surplus Ratio 0.8% (Target 1% to 5%) ii. Net Financial Liabilities Ratio 50% (Target 25% to 75%) iii. Asset Renewal Funding Ratio 111% (Target 90% to 100%) 3. To recommend to Council that the CEO continues to investigate means of returning the 2023/24 budget Operating Surplus to the approved range of 1% to 5%. 4. To recommend to Council that, in view of the work in progress write offs of \$632k over the past three (3) financial years, the CEO undertakes a review of the controls and processes for accounting for works in progress.	Gary Lewis	Completed	Budget Review was adopted on 28/05/2024.	FALSE
20/05/2024	Audit Committee	AC23/24	Internal Financial Controls Update	Nil	1. That the Internal Financial Controls report be received and noted. 2. To note the further developments and improvements that have been made to Council's internal controls environment. 3. Request the CEO to prepare a remediation plan for controls rated three (3) or lower by either the reviewer or the assessor.	Gary Lewis	In Progress	Actions pending the appointment of new Manager Financial Services.	FALSE
20/05/2024	Audit Committee	AC24/24	Public Interest Disclosure Arrangements and Compliance	Nil	The Audit Committee resolves that the Public Interest Disclosure Arrangements and Compliance report be received and notes that there have been no Public Interest disclosures made since May 2023.	Greg Georgopoulos	In Progress	PID Training completed by staff PID Policy review delayed until new policy staff member is recruited.	FALSE
28/05/2024	Ordinary Council	168/24	Mount Lofty Football Club Electronic Scoreboard	Nil	1. The CEO conducts an investigation and provides a report on the proposal from the Mount Lofty Football Club, seeking financial assistance for the erection of an electronic scoreboard at the Hamstead Oval. 2. That the report provides (but not limited to): a. An assessment of the merits of the proposal against council policy regarding grants of this nature to recreation facilities, including (but not limited to), the Community and Recreation Facilities Policy and the criteria for Community and Recreation Facility Grants. b. Alternative sources of funding for this project should Council not provide full funding of the requested amount. c. Other ways, financial and non-financial, that Council could provide support for this project. 3. The report to be submitted with staff recommendations, on or before the Council meeting when council considers the responses received from the public consultation on the Annual Business Plan	David Waters	Completed	July 2024 update: Report went to 25 June 2024 Council meeting	FALSE
28/05/2024	Ordinary Council	169/24	Onkaparinga Football Club Unisex Changerooms	Nil	1. The CEO conducts an investigation and provides a report on the proposal from the Onkaparinga Football Club seeking financial assistance towards the erection of Unisex change rooms at the Johnson Memorial Park, Balhannah; 2. That the report provides (but not limited to): a. An assessment of the merits of the proposal against council policy regarding grants of this nature to recreation facilities, including (but not limited to), the Community and Recreation Facilities Policy and the criteria for Community and Recreation Facility Grants. b. Alternative sources of funding for this project should Council not provide full funding of the requested amount. c. Other ways, financial and non-financial, that Council could provide support for this project. 3. The report to be presented to council with staff recommendations, on or before the date when council considers the response to the Annual Business Plan consultation.	David Waters	Completed	Update July 2024 - Report went to 25 June 2024 Council meeting	FALSE
28/05/2024	Ordinary Council	170/24	Crafters Village Pedestrian Connections	Nil	1. Council notes the Crafters Village Design Guidelines, adopted by Council on 15 December 2020, includes an opportunity to "improve pedestrian connections across the main street and between key destinations" and specifically identifies the potential for raised pedestrian crossings on the main street. 2. Council notes that a range of changes impacting traffic and pedestrian movements since that time have occurred, including the addition of a third lane on the South Eastern Freeway between Stirling and Crafters and the Park and Ride facility currently under construction. 3. The CEO engage with the Department for Infrastructure and Transport, to establish the feasibility of, and requirements to deliver a raised pedestrian crossing on the Crafters Main Street, including at the location conceptualised in Appendix 1. 4. The CEO report back on the outcome of the above, including an estimate of cost of any feasible options and an appraisal of potential external sources of funding, by 30 December 2024.	David Waters	In Progress	Draft correspondence to DfI to be prepared.	FALSE
28/05/2024	Ordinary Council	171/24	Adelaide Hills Region Waste Management Authority - Draft 2024/25 Annual Business	Nil	1. That the report on the Adelaide Hills Region Waste Management Authority - Draft 2024-25 Annual Business Plan and Budget be received and noted. 2. To approve the Adelaide Hills Region Waste Management Authority Draft Annual 2024-25 Business Plan and Budget (incorporating updated Long Term Financial Plan) 3. That the CEO is to advise the Adelaide Hills Region Waste Management Authority Board that Council has reviewed and approved the Adelaide Hills Region Waste Management Authority Draft Annual 2024-25 Business Plan and Budget (incorporating updated Long Term Financial Plan).	Greg Georgopoulos	Completed	Council resolved to accept the AHRWMA ABP and Budget for 2024-25. Letter advising of resolution sent.	FALSE
28/05/2024	Ordinary Council	172/24	Eastern Waste Management Authority - Draft 2024/25 Annual Plan and Budget	Nil	1. That the report on Eastern Waste Management Authority - Draft 2024-25 Annual Plan and Budget be received and noted. 2. To provide consent to the Eastern Waste Management Authority Draft Annual Plan 2024-25. 3. That the CEO is to advise the Eastern Waste Management Authority Board that Council has provided consent to the Eastern Waste Management Authority Draft Annual Plan 2024-25.	Greg Georgopoulos	Completed	Council resolved to accept the East Waste ABP and Budget for 2024-25. Letter advising of resolution sent.	FALSE
28/05/2024	Ordinary Council	173/24	Local Heritage Code Amendments - Approach and Preliminary Engagement	Nil	1. That the report on the Local Heritage Code Amendments - Approach and Preliminary Engagement be received and noted. 2. That the administration proceed with investigations that explore the opportunities to further strengthen the heritage policy framework within the Planning and Design Code as it applies to the Torrens Valley and the Onkaparinga Valley, including consideration of Local Heritage Places and Historic Area Overlays. 3. That the administration proceed with a thematically aligned approach to the Torrens Valley and the Onkaparinga Valley Heritage Code Amendments which will allow for staging. 4. That the administration undertake preliminary engagement with property owners directly affected by a proposed Local Heritage Place listing associated with the Torrens Valley or the Onkaparinga Valley Heritage Code Amendment process. 5. That the CEO write to the Minister for Planning seeking assistance, where eligible, for grant funding via the Heritage Code Amendment Grant.	Jess Charlton	Not Started		FALSE
28/05/2024	Ordinary Council	174/24	Draft Animal Management Plan	Nil	1. That the report on the Draft Animal Management Plan 2024-2029 be received and noted. 2. That the Draft Dog and Cat Animal Management Plan 2024-2029 be adopted 3. That the CEO provide the Dog and Cat Animal Management Plan 2024-2029 to the Dog and Cat Management Board for approval. 4. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Draft Animal Management Plan 2024-2029	Jess Charlton	In Progress	Animal Management Plan adopted by Council and with the Dog & Cat Management Board for approval	FALSE

28/05/2024	Ordinary Council	175/24	Fabrik Business Implementation Plan	Nil	<p>1. That the report on the Fabrik Business and Implementation Plan be received and noted.</p> <p>2. To receive and note the Fabrik Business and Implementation Plan 2024.</p> <p>3. To support the continued operation of Fabrik Arts and Heritage, in line with the Fabrik Business and Implementation Plan 2024.</p> <p>4. That regular reporting on Fabrik be provided to Council through the Quarterly Performance Report, including financial, tourism, community and arts support metrics as outlined in the Fabrik Business and Implementation Plan 2024 evaluation and monitoring.</p> <p>5. That the CEO provides a progress report on the implementation of the Fabrik Business and Implementation Plan 2024 within 12 months of the redeveloped Fabrik Arts and Heritage becoming operational.</p>	Jess Charlton	In Progress	Implementation of business plan has commenced, and interviews for new roles have been completed. Council will receive site handover during August and preparations are underway for an opening in Spring.	FALSE
28/05/2024	Ordinary Council	176/24	Sustainable Procurement	Nil	<p>1. That the report on ISO24000 Sustainable Procurement and Procurement Policy review be received and noted.</p> <p>2. With an effective date of 1 July 2024, to adopt the amendments as presented in the Procurement Policy as per Appendix 1</p> <p>3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Policy as per Appendix 1 prior to the date of effect.</p> <p>4. That item 7.3 of the Policy under the point 'greater than \$100K' include the statement a minimum of 10% weighting shall be considered for the criteria of sustainability, or increased to reflect the importance of sustainability based on the goods, works or services to be sourced.</p>	Ashley Curtis	Completed		FALSE
28/05/2024	Ordinary Council	177/24	Coach Parking at Stirling	Nil	<p>1. That the updated report on Stirling Village Coach Parking traffic and parking assessment be received and noted.</p> <p>2. That, based on feedback from the Stirling Business Association and Adelaide Hills Tourism, no further action relating to coach parking be taken at this time and that Council continues to work closely with local developers, Stirling Business Association and Adelaide Hills Tourism to promote and develop the Stirling main street as a sought-after tourist destination</p>	Ashley Curtis	Completed	No further action required.	FALSE
28/05/2024	Ordinary Council	178/24	Food Organic Garden Organic Kerbside Bin Service	Nil	<p>1. That the report on Food Organic Garden Organic Kerbside Bin Service be received and noted.</p> <p>2. That the Food Organic Garden Organic kerbside bin service be expanded to include the clusters of properties identified in Appendix 1 of this report at Paracombe and Ironbank.</p> <p>3. That these changes to the kerbside bin service be communicated to the effected communities and implemented as soon as possible.</p>	David Waters	Completed	Green organic bins are scheduled to be delivered to the identified properties on 2.7.24. Collection of the bins will commence from 8.7.24 for the Paracombe residents and 11.7.24 for the Ironbank residents.	FALSE
28/05/2024	Ordinary Council	179/24	Which Bin Stickers	Nil	<p>1. That the report be received and noted.</p> <p>2. That, effective from 1 July 2024, Which Bin stickers be applied to new and replacement food organic garden organic (green) and recycling (yellow) bin lids as part of existing programs for new and replacement bins and lids</p>	David Waters	Completed	East Waste have been instructed to commence placing stickers on all new kerbside bins and replacement bin lids from 1.7.24.	FALSE
28/05/2024	Ordinary Council	180/24	2023-24 Budget Review 3	Nil	<p>1. That the report be received and noted.</p> <p>2. To adopt the proposed budget adjustments presented in Budget Review 3 for the 2023-24 financial year which result in:</p> <p>a. A decrease in the Operating Surplus from \$572k to \$558k for the 2023-24 financial year.</p> <p>b. A reduction to the capital expenditure budget for 2023-24 of \$1.68m bringing the total budget to \$21.9m</p> <p>c. Proposed financial sustainability indicators as follows:</p> <p>i. Operating Surplus Ratio 3% (Target 1% to 5%)</p> <p>ii. Net Financial Liabilities Ratio 50% (Target 25% to 75%)</p> <p>iii. Asset Renewal Funding Ratio 111% (Target 90% to 105%)</p>	Ashley Curtis	Completed	Adopted May 2024	FALSE
28/05/2024	Ordinary Council	184/24	Gawler River Floodplain Management Authority – Appointment of Deputy Board	Under section 75B of the Local Government Act 1999 Cr Leth Mudge disclosed a General (section 74) Conflict of Interest in Item 12.1.1 (Decision 2).	<p>1. That in relation to the Gawler River Floodplain Management Authority Board to appoint Cr Leth Mudge to the Deputy Board Member (elected member) position for the remainder of the term commencing from 28 May 2024 and concluding on 28 November 2024 (inclusive).</p> <p>2. To authorise the Chief Executive Officer to lodge all required documentation to give effect to Council's resolutions regarding Gawler River Floodplain Management Authority Board Membership.</p>	Greg Georgopoulos	Completed	Council have written to GRFMA regarding mv deputy member appointments.	FALSE
28/05/2024	Ordinary Council	185/24	Deputy Mayor Appointment	Under section 75C of the Local Government Act 1999 Cr Melanie Selwood disclosed a Material (section 78) Conflict of Interest in Item 12.1.2.	<p>1. That the report on the Deputy Mayor Appointment be received and noted.</p> <p>2. To appoint Cr Melanie Selwood to the position of Deputy Mayor for a 12 month term to commence 1 June 2024 and conclude on 31 May 2025 inclusive.</p>	Greg Georgopoulos	Completed	Cr Selwood began deputy mayor role on 1 June 2024. The membership of the CEO PRP and the Boundary Change Committee have been updated accordingly. Jen Blake is organising Media Training	FALSE
11/06/2024	Ordinary Council	194/24	8.1 Onkaparinga Valley Football Club – Unisex Change Rooms	Nil	<p>1. That the petition signed by 107 signatories requesting that in 2024/25 the Adelaide Hills Council provides financial support to the Onkaparinga Valley Football Club, towards the construction of Unisex change rooms and associated Medical Facilities at the Johnston Memorial Park, be received and noted.</p> <p>2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter, but in particular, the Council's resolution of 28 May 2024 seeking a report on the proposal.</p>	Greg Georgopoulos	Completed	Principal signatory advised as per resolution on 14/6/24.	FALSE
11/06/2024	Ordinary Council	195/24	Grants Policy	Nil	<p>1. Council notes that the Grant Giving Policy is due for renewal;</p> <p>2. The CEO undertakes a review of the Grant Giving Policy and current grant programs;</p> <p>3. The review includes a workshop for Council Members to provide feedback on the current grant offerings and suggestions for future opportunities.</p> <p>4. The review consider the following:</p> <p>Eligibility criteria is sufficient for the diversity of potential applicants in our communities;The level of funding provided per grant type;Categories of grants;Alignment with strategic objectives;Assessment processes;Consultation with groups and associations likely to access the grant programs;Opportunities for additional grant provisions when the applicant is successful in securing state and/or Federal grants</p>	Jess Charlton	Not Started		FALSE
11/06/2024	Ordinary Council	197/24	Proposed OTR Development Heathfield	Nil	<p>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.</p> <p>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 reasons as articulated in its detailed representation that was considered by the CAP at its meeting of the 26th day of July 2023 (Appendix 1).</p> <p>3. Council, once again, extends its encouragement to the Assessment Manager, in her role in assessing and supporting the CAP, under Section 87 of the FVU Act, in defending the appeal.</p>	Jess Charlton	Completed	Completed - point 3 communicated to the Assessment Manager.	FALSE
11/06/2024	Ordinary Council	198/24	Adelaide Hills Tourism Funding Agreement 2024	Nil	<p>To acknowledge the disclosure of interests contained in this report and to authorise the Chief Executive Officer, Mr Greg Georgopoulos, to act in the course of his official duties in relation to Adelaide Hills Tourism.</p>	Jess Charlton	Completed		FALSE
11/06/2024	Ordinary Council	199/24	Adelaide Hills Tourism Funding Agreement 2024	Nil	<p>1. That the report be received and noted.</p> <p>2. That the one-year funding agreement, as contained in Appendix 1 including a contribution of \$110,900, (plus CPI) for the 2024/25 financial year, with the Adelaide Hills Tourism be approved and that the Chief Executive Officer be authorised to make any minor changes or variations to the Agreement before execution by both parties or during the life of the agreement.</p> <p>3. That the Chief Executive Officer be authorised to execute the Agreement on behalf of Council.</p>	Jess Charlton	Completed	Agreement executed and finalised 25/6/24	FALSE
11/06/2024	Ordinary Council	200/24	Attendance at National General Assembly of Local Government	Under section 75C of the Local Government Act 1999 Cr Louise Pascale disclosed a Material (section 78) Conflict of Interest in Item 12.2. Under section 75C of the Local Government Act 1999 Cr Adrian Chester disclosed a Material (section 78) Conflict of Interest in Item 12.2.	<p>That the report be received and noted.</p> <p>To approve Cr Louise Pascale's attendance in a representative capacity at the National General Assembly of Local Government in Canberra in July 2024 and coverage of related costs estimated at \$4,500 in accordance with the Council Member Training and Development Policy.</p> <p>To approve Cr Adrian Chester's attendance for professional development at the National General Assembly of Local Government in Canberra in July 2024 and coverage of related costs estimated at \$4,500 in accordance with the Council Member Training and Development Policy.</p>	Greg Georgopoulos	Completed	All paperwork and bookings completed, and attendees have finalised all requirements.	FALSE

11/06/2024	Ordinary Council	202/24	Road Closure Approval – Inside State Line Series 2024	Under section 75B of the Local Government Act 1999 C/ Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.3.	<ol style="list-style-type: none"> That the report be received and noted. That Council provides consent for road closure orders in relation to the 2024 Inside Line State Series Round 5 mountain biking event as follows: Saturday 24 and Sunday 25 August 2024 Approximate closure 7:00am – 5:00pm both days Nanton Summit Road closed between the eastern and western intersections with Terrigle Drive 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. 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 23(2) of the Road Traffic Act 1961 if the event is to be run in future years. The temporary road closure application fee is waived as per Council's fees and charges register. 	Gary Lewis	Completed	Road closure approval was granted at the Council meeting on 11 July 2024, with the event scheduled to take place in August.	FALSE
11/06/2024	Ordinary Council	202/24	Road Closure Approval – Adelaide Hills Rally (Unsealed Roads)	Under section 75B of the Local Government Act 1999 C/ Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.4.	<ol style="list-style-type: none"> That, in relation to the 2024 Adelaide Hills Rally, Council supports the event contingent on the organisers, to the satisfaction of the Chief Executive Officer: Complying with Council's Festivals and Events Policy – Guideline No. 1 for Competitive Motoring Event/employment of an Application Fee as per the Council's Fees and Charges Register for Temporary Road Closures/Providing evidence of satisfactory insurance to cover any damage to third party property caused by the event/Entering into a road repair agreement with Council to cover any rectification works required as a result of damage caused by the event/Providing confirmation that the affected business owners are aware of the proposed road closure/Providing written confirmation that the concerns raised by affected residents and businesses have been addressed (noting that not all concerns can necessarily be addressed to the satisfaction of all residents and businesses) and that the event organisers will make their best endeavours to arrange for access and egress to those properties within the event where possible where a pressing need has been advised in advance/Written confirmation from the organisers that they will erect effective advance notice of road closures on the affected roads, at least three weeks prior to the event/Providing evidence of satisfactory procedures for enabling emergency services access to properties on the event route at all times That subject to the requirements of Item 2, being undertaken, Council provides consent for road closure orders in relation to the event, to be held on Saturday 14 September 2024 as follows: Kenton Valley Stage (Kenton Valley and Mt Torrens) Closure 12:00pm – 5:30pm Turner Road, Maidment Road, Lihou Road and Schoorff Road – from Barford's Hill Road to Schuberts Road 	Gary Lewis	In Progress	The Events team are working with the event organisers to ensure they meet all the requirements of Council in regards to supporting road closures for the event.	FALSE
11/06/2024	Ordinary Council	203/24	Enforcement Review – Fire, Wastewater and Animal Management	NI	<ol style="list-style-type: none"> That the report be received and noted. That the Enforcement Review Fire, Wastewater and Animal Management in Appendix 1 be noted. That the CEO increase the level of service to facilitate year-round education and enforcement relating to fire prevention on private land and make any necessary resourcing changes to enable the provision of this service. To adopt the revised Enforcement Policy in Appendix 2. 	Jess Charlton	In Progress	Enforcement Policy adopted and implemented. Planning how to implement additional education and enforcement with regards to Fire Prevention.	FALSE
11/06/2024	Ordinary Council	208/24	Event Opportunity Santos Tour Down Under 2025 – Confidential Item	NI	As per confidential minute.	Gary Lewis	In Progress	As per confidential minute.	TRUE
11/06/2024	Ordinary Council	210/24	CEO Review Process – Confidential	NI	As per confidential minute.	Oreg Georgopoulos	In Progress	Completion of this item expected by end of September.	FALSE
11/06/2024	Ordinary Council	213/24	Mayor seeking legal advice update	Under section 75C of the Local Government Act 1999 Mayor Jan-Clare Wisdom disclosed a Material (section 75) Conflict of Interest in Item 18.3.	As per confidential minute.	Oreg Georgopoulos	In Progress	Confidential progress underway.	FALSE
17/06/2024	Special Council	216/24	Onkaparinga Valley Football Club Changerooms	NI	<ol style="list-style-type: none"> That the report be received and noted. That the administration encourage the club to explore and, if appropriate, apply for the other grant program opportunities outlined in the report. That the project be reconsidered as part of the 2025/26 budget process. 	David Waters	Not Started		FALSE
17/06/2024	Special Council	217/24	2024/25 Annual Business Plan Consultation Report	NI	<ol style="list-style-type: none"> That the 2024-25 Annual Business Plan Consultation Results report be received and noted. To note the responses to the draft Annual Business Plan 2024-25 public consultation. 	Gary Lewis	Completed	Changes were made to ABP per resolution with final ABP endorsed at the special council meeting on 1/7/24	FALSE
25/06/2024	Ordinary Council	220/24	Draft 2024-25 Fees and Charges for Adoption	NI	<ol style="list-style-type: none"> That the report Draft 2024-25 Fees and Charges for Adoption be received and noted. To adopt the 2024-25 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2024, with Item 2.7 Temporary Road Closures altered so that it reads "Application Fee (commercial applicants only) and fee for each additional day of closure" and deleting "Daily event fee (commercial applicants only) for additional days" and the two items under that heading." To authorise the Chief Executive Officer to approve minor changes to the Fees and Charges Schedule during the 2024-25 financial year, as required. 	Gary Lewis	Completed		FALSE
25/06/2024	Ordinary Council	221/24	Local Roads and Community Infrastructure Program (LRICIP) Phase 4	NI	<ol style="list-style-type: none"> That the report be received and noted. To authorise the applications for the following projects to be submitted as the Adelaide Hills Council Local Roads and Infrastructure Program Phase 4 full works schedule, totalling \$1,232,152, for delivery in 2024-25: a. Knotts Hill Road slip Ashton/Basket Range \$87,000 b. Marble Hill Road slip Ashton/Marble Hill \$150,000 c. Fox Creek Road pavement renewal Cuddee Creek \$214,000 d. Junction Road, Stormwater Balhannah \$381,152 e. Adelaide Hills War Memorial Swimming Centre Splash Park, Woodside \$400,000 That the Chief Executive Officer, or his delegate, be authorised to submit and negotiate any variations to the approved funding schedule, such as timing, specific project scope or specific funding allocations, in relation to the above projects as may be required throughout the delivery of the program. That the Chief Executive Officer, or his delegate, be authorised to make any changes necessary to incorporate the above program of works into Council's 2024-25 Annual Business Plan and Budget. 	David Waters	Completed	The Council's proposed LRICIP Phase 4 projects have all been approved.	FALSE
25/06/2024	Ordinary Council	222/24	Review of Cemetery Operating Policy	Under section 75B of the Local Government Act 1999 C/ Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.3.	<ol style="list-style-type: none"> That the report Review of Cemetery Operating Policy be received and noted. With an effective date of 1 July 2024, to revoke the 9 May 2023 Cemetery Operating Policy and to adopt the 11 June 2024 Cemetery Operating Policy as per Appendix 1. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 11 June 2024 Cemetery Operating Policy as per Appendix 1 prior to the date of effect. 	David Waters	Completed	Reviewed policy posted on council website for 1 July effective date.	FALSE
25/06/2024	Ordinary Council	223/24	Disclosure of Interest - Greg Georgopoulos CEO	NI	<ol style="list-style-type: none"> That the report Chief Executive Officer – Declaration of Conflicts of Interest be received and noted. To note the Chief Executive Officer, Mr Greg Georgopoulos' disclosure of a conflict of interest in relation to the Southern and Hills Local Government Association. To authorise Mr Georgopoulos to act in the course of his official duties in relation to the Southern and Hills Local Government Association. 	Oreg Georgopoulos	Completed	Report went to Council meeting.	FALSE
25/06/2024	Ordinary Council	221/24	Discretionary Rate Rebate Report	Under section 75B of the Local Government Act 1999 C/ Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.5.	<ol style="list-style-type: none"> That the report be received and noted. That a discretionary rate rebate requested by the following applicants under Section 168 of the Local Government Act 1999 be declined on the basis that they do not meet the criteria set out in Council's Rating Policy: a) Shining Hospital Inc - 20 Mann Torrens Shilling - Assessment No. 11270 The applicant be formally advised by the CEO, or his delegate, of Council's decision. 	Gary Lewis	Completed		FALSE
25/06/2024	Ordinary Council	227/24	Confidential Item Review – June 2024	NI	As per confidential minute.	Oreg Georgopoulos	Completed		FALSE
25/06/2024	Ordinary Council	230/24	Electricity Procurement – Legal Matter	NI	As per confidential minute.	Oreg Georgopoulos	In Progress		TRUE

					<p>1.1 Pursuant to and in accordance with section 123(6) of the Local Government Act 1999 (the "Act") and Regulation 6 of the Local Government (Financial Management) Regulations 2011 and having considered all submissions and consultation feedback received, the Annual Business Plan (Appendix 1) as laid before Council for the financial year ending 30 June 2025, be adopted.</p> <p>1.2 Pursuant to and in accordance with section 123(7) of the Act and regulation 7 of the Local Government (Financial Management) Regulations 2011, having considered the Budget in conjunction with, and determined the Budget to be consistent with, the Council's Annual Business Plan, the Budget for the financial year ending 30 June 2025, as laid before the Council at this meeting, be adopted.</p> <p>1.3 Determination and Adoption of Valuations 2024-25</p> <p>1.3.1 Rates assessed on rateable land in the Council will be based on the capital value of land for all rateable land.</p> <p>1.3.2 Pursuant to section 167(2)(a) of the Act the most recent valuations of the Valuer General available to the Council of the capital value of land within the Council area, be adopted for rating purposes for the financial year ending 30 June 2025, totalling \$17,054,765,300.</p>				
1/07/2024	Special Council	232/24	Annual Business Plan for Adoption	Nil		Gary Lewis	Completed		FALSE
1/07/2024	Special Council	240/24	Correspondence from PC Infrastructure	Under section 75C of the Local Government Act 1999 Cr Leith Mudge disclosed a Material (section 75) Conflict of Interest in Item 8.1. I am a member of the Council Assessment Panel (CAP) and am prevented by its Code of Conduct from being included in any matters that may come before CAP outside of panel meetings.	As per confidential minute	Jess Charlton	Not Started		FALSE
9/07/2024	Ordinary Council	247/24	Proposed OTR Development Heathfield	Nil	<p>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: refer resolution.</p> <p>2. Council notes that this matter has now been considered by the Council's [Independent] Assessment Panel (CAP) on two separate occasions, namely, the 26th day of July 2023 and the 19th day of June 2024.</p> <p>3. Council further notes that on both these occasions the proposal has not been supported by the CAP.</p> <p>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.</p>	Jess Charlton	Completed	Letter sent to the applicant on 6th August 2023	FALSE
9/07/2024	Ordinary Council	248/24	Updated Housing Strategy	Nil	That the administration run an information and briefing session on developing a housing strategy before the end of October 2024.	Jess Charlton	Not Started		FALSE
9/07/2024	Ordinary Council	249/24	Road Closure Approval - AusCycling Super Series 2024	Nil	1. That the report be received and noted.	Gary Lewis	Completed	CEO has approved road closures.	FALSE
9/07/2024	Ordinary Council	250/24	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 12.3.	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.	Greg Georgopoulos	Completed	Amended policy on the website	FALSE
9/07/2024	Ordinary Council	251/24	AHRMWA Strategic Plan	Nil	<p>1. That the report be received and noted.</p> <p>2. To approve the Adelaide Hills Region Waste Management Authority Strategic Plan 2024-34.</p> <p>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.</p>	Greg Georgopoulos	Completed	AHRMWA has been advised of Council resolution	FALSE
23/07/2024	Ordinary Council	257/24	Review of Road Closure Fees	Nil	<p>I move that a report be prepared for Council's consideration regarding:</p> <p>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:</p> <p>a. The cost to ratepayers in terms of staff time and resources associated with the application and the event itself</p> <p>b. The amount of disruption, inconvenience and loss road closures cause for affected businesses and the community, and</p> <p>c. The true commercial value of such an exclusive use of a public asset.</p>	Gary Lewis	Not Started		FALSE
23/07/2024	Ordinary Council	258/24	Levels of Service	Nil	I move that 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.	Gary Lewis	Not Started		FALSE
23/07/2024	Ordinary Council	259/24	Review of Burials outside Cemeteries Policy and Update	Nil	Council resolves that the report be received and noted.	David Waters	Completed	Updated Policy has been uploaded onto website	FALSE
23/07/2024	Ordinary Council	261/24	Gawler River Floodplain Management Authority Membership Report	Under section 75B of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General (section 74) Conflict of Interest in Item 12.3. * I am the Adelaide Hills Council's representative Board Member for the Gawler River Floodplain Management Authority Cr Malcolm Herrmann advised the meeting his private interest would not result in him acting in a manner contrary to his public duty and intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.	<p>That this report Gawler River Floodplain Management Authority Membership Report be received and noted.</p> <p>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.</p> <p>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.</p> <p>That the CEO may, if appropriate, seek the views of the Minister or his office about Adelaide Hills Council staying or leaving the GRFMA.</p>	Greg Georgopoulos	In Progress	Letters being drafted to GRFMA and Constituent Council and the Minister	FALSE

					<p>That this report Gawler River Floodplain Management Authority Annual Business Plan Options Report be received and noted.</p> <p>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:</p> <p>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. That the Council is opposed to the apportioning of costs for further developing the business case equally among the member Councils. 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.</p> <p>Notes that Council and the GRMA have entered into dispute regarding the Draft 2024-25 Gawler River Floodplain Management Authority Annual Business Plan and Annual Budget.</p> <p>Under section 75B of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General (section 74) Conflict of Interest in Item 12.4.</p> <p>I am the Adelaide Hills Council's representative Board Member for the Gawler River Floodplain Management Authority</p> <p>Cr Malcolm Herrmann advised the meeting his private interest would not result in him acting in a manner contrary to his public duty and intended to remain in the meeting when the item is discussed, and to participate in the debate and vote on the matter.</p>	<p>That the Chief Executive Officer advises the Gawler River Floodplain Management Authority Board of Council's resolution and is authorised to undertake all procedures and processes necessary and incidental thereto.</p>	Greg Georgopoulos	Completed	CEO has advised GRMA and Constituent Council's of decision	FALSE
23/07/2024	Ordinary Council	262/24	Gawler River Floodplain Management Authority 2024-25 Draft Annual Business Plan Options Report		<p>1. That the report be received and noted.</p> <p>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.</p> <p>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.</p> <p>4. That this report include: Options for the establishment of an Adelaide Hills Community Renewables Program Options for the development of a Virtual Power Plant. A cost benefit analysis completed for any options presented to Council.</p> <p>As part of the review of the 'Code of Practice for Meeting Procedures' the approval process for leave of absence for elected members be a focus for a workshop.</p>	David Waters	In Progress	Council resolution in progress.	FALSE	
23/07/2024	Ordinary Council	263/24	Community Renewables Program	NI					FALSE	
23/07/2024	Ordinary Council	268/24	MNON - Cr Farbin - Leave of Absence workshop	NI		Greg Georgopoulos	Not Started		FALSE	
23/07/2024	Ordinary Council	270/24	Audit Committee recommendations to Council - 15 April 2024	NI		Gay Lewis	Not Started		FALSE	
23/07/2024	Ordinary Council	272/24	Land Management Agreement - Burial on Private Land - Confidential Item	NI		David Waters	In Progress	Aug 24 - LMA docs in process of being executed	FALSE	
12/08/2024	CEO Performance Review Panel	PPP 33/23	CEO Performance Review Process Recommendations	NI		Greg Georgopoulos	In Progress	Report being brought to Council 10 September 2024.	TRUE	
12/08/2024	CEO Performance Review Panel	PPP 36/24	Key Performance Indicators Report	NI		Greg Georgopoulos	In Progress	Report is going to Council on the 27 August 2024 meeting.	FALSE	
13/08/2024	Ordinary Council	276/24	Chic Awards and Citizenship Ceremonies on Australia Day	NI	<p>Under section 75B of the Local Government Act 1999 Cr Pauline Gill disclosed a General (section 74) Conflict of Interest in Item 8.1. As per s74 of the Local Government Act, I have a General Conflict of Interest as a signatory on the petition being tabled. I am not gaining a benefit or a detriment by signing the petition being tabled, though there may be an apprehension of bias. I believe I am able to maintain an open mind on the matter and have consulted with the community to gain an understanding of the community's thoughts, to enable me to make an informed decision.</p> <p>Cr Pauline Gill advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.</p>	Greg Georgopoulos	Completed	Head petitioner advised of relevant council resolution.	FALSE	
13/08/2024	Ordinary Council	277/24	CEO Report on Official and Community Australia Day Events	NI	<p>That the CEO provides a report to Council by the end of October 2024, identifying options including ways to canvas the views of the residents and use spaces of the Adelaide Hills Council on official and community events held on Australia Day in response to the petition with 1044 signatures at Item 8.1.1 and the letter dated 2 July 2024 from Lions Club of Torrens Valley at Item 14.</p>	Greg Georgopoulos	Not Started		FALSE	
13/08/2024	Ordinary Council	278/24	Boundary Change Committee Membership - Cr Mark Osterstock	<p>Under section 75B of the Local Government Act 1999 Cr Louise Pascale disclosed a General (section 74) Conflict of Interest in Item 11.1.</p> <p>I live in Woodforde, a suburb impacted</p> <p>Cr Pascale advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.</p> <p>Under section 75B of the Local Government Act 1999 Cr Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 11.1.</p> <p>The decision would result in my removal from the committee.</p> <p>Cr Selwood advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate.</p> <p>Under section 75B of the Local Government Act 1999 Mayor Wisdom disclosed a General (section 74) Conflict of Interest in Item 11.1.</p> <p>There may be an application of bias as I own a property in an affected suburb.</p> <p>The Mayor advised the meeting that her private interest would not result in her acting in a manner contrary to her public duty and that she will remain in the meeting when the item is discussed and participate in the debate and vote on the matter.</p> <p>Under section 75B of the Local Government Act 1999 Cr Nathan Daniell disclosed a General (section 74) Conflict of Interest in Item 11.1.</p> <p>I would be appointed to the Boundary Change Committee if the motion passes.</p>	<p>1. That the petition signed by 1044 signatories requesting that due to the lack of public consultation on the important issue of retaining Australia Day community events supported by the Adelaide Hills Council, we the undersigned residents of Adelaide Hills Council, petition the Adelaide Hills Council to: Celebrate Australia Day on 26th January and continue the long-standing tradition of presenting Adelaide Hills Council civic awards and hosting citizenship ceremonies on that day be received and noted.</p> <p>2. That the CEO advise the principal signatory of the Council's noting of the petition and of any resolutions relating to the matter.</p>	Greg Georgopoulos	Not Started		FALSE	
13/08/2024	Ordinary Council	279/24	December and January Meeting Schedule	NI	<p>1. That the report be received and noted.</p> <p>2. That Council notes its decision at the 12 March 2024 Council Meeting to resolve to follow the below schedule: Day Meeting Type/Location/Time/First Monday of the Month/Workshop/Naime Road, Woodside 6.30pm/Second Tuesday of the Month/Ordinary Council Meetings/3 Mount Barker Road, Stirling 6.30pm/Third Tuesday of the Month/Professional Development (or Workshop where necessary)/63 Mount Barker Road, Stirling/3.30pm/Fourth Tuesday of the Month/Ordinary Council Meetings/3 Mount Barker Road, Stirling/3.30pm</p> <p>3. Resolves that commencing from 14 August 2024 and concluding at the end of the current Council term for the months of December and January, to follow the below schedule: December/Day Meeting Type/Location/Time/First Monday of the Month/Workshop/Naime Road, Woodside 6.30pm/Second Tuesday of the Month/Ordinary Council Meetings/3 Mount Barker Road, Stirling 6.30pm/January/Day Meeting Type/Location/Time/Fourth Tuesday of the Month/Ordinary Council Meetings/3 Mount Barker Road, Stirling/6.30pm</p> <p>4. That the Chief Executive Officer has the delegated authority in exceptional circumstances, including but not limited to, catastrophic fire danger days and other emergency situations, after consultation with the Mayor, to move the time and place of these Ordinary Meetings and Workshop.</p>	Greg Georgopoulos	In Progress		FALSE	

13/08/2024	Ordinary Council	280/242	12.2Aoklaide Hills Region Waste Management Authority Audit and Risk Committee - Membership and	Nil	<p>1. That the report be received and noted.</p> <p>2. That Council reappoint Rebecca Wilson as an independent member of the AHRWMA Audit and Risk Committee for a further term of two years, expiring 8 August 2026.</p> <p>3. That Council reappoint Alex Outanoff as a member of the AHRWMA Audit and Risk Committee for a further term of three years, expiring 21 September 2027.</p> <p>4. Notes the changes to the AHRWMA Audit and Risk Committee's Terms of Reference.</p> <p>5. That the Chief Executive Officer advises AHRWMA of Council's decision prior to the AHRWMA Audit and Risk Committee's next meeting scheduled for 10 September 2024.</p>	Greg Georagopoulos	In Progress	FALSE
13/08/2024	Ordinary Council	281/24	Upper Hermitage CFS Site - Lease Proposal	<p>Under section 75B and 75C of the Local Government Act 1999 Cr Malcolm Herrmann disclosed a General and Material Conflict of Interest (75A/3) in Item 12.3.I am the Presiding Member of the Birdwood CFS Brigade.</p> <p>Under section 75B and 75C of the Local Government Act 1999 Cr Adrian Chester disclosed a General and Material Conflict of Interest (75A/3) in Item 12.3.I am a member of the CFS.</p> <p>Under section 75B and 75C of the Local Government Act 1999 Cr Chris Grant disclosed a General and Material Conflict of Interest (75A/3) in Item 12.3.</p> <p>I am a member of the CFS and this decision will cause the CFS to gain a benefit or suffer a detriment</p>	<p>1. That the report be received and noted.</p> <p>2. That Council approves commencement of public consultation on the proposed twenty-one (21) year lease with the CFS for an amount of \$1 per year, if demanded, with a further option to renew for an additional 21 years at the Upper Hermitage CFS site situated at 309 Range Road North, Upper Hermitage. The land is contained within Certificate of Title Volume 5854 Folio 841.</p> <p>3. That this report forms part of the Community Consultation report.</p> <p>4. That following community consultation in accordance with Council's Community Consultation Policy that if there are substantive community objections to the proposed Lease, a further report will be submitted to Council providing information on the outcomes of the consultation and proposed process to deal with the proposal moving forward. That if there are no substantive community objections, Council approves the signing of the twenty-one (21) year Lease.</p> <p>5. That in the event that 4(b) applies, the Mayor and/or Chief Executive Officer or his delegate be authorised to sign all documents necessary, including affidavits of the common seal if necessary, to give effect to this resolution.</p>	David Waters	Not Started	FALSE
13/08/2024	Ordinary Council	282/24	Draft Native Vegetation Protection and Conservation Policy	Nil	<p>1. That the report be received and noted.</p> <p>2. To approve the release of the Draft Native Vegetation Protection and Conservation Policy for public consultation, as contained in Appendix 1.</p> <p>3. That the CEO be authorised to: Make any formatting, nomenclature or other minor changes to the draft prior to being released for public consultation and Determine the consultation timings, media and processes while ensuring consistency and compliance with the provisions of Council's Public Consultation Policy</p> <p>4. That a report detailing the outcomes of the consultation and a revised draft Policy be brought back to the Council for consideration and adoption as soon as practicable after consultation closes.</p>	David Waters	Not Started	FALSE
13/08/2024	Ordinary Council	286/24	Financial Management - Confidential	Nil	As per confidential minute.	Greg Georagopoulos	Not Started	FALSE

Correspondence for Noting

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

Mr. Greg Georgopoulos
Chief Executive Officer
Adelaide Hills Council
63 Mount Barker Road
Stirling SA 5152
By email mail@ahc.sa.gov.au

15/08/2024

Dear Greg

I am writing regarding the 2024/2025 Annual Business Plan and 2024/2025 GRFMA Annual Budget.

The 2024/2025 GRFMA Annual Business Plan and 2024/2025 GRFMA Annual Budget documents were considered at the 15 August 2024 GRFMA Board meeting.

The meeting subsequently and unanimously approved the Annual Business Plan and Annual Budget.

GB47/24 That *pursuant to Clause 12.2 of the Charter, the GRFMA Business Plan 2024-2025 be adopted.*

CARRIED UNANIMOUSLY

GB48/24 *That the GRFMA resolves:*

1. *That pursuant to Section 25 Schedule 2 Part 2 of the Local Government Act 1999, that the GRFMA Budget 2024-2025 be adopted.*
2. *That pursuant to Clause 11.1 of the Charter that the subscriptions scheduled below be subscriptions payable for the 2024-2025 year:*
 - a. *The Schedule:*

Part A *Flood Mitigation Works – No subscriptions.*

Part B *Capital works and Maintenance – A total of \$139,550 calculated by the percentage shares prescribed in Clause 10.1 of the Charter:*

Adelaide Plains Council	\$40,330
Adelaide Hills Council	\$2,414

The Barossa Council	\$12,099
Town of Gawler	\$24,198
Light Regional Council	\$12,099
City of Playford *	\$48,410
Total	\$139,550

Part C Operation – A total of \$277,371 calculated by even shares prescribed in Clause 11.1 of the Charter

Adelaide Plains Council	\$46,228
Adelaide Hills Council	\$46,228
The Barossa Council	\$46,228
Town of Gawler	\$46,228
Light Regional Council	\$46,228
City of Playford	*\$46,231
Total * rounding	\$277,371

CARRIED UNANIMOUSLY

The 2024/2025 Budget has been constructed referencing the GRFMA Strategic Plan 2021-2026, the GRFMA Long Term Financial Plan 2022/23 - 2031/32, the GRFMA Asset Management Plan 2023-2032 and the 2024/2025 GRFMA Annual Business Plan.

The Budget has been formulated with an inclusive approach to identified service and project requirements for 2024/2025. This has been effected with allocation of capital and maintenance expense estimates.

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 interest and principal 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.

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).

Constituent Council contributions for 2024/2025 total \$416,921 which is a budgeted increase from \$289,387 in 2024/2025.

This increase is principally because 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.

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

Section 11.4 of the Charter provides that the annual contribution will be paid by each constituent council in advance by six monthly installments. The Tax Invoice for Council's six-monthly contribution will be separately provided in August 2024.

Please find attached a copy of the 2024/2025 GRFMA Consolidated Budget - Uniform Presentation of Finances, Budget in MYOB format and the GRFMA 2024/2025 Annual Business Plan.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David E Hitchcock', written in a cursive style.

David E Hitchcock - Executive Officer



GRFMA ANNUAL BUSINESS PLAN

2024-2025

Adopted 15/08/2024

Gawler River Floodplain Management Authority

Constituent Councils:

Adelaide Hills Council

Adelaide Plains Council

The Barossa Council

Town of Gawler

Light Regional Council

City of Playford

Gawler



Business Plan 2024-2025

Gawler River Floodplain Management Authority (GRFMA)

The Gawler River

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

History

The river is subject to periodic flood events.



Desirable Levels of Protection Cost of Flooding

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

Properties at Risk

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

Purpose of the GRFMA

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

The Authority has been established for the following purposes:

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

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

These include:

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

For the Authority, specific concerns are:

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

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

Governance

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

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

The Board

The Members of the Board are:

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

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

The Members of the Panel are:

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

An Audit and Risk Committee has been appointed to review:

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

The Members of the Audit and Risk Committee are:

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

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

Policies include.

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



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

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

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

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

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

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

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

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

Cost of Operations

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

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

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

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

Constituent Council Shares for Contributions

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

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

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

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

Theme 2: Develop and evolve key relationships.

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

Theme 3: Ensure good governance and ongoing financial sustainability.

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

Priority Actions 2024/2025

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

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

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

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

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

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

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

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

GRFMA Strategic Plan priorities

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

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

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

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

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

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

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

Gawler River Storm Water Management Plan recommended options

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

Maintenance and operations of the scheme during 2024 to 2025

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



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

STATEMENT OF COMPREHENSIVE INCOME

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

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

CASH FLOW STATEMENT

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

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

BALANCE SHEET

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

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

STATEMENT OF CHANGES IN EQUITY

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

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

UNIFORM PRESENTATION OF FINANCES

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

Profit & Loss [Budget Analysis]

July 2024 To June 2025

ABN: 12 925 534 861

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

**Reports of Members/Officers
as Council/Committee
Representatives on
External Organisations**

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 11 September 2024]

In Attendance

Presiding Member

Geoff Parsons

Members

Ross Bateup

Paul Mickan

Myles Somers

Leith Mudge

In Attendance

Deryn Atkinson

James Booker

Doug Samardzija

Mike O'Donnell

Sarah Kimber

Karen Savage

Assessment Manager
Team Leader Statutory Planning
Senior Statutory Planner
ICT Support Officer
Minute Secretary
Executive Assistant

1. Commencement

The meeting commenced at 6:31pm

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
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
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ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 11 September 2024]

3. Apologies/Leave of Absence

3.1 Apologies
Nil

3.2 Leave of Absence
Nil

4. Previous Minutes

4.1 Meeting held 10 July 2024

The minutes were adopted by consensus of all members

(32)

That the minutes of the meeting held on 10 July 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
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
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[Please Note: These minutes are unconfirmed until 11 September 2024]

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

8.1 Development Application 24011040 by Rebeka Probert and Ryan Probert for ancillary accommodation at 44 Orana Drive, Mylor

8.1.1 Representations

N/A

8.1.2 Decision of Panel

The following was adopted by consensus of all members

(33)

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 24011040 by Rebeka Probert and Ryan Probert for ancillary accommodation at 44 Orana Drive, Mylor is GRANTED Planning Consent subject to the following conditions:**

CONDITIONS

Planning Consent

- 1) The development granted shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below.**
- 2) The ancillary accommodation must be connected to the same on-site wastewater system as the dwelling.**
- 3) Only one electricity meter and one water meter may be installed on the land to service both the dwelling and ancillary accommodation.**

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 11 September 2024]

- 4) All roof runoff generated by the development hereby approved shall be directed to the rainwater tank with the overflow managed on-site to the satisfaction of Council within one month of the roof cladding being installed. Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area.

Conditions imposed by South Australian Country Fire Service under Section 122 of the Act

5) **SITING (ANCILLARY STRUCTURES)**

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 3.2) details the mandatory requirements for extensions to buildings, outbuildings and other ancillary structures are sited and constructed using materials to minimise the threat of fire spread to residential and tourist accommodation (including boarding houses, hostels, dormitory style accommodation, student accommodation and workers' accommodation) in the event of bushfire.

- Outbuildings and other ancillary structures shall be sited no closer than 6m from the habitable building, unless built to relevant building standards for associated structures in Bushfire Prone Areas. This includes future structures which may or may not require planning and/or building consent including (but not limited to) garden sheds, animal shelters and cubby houses.

6) **ACCESS TO HABITABLE BUILDING**

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 6.2) details the mandatory requirements for 'Private' roads and driveways to facilitate safe and effective use, operation and evacuation for firefighting and emergency personnel and evacuation of residents, occupants and visitors where required. These requirements apply when the furthest point of the building is more than 60m from the nearest public road.

- A clear and unobstructed vehicle or pedestrian pathway shall be provided; no greater than 60 metres in length between the most distant part of the habitable building and the nearest part of the formed public access way.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
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- 7) **WATER SUPPLY & ACCESS (to dedicated water supply)**
Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016, provides the technical details of the dedicated water supply for bushfire fighting for the bushfire zone. The dedicated bushfire fighting water supply shall also incorporate the installation of a pumping system, pipe-work and fire-fighting hose(s) in accordance with MBS008.

Please note that where the water supply is an above-ground water tank, the tank (including any support structure) should be constructed of non-combustible material, such as concrete or metal.

The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.3) details the mandatory requirements for the site to provide a dedicated hardstand area in a location that allows fire fighting vehicles to safely access the dedicated water supply.

Where a water storage facility is required to have a fire authority fitting, the following will apply:

SA CFS has no objection to the proposed location for the dedicated water supply as detailed on drawing named SITE PLAN dated at last revision 21/03/2024, providing the outlet is positioned to comply with the following conditions:

- The water supply outlet shall be easily accessible and clearly identifiable from the access way and is no greater than 60m path of travel to the furthest point of the building, to enable fire services to reach all parts of the building with no more than two lengths of hose from the hardstand area.
- The dedicated water supply and its location should be identified with suitable signage (i.e. blue sign with white lettering “FIRE WATER”).
- Access to the dedicated water supply shall be of all-weather construction, with a minimum formed road surface width of 3 metres.
- Provision shall be made adjacent the water supply for a nominally level hardstand area (capable of supporting fire-fighting vehicles with a gross vehicle mass (GVM) of 21 tonnes) that is a distance equal to or less than 6 metres from the water supply outlet.
- SA CFS appliance’s inlet is rear mounted; therefore the outlet/water storage shall be positioned so that the SA CFS appliance can easily connect to it rear facing.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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- A gravity fed water supply outlet may be remotely located from the above ground tank to provide adequate access.
 - All non-metal water supply pipes for bushfire fighting purposes (other than flexible connections and hoses for fire-fighting) shall be buried below ground to a minimum depth of 300mm with no non-metal parts above ground level.
 - All water supply pipes for draughting purposes shall be capable of withstanding the required pressure for draughting.
 - The minimum water supply required may be combined with domestic use, providing the outlet for domestic use is located above the dedicated fire water supply (in order for it to remain as a dedicated supply).
 - Where access to the habitable building is not required due to proximity to the public road, but the hardstand adjacent the outlet is located within the boundary of the allotment, the access to the outlet shall:
 1. be connected to a formed, all-weather public road; and
 2. have a gradient of not more than 16 degrees (1-in-3.5) at any point; and
 3. provide overhead clearance of not less than 4.0m horizontally and vertically between the driveway surface and overhanging branches or other obstructions, including building and/or structures; and
 4. the transition area between the road and the driveway shall have a gradient of not more than 7 degrees (1-in-8).
- 8) MAINTAIN AN ASSET PROTECTION ZONE (APZ) - VEGETATION MANAGEMENT**
The 'Planning and Design Code' Hazards (Bushfire – High Risk) Overlay (Performance Outcome 4.2) details the mandatory requirements to establish and maintain an asset protection zone. As such, landscaping shall include bushfire protection features that will prevent or inhibit the spread of bushfires and minimise the risk to life and/or damage to buildings and property and maintain a fuel reduced zone for safe movement of occupants and fire fighters.

SA CFS has no objection to the location and extent of the asset protection zone as detailed on drawing named SITE PLAN dated at last revision 21/03/2024, providing it complies with the following conditions:

- Vegetation management shall be established and maintained within 20 metres of the habitable building (or to the property boundaries – whichever comes first) as follows:

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

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1. The number of trees and understorey plants existing and to be established within the APZ shall be reduced and maintained such that when considered overall a maximum coverage of 30% is attained, and so that the leaf area of shrubs is not continuous. Careful selection of the vegetation will permit the 'clumping' of shrubs where desirable, for diversity, and privacy and yet achieve the 'overall maximum coverage of 30%'.
2. Reduction of vegetation shall be in accordance with SA Native Vegetation Act 1991 and SA Native Vegetation Regulations 2017.
3. Trees and shrubs shall not be planted closer to the building(s) than the distance equivalent to their mature height.
4. Trees and shrubs must not overhang the roofline of the building, touch walls, windows or other elements of the building.
5. Shrubs must not be planted under trees or must be separated by at least 1.5 times their mature height from the trees' lowest branches.
6. Grasses within the zone shall be reduced to a maximum height of 10cm during the Fire Danger Season.
7. No understorey vegetation shall be established within 2 metres of the habitable building (understorey is defined as plants and bushes up to 2 metres in height).
8. Flammable objects such as plants, mulches and fences must not be located adjacent to vulnerable parts of the building such as windows, decks and eaves.
9. The APZ shall be maintained to be free of accumulated dead vegetation.

ADVISORY NOTES

Planning Consent

- 1) You as an Applicant may have a right of appeal if this notification is:
 - a refusal
 - conditions of consent

Such an appeal must be lodged within two months of the date of this decision or such longer time as the Environment, Resources and Development Court allows.

For assistance with the lodgement of an appeal and its associated costs it is suggested you contact the Court which is located in the Sir Samuel Way Building, Victoria Square, Adelaide, or phone the Court on (08) 8204 2444.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 11 September 2024]

- 2) 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.
- 3) 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).
- 4) 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.
- 5) This consent is strictly limited to works on the subject land. This consent does not permit any alteration to road verge. Works including tree pruning/removal, earthworks, kerbing, storage of material or any alteration to the verge or a reserve requires a separate approval under Section 221 of the *Local Government Act 1999*. For more information regarding this process please visit:
<https://www.ahc.sa.gov.au/development/roads-and-construction/authorisation-to-alter-a-public-road>

Advisory Notes imposed by South Australian Country Fire Service under Section 122 of the Act

- 6) **BUILDING CONSIDERATIONS**
Ministerial Building Standard MBS008 “Designated bushfire prone areas - additional requirements” 2020, as published under the Planning, Development and Infrastructure Act 2016 applies to this site.

Please refer to the National Construction Code (NCC), relevant standards and state provisions for construction requirements and performance provisions.

A site Bushfire Attack Level (BAL) assessment was conducted in accordance with the NCC and Australian Standard™3959 (AS3959) “Construction of Buildings in Bushfire Prone Areas”.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
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[Please Note: These minutes are unconfirmed until 11 September 2024]

- 2) Delegation is provided to the Assessment Manager to make any legislative, formatting or nomenclature changes to the Operating and Meeting Procedures.
- 13.2 **Review of Policy for Council Assessment Panel Review of Decisions of the Assessment Manager**
- The following recommendation was adopted by consensus of all members** (35)
- 1) That the Council Assessment Panel revokes the Policy for Council Assessment Panel Review of Decisions of the Assessment Manager dated 10 June 2020 and adopts the revised Policy for Council Assessment Panel Review of Decisions of the Assessment Manager dated 14 August 2024 as detailed in Attachment 1 of this report, with an amendment to Clause 7.3 to include the hearing of submissions electronically as well as in person.
- 2) Delegation is provided to the Assessment Manager to make any legislative, formatting, nomenclature or other minor changes to the Policy before the designated date.
- 13.3 Paul Mickan and Cr Leith Mudge advised that they will both be an apology for the meeting on 11 September 2024.
- 13.4 The Presiding Member advised the Panel that this is Karen Savage's last meeting with the Council Assessment Panel as she is retiring. The Panel conveyed their thanks and appreciation to Karen for her support and assistance over the years.
14. **Order for Exclusion of the Public from the Meeting to debate Confidential Matters**
Nil
15. **Confidential Item**
Nil
16. **Next Meeting**
The next ordinary Council Assessment Panel meeting will be held on Wednesday 11 September 2024.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 AUGUST 2024
63 MOUNT BARKER ROAD, STIRLING
AND
ZOOM VIRTUAL MEETING ROOM**

[Please Note: These minutes are unconfirmed until 11 September 2024]

- 17. Close meeting**
The meeting closed at 7:18pm.

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

In Attendance

Members:

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

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
David Waters	Director Environment and Infrastructure
Zoë Gill	Governance and Performance Coordinator
Skye Ludzay	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.00pm.

1.1. Acknowledgement of Country

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

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

2.2 Leave of Absence

Nil

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

2.3 Absent

3. MINUTES OF PREVIOUS MEETINGS

3.1 Audit Committee Meeting – 20 May 2024

**Moved Pamela Lee
S/- David Moffatt**

AC26 /24

That the minutes of the Audit Committee meeting held on 20 May 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER’S OPENING REMARKS

The Presiding Member remarked that the Council has:

1. Approved the Business plan for FABRIK committing Council to \$450k p.a.
2. Adopted a Sustainable Procurement Policy
3. Approved the BR3 which at the time showed a surplus of \$558k within the approved ratio range 1 to 5 %
4. Appointed Cr Melanie Selwood as Deputy Mayor
5. Approved fees and charges generally in line CPI
6. Approved the ABPlan which generally increased rates by 5.8%, but the surplus of 0.8% - \$457k is outside the currently approved range of 1 to 5%
7. Authorised the CEO to examine options for Council to withdraw from the Gawler River Floodplain Management Authority
8. Commenced work in earnest on the Amy Gillett Bikeway

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. There are no Recommendations arising to be submitted to Council for consideration.

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

Nil

7. QUESTIONS ON NOTICE

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

7.1 Cr Malcolm Herrmann – Purchase Cards

1. How many cards are on issue to staff and Elected members?

The number of cards issued to staff (49) and EMs (0)

2. What is the lowest classification of the staff to whom Purchase Cards have been issued?

The lowest classification is GO3.3.

3. For the year 2023/24, what was the estimated value of transactions conducted by the use of Purchase Cards?

The total value of transactions by the use of purchase cards for financial year 2023-24 is \$440,952.15.

4. For the year 2023/24, how many transactions were conducted by way of Purchase Cards? (if information is readily available)

The number of transactions by purchase card for financial year 2023-24 is 2,275.

5. What internal controls are in place to ensure correct use?

If a staff member requires a credit card for materials and services for Council business, the staff member needs to complete and sign, with approval from their people leader, a request for a new purchase card and also a NAB Corporate Card (Add a Cardholder Request) form. The staff member will then need to provide 100 points worth of identification and show this to the Verifying Officer in Finance. Once this has been done the card can be ordered.

All cardholders are provided with instructions on how to use flexipurchase (Cardholders guide) and the "AHC Purchase Card Procedure" when they receive their card. It is the cardholder's responsibility to ensure they use their card correctly.

Each item of expenditure must be coded, and an appropriate tax invoice or other supporting documentation provided by the cardholder during the monthly reconciliation of their credit card. All expenditure is then reviewed and approved by the cardholders Manager. Managers may request additional supporting documentation through flexipurchase which has the functionality to allow managers to query a transaction.

Finance also reviews all purchases once the manager has approved the cardholders' transactions. This is to ensure we can claim back the GST as part of our BAS lodgement.

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

Finance will also review the larger purchases and ensure receipts have been appropriately attached. Incorrect uses of the card will be advised back to the cardholder.

AHC uses “Flexipurchase” a credit card management tool operated through the NAB.

If a personal transaction is incorrectly made, the cardholder must submit a form “Declaration of Personal Purchase” which is attached in flexipurchase to the transaction. The cardholder is then responsible for reimbursing Council. Finance will periodically check to ensure repayments are being made.

If a receipt is lost or not provided, the cardholder must submit a form “Declaration of Lost Corporate Card Purchase Invoice” which is attached in flexipurchase to the transaction.

The Accounts Payable Officer and Team Leader Finance are Administrators and can lock/cancel a card at any stage if there is any misuse of a purchase card.

It should be noted that expenditure on purchase cards can be attributed to a staff member with detailed information with regards to the transactions being easily available. The use of credit cards is an efficient and controllable method for procurement of materials and services for Council business.

6. *Is the CEO satisfied that the internal controls in place are sufficient to ensure misuse does not occur?*

Currently, the CEO is satisfied with the internal controls.

Council’s internal controls are compliant with those set out in the ‘Better Practice Model – Model – Internal Financial Controls’ which is prescribed in the Local Government Act 1999. These are subject to annual audit by Councils appointed auditors. The Auditors findings with regards to the internal controls are reported to the Audit Committee on an annual basis for their review.

However, it is important to review all internal controls to ensure that they remain both effective and relevant. Any advice on this matter that the Audit Committee has will be considered promptly.

7. *What role does the external Auditor play in scrutiny of the use of Purchase Cards?*

As noted above, Council’s appointed Auditors audit the internal controls on an annual basis.

With regards to the external audit of the financial statements, credit cards are not automatically reviewed. A credit card transaction may come up in their sample testing of expenditure over the entire organisation with supporting documentation then provided from the Accounts Payable team.

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

6:06pm: Cr Melanie Selwood arrived.

8. PRESENTATIONS, ACTION REPORT & WORKPLAN

8.1 Infrastructure and Environment Risk Presentation

David Waters, Director Environment and Infrastructure

8.2 Action Report and Work Plan Update

Moved Cr Melanie Selwood

S/- Sarah Beesley

AC27 /24

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

Carried Unanimously

With leave of the meeting, the Presiding Member brought forward item 11.1 of the Agenda.

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

11. CONFIDENTIAL ITEMS

11.1 Financial Management Council Report – Exclusion of the Public

Moved Cr Melanie Selwood
S/- Pamela Lee

AC28 /24

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 11.1: (Financial Management Council Report) in confidence.

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

Section 90(3)(g) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is in relation to matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;

Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item relates to legal advice.

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

Carried Unanimously

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

11.2 Financial Management Council Report

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

11.3 Financial Management Council Report – Duration of Confidentiality

Moved Pamela Lee
S/- Sarah Beesley

AC30 /24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 11.1 in confidence under sections 90(2) and 90(3)(g) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until further order
Related Attachments	Until further order
Minutes	Until further order
Other (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.

Carried Unanimously

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

9 OFFICER REPORTS – DECISION ITEMS

9.1 End of Financial Year Update

Moved Sarah Beesley
S/- Pamela Lee

AC31 /24

That the Audit Committee recommends to Council:

1. That Council notes the 2023-24 preliminary financial position as presented which include:

1.1 Total operating income of \$55.289m (budget \$57.021m)

1.2 Total operating expenditure of \$61.152m (budget \$56.462m)

1.3 An operating deficit of \$4.863m (budget \$559k surplus), primarily arising from:

a) the receipt of Federal Assistance Grants in July instead of June (\$1.71m)

b) reassessment of depreciation assumptions (\$0.86m)

c) detailed review of the approach to works in progress (\$0.752m)

d) reassessment of the assumptions applied for the capitalisation of payroll expense (1.2 million)

1.3.1 That this represents an operating deficit ratio of 8.8%

1.4 Capital works program expenditure of \$17.988 (budget of \$21.890m)

2. Notes the results presented are subject to external audit review and are subject to change.

3. Notes the capital works update.

4. Notes the capital carry forwards.

Carried Unanimously

9.2 Interim Audit Management Letter

7:54pm: Cr Melanie Selwood left the meeting room.

Moved David Moffatt
S/- Sarah Beesley

AC32 /24

1. That the Interim Audit Management Letter report be received and noted.

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

2. Notes the communication received from BDO Audit from their Interim visit relating to the 2023-24 Annual Financial Statement and Internal Financial Control Audits and the Management Responses to their findings from the Interim Audit, as contained in Appendix 1.

Carried Unanimously

9.3 Debtors Report – 30 June 2024

7:56pm: Cr Melanie Selwood returned to the meeting room.

**Moved Pamela Lee
S/- David Moffatt**

AC33 /24

1. That the Debtors Report - 30 June 2024 be received and noted.
2. To acknowledge Staff efforts in debt recovery for rates.

Carried Unanimously

9.4 Placement of Council's Insurance Portfolio – 2024-25

**Moved David Moffatt
S/- Pamela Lee**

AC34 /24

That the Placement of Council's Insurance Portfolio 2024-25 report be received and noted.

Carried Unanimously

9.5 Audit Actions Implementation Update

**Moved David Moffatt
S/- Sarah Beesley**

AC35 /24

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

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

Carried Unanimously

9.6 Quarterly Risk Management Report

Moved Pamela Lee
S/- Cr Melanie Selwood

AC36 /24

1. That the Quarterly Risk Management Report be received, accepted and noted.
2. That a workshop will be held on strategic and operational risks on a date to be confirmed by the CEO.

Carried Unanimously

9.7 Risk Management and Audit Review Plan

Moved Sarah Beesley
S/- David Moffatt

AC37 /24

That the Risk Management and Audit Review Plan report be received and noted.

Carried Unanimously

10 QUESTIONS WITHOUT NOTICE

Nil

11. CONFIDENTIAL ITEMS

11.2 Financial Management Council Report – Exclusion of the Public

This item was moved to earlier in the Agenda.

12 NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on 14 October 2024 from 6.00pm at 63 Mt Barker Road, Stirling.

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

13 CLOSE MEETING

The meeting closed at 8.29pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Chris Grant

Members:

Ms Vanessa Godden	Independent Member
Mayor Jan-Claire Wisdom	
Deputy Mayor Melanie Selwood	
Cr Kirsty Parkin	

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Zoë Gill	Governance and Risk Coordinator
Collette Ordish	Senior HR Consultant, Perks People Solutions

1. COMMENCEMENT

The meeting commenced at 6.33pm

1.1. Opening Statement

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

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Mayor Jan-Claire Wisdom

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

CEO Performance Review Panel Meeting – 28 March 2024

Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden

PRP 30/24

That the minutes of the CEO Performance Review Panel meeting held on 28 March 2024 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried Unanimously

4. PRESIDING MEMBER'S OPENING COMMENTS

The Presiding Member, Cr Chris Grant, thanked members for attending the meeting, noting it was difficult to determine an appropriate meeting time. He invited attendees to observe the meeting times the panel resolve at the meeting.

5. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

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

Nil

7. OFFICER REPORTS – DECISION ITEMS

CEO Performance Review Panel Meeting Dates 2024 and 2025

Moved Cr Melanie Selwood
S/- Cr Kirsty Parkin

PRP 31/24

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To determine that the 2024 CEO Performance Review Panel Meetings will be conducted at 6.30pm at 63 Mt Barker Road, Stirling on the following dates:
 - **Wednesday 25 September 2024**

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

- **Wednesday 18 December 2024**
3. **To determine that the 2025 CEO Performance Review Panel Meetings will be conducted at 6.30pm at 63 Mt Barker Road, Stirling following the schedule below:**
- **Wednesday 5 February 2025**
 - **Wednesday 26 March 2025**
 - **Wednesday 25 June 2025**
4. **That the CEO PRP Presiding Member be delegated to amend the meeting dates as required in consultation with the Administration.**

Carried Unanimously

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Ms Vanessa Goddin sought clarification on the role of the qualified independent person compared to the independent member on the panel with HR experience.

Cr Kirsty Parkin sought clarification on Ms Collete Ordish's role.

10. CONFIDENTIAL ITEMS

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.1. CEO Performance Review Process Recommendations – Exclusion of Public

Moved Cr Melanie Selwood
S/- Cr Kirsty Parkin

PRP 32/23

The Committee resolves:

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

- Chief Executive Officer, Greg Georgopoulos
- Governance and Risk Coordinator, Zoë Gill
- Collette Ordish, Perks People Solutions, HR Consultant
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.1: CEO Performance Review Process Recommendations in confidence.

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

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

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.1.1. CEO Performance Review Process Recommendations – Confidential Item

Carried Unanimously

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.1.2. CEO Performance Review Process Recommendations – Duration of Confidentiality

Moved Cr Kirsty Parkin
S/- Cr Melanie Selwood

PRP 34/23

The Committee resolves:

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until 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.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.2. Key Performance Indicators Report – Exclusion of Public

Moved Cr Kirsty Parkin
S/- Cr Melanie Selwood

PRP 35/24

The Committee resolves:

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

- Chief Executive Officer, Greg Georgopoulos
- Governance and Risk Coordinator, Zoë Gill
- Collette Ordish, Perks People Solutions, HR Consultant
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.2: Key Performance Indicators Report in confidence.

The 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:

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

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.2.1. Key Performance Indicators Report – Confidential Item

The CEO presented his progress against the KPIs for June 2024.

**Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden**

PRP 36/24

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To advise Council that the CEO has substantially met the June 2024 Key Performance Indicators.**

Carried Unanimously

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on 25 September 2024 from 6.30pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 9.00pm.

Confidential Items

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

Item: 19.1

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

Subject: Mayor Jan-Claire Wisdom Question on Notice – Cost of Mayor’s Use of the Mayor Seeking Legal Advice Policy

For: Information

1. Mayor Jan-Claire Wisdom Question on Notice – Cost of Mayor’s Use of the Mayor Seeking Legal Advice Policy – 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, Zoe Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 10.3: (Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy) in confidence.

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

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

(a) Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

(h) legal advice;

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

2. Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy – Confidential Item

3. Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy – 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 10.3 in confidence under sections 90(2) and 90(3)(a) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	
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.

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

Item: 19.2

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

Subject: Mayor's Use of the Mayor Seeking Legal Advice Policy

For: Decision

1. Mayor's Use of the Mayor Seeking Legal Advice Policy – 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:

- Director Corporate Services, Gary Lewis
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.2: (Mayor's Use of the Mayor Seeking Legal Advice Policy) in confidence.

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

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

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

2. Mayor's Use of the Mayor Seeking Legal Advice Policy – Confidential Item

3. Mayor’s Use of the Mayor Seeking Legal Advice Policy – Duration of Confidentiality

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

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

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

Item: 19.3

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

Subject: Work, Health and Safety Matters

For: Decision

1. Work, Health and Safety Matters – 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:

- Director Corporate Services, Gary Lewis
- Governance and Risk Coordinator, Zoë Gill
- Minute Secretary, Rebekah Lyons

be excluded from attendance at the meeting for Agenda Item 19.3: (Work, Health and Safety Matters) 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.
- Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is legal advice.

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

2. Work, Health and Safety Matters – Confidential Item

3. Work, Health and Safety Matters – Duration of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.3 in confidence under sections 90(2) and 90(3)(a) and (h) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

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