



## ORDINARY COUNCIL MEETING

### NOTICE OF MEETING

To: Mayor Jan-Claire Wisdom

Councillor 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 10 September 2024**  
**6.30pm**  
**63 Mt Barker Road Stirling**

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

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

A handwritten signature in black ink, appearing to read 'GG', is written over a horizontal line.

**Greg Georgopoulos**  
**Chief Executive Officer**



## **ORDINARY COUNCIL MEETING**

**AGENDA FOR MEETING**  
**Tuesday 10 September 2024**  
**6.30pm**  
**63 Mt Barker Road Stirling**

### **ORDER OF BUSINESS**

**1. COMMENCEMENT**

**2. OPENING STATEMENT**

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

**3. APOLOGIES/LEAVE OF ABSENCE**

3.1. Apology

3.2. Leave of Absence

3.2.1. Mayor Jan-Claire Wisdom – 16 August 2024 to 13 September 2024

3.2.2. Cr Pauline Gill – 1 September 2024 to 3 October 2024

3.2.3. Cr Leith Mudge – 9 September to 16 September 2024

3.2.4. Cr Adrian Cheater – 9 September to 22 September 2024

3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 27 August 2024

*That the minutes of the ordinary meeting held on 27 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
- 8.2. Deputations
  - 8.2.1. Onkaparinga Rotary Club – Community Shed
- 8.3. Public Forum

**9. PRESENTATIONS (by exception)**

**10. QUESTIONS ON NOTICE**

- 10.1. Legal Fees 2023/24 – Cr Louise Pascale

**11. MOTIONS ON NOTICE**

Nil

**12. ADMINISTRATION REPORTS – DECISION ITEMS**

- 12.1. 2023-24 End of Financial Year Results & Carry Forwards
  - 1. *That the report be received and noted.*
  - 2. *Notes the 2023-24 preliminary financial position as presented which include:*
    - 2.1 *Total operating income of \$55.289m (budget \$57.021m)*
    - 2.2 *Total operating expenditure of \$61.152m (budget \$56.462m)*
    - 2.3 *An operating deficit of \$4.863m (budget \$559k surplus)*
      - 2.3.1 *That this represents an operating deficit ratio of 8.8%*
    - 2.4 *Capital works program expenditure of \$17.988 (budget of \$21.890m)*
  - 3. *Notes the results presented are subject to external audit review and are subject to change.*
  - 4. *Notes the capital works update.*
  - 5. *That the 2024-25 capital budget be amended to include the carried forwards amounts set out in Appendix 1 as follows:*
    - 5.1 *Renewal capital* *\$493,705*
    - 5.2 *New/upgrade capital* *\$1,274,354*
- 12.2. Festivals and Events Policy Review
  - 1. *That the report be received and noted.*

2. *With an effective date of 24 September 2024, to revoke the 10 September 2019 Festivals and Events Policy and adopt the amendments as presented in the Festivals and Events Policy as per Appendix 1.*
  3. *That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Policy prior to the date of effect.*
- 12.3. Acknowledgement and Welcome to Country Policy Review
1. *That the report be received and noted.*
  2. *To adopt the revised Acknowledgement and Welcome to Country Policy in Appendix 1, with an effective date of 30 September 2024.*
  3. *That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the revised Acknowledgement and Welcome to Country Policy prior to the effective date of adoption.*
- 12.4. Stirling Library Lawns draft Masterplan
1. *That the report be received and noted.*
  2. *Council endorses the draft Stirling Library Lawns Masterplan for consultation.*
  3. *Council approves the engagement approach contained in Appendix 2, with the Chief Executive Officer authorised to finalise dates and make minor modifications as required.*
  4. *That a further report be presented with the outcomes of community consultation as part of adopting a final masterplan.*
- 12.5. Appointment of Council Member to the CEO Performance Review Panel Decision 1
- Council resolves:*
1. *That the report on the CEO Performance Review Panel Member Appointment be received and noted.*
  2. *To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the CEO Performance Review Panel Member role and for the meeting to resume once the results of the indicative voting for the role has been declared.*
- Decision 2
1. *To appoint \_\_\_\_\_ to the Committee Member position of the CEO Performance Review Panel for a term to commence on 11 September 2024 and conclude on 30 November 2025 (inclusive).*



2. *To authorise the Chief Executive Officer to advise the CEO PRP of Council's resolutions.*

**13. ADMINISTRATION REPORTS – INFORMATION ITEMS**

Nil

**14. CORRESPONDENCE FOR NOTING**

Nil

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

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

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

17.3. CEO Report

**18. REPORTS OF COMMITTEES**

18.1. Council Assessment Panel

18.2. Audit Committee

18.3. CEO Performance Review Panel

18.4. Boundary Change Committee – 28 August 2024

*That the minutes of the Boundary Change Committee meeting held on 28 August 2024 as supplied, be received and noted.*

**19. CONFIDENTIAL ITEMS**

19.1. CEO Performance Review Panel Recommendations – CEO Review Process

19.2. Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy

19.3. Boundary Change Committee Recommendations - Strategic Communication & Engagement Plan Updates

19.4. Boundary Change Committee Recommendations – Boundary Change Proposal Project, Terms of Reference and Governance Arrangements

**20. NEXT MEETING**

Tuesday 24 September 2024 6.30pm, 63 Mt Barker Road, Stirling

**21. CLOSE MEETING**

# Council Meetings, Information and Briefing Sessions, CAP and Committee Meeting for 2024

DATE	TYPE	LOCATION	MINUTE TAKER
<b>JANUARY 2024</b>			
Wed 10 January	CAP	Stirling	Karen Savage
Mon 15 January	Special CEO PRP	Stirling	Kelley Jones Lawyers
Tues 23 January	Ordinary Council	Stirling	Rebekah Lyons
Tues 30 January	Workshop	Stirling	N/A
<b>FEBRUARY 2024</b>			
Mon 5 February	Workshop	Woodside	N/A
Mon 5 February	Special Council Meeting	Woodside	Jody Atkins
Thurs 8 February	Special CEO PRP	Stirling	Kelley Jones Lawyers
Mon 12 February	Special Audit Committee	Stirling	Jody Atkins
Tues 13 February	Ordinary Council	Stirling	Rebekah Lyons
Tues 13 February	Special Workshop	Stirling	N/A
Wed 14 February	CAP	Stirling	Karen Savage
Mon 19 February	Audit Committee	Stirling	Jody Atkins
Tues 20 February	Special Council Meeting	Stirling	Jody Atkins
Tues 20 February	Professional Development	Stirling	N/A
Tues 27 February	Ordinary Council	Stirling	Rebekah Lyons
<b>MARCH 2024</b>			
Mon 4 March	Workshop	Woodside	N/A
Tues 12 March	Ordinary Council	Stirling	Rebekah Lyons
Wed 13 March	CAP	Stirling	Karen Savage
Tues 19 March	Professional Development	Stirling	N/A
Thurs 21 March	CEO PRP	Stirling	Kelley Jones Lawyers
Saturday 23 March	Long Term Financial Plan & Annual Business Plan Workshop	Gumeracha	N/A
Tues 26 March	Ordinary Council	Stirling	Rebekah Lyons
Thurs 28 March	Special CEO PRP	Stirling	Zoe Gill
<b>APRIL 2024</b>			
Tues 2 April (Easter Monday)	Workshop	Woodside	N/A
Tues 9 April	Ordinary Council	Stirling	Rebekah Lyons
Wed 10 April	CAP	Stirling	Karen Savage
Mon 15 April	Audit Committee	Stirling	Jody Atkins
Tues 16 April	Professional Development	Stirling	N/A
Mon 22 April	Boundary Change Committee	Stirling	Zoe Gill
Tues 23 April	Ordinary Council	Stirling	Rebekah Lyons
<b>MAY 2024</b>			
Mon 6 May	Workshop and Fabrik Tour	Woodside	N/A
Wed 8 May	CAP	Stirling	Karen Savage
Tues 14 May	Ordinary Council	Stirling	Rebekah Lyons
Mon 20 May	Audit Committee	Stirling	Jody Atkins
Tues 21 May	Professional Development	Stirling	N/A
Thurs 23 May	CEO PRP – rescheduled	Stirling	Kelley Jones Lawyers
Tues 28 May	Ordinary Council	Stirling	Rebekah Lyons
<b>JUNE 2024</b>			
Mon 3 June	Workshop	Woodside	N/A
Tues 11 June	Ordinary Council	Stirling	Rebekah Lyons
Wed 12 June	CAP	Stirling	Karen Savage

DATE	TYPE	LOCATION	MINUTE TAKER
Tues 18 June	Professional Development – Mid-term mandatory training	Stirling	N/A
Tues 25 June	Ordinary Council	Stirling	Rebekah Lyons
<b>JULY 2024</b>			
Mon 1 July	Workshop	Woodside	N/A
Tues 9 July	Ordinary Council	Stirling	Rebekah Lyons
Tues 9 July	Workshop	Stirling	N/A
Wed 10 July	CAP	Stirling	Karen Savage
Tues 16 July	Professional Development Mid-term mandatory training	Stirling	N/A
Tues 23 July	Ordinary Council	Stirling	Skye Ludzay
<b>AUGUST 2024</b>			
Mon 5 August	Workshop	Woodside	N/A
Mon 12 August	CEO PRP	Stirling	Zoe Gill
Tues 13 August	Ordinary Council	Stirling	Rebekah Lyons
Wed 14 August	CAP	Stirling	Karen Savage
Mon 19 August	Audit Committee	Stirling	Skye Ludzay
Tues 20 August	Professional Development	Stirling	N/A
Mon 26 August	Workshop	Stirling	N/A
Tues 27 August	Ordinary Council	Stirling	Skye Ludzay
Wed 28 August	Boundary Change Committee	TBA	Rebekah Lyons
<b>SEPTEMBER 2024</b>			
Mon 2 September	Workshop	Woodside	N/A
Tuesday 10 September	Ordinary Council	Stirling	Rebekah Lyons
Wed 11 September	CAP	Stirling	Karen Savage
Tues 17 September	Professional Development Mid-term mandatory training	Stirling	N/A
Tues 24 September	Ordinary Council	Stirling	Skye Ludzay
Wed 25 September	CEO PRP	Stirling	Zoë Gill
<b>OCTOBER 2024</b>			
Tues 1 October (Public Holiday)	Workshop	Woodside	N/A
Tuesday 8 October	Ordinary Council	Stirling	Rebekah Lyons
Wed 9 October	CAP	Stirling	Karen Savage
Mon 14 October	Audit Committee	Stirling	Skye Ludzay
Tues 15 October	Professional Development Mid-term mandatory training	Stirling	N/A
Tues 22 October	Ordinary Council	Stirling	Rebekah Lyons
<b>NOVEMBER 2024</b>			
Mon 4 November	Workshop	Woodside	N/A
Tues 12 November	Ordinary Council	Stirling	Rebekah Lyons
Wed 13 November	CAP	Stirling	Karen Savage
Mon 18 November	Audit Committee	Stirling	Skye Ludzay
Tues 19 November	Professional Development	Stirling	N/A
Tues 26 November	Ordinary Council	Stirling	Skye Ludzay
<b>DECEMBER 2024</b>			
Mon 2 December	Workshop	Woodside	N/A

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

<b>DATE</b>	<b>TYPE</b>	<b>LOCATION</b>	<b>MINUTE TAKER</b>
Tues 10 December	Ordinary Council	Stirling	Rebekah Lyons
Wed 11 December	CAP	Stirling	Karen Savage
Wed 18 December	CEO PRP	Stirling	Zoë Gill

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

## Council Member Attendance 2024

### Information or Briefing Sessions

Meeting Date	Mayor Jan-Claire Wisdom	Cr Kirrilee Boyd	Cr Adrian Cheater	Cr Nathan Daniell	Cr Leith Mudge	Cr Louise Pascale	Cr Mark Osterstock	Cr Kirsty Parkin	Cr Pauline Gill	Cr Chris Grant	Cr Malcolm Herrmann	Cr Lucy Huxter	Cr Melanie Selwood
19.03.2024 (PD)	LOA	F	F	F	F	F	AP	F	F	F	F	F	F
23.03.2024 (WS)	LOA	P	F	F	F	F	P	P	F	F	F	AP	F
02.04.2024 (WS)	LOA	AP	F	F	F	F	F	P	A	F	F	P	P
09.04.2024 (WS)	LOA	F	F	F	F	LOA	F	F	A	F	F	LOA	F
16.04.24 (WS)	LOA	F	P	F	AP	LOA	LOA	LOA	F	F	F	F	F
06.05.2024 (WS)	LOA	F	F	F	F	F	A	F	LOA	F	F	F	F
21.05.2024 (WS)	F	F	F	F	F	P	LOA	F	LOA	F	F	AP	F
3.06.2024 (WS)	AP	AP	F	F	F	F	AP	F	F	F	F	AP	F
18.06.2024 (PD)	F	F	F	F	F	F	F	AP	F	F	F	AP	F
01.07.24 (WS)	AP	F	AP	F	F	AP	AP	F	AP	F	P	P	F
09.07.24 (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
20.08.24 (WS)	LOA	F	F	AP	F	F	F	AP	F	F	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
26.08.24 (PD)	LOA	F	F	F	F	F	F	F	F	F	F	F	F
02.09.24 (WS)	LOA	F	P	F	F	AP	AP	F	A	AP	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
27.08.2024	LOA	AP	F	F	F	P	F	F	P	F	P	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

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

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

## 8.3 PUBLIC FORUM

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

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

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# **Minutes of Council**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

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In Attendance

**Presiding Member:** Acting Mayor Melanie Selwood

**Members:**

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

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 Coordinator
Rebekah Lyons	Minute Secretary
Tom Portas	Technical Support

**1. COMMENCEMENT**

The meeting commenced at 6:30pm

**2. OPENING STATEMENT**

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

**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1 Apology**

Cr Kirrilee Boyd

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

**3.2 Leave of Absence**

Mayor Jan-Claire Wisdom, 16 August 2024 to 13 September 2024, approved by Council at its meeting of 25 June 2024.

**Moved Cr Chris Grant**  
**S/- Cr Kirsty Parkin**

**287/24**

- 1 That a Leave of Absence from all duties of office be granted to Cr Leith Mudge from 9 September 2024 to 16 September 2024.**
- 2 That any committee or panel membership currently held by Cr Leith Mudge be undertaken by the Deputy during the leave of absence.**

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

Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1 Council Meeting – 13 August 2024**

**Moved Cr Malcolm Herrmann**  
**S/- Cr Chris Grant**

**288/24**

**Council resolves that the minutes of the Ordinary Council meeting held on 13 August 2024, as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

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

6:33pm Cr Louise Pascale joined the meeting.

**5.1 Cr Leith Mudge, Item 12.5 Request to Waive LMA Obligations – 2/133 Main Street Lobethal**

Under section 75B of the Local Government Act 1999 Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.5.

**5.2 Acting Mayor Melanie Selwood, Item 12.6 Temporary Road Closures – Youth Drivers Awareness Course 2024-25**

Under section 75B of the Local Government Act 1999 Acting Mayor Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.6.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

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**5.3 Acting Mayor Melanie Selwood, Item 19.2 Mayor’s Use of the Mayor Seeking Legal Advice Policy**

Under section 75B of the Local Government Act 1999 Acting Mayor Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 19.2.

**5.4 Cr Chris Grant, Item 19.3 Work, Health and Safety Matters**

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

**5.5 Cr Louise Pascale, Item 19.3 Work, Health and Safety Matters**

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

**5.6 Acting Mayor Melanie Selwood, Item 19.3 Work, Health and Safety Matters**

Under section 75B of the Local Government Act 1999 Acting Mayor Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 19.3.

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

The Acting Mayor asked Council members to be succinct and consider the lengthy agenda when speaking to and debating motions during the meeting.

**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**

Di Liebelt of Forest Range and Chris Badenoch of Uraidla – upgrade of access road in Soldiers Memorial Park, Uraidla.

6:42pm Cr Leith Mudge left the meeting room.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

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Kate Westland and Jamie Williams of Athelstone – Support for Item 12.5 Land Management Agreement Waiver Request.

6:46pm Cr Leith Mudge returned to the meeting room.

With leave of the meeting items 12.1 and 12.5 were brought forward on the agenda.

**12.1 Uraidla Districts Soldiers Memorial Park – Request for Funding**

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

**289/24**

**Council resolves:**

- 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.**

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**Carried Unanimously**

**12.5 Land Management Agreement Waiver Request – 2/133 Main Street Lobethal**

Under section 75B of the *Local Government Act 1999* Cr Leith Mudge disclosed a General (section 74) Conflict of Interest in Item 12.5.

- The subject land is part of a development application that may come before CAP. As Council's representative on CAP, I am not allowed to discuss or express an opinion on a matter that may come to CAP.

6:55pm Cr Leith Mudge left the meeting room.

**Moved Cr Lucy Huxter**

**S/- Cr Malcolm Herrmann**

**290/24**

**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.

**Carried Unanimously**

7:03pm Cr Leith Mudge returned to the meeting room.

**9. PRESENTATIONS**

Nil

**10. QUESTIONS ON NOTICE**

**10.1 Hamilton Hill – Cr Louise Pascale**

**Q. 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?**



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**A. 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

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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.

**A. Part 2 - car parking issues**

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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.

## 10.2 Staffing and Legal Advice Questions

### 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

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Open space	7	2.2
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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. 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

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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. 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
<b>Corporate Services</b>								
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
	<b>22,702</b>	<b>136,150</b>	<b>8,629</b>	<b>9,300</b>	<b>0</b>	<b>2,153</b>	<b>1,485</b>	<b>1,135</b>
<b>Community &amp; Development</b>								
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					
	<b>10,207</b>	<b>104,880</b>	<b>10,207</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environment &amp; Infrastructure</b>								
E&I Director's Office		3,000						
Property Management	2,516	20,000	683		1,833			
	<b>2,516</b>	<b>23,000</b>	<b>683</b>	<b>0</b>	<b>1,833</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Gross Legal Costs</b>	<b>35,425</b>	<b>264,030</b>	<b>19,519</b>	<b>9,300</b>	<b>1,833</b>	<b>2,153</b>	<b>1,485</b>	<b>1,135</b>
<b>2a) Rates Revenue Other Charges</b>								
RATES Recoverables: Legal Fees	(3,789)	(58,300)						
<b>2f) Other Income Sundry</b>								
DEVELOPMENT: Recoverables: Legal Fees	(4,364)	(20,240)						
<b>Net Legal Costs</b>	<b>27,273</b>	<b>185,490</b>						

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

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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.

**11. MOTIONS ON NOTICE**

**11.1 Lobethal Community Kindergarten 'Bush Kindy' Signage – Cr Lucy Huxter**

Moved Cr Lucy Huxter  
S/- Cr Chris Grant

**291/24**

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 consults directly with the Lobethal Community Kindergarten and the Friends of Lobethal Bushland Park Group 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.

<b>Carried Unanimously</b>
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**11.2 Development of a Board of Directors for FABRIK – Cr Kirsty Parkin**

Moved Cr Kirsty Parkin  
S/- Cr Louise Pascale

**292/24**

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.

<b>Carried Unanimously</b>
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**12. OFFICER REPORTS – DECISION ITEMS**

**12.1 Uraidla Districts Soldiers Memorial Park – Request for Funding**

This item was considered earlier in the meeting.

**12.2 Draft Strategic Plan for Community Consultation**

Moved Cr Nathan Daniell

S/- Cr Leith Mudge

293/24

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, with the following changes:
  - a) Amending the vision to delete the words “where rural and sustainable practices coexist” and replace with “with sustainable practices in rural landscapes.”
  - b) Changing the date for a forum at Norton Summit to Monday 17 September 2024.
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.

<b>Carried Unanimously</b>
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**12.3 Quarterly Performance Report**

Moved Cr Mark Osterstock

S/- Cr Chris Grant

294/24

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Council resolves that the Quarterly Council Performance Report – Q4 2023-24 be received and noted.

<b>Carried Unanimously</b>
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**12.4 2024-2025 Australian Government Black Spot Program – Funding Deeds**

Moved Cr Leith Mudge

S/- Cr Malcolm Herrmann

295/24

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.

<b>Carried Unanimously</b>
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**12.5 Land Management Agreement Waiver Request – 2/133 Main Street Lobethal**

This item was considered earlier in the meeting.

**12.6 Temporary Road Closures – Youth Drivers Awareness Course 2024-25**

Under section 75B of the *Local Government Act 1999* Acting Mayor Melanie Selwood disclosed a General (section 74) Conflict of Interest in Item 12.6.



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- I reside in the town of Charleston, but not the area that will be affected by the road closure.

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.

**Moved Cr Kirsty Parkin**

**S/- Cr Leith Mudge**

**296/24**

**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.**

<b>Carried Unanimously</b>
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**12.7 Grant Opportunity – Thriving Suburbs Grant Program**

Item withdrawn.

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

**Moved Cr Chris Grant**

**S/- Cr Kirsty Parkin**

**297/24**

**Council resolves:**

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

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**Carried Unanimously**

**12.9 Council Resolutions Update**

Moved Cr Malcolm Herrmann  
S/- Cr Mark Osterstock

**298/24**

**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.**

**Carried Unanimously**

**13. OFFICER REPORTS - INFORMATION ITEMS**

Nil

**14. CORRESPONDENCE FOR INFORMATION**

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

Moved Cr Malcolm Herrmann  
S/- Cr Mark Osterstock

**299/24**

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

**Carried Unanimously**

**15. QUESTIONS WITHOUT NOTICE**

Cr Malcolm Herrmann asked a question regarding the expected completion date of the Balhannah Bridge.

Cr Louise Pascale – see confidential items.

**16. MOTIONS WITHOUT NOTICE**

Nil

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**17. REPORTS****17.1 Council Member Function or Activity on the Business of Council****Cr Kirrilee Boyd**

- 17 August 2024 – Opening of Circle 9 of the Circle of Friends Afghan Cultural Night, music and art exhibition

**Cr Malcolm Herrmann**

- 25 August 2024 – Mt Torrens CFS 70<sup>th</sup> Anniversary, Mt Torrens

**Cr Chris Grant**

- 21 August 2024 – attended Lenswood and Forest Range Community Association AGM
- 26 August 2024 – attended meeting on-site with DIT Representative regarding Lenswood Main Street

**Cr Kirsty Parkin**

- 23 August 2024 – Southern and Hills Local Government Association

7:38pm Cr Mark Osterstock left the meeting room.

7:39pm Cr Mark Osterstock returned to the meeting room.

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

- 15 August 2024 – GRFMA Board Meeting, Gawler

**17.3 CEO Report**

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

- Information being prepared to release to the media regarding the financial statements
- The appointment of Manager People and Culture
- Confirmation that the Enterprise Agreement negotiations will soon commence

**18. REPORTS OF COMMITTEES****18.1 Council Assessment Panel – 14 August 2024**

**Moved Cr Leith Mudge**  
**S/- Cr Kirsty Parkin**

**300/24**

**Council resolves that the minutes of the Council Assessment Panel meeting held on 14 August 2024, as supplied, be received and noted.**

<b>Carried Unanimously</b>
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**18.2 Audit Committee – 19 August 2024**

Moved Cr Malcolm Herrmann  
S/- Cr Mark Osterstock

**301/24**

Council resolves that the minutes of the Audit Committee meeting held on 19 August 2024 as supplied, be received and noted.

<b>Carried Unanimously</b>
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**18.3 CEO Performance Review Panel – 12 August 2024**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

**302/24**

Council resolves that the minutes of the CEO Performance Review Panel meeting held on 12 August 2024, as supplied, be received and noted.

<b>Carried Unanimously</b>
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**18.4 Boundary Change Committee**

Nil

7:43pm the meeting was adjourned for a short break.

7:58pm the meeting resumed.

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**19. CONFIDENTIAL ITEMS**

**Question Without Notice (Item 15) Exclusion of the Public**

**Moved Cr Pauline Gill  
S/- Cr Kirsty Parkin**

**303/24**

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, Zoe Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Question Without Notice (Item 15) 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) and (h) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is:

(g) 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

(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.

<b>Carried Unanimously</b>
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**Question Without Notice – Confidential Item**

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**Question Without Notice (Item 15) – Duration of Confidentiality**

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

304/24

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 Question Without Notice (Item 15) 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
Minutes	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.

<b>Carried Unanimously</b>
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**19.1 Mayor Jan-Claire Wisdom – Question on Notice: Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy – Exclusion of the Public**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

305/24

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, 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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

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- 19.1.1 Mayor Jan-Claire Wisdom – Question with Notice: Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy – Confidential Item**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

**19.1.2 Mayor Jan-Claire Wisdom – Question with Notice: Cost for Mayor’s Use of the Mayor Seeking Legal Advice Policy – Duration of Confidentiality**

Moved Cr Leith Mudge  
S/- Cr Chris Grant

306/24

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 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	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.

<b>Carried Unanimously</b>
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MINUTES OF ORDINARY COUNCIL MEETING  
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**19.2 Mayor's Use of the Mayor Seeking Legal Advice Policy – Exclusion of the Public**

Moved Cr Leith Mudge

S/- Cr Chris Grant

307/24

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
- Special Counsel MinterEllison, Susie Inat
- 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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
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**19.2.1 Mayor's Use of the Mayor Seeking Legal Advice Policy – Confidential Item**

8:10pm The Presiding Member, with leave of at least two thirds of the members present at the meeting, suspended operations of the formal meeting procedures for the purposes of a presentation on the item.

9:14pm The Presiding Member determined that the period of suspension should be brought to an end and resumed the formal meeting procedures.

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

**308/24**

- 1. That Council receive and note the Independent Inquiry Report (Inquiry Report).**
- 2. That Council accepts and adopts the findings in the Inquiry Report.**
- 3. That the Mayor not be permitted to use or rely on the *Mayor Seeking Legal Advice Policy* for the purposes of obtaining legal advice and that if the Mayor requires legal advice for the benefit of Council, a resolution of Council permitting the Mayor to seek the advice must first be obtained.**
- 4. The Council instructs the administration:**
  - a. with the assistance of legal advice as required, to undertake a fulsome review of the Mayor Seeking Legal Advice Policy, including having regard to the findings and recommendations in the Inquiry Report, including whether any legal advice procured must be provided in writing, the timeframes in which the Mayor must report/ disclose any legal advice to elected members, and the application of the Policy to committees (particularly where the Mayor is a member of a committee but not the presiding member); and**
  - b. to present the draft policy to Council as soon as possible, but otherwise by January 2025, for its consideration and if appropriate adoption.**
- 5. That Council requires the Mayor:**
  - a. at the next Council meeting the Mayor attends, to acknowledge (publicly) that the Mayor did not comply with the Mayor Seeking Legal Advice Policy; and**
  - b. attend training in relation to the use of the Mayor Seeking Legal Advice Policy adopted by Council following a review of the same.**
- 6. That Council and the administration, as appropriate:**
  - a. undertake a review of its practice of considering 'late items' for the purposes of ensuring compliance with the *Local Government Act 1999* (SA);**
  - b. review the accuracy of its report writing; and**
  - c. consider and approve any leave requests of the Chief Executive Officer**

**ADELAIDE HILLS COUNCIL  
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(CEO) in accordance with the CEO's employment agreement.

7. That the Administration provide a report to Council on or before its first (ordinary) meeting in January 2025 on the matters (ie specifically on the changes to any practices or procedures) to address the findings arising out of the Inquiry Report and relating to the matters set out in resolution 6.
8. Council acknowledges that the Mayor Seeking Legal Advice Policy requires Council be fully informed as to the legal advice received by the Mayor under that Policy. The independent inquiry has found that Council was not fully informed.
9. As a matter of principle, and because Council paid all costs relating to the legal advice obtained by the Mayor (and a staff member) the subject of the Independent Inquiry, Council requires a full understanding of and to be apprised of the content of all the legal advice sought and received.
10. Council, therefore, instructs the Administration to write to Norman Waterhouse requesting, at no cost to Council:
  - a. that the details of all the legal advice sought by the Mayor and/ or the staff member (ie the instructions), and the legal advice provided to the Mayor and/ or the staff member between 28 October 2023 and 20 December 2023 be provided to the Council in writing; and
  - b. One or more of the legal practitioners who received instructions and/ or provided legal advice to the Mayor and/ or the staff member, attend a Council information briefing to provide a verbal explanation to Council of the advice sought and advice they provided.
11. In making the request to Norman Waterhouse per part 10 of this resolution, Council requires the Administration to make it clear that Council has an expectation that Norman Waterhouse will provide Council the information, advice and materials sought - at no charge given their previous engagement concerning this matter and their standing in the South Australian Local Government sector.
12. If, in response to the request in part 10 of this resolution, Norman Waterhouse advises that the provision of any information or legal advice, and/ or the attendance at a Council information briefing will incur a fee, Council instructs the Administration to seek a fee estimate from Norman Waterhouse for the same and report the response and fee estimate to Council (at the next available meeting), for Council to determine how to proceed.
13. Council instructs the administration to inform the Mayor and the Mayor's lawyers of the aforementioned resolutions at the earliest opportunity.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

**MOTION**

Moved Cr Melanie Selwood

S/- Cr Mark Osterstock

309/24

Council resolves to extend the meeting by 30 minutes to 10.30pm.

Carried Unanimously

**19.2.2 Mayor's Use of the Mayor Seeking Legal Advice Policy – Duration of Confidentiality**

Moved Cr Mark Osterstock

S/- Cr Kirsty Parkin

310/24

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 19.2 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 the Mayor is informed
Other (presentation, documents, or similar)	Until Further Order

Carried Unanimously

**ADELAIDE HILLS COUNCIL  
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**19.3 Work, Health and Safety Matters – Exclusion of the Public**

9:57pm Cr Leith Mudge, Cr Adrian Cheater, Cr Kirsty Parkin and Cr Mark Osterstock left the meeting room.

**Moved Cr Nathan Daniell**

**S/- Cr Chris Grant**

**311/24**

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
- Special Counsel MinterEllison, Susie Inat
- 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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
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**19.3.1 Work, Health and Safety Matters – Confidential Item**

**MOTION AS AMENDED**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

**316/24**

Council resolves:

**DECISION ONE**

1. That Council receive and note the presentation, information, reports and legal advice in relation to this Item 19.3.
2. That Council, pursuant to s 41(5) of the Local Government Act 1999 (SA), removes the Mayor from the Chief Executive Officer's Performance Review Panel.
3. That having removed the Mayor from the Chief Executive Officer's Performance Review Panel, the Council amends the Terms of Reference for the Panel as follows:
  - a. In clause 5.1.1 delete "Mayor and"; and
  - b. In clause 5.1.2 delete "Two (2) Council Members" and substitute with "Three (3) Council Members (not being the Mayor)".
4. That the amendments to the Terms of Reference (per part 3 of this Resolution) remain in effect unless and until the Council resolves otherwise.
5. That at its next Ordinary meeting, Council's Administration prepare and present a report to Council for the purposes of taking nominations and appointing a member of Council (other than the Mayor) to fill the vacancy of the CEO PRP.
8. Council acknowledge the work of and following measures adopted by the Chief Executive Officer to address organisational culture and psychosocial risks at Council:
  - Reviewing and updating a suite of WHS policies, including developing a psychosocial policy and procedure
  - Developing a psychosocial risk survey to be implemented across the organisation, including a distinct process for elected members
  - Hosting a professional development for elected members directed at exploring the expectations on elected members and how to support a chamber that is effective, healthy, and a safe environment for all
  - Implementing mandatory mental health first aid training for all people leaders within the organisation.



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- Sending quarterly emails to elected members reminding them of their WHS obligations
- Undertaking a values survey that is currently underway
- Being in the final stages of recruiting a People and Culture Manager with a strong background in organisational development
- Further actions will be taken on the advice of the newly recruited manager.

<b>Carried Unanimously</b>
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**DECISION TWO**

**Moved Cr Leith Mudge  
S/- Cr Adrian Cheater**

**317/24**

1. That Council, pursuant to section 58(2) of the Local Government Act, appoint the Deputy Mayor as the principal spokesperson of the Council.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 AUGUST 2024  
63 MT BARKER ROAD STIRLING**

**19.3.2 Work, Health and Safety Matters – Duration of Confidentiality**

Moved Cr Lucy Huxter

S/- Cr Adrian Cheater

318/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.3 in confidence under sections 90(2) and 90(3)((a) and (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 with the exception of Decision One: part 1 to 5, part 8 Decision Two	Until Further Order That the exceptions not be released until the Mayor is advised
Other (presentation, documents, or similar)	Until Further Order

Carried Unanimously

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
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**20. NEXT ORDINARY MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 10 September 2024 from 6.30pm at 63 Mt Barker Road, Stirling.

**21. CLOSE MEETING**

The meeting closed at 11:29pm.

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## **Questions on Notice**

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
AGENDA BUSINESS ITEM**

**Item:** 10.1 Question on Notice

**Originating from:** Cr Louise Pascale

**Subject:** Legal Fees 2023/24

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**1. QUESTION**

1. Could we please have an update of the spend on legal costings for the 2023/24 Financial Year?
2. What is the breakdown of that spend per department and budget line?
3. What is the comparison of each budget line for the 2022/23 financial year compared to the 2023/24 Financial year?
4. What is the rationale for the increase in spending on legal fees?
5. At what point did our legal spend begin to spike? What is the rationale for this?

**2. BACKGROUND**

On 16 May 2024 Council was provided with the spend on legal fees for YTD. At the Ordinary Council meeting of 23 July 2024 I asked a Question Without Notice on an update on the Financial spend on legal fees for the 2023/24 Financial Year. I was told that would be presented to us at the following workshop of 30 July 2024. Unfortunately that final figure was not presented to us.

This Question on Notice is a follow up to my question on the 16 May 2024, and seeks to clarify where our legal spend for our last financial year was in a breakdown akin to that which was delivered to the Chamber in May.

**3. OFFICER'S RESPONSE**

**The table below sets out the responses to questions 1,2,3.**

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

	2022/23 Actuals	2023/24 Revised Budget	2023/24 Actuals
<b>Corporate Services</b>			
Governance & Performance	6,896	136,000	132,798
People and Culture & WHS	9,534	11,850	47,085
Information Management	0	0	2,553
Rates	10,538	6,750	10,111
	<b>26,968</b>	<b>154,600</b>	<b>192,547</b>
<b>Community &amp; Development</b>			
C&D Director's Office	0	1,100	6,495
Animal Management	2,902	18,900	18,773
Parking and By-Laws	4,637	9,100	12,905
Development Services	181,999	66,640	33,104
	<b>189,538</b>	<b>95,740</b>	<b>71,277</b>
<b>Environment &amp; Infrastructure</b>			
E&I Director's Office	0	1,500	4,368
Manager Open Space	222	1,100	1,326
AHBTC	0	1,500	4,405
Property Management	30,936	38,940	53,787
	<b>31,158</b>	<b>43,040</b>	<b>63,886</b>
<b>Total legal costs</b>	<b>247,663</b>	<b>293,380</b>	<b>327,710</b>

**4. What is the rationale for the increase in spending on legal fees?**

The general rationale for legal expenses is to respond to events that occur throughout the year, ensuring that Council acts in accordance with its legal obligations and that it mitigates risks to Council in the most appropriate way.

Legal fees are generally not an intended or planned expense as they are incurred in response to events as they occur. One exception to this is planned expenditure on pursuing overdue rates. This is a periodic activity that can be anticipated as it is initiated by Council. Therefore, the increase in legal fees is primarily a result of unexpected events often of a confidential nature.

**5. At what point did our legal spend begin to spike? What is the rationale for this?**

There has been a spike in legal fees in January 2024, stemming from events in late 2023. The rationale for this is primarily related to an increase in internal confidential matters that required legal advice in relation to Council's legal obligations and risk minimisation.

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# **Administration Reports Decision Items**

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.1</b>
<b>Responsible Officer:</b>	<b>Gary Lewis Director Corporate Services</b>
<b>Subject:</b>	<b>2023-24 End of Financial Year Results &amp; Carry Forwards</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

This report provides Council with an update of Council's preliminary Operating Result before Capital for the 2023-24 financial year and the status of the preparatory work for the end of year audit. It also includes an update on Capital Works and Borrowings as of 30 June 2024.

This is a preliminary report with all financial figures still to be audited by BDO which will commence Monday 16 September 2024.

The preliminary year end operating position for 2023-24 is an operating deficit of \$4.863m which is \$5.422m unfavourable compared to the Q3 budget of \$559k favourable.

Capital expenditure as of 30 June 2024 is \$17.988m which is \$3.901m less than the Q3 budget of \$21.890m. The adopted capital budget for 2023-24 was \$28.512m including carry forwards of \$6.115m (June adoption meeting) and \$4.430m (Aug 2024 BR0). There is a recommended carried forward capital budget of \$1,768,059.

It should be noted that further changes to Council's financial results will occur following the finalisation of Council's statutory accounts and subsequent audit. The finalisation of the accounts will address matters still outstanding which include the accounting for Council's subsidiaries' results and asset revaluation adjustments. However, these adjustments are not expected to change materially the end of year operating position.

The Administration presented an End of Financial Year reporting timetable to the Audit Committee on 20 May 2024 and remains confident that all significant preparatory work will be completed in advance of the final audit visit by BDO scheduled for mid-September 2024.



## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
2. Notes the 2023-24 preliminary financial position as presented which include:
  - 2.1 Total operating income of \$55.289m (budget \$57.021m)
  - 2.2 Total operating expenditure of \$61.152m (budget \$56.462m)
  - 2.3 An operating deficit of \$4.863m (budget \$559k surplus)
    - 2.3.1 That this represents an operating deficit ratio of 8.8%
  - 2.4 Capital works program expenditure of \$17.988 (budget of \$21.890m)
3. Notes the results presented are subject to external audit review and are subject to change.
4. Notes the capital works update.
5. That the 2024-25 capital budget be amended to include the carried forwards amounts set out in Appendix 1 as follows:

5.1	Renewal capital	\$493,705
5.2	New/upgrade capital	\$1,274,354

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## 1. BACKGROUND

Council's preparation of the Annual General Purpose Financial Reports on a timely basis is affected by, but not limited to:

- external audit timelines
- resourcing, both internal and external
- Infrastructure assets validation

A timetable has been prepared to document and streamline the end of year progress during July and August, and the confirmed final audit visit commencing on 16 September 2024.

The purpose of this report is to provide Council with a preliminary view of the actual financial performance compared to budget for the year ending 30 June 2024 and to seek approval to carry forward previously approved budget funding to the 2024-25 financial year.

Council's preliminary end of year result was presented to the Audit Committee at its 19 August 2024 meeting. At this meeting the Audit Committee resolved as follows.

## 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.

As the report provides Council with a preliminary view of Council's financial performance to budget for the year ended 30 June 2024, it was considered appropriate as part of this update to provide the Audit Committee with the Preliminary End of Year Financial Results and commentary given the timing of the Audit Committee Meeting.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5 A Progressive Organisation

Objective 05 We are accountable, informed, and make decisions in the best interests of the whole community.

Priority 05.2 Make evidence-based decisions and prudently assess the risks and opportunities to our community before acting.

Priority 05.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.

➤ **Legal Implications**

Council is required to prepare audited annual Financial Statements in accordance with the *Local Government Act 1999* (LGA), and the *Local Government (Financial Management) Regulations 2011*.

Chapter 8, Part 3, Division 3 – Financial Statements and Division 4 – Audit, LGA 1999 and Part 4 – Financial Statements, *Local Government (Financial Management) Regulations 2011*.

➤ **Risk Management Implications**

Failure to complete the year end reporting process within an agreed timetable can result in increased financial, compliance and reputational risk.

The completion of the year end reporting and audit processes within the legislative timeframes will assist in mitigating the risk of:

*Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.*

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

➤ **Financial and Resource Implications**

The end of year financial reporting process ensures the timely production of the Annual General Purpose Financial Reports. These are required for the Annual Report and can impact on Council's ability to secure future grant and loan funding.

Council's Operating Result for 2023-24 has been significantly impacted by four factors which are not reflective of Council's operating performance in 2023-24. These are explained below.

Federal Assistance Grants

Council had budgeted to receive \$1.710m in Federal Assistance Grants (FAG) and Local Roads Grants (LRG) during 2023-24. In the past, these funds have been paid to Council in advance in late June, however the monies were not received until July 2024. These are accounted for at the date the monies are received which in this case is financial year 2024/25.

Depreciation

During the initial years of COVID, the Council adopted a conservative approach to asset valuations, considering the potential long-term impacts of fluctuating asset prices. This cautious stance was intended to manage uncertainty, but as many have noticed, the costs associated with infrastructure have surged significantly in the past three years. Industry-wide revaluations, including our own building assets, have increased by over 50%.

Considering these dramatic increases, Council have reviewed the asset valuations and recognised that the earlier, conservative assumptions did not fully account for the significant rise in infrastructure costs. As a result, our approach has been adjusted to more accurately reflect current market conditions.

Asset values have been updated using the Producer Price Index annual increases post-COVID. We are now confident that our asset valuations are more in line with the true cost of infrastructure today.

The impact of this change has been an increase in depreciation expense of \$860k above budget.

#### Work in Progress (WIP)

Council has significant write-off from WIP of capital expenditure in 2023-24. WIP is written off where uncompleted projects are no longer considered to be capital in nature. That is, they do not result in Council having an asset (tangible or intangible) in the future..

A significant part of this write-off, (\$498k) is associated with various Information and Communication Technology (ICT) projects that are hosted by an external third party or via the Cloud. Under the accounting standards these projects are classified as SAAS (software as a service) products and are recognised as operating expenditure.

Another \$187k of the write-off can be attributed to the development of the Crafers, Stirling, Aldgate and Bridgewater stormwater management plans. This expenditure is planning in nature which is considered to be an operating expense.

The impact of the write-off for 2023-24 is \$752k. There are additional amounts written off that do not impact the operating statement.

#### Capitalisation of Payroll

As a result of limitations in Council's payroll/finance systems the allocation of payroll costs to capital projects has been based on role specific assumptions. Analysis performed on prior years reports identified a likely over estimation of these costs. A high-level review comparing the proportion of capital expenditure allocated to capital projects with that of other Councils supported this analysis. This was followed by a review of the detailed assumptions underpinning the allocation which returned a similar conclusion.

Resolution of this requires records to be maintained throughout the year that provides detailed information on the allocation of employee time worked on projects. This will be done during 2024-25 using additional timesheets.

However, for 2023-24 in the absence of similar information being available, a revised assumption needs to be applied. This is currently based on an assessment of the original role-based assumptions with a basis of current practice and activities. While the result is more comparable with peer Councils it should be noted that in the absence of observational data it remains an assumption. The impact of this reassessment is \$1.2m of additional expenditure that would previously have been capitalised.

#### ➤ **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:* Not applicable

➤ **Additional Analysis**

**Overall Preliminary Result compared to budget.**

<b>\$'000</b>	<b>Actual 2023-24 \$'000</b>	<b>Budget 2023-24 \$'000</b>	<b>Variance Fav/(Unfav) \$'000</b>
Operating income	55,289	57,021	(1,732)
Operating expenditure	60,152	56,462	(3,690)
<b>Operating Deficit before Capital</b>	<b>(4,863)</b>	<b>559</b>	<b>(5,422)</b>

Council's preliminary Operating Deficit before Capital as of 30 June 2024 was \$4.863m which is \$5.422m unfavourable to budget.

This preliminary result is largely driven by:

- The delayed receipt of \$904k of Financial Assistance Grants and \$806k in Local Road Grants that have previously been received in advance in June. The funds were received in July 2024 and will be recognised as income in the 2024-25 financial year. This had an unfavourable impact on Council's Operating result against budget of \$1.710m.
- A transfer of \$752k in unbudgeted expenditure from capital to operating (including historical balances) following a detailed review of all Work in Progress (WIP) accounts. These funds were previously included in capital budgets.
- A reduction in employee costs against budget of approximately \$800k due to vacancy savings during the year offset by unbudgeted expenditure on contract labour of \$600k and salary costs that were not capitalised at end of year following a review of project delivery totalling \$1.200m.
- Uplift of \$185k in annual leave expense and \$20k for long service leave expense for growth in leave liabilities which also impacted by the 8.15% EDA.
- An increase in depreciation expense of \$860k due to the adjustment of indexation of asset values from prior years to align with current infrastructure costs.
- Higher than anticipated interest rates on Council borrowings resulting in an increase in interest expense of \$176k more than budget. Council borrowings were also \$1.563m higher than budget.

- An increase in the provision for remediation and monitoring of landfill sites of \$117k following a review of anticipated future expenditure requirements.

### Legal costs

As has been previously reported Council has faced higher legal fees than expected or previously experienced. The expected costs for 2023-24 are as follows:

	2023/24 Revised Budget	2023/24 Actuals
<b>Corporate Services</b>		
Governance & Performance	136,000	132,798
People and Culture & WHS	11,850	47,085
Information Management	0	2,553
Rates	6,750	10,111
	<b>154,600</b>	<b>192,547</b>
<b>Community &amp; Development</b>		
C&D Director's Office	1,100	6,495
Animal Management	18,900	18,773
Parking and By-Laws	9,100	12,905
Development Services	66,640	33,104
	<b>95,740</b>	<b>71,277</b>
<b>Environment &amp; Infrastructure</b>		
E&I Director's Office	1,500	4,368
Property Management	38,940	53,787
	<b>43,040</b>	<b>63,886</b>
<b>Total legal costs</b>	<b>293,380</b>	<b>327,710</b>

Further changes to Council's financial results will occur following the finalisation of Council's statutory accounts and subsequent audit. Finalisation of the accounts will address such matters as:

- accounting for Council's subsidiaries' results
- Asset revaluations.

### Net Borrowings Position

Excluding leases, borrowings on 30 June 2024 were \$22.3m, represented by three (3) LGFA Cash Advance Debenture facilities totalling \$14.3m and a short-term drawdown facility with Westpac, drawn down to \$8.0m at year end.

\$'000	Actual June 24 \$'000	Budget June 24 \$'000	Variance \$'000
Cash & Investments	534	489	45
Short term drawdown	(8,096)	(6,974)	(1,122)
Fixed Term Loans	(14,268)	(13,782)	(486)
<b>Total Borrowings</b>	<b>(22,364)</b>	<b>(20,756)</b>	<b>(1,608)</b>

<b>Net Position</b>	<b>(21,830)</b>	<b>(20,267)</b>	<b>(1,563)</b>
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### **Overall Capital Result**

<b>\$'000</b>	<b>Actual 2023-24 \$'000</b>	<b>Budget 2023-24 \$'000</b>	<b>Variance Fav/(Unfav) \$'000</b>
Capital Income	4,423	4,751	(328)
Capital Expenditure	17,988	21,890	(3,902)
<b>Net expenditure - Capital projects</b>	<b>13,565</b>	<b>17,138</b>	<b>3,574</b>

The preliminary results show a capital spend of \$17.988m against a budget of \$21.890m. The 2023-24 capital works program consisted of:

New and upgrade expenditure	\$8.001m
Renewal expenditure	\$9.987m.

### **Capital Program Review**

Following the completion of the carried forwards adjustments from 2022-23 into 2023-24 budgets the capital works program reached a peak value of \$28.54m. This compared to an historical peak delivery of \$17.17m. The review of this program has culminated with a revised and substantially delivered program as outlined above.

The \$1.768m of capital budget that needs to be carried forward into 2024-25 is made up of \$494k for renewal and \$1.274m in new capital projects. These values reflect the relative efficiencies versus challenges in delivering the two categories of programs.

The success of Capital Review Program is a necessary and foundational piece of work for the development of the new Long Term Financial Plan.

### **Other Year End Matters**

Further changes to Council's financial results will occur following the finalisation of Council's statutory accounts and subsequent audit.

Other specific matters currently being worked through as part of the year end process include:

- Final review to ensure all grants have been accounted for in accordance with AASB 1058 Income of Not-for-Profit Entities and AAS 15 Revenue from Contracts with Customers.
- Subsidiary results and the calculation of equity share for these investments.
- Finalisation of asset revaluations, including land.

### **3. OPTIONS**

Council has the following options:

- I. To resolve that the report be received and that the proposed carry forward budget amounts from 2023-24 be endorsed for inclusion in the 2024-25 Adopted Budget (Recommended); or
- II. To make additional comments or suggestions for Financial Services staff to consider as part of finalising the 2023-24 financial statements.
- III. To make additional comments or suggestions for the consideration of the Elected Members.

### **4. APPENDICES**

- (1) Capital Works Update and Carry Forwards



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# **Appendix 1**

## *Capital Works Update and Carry Forwards*

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**ADELAIDE HILLS COUNCIL  
CAPITAL WORKS PROGRAM  
PROPOSED 2023-24 CARRY FORWARDS**

Project description	23/24 Actual	23/24 Budget	Proposed Carry Forward	Asset Category	Comments	Asset Classification
Cemetery Signage - New	\$ 14,072	\$ 24,580	\$ 10,508	Cemeteries	WIP. An 'in progress' signage project that will need the remaining Capital monies carried over. A progress invoice has been paid, but the final invoice won't be generated before end of June.	New
Cemetery Signage - Renewal	\$ 12,328	\$ 26,720	\$ 14,392	Cemeteries	As above.	Renewal
Blackspot - Warren/Lucky Hit/ Martin Hill Roads	\$ 579,480	\$ 661,000	\$ 81,520	Roads	WIP. Construction of this intersection upgrade project is well progressed onsite. Unfortunately completion of the project was delayed past 30 June due to encountering some latent conditions in the form of underground telecommunications infrastructure. Works are expected to be completed by 31 August 2024.	New
Tiers Road pavement renewal - stage 2	\$ 576,087	\$ 920,000	\$ 260,000	Roads	WIP. Construction of this pavement renewal project is well progressed onsite. Due to the time required to design and tender the works, the construction period has straddled the end of financial year. Works are expected to be completed by 31 August 2024.	Renewal
Croft Rd upgrade	\$ 909,903	\$ 1,350,000	\$ 290,000	Roads	WIP. Construction of this pavement renewal project is well progressed onsite. Due to the time required to design and tender the works, the construction period has straddled the end of financial year. Works are expected to be completed by 31 August 2024.	New
Aldgate, Bridgewater, Crafers and Stirling SMP	\$ 15,060	\$ 64,490	\$ 49,430	Stormwater	WIP. This is a multi year stormwater study. Due to resourcing issues this was not finalised in 2023/24, however with the appointment of additional engineering staff, there should be no barriers to completion in FY 2024/25.	New
AHBTC Culvert renewal	\$ 6,295	\$ 107,490	\$ 101,195	Stormwater	Defer Quotes were sought for the detailed design of remediation options for the culvert running under the AHBTC, however all submissions substantially exceeded budget. It is proposed to monitor the condition of the culvert whilst undertaking additional investigation works to determine alternate solutions.	Renewal
General ICT Renewals Total Prog Bud	\$ 861,764	\$ 910,988	\$ 49,224	ICT	WIP. All new technology devices have arrived on site and the carry forward will endure the complete the project in August 2024.	Renewal
CWMS Pump Renewals	\$ 10,238	\$ 40,000	\$ 29,763	CWMS	WIP - Pumps for Church Street were proposed to be installed before end of June, however, supply chain and customers and subsequent delivery has delay install to 24_25	Renewal
FABRIK - Activation of Arts & Heritage Hub	\$ 2,095,377	\$ 2,690,262	\$ 210,000	Buildings	WIP - project to be finalised and handed to Council in early August 2024	New
FABRIK - Changing Places Toilet	\$ 23,831	\$ 175,000	\$ 151,169	Buildings	Works to be undertaken after handover of property back to Council in August 2024. Contract entered into for build of changing places facility.	New
Energy Upgrade, Battery & Efficiency Actions	\$ 106,364	\$ 212,851	\$ 106,487	Buildings	WIP- for energy efficiencies at Fabrik e.g. solar panels, and to complete LED changeovers on various buildings.	New
Operational Workplace Review	\$ 32,760	\$ 300,000	\$ 267,240	Buildings	CFWD - funds set aside to investigate moving chamber from West wing to Coventry Library	New
Randells Cottage Repair	\$ 1,369	\$ 15,000	\$ 13,631	Buildings	CFWD - on going repairs	Renewal
Building Renewals	\$ 127,843	\$ 225,930	\$ 25,500	Buildings	CFWD - for final works to Heathfield Oval - retaining wall works deferred due to inclement weather - carry forward needs to be \$25,500 as per Purchase order (this includes GST)	Renewal
Pedare Pk Rd Land Acquisition	\$ -	\$ 108,000	\$ 108,000	Buildings	CFWD - awaiting finalisation of documents to transfer land for road acquisition at Pedare Park Road in 2024/2025	New

<b>Total 2023-24 Capital Expenditure Carry Forwards</b>	\$ 5,372,770	\$ 7,832,311	\$ 1,768,059
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**Capital Expenditure Carry Forward Split**

Renewals	493,705
New	1,274,354
<b>To be transferred to 2024-25 Capital Program</b>	<b>1,768,059</b>

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Responsible Officer:** Gary Lewis  
Director of Corporate Services  
Corporate Services

**Subject:** Festivals and Events Policy Review

**For:** Decision

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**SUMMARY**

The purpose of this report is to seek Council’s adoption of the amendments to the *Festivals and Events Policy* as per **Appendix 1**. The Policy was introduced in 2013 and is reviewed every three years with reviews taking place in 2016 and 2019. Minor amendments were made to the Policy by the administration following their 2022 review and presented to Council on 26 July 2022. These minor amendments were proposed to improve clarity and consistency, provide guidance on safety, accessibility and environmental impacts at events, and provide further flexibility to take advantage of tourism opportunities.

Council resolved on the 26 July 2022 Council meeting (Item 12.12, 182/22 – see below) that public consultation be undertaken on the draft *Festival and Events Policy* including these minor amendments and a report be prepared for Council. This decision was made in an environment prior to Council Elections and in response to community feedback in relation to the negative impact of road closure from car rallies and other events. A two-phase consultation approach was implemented, and a final draft of the Policy has been developed including a number of amendments in response to feedback received during the consultation period. The revised Policy including revisions resulting from consultation, is now proposed for final endorsement and adoption and is available in **Appendix 1**.

**12.12 Policy Review – Festivals and Events**

**Moved Cr Linda Green  
S/- Cr Chris Grant**

**182/22**

**Council resolves:**

- 1. That the report be received and noted.**
- 2. To undertake public consultation on the draft July 2022 *Festivals and Events Policy* and the CEO prepares a report for Council.**

<b>Carried unanimously</b>
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## RECOMMENDATION

### Council resolves:

1. **That the report be received and noted.**
  2. **With an effective date of 24 September 2024, to revoke the 10 September 2019 Festivals and Events Policy and adopt the amendments as presented in the Festivals and Events Policy as per *Appendix 1*.**
  3. **That the Chief Executive Officer be authorised to make minor content, grammatical and formatting amendments to the Policy prior to the date of effect.**
- 

## 1. BACKGROUND

The *Festivals and Events Policy* (the “Policy”) provides Council and its administration with principles and guidelines for administering festivals and events in our region. This Policy applies to festivals and events within the district that are run by Council, supported or sponsored by Council, where Council has an agreement or contract with the Event Organiser, or where the event may have significant community, economic or environmental impact. The current Policy was adopted on 27 August 2019, Item 12.1, 213/19.

The Policy was first introduced in 2013 and is reviewed every three years with reviews taking place in 2016 and 2019. Minor amendments were made to the Policy by the administration following their 2022 review and presented to Council on 26 July 2022. The proposed amendments aimed to improve clarity and consistency, provide guidance for event organisers on safety and accessibility, and ensure the Policy kept up to date with Council’s strategic goals around environmental impacts. It also provided flexibility for Adelaide Hills Council to take advantage of tourism opportunities with regards to certain events.

Council resolved on the 26 July 2022 Council meeting (Item 12.12, 182/22) that public consultation be undertaken on the draft *Festival and Events Policy* including the minor amendments and a report be prepared for Council:

Moved Cr Linda Green  
S/- Cr Chris Grant

182/22

### Council resolves:

1. **That the report be received and noted.**
2. **To undertake public consultation on the draft July 2022 *Festivals and Events Policy* and the CEO prepares a report for Council.**

Carried unanimously

A two-phase public consultation approach was conducted on the draft Policy. Phase One included targeted engagement with event attendees and event organisers over the peak events season from 2 December 2022 to 31 March 2023. This provided an opportunity to understand any key issues ahead of the formal consultation and address key concerns and

opportunities in the Policy. Phase Two involved formal consultation on the draft Festival and Events Policy from 24 April 2024 to 16 May 2024.

Additional feedback received during formal consultation resulted in amendments to the non-competitive motoring events section to provide clarity on approval processes for events with modified traffic conditions such as the Bay to Birdwood. Analysis of South Australia Police guidelines for road closure approvals, including what approvals they require from Council, identified discrepancies within the Policy which have been updated and are reflected in the draft Policy in **Appendix 1**.

An Event Organisers' Toolkit is referred to in the Policy and this toolkit will be amended to reflect the updated Policy.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

*Goal* Community Wellbeing

*Objective C6* Celebrate our community's unique culture through arts, heritage and events

*Priority C6.2* Develop, support and bring events to our district that have social, cultural, environmental or economic benefits.

The Policy provides Council and the administration with principles and guidelines for supporting and administering events in our region. The Policy assists in clarifying Council's strategic direction relating to events and in managing the expectations of the community.

### ➤ Legal Implications

The development of this Policy has taken into account requirements of the *Local Government Act 1999*, *Road Traffic Act 1961*, *Liquor Licensing Act 1997* and *Codes of Practice, Development Act 1993*, *Development Regulations 2008*, *Food Act 2001*, *Disability Discrimination Act 1992*, *SA Disability Inclusion Act 2018*, and the Standard AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events.

### ➤ Risk Management Implications

The adoption of the updated *Festivals and Events Policy* will assist in mitigating the risk of:

*Unclear or discouraging event guidance leading to poorly organised events or a reduction of events in the Adelaide Hills region and subsequent reduction in community participation, satisfaction and/or economic opportunities.*

Inherent Risk	Residual Risk	Target Risk
High (3B)	Medium (3C)	Low (1E)

The existence of a clear Policy including principles and guidelines for supporting and administering events in our region has mitigated the inherent risk to a considerable degree.

➤ **Financial and Resource Implications**

Not applicable

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

The updated Policy will assist interested groups to initiate and safely run events that engage the community and provide cultural and/or economic benefit. Efficiently run events will minimise community risk and communicate relevant information to the community in a timely and effective way, reducing the volume of event related calls to Council staff.

The addition of inclusive and accessible wording under 5.7 Assessment Criteria – Community Impact helps to ensure events are enabling people of all abilities, including those with disabilities, to be involved with the event.

➤ **Sustainability Implications**

While there are no environmental implications associated directly with the Policy, Council's support of community events encourages organisers to embrace sustainability themes and principles, including in waste management, use of recycled / compostable materials and reduction of single-use plastics wherever possible.

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

Engagement and consultation has been key in the drafting of the amendments to the *Festival and Events Policy*, which has included consultation with internal staff as well as event attendees and event organisers.

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>	A two-phase public consultation approach was conducted from December 2022 to May 2024. Online responses were collected through a project page on Council's Engagement HQ web platform with feedback outlined in the Community Engagement Outcomes Report in <b>Appendix 3</b> .

➤ **Additional Analysis**

Events have the potential to bring social, cultural, environmental and economic benefits to our district but can also result in negative community sentiment, depending on their impact. Large events may involve road closures, traffic restrictions, noise and crowds with potential to cause inconvenience and disruption to some communities.

The review of Councils *Festivals and Events Policy* conducted between December 2022 and May 2024 analysed information gathered through:

- Feedback via Council's Engagement HQ web platform

- Written and verbal feedback received by Council while working with the community on event applications and providing Council support
- Written and verbal feedback received from event organisers, local community groups and business associations, and industry associations during consultation periods
- The experience of staff over the last five years since the previous Policy review
- Feedback from other departments involved in supporting events including Civil Services, Community Development, Waste Management, and Property.

### **Consultation Overview**

A two-phase public consultation approach was conducted on the draft Policy through a project page on Council’s Engagement HQ web platform. Phase One included targeted engagement with event attendees and event organisers over the peak events season from 2 December 2022 to 31 March 2023. This provided an opportunity to understand any key issues ahead of the formal consultation and address key concerns and opportunities in the Policy.

Phase Two involved formal consultation on the draft Festival and Events Policy from 24 April 2024 to 16 May 2024. Online responses were collected through a project page on Council’s Engagement HQ web platform. The consultation was shared in *The Courier* newspaper on the 24 April 2024 and in Council’s May e-newsletter. Key event organisers in the district were emailed directly and invited to submit their feedback. The consultation was advertised through multiple posts on Council’s Facebook, X and LinkedIn channels.

### **Respondents Overview**

A total of 38 responses were received including 29 responses during Phase One and nine responses during Phase Two. See below for a breakdown of the respondents. A detailed Community Engagement Outcomes Report is available in **Appendix 3**.

	Phase One	Phase Two
Event Organiser	3	2
Event Attendee	8	
Adelaide Hills Council Resident	15	6
Other	3	1
<b>Total</b>	<b>29</b>	<b>9</b>

### **Key Event Feedback**

The following table indicates sentiment towards key event types arising from the consultation.

Theme	Number of Responses
Opposition for fireworks	4
Opposition for competitive motorsport events	11
Opposition for Santos Tour Down Under road closures	18

The above feedback relates to opinions regarding specific events, not to the process outlined in the Policy for approving these types of events or activities. However, this feedback is useful to inform Council’s consideration of support for these types of events as it does point to pockets of opposition to certain event types.

## **Other Key Feedback Received**

In addition to the key event feedback above, additional feedback received during consultation is outlined below.

- Positive feedback on environmental aspects – events and businesses would like to see more focus on environmental impacts such as separated waste streams and better recycling with mobile vendors
- Positive feedback on the accessibility inclusions in the draft Policy
- Positive feedback on free, family friendly events e.g. markets
- Question around clarification of requirements for non-competitive motoring events with modified traffic conditions such as the Bay to Birdwood
- Feedback from event organisers of competitive motoring events to allow for multiyear approval to provide certainty for their events to operate in the Adelaide Hills region
- Preference for increasing the subsidy towards the electrical Certificate of Compliance for commemorative events.

Clarification was sought from the South Australia Police on what they require from Council for approving road closure requests following feedback received regarding clarity on the approval process for non-competitive motoring events. Analysis of SA Police guidelines identified discrepancies within the Policy which have been updated and are reflected in the draft Policy in **Appendix 1**.

## **Policy Review Amendments**

The adoption of an updated *Festivals and Events Policy* will supersede the Policy that came into effect from 10 September 2019. The proposed Policy update as contained in **Appendix 1**, includes a range of formatting, grammatical and consistency changes as well as the substantive changes described below. **Appendix 1** highlights the sections of the Policy to indicate where substantive changes have been made. Yellow highlights indicate updates made prior to the formal two-phase consultation and was based on feedback from internal staff and feedback received by Council while working with the community on event applications. Green highlights indicate updates made following the most recent formal consultation taking on board feedback received. The current *Festivals and Events Policy* (COM-11) is included in **Appendix 2**.

### **Introduction (Section 1)**

- 1.2 Addition of reference to the *Disability Discrimination Act 1992*, *SA Disability Inclusion Act 2018*, and *AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events*.

### **Scope (Section 4)**

- New section created in line with current policy template outlining which events the Policy applies to.



### Policy Statement (Section 5)

- 5.3 Support for non-Council operated festivals and events – option added for Council to provide a subsidy towards covering the cost of an electrician for providing an Electrical Certificate of Compliance for events on Council Land (intended for commemorative events)
- 5.7 Assessment criteria – new criteria added to Community Impact regarding enabling people of all abilities (including those with disabilities) to be involved with the event
- 5.7 Assessment criteria – new criteria added to Environmental Impact around the use of recycled / compostable materials and the elimination or reduction of single-use plastics
- 5.7 Assessment criteria – addition of requirement for event organisers to abide by Council’s relevant event guidelines and policies, as well as the Standard AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events.

### Cost Recovery (Section 6)

- 6.3 Fees and charges – updated wording for fees and charges as the current fees listed are not in Councils Fees and Charges register.

### Event Guideline No. 1 for Competitive Motoring Events

- Council Decision – added in the ability for Council to provide in-principle support for an event to occur in a number of consecutive years, subject to conditions. This may include delegating approval of road closures to the CEO
- Road Closure Applications – added requirement for event organisers to provide a traffic management plan compliant with the *Road Traffic Act 1961* as well as providing evidence of support from the South Australia Police and the Department of Infrastructure and Transport for events held on state roads
- Consultation with Affected Residents and Businesses – updated wording to reflect that resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

### Event Guideline No. 2 for non-Competitive Motoring Events

- Council Decision – clarity provided on when CEO approval is required and when a formal decision is required by Council. This has been updated in line with the requirements of the South Australia Police
- Council Decision – Changes made to assessment criteria for consistency with Guideline No.1
- Council Decision – added requirement for event organisers to provide a traffic management plan compliant with the *Road Traffic Act 1961* as well as providing evidence of support from the South Australia Police and the Department of Infrastructure and Transport for events held on state roads
- Road Closure Applications – added wording that Council administration will take into account any negative or positive feedback received during and post previous years’ events when considering a road closure application

- Planning and Notice of Road Closures – clarification provided on requirements and timing of applications for events with modified traffic conditions or a soft closure only
- Planning and Notice of Road Closures – requirement for event organisers to provide written notification of the road closures to affected residents and businesses once Council consent is provided at least three weeks before the event occurs
- Planning and Notice of Road Closures – requirement for Council to review the size and content of advance warning and detour signs
- Planning and Notice of Road Closures – added an exception clause for events that are unable to meet the timeframe of providing notice of intention to run the event six months out due to reasonable causes
- Consultation with Affected Residents and Businesses – requirement for Council to approve the final consultation letter prior to providing resident contact information
- Consultation with Affected Residents and Businesses – updated wording to reflect that resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

#### Event Guideline No. 3 for Events Involving Animals

No change.

#### Event Guideline No. 4 for Sporting Events

- New titles added throughout guideline for consistency with other guidelines
- Council Decision – clarity provided on when CEO approval is required and when a formal decision is required by Council. This has been updated in line with the requirements of the South Australia Police
- Road Closure Application – added wording that when considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous years' events
- Planning and Notice of Road Closures – for events that involve road closures or modified traffic conditions, the timing required for notice of intention to run the event along with a Festival and Event Application changed from six months to three months' notice. This is in line with the timeline under the Consultation with Affected Residents and Businesses section and the reduced timeframe is appropriate for the sporting clubs and associations we deal with, who often can't meet the six-month notice (e.g. SAPSASA sports carnivals, netball and football club finals)
- Planning and Notice of Road Closures – events with speed restrictions who are not seeking Council support for other aspects of the event, are not required to submit a Festival and Event Application  
This change is due to the number of cycling and sporting club events which are held throughout the year. The South Australia Police do not require CEO approval for speed restrictions, so there is no requirement for Council to receive an Event Application
- Planning and Notice of Road Closures – requirement for event organisers to provide written notification of the road closures to affected residents and businesses once Council consent is provided at least three weeks before the event occurs
- Planning and Notice of Road Closures – requirement for Council to review the size and content of advance warning and detour signs

- Consultation with Affected Residents and Businesses – updated wording to reflect that resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report
- Consultation with Affected Residents and Businesses – feedback from consultation is required to Council administration a minimum of three months ahead of the event, instead of four, in line with the overall Policy.

### 3. OPTIONS

Council has the following options:

- I. To adopt the Festival and Events Policy including amendments (**Appendix 1**) (Recommended)
- II. To determine not to adopt the amendments to the Festival and Events Policy (Not recommended)
- III. Suggest alternative amendments are made to the Festival and Events Policy (Not Recommended)  
Should the Council identify the need for substantial amendments to the Policy, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.

### 4. APPENDICES

- (1) Draft Festivals and Events Policy 2024
- (2) Current Festivals and Events Policy
- (3) Community Engagement Outcomes Report


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# **Appendix 1**

*Draft Festivals and Events Policy 2024*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<h2 style="margin: 0;">FESTIVALS AND EVENTS</h2>
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<b>Policy Number:</b>	COM-11
<b>Responsible Department(s):</b>	Communications, Engagement & Events
<b>Relevant Delegations:</b>	Manager Communications, Engagement & Events
<b>Other Relevant Policies:</b>	Public Consultation Policy Liquor Licensing Policy Tributes for Commemorative Services Policy Roadside Trading Policy
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	Local Government Act 1999 Road Traffic Act 1961 Liquor Licensing Act 1997 and Codes of Practice Development Act 1993 Development Regulations 2008 Food Act 2001 Disability Discrimination Act 1992 SA Disability Inclusion Act 2018
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Festivals and Events Policy 10 September 2019, Item 12.1, 213/19
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>Date of Council Meeting</i>
<b>Effective From:</b>	<i>14 Days after Council Meeting</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively following Council Meeting</i>
<b>Next Review:</b>	No later than September 2027 or as required by legislation or changed circumstances

## Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	08/10/2013	New Policy	Council - Res 179
2.0	12/04/2016	Policy Review	Council - Res 10
3.0	10/09/2019	Policy Review	Council - Res 213/19
4.0	24/09/2024	Policy Review	

DRAFT

## FESTIVALS AND EVENTS POLICY

### 1. INTRODUCTION

- 1.1 The Policy provides Council and its administration with principles and guidelines for administering festivals and events in our region. It references Council's Strategic Plan Goal: Connect 2.6. We will seek to bring Festivals and Events to our district that have social, cultural, environmental and economic benefits. The Policy will assist Council to clarify its role and strategic direction relating to festivals and events and manage the expectations of the community.

This Policy is to be read in conjunction with other relevant Council policies, including the Public Consultation Policy, Liquor Licensing Policy, Tributes for Commemorative Services Policy and Roadside Trading Policy. The development of this Policy has taken into account requirements of the *Local Government Act 1999*, *Road Traffic Act 1961*, *Liquor Licensing Act 1997* and *Codes of Practice, Development Act 1993, Development Regulations 2008, Food Act 2001, Disability Discrimination Act 1992, SA Disability Inclusion Act 2018, and AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events.*

### 2. OBJECTIVES

- 2.1 The objectives of this Policy are to:

- Clearly outline the Council's role and set out criteria to be used by Council and Council staff when assessing the level of support provided to festivals and events in the region.
- Provide festival and event organisers with clear and helpful instructions.
- Build community spirit, increase local interest and participation, strengthen local values and tradition, and encourage volunteering.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Contribute to a positive external image of the Adelaide Hills communities.
- Provide economic benefit to the community.

This Policy governs Council's approach to all festivals and events within the district, irrespective of whether they are held on Council land, community land or private premises. It also governs Council's approach to events held adjacent to the district that will have effects within the Council boundary; for example traffic flow or noise.

### 3. DEFINITIONS

The definitions relate to the organisation, structure and type of event.

- 3.1 **"Community Festivals and Events"** means those festivals or events that create and foster a positive community spirit through participation, volunteering and co-operation. They may provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or remember significant events or to fundraise for community initiatives or charitable purposes.

- 3.2** “**Community-Council Collaborative Festivals and Events**” means those festivals or events that are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature.
- 3.3** “**Commercial Events**” means events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion.
- 3.4** “**Council Operated Event**” means an event initiated and managed by the Council.
- 3.5** “**Event Organiser**” means the individual or group responsible for the planning and execution of an event. This person will be the main contact for Council in relation to the event.
- 3.6** “**Level of Support**” means the level of support for the event in the community. It is assessed by Council on a case by case basis. When residents are not directly impacted, support from the community may be able to be inferred from past experience and feedback. A street closure affecting local traffic might require proof of at least 75% support (or no more than 25% opposition) from those affected residents (depending on factors such as time, duration and extent of impact) to be deemed to have support.
- 3.7** “**Private Festivals or Events on Council or Community Land**” means events held for private purposes that generate no revenue to the organiser. The event is generally not granted or guaranteed exclusive use of any public area. Examples: wedding ceremony, family picnic, birthday celebration.
- 3.8** “**Public Festivals or Events on Private Land**” means events open to the public (with or without an admission charge) that are held entirely on private land.
- 3.9** “**Community Land**” is defined under Section 193(1) of the *Local Government Act 1999*. All local government land (except roads) that is owned by council or under council’s care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as community land unless –
- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and
  - b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.
- 3.10** “**Competitive Motoring Events**” means a motoring or ‘motorsport’ event that is licensed by a national governing body.
- 3.11** “**Non-Competitive Motoring Events**” means motoring events that are not licensed by a national governing body.

#### **4. SCOPE**

- 4.1** This Policy applies to festivals and events within the district that are run by Council, supported or sponsored by Council, where Council has an agreement or contract with the Event Organiser, or where the event may have significant community, economic or environmental impact.



4.2 This may include but is not limited to: Community Festivals and Events, Community-Council Collaborative Festivals and Events, Council Operated Events, Public Festivals or Events on Private Land, Competitive Motoring Events, Non-Competitive Motoring Events, Events Involving Animals, and Sporting Events.

4.3 The Policy provides Council and its administration with principles and guidelines for:

- Administering festivals and events in our district
- Provision of Council support to festivals and events in our district
- Approval of road closures
- Public consultation requirements.

## 5. POLICY STATEMENT

### 5.1 Council's role

The Council may initiate, pursue, conduct, sponsor, promote or support festivals and events within the area for social, economic, cultural or environmental outcomes. The Council may do so in partnership with other councils, government agencies, community groups, individuals or private organisations.

The Council may consider unsolicited proposals for festivals or events support on a case-by-case basis.

### 5.2 Trading opportunities at Council operated events

Where commercial trading opportunities exist at a Council-operated event, those opportunities will be provided to local traders to help showcase their products and build recognition of local brands and offerings. Where attendee demand is likely to be unmet by local traders, vendors from outside the district may be permitted.

The Council will also offer opportunities for local community groups, where appropriate, to provide fundraising and community building opportunities at Council operated events.

### 5.3 Support for non-Council operated festivals or events

Council support for non-Council operated festivals or events in the Adelaide Hills region is dependent on the size, type and location of the event being proposed, as well as any contractual or legislative requirements.

Organisers should note that the Council may have a regulatory role in approving aspects of the festival or event (e.g. consent to road closures, development approval, licensing the exclusive use of Council land, permitting roadside trading, food safety, burning permits, etc.) in addition to logistical and promotional support. The Council's regulatory functions are carried out according to the relevant legislative and policy requirements for that aspect of the event. Organisers should therefore be aware that support for one aspect of a festival or event does not necessarily imply any particular position in relation to those aspects over which the Council plays a regulatory role.

Council may undertake any or all of the following actions in accordance with case-by-case requirements and within the limits of available resources:

- Receive applications, assess and provide guidance and support within the Policy expectations
- Provide feedback, complaints support, permissions, promotion, equipment and waste management assistance as appropriate
- Provide the use of indoor or outdoor venues
- Notify event organisers of additional steps to satisfy Council or legislative requirements
- Provide a subsidy towards covering the cost of an electrician for providing an Electrical Certificate of Compliance for events on Council Land

#### 5.4 Eligibility for Council support

Council support (financial or in-kind) may be available under either of the following circumstances:

- The event is initiated, supported, organised, financed and/or managed by the Council
- The event is proposed by non-Council groups and is not for commercial gain, or private or exclusive interest.

Council support for events is generally in the form of in-kind support by way of event management support or advice, publicity and promotion, road closures, waste management, signage and equipment. Financial support is usually gained through applications to Council's Community Grants program for seed funding or for equipment supporting the sustainability of the event.

Council will consider requests for support as part of the festivals and events application process on a case-by-case basis.

#### 5.5 Expectations regarding timing, support or approval

Festival and event organisers should note the following outline of expectations around seeking approval and/or support. The application process and assessment criteria are detailed in sub-sections 5.6 and 5.7.

- The organiser is to communicate intention to run the festival or event to Council and complete a Festival and Event Application
- Council will process applications as follows:
  - Assess festival or event criteria and eligibility for support
  - Identify whether festival or event requires additional guidelines or falls under exceptional categories
  - Identify whether festival or event requires development approval
  - Confirm provision of necessary plans and paperwork
- Council is to provide feedback or approval to event organiser
- Additional meetings or discussions may occur if deemed necessary.

To ensure suitable time for processing requests and working through any necessary elements, it is requested that applications are submitted to Council **no less than three months prior to the festival or event** in question. Festivals or events that fall under **exceptional categories** are listed below in sub-section 5.6 and in the Policy appendices. These appendices should be consulted for specific deadlines as they **may be longer than three months**.

In the case that a festival or event has arisen with less than three months' notice, event organisers should call the Council in the first instance to discuss plans and expedite assistance if possible.

Council commits to acknowledge Festival and Event Applications within 5 days of receipt and to have completed their assessment within one to three months of receipt **provided all supporting documents are submitted as needed** within this timeframe. This timeframe does not include those events that require development approval. Applications will generally be processed chronologically by event date.

## 5.6 Festival and event application process

Festival and Event applications will be assessed in the first instance by Council staff. Applications that include any of the following elements may be referred to a Council Meeting for consideration.

- Potential to attract a large crowd e.g. outdoor concerts
- Potential for significant sensitivity, controversy or opposition to be generated
- Requirement for road closures
- Request for significant Council sponsorship (financial or in-kind).

Specific guidelines apply to certain types of events, irrespective of how they are structured or organised. These guidelines are set out in the Policy appendices and should be considered in conjunction with the Policy if relevant.

- Guideline No. 1 for Competitive Motoring Events
- Guideline No. 2 for Non-Competitive Motoring Events
- Guideline No. 3 for Events Involving Animals
- Guideline No. 4 for Sporting Events

## 5.7 Assessment criteria

The criteria for assessing applications for Council support are based on the needs and expectations of the community as reflected in the Adelaide Hills Council Strategic Plan - Your Adelaide Hills.

Festivals or events that are open to the public on Council or community land must provide evidence of minimum \$20 million public liability insurance before they can be approved.

In addition to aligning with the goals of the Strategic Plan, support for festivals and events will be assessed around the following considerations, with the Council administration needing to be satisfied that the benefits outweigh the detriments:

### Community Impact

- Opportunities to increase community connections and volunteering
- Opportunities for benefit to local community groups and causes
- **Enable people of all abilities (including those with disabilities) to be involved in the event**
- Potential for community enjoyment
- The balance of festivals and events across the region
- The commitment to appropriate public engagement
- Effects of noise and nuisance
- Safety, availability and consumption of alcohol, number of patrons
- Impact of road closures on access to public roads

### Economic Impact

- Potential for significant fundraising for projects within the community
- Potential to attract additional visitors and economic activity to the region
- Impact on surrounding businesses
- The groups or organisations that stands to benefit financially from the festival or event

### Environmental Impact

- Opportunities to enhance environmental outcomes by embracing sustainability principles (including in waste management, use of recycled / compostable materials and the elimination or reduction of single-use plastics wherever possible)
- Potential for detrimental impact on the environment including factors such as damage to flora and fauna and excessive waste left on site

### Timing

- Proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- Impact on seasonal economic activities (such as harvest seasons)
- Increase in events during the shoulder and low tourism seasons (May to September)
- Safety arrangements and risk management undertaken for events especially given seasonal factors including the Fire Ban Season and potential for extreme weather.

Council's assessment and decision making, especially where there is potential for major inconvenience to the community (for example closed roads, limited access to property or loss of business revenue), will consider these criteria from the information presented by organisers in their Festival and Event Application. The higher the level of inconvenience or detrimental impact, the greater the responsibility for festival and event organisers to provide evidence of the benefits to community that will balance any loss of access, revenue or other negative repercussions.

Public Events on private land may require the organisers to advise or confirm proof of: Council development approval under state development law, a liquor licence, public liability insurance, a food business notification number, a pyrotechnics licence, and/or a Roadside Trading Permit in certain cases.

Event organisers must abide by Councils relevant event guidelines and policies, as well as the Standard AS/NZS3002: 2021 Electrical Installations – Shows, Carnivals and Events. Events that fall under the exceptional categories listed sub-section 5.6 and in the Policy appendices may have additional guidelines and requirements that must be met. Where consultation is required a Consultation Report must be provided by the event organiser to inform Council assessment and decision-making.

A Festival and Event Organisers Toolkit has been developed to assist event organisers in preparing an application. This includes:

- A Festival and Event Application
- A Motoring Event Application
- Applications for consent to liquor licences and roadside trading (if applicable)
- Environmental Health requirements for animal handling and sale of food (if applicable)
- Requirements for road closures and traffic management plans (if applicable)
- Requirements for resident consultation and/or notification plans

The toolkit also outlines additional recommendations from Council for a **safe, successful, accessible and inclusive event**. Festival and event organisers may be asked to provide evidence of the following additional documents for Council's consideration when assessing an application: an Event Management Plan, Site Map, Risk Management Plan, Emergency Response Plan, Traffic Management Plan and/or Pyrotechnics Report.

## **6. COST RECOVERY**

### **6.1 Damages**

The Council considers festival and event organisers to have full responsibility for any damage to public property that occurs as a consequence of their festival or event. The costs associated with repairing such damage will be the responsibility of the organiser; however repair work should be undertaken in consultation with Council.

### **6.2 Event cancellation**

If a festival or event is cancelled for unavoidable reasons such as inclement weather, the organiser is responsible for the notification to Council and the general public. The organiser will be responsible for any costs attributed to the cancellation of the festival or event. Festivals or events on Council or community land must automatically be cancelled on catastrophic fire days.

### **6.3 Fees and charges**

Fees will generally not apply to community events. Council reserves the right however, to charge a fee for commercial festivals or events, commensurate with the scale of the festival or event and the staff time required to assess the application.

The Council's Fees and Charges Register contains specific fees and charges applicable under this Policy, which may include **fees for temporary road closures**.

## **7. DELEGATION**

The Chief Executive Officer has the delegation to:

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

## **8. AVAILABILITY OF THE POLICY**

This Policy will be available via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).

## **9. APPENDICES**

- (1) Event Guideline No. 1 – For Competitive Motoring Events
- (2) Event Guideline No. 2 – For Non-Competitive Motoring Events
- (3) Event Guideline No. 3 – For Events Involving Animals
- (4) Event Guideline No. 4 – For Sporting Events

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# **Appendix 1**

*Event Guideline No.1*

*For Competitive Motoring Events*

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## Guideline No.1 for Competitive Motoring Events

### Adelaide Hills Council Festivals and Events Policy

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**These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

#### ***Council Decision***

Competitive Motoring ("Motorsport") Events that involve full or partial road closures will be subject to a formal Council decision on every occasion. The Council may, however, provide in-principle support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Council will take into account information provided by the applicant in relation to the following criteria:

#### ***Community Impact***

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public consultation
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

#### ***Economic Impact***

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission and/or State Government support will be highly considered

#### ***Environmental Impact***

- A minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock
- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

### ***Road Closure Applications***

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. The applicant must demonstrate that the section of road to be closed has a low impact on the community, or low level of opposition in relation to a road closure through consultation with all affected residents. The results of this consultation must be compiled in a Consultation Report to be provided to Council administration no less than three months prior to the event date for consideration.

When considering a road closure application, Council administration will take into account any previous year's consultation results and any negative or positive feedback received during and post event. Based on this feedback, event organisers may be asked to review their proposed routes.

The potential national and international exposure of a Motorsport event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

Event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

### ***Planning and Notice of Road Closures***

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Motoring Event Application and Consultation Report to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs and provide Council with evidence of this occurrence.

Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Event organisers are encouraged to remind affected residents and businesses of the road closure by text message or email at periodic intervals in the days leading up to the event. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about resident notification arrangements is required at the time of submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

### ***Practice Prohibited***

Motorsport event organisers must instruct event participants that practising on the designated road before the event in competition cars is prohibited. Any use of public roads before the event is subject to normal road rules and conditions.

### ***Consultation with Affected Residents and Businesses***

Event organisers must undertake consultation with all affected residents and businesses\* and supply the results of this consultation to Council administration in a Consultation Report at least three months prior to the event before a final decision will be made. Preliminary information about consultation methods is required at the time of notification of the event to ensure a balanced approach is undertaken.



Contact information (excluding identifying data) of all affected residents and a model resident consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motorsport event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

A resident/business reminder letter of the event is required in conjunction with advance road closure signage (as above). Distribution of multiple sources of advance notice communication such as advertising, signage, email or sms and allowing residents to 'opt in' to receive further sms or email updates will be favourably considered.

\*For the purposes of resident consultation in relation to road closures, an "affected resident" includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

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## **Appendix 2**

*Event Guideline No.2*

*For Non-Competitive Motoring Events*

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## Guideline No.2 for Non-Competitive Motoring Events

### Adelaide Hills Council Festivals and Events Policy

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**These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

#### ***Council Decision***

Non-Competitive Motoring Events (car shows, classic car convoys etc.) that involve road closures require a formal Council decision on every occasion. The Council may, however, provide in-principle support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only.

Events with speed restrictions do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all Non-Competitive Motoring Events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. For all events held on state roads, event organisers will need to provide evidence of support from the South Australia Police and the Department of Infrastructure and Transport.

Council will take into account information provided by the applicant in relation to the following criteria:

#### **Community Impact**

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public consultation
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

### Economic Impact

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission and/or State Government support will be highly considered

### Environmental Impact

- A minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock
- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

### **Road Closure Applications**

Each Motoring Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. If the applicant can demonstrate that there is a low level of opposition in relation to a road closure, or that the section of road to be closed has a low impact on the community, then repeated use of that road may be approved.

When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

The potential national and international exposure of a motoring event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

### **Planning and Notice of Road Closures**

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice\*\*, and a Motoring Event Application is to be received with a minimum of three months' notice. If repeated closure of the road has not already been approved by Council a Consultation Report will also be required at the time of application. For events with modified traffic conditions or a soft closure only, notification of intention to run the event and a Motoring Event Application is to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the event route for a minimum of two weeks before the event date. Council must review the size and content of these signs at least three weeks before the event occurs. Organisers must also make traffic detour information (including maps) available online for Council and the community a minimum of two weeks before the event date. Preliminary plans for advance notice signage and communications arrangements are required when submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

### **Consultation with Affected Residents and Businesses**

Event organisers must undertake consultation with all affected residents and businesses\* and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made.

Contact information of all affected residents (excluding identifying data) and a model consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motoring event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

\*For the purposes of resident consultation in relation to road closures, an “affected resident” includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

\*\* Events that are unable to meet this timeframe due to reasonable causes may have their event considered as an exception to this requirement on a case-by-case basis.

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**Appendix 3**  
*Event Guideline No.3*  
*For Events Involving Animals*

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## **Guideline No.3 for Events Involving Animals**

### **Adelaide Hills Council Festivals and Events Policy**

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#### **These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Festival and Event Application must be completed for these events. Details of the application process can be discussed with Council's events staff.

Events involving animals as the main attraction will require a formal Council decision if to be held on Council or community land.

A formal Council decision may be required for support of events involving animals in entertainment activities, where there is potential to cause harm or distress to those animals.

Organisers of events involving animals must comply with all RSPCA recommendations and standards as a minimum in order to minimise or prevent the harm or distress suffered to animals.

Events involving animals should also demonstrate appropriate consideration for:

- Transport, handling and containment of animals
- Waste removal, handwashing and sanitation requirements.

#### ***Wildlife and Conservation Establishments***

These guidelines do not apply to events or activities that involve animals held at permanent wildlife and conservation establishments within the Council area.

Permanent wildlife and conservation establishments remain subject to existing legislation governing all of the above areas.

**Appendix 4**  
*Event Guideline No.4*  
*For Sporting Events*





## Guideline No.4 for Sporting Events

### Adelaide Hills Council Festivals and Events Policy

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These Guidelines are to be read in conjunction with the Festivals and Events Policy

*For Road-based Events (including cycle races, marathons, and other walking/running events)*

#### **Council Decision**

Events that involve road closures without resident access are required to undertake community consultation and provide a Consultation Report, and may be subject to a formal decision by Council. Events requiring road closures where local resident access is maintained (soft closure), do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO.

Events with modified traffic conditions, such as lane closures and one-way traffic restrictions, do not require a Consultation Report or formal decision by Council. These events will require approval by the CEO for Council roads only.

Events that involve speed restrictions without road closures do not require approval by Council or the CEO, however Council administration must be notified and consulted before approval is granted by the South Australia Police.

For all sporting events with any of the above conditions, event organisers will be required to provide a traffic management plan compliant with the *Road Traffic Act 1961*. If using any part of a state road, event organisers will also need to provide evidence of support from the South Australian Police and the Department of Infrastructure and Transport.

#### **Road Closure Applications**

Each Event Application received by Council will be assessed on a case-by-case basis in regards to road closures. When considering a road closure application, Council administration will take into account any negative or positive feedback received during and post previous year's events. Based on this feedback, event organisers may be asked to review their proposed closures.

#### **Planning and Notice of Road Closures**

For events requiring road closures or modified traffic conditions, notice of intention to run the event along with a Festival and Event Application must be received by Council administration with a minimum of three months' notice. Events with speed restrictions who are not seeking Council support for other aspects of the event, are not required to submit a Festival and Event Application.

Event organisers that receive consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs. Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must review the size and content of these signs at least three weeks before the event occurs. Distribution of other sources of advance notice communication such as advertising, letters, email or sms and allowing residents to 'opt in' to

receive further sms or email updates, will be favourably considered. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about these arrangements is required at the time of submitting the Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

***Consultation with Affected Residents and Businesses***

Event organisers may be required to undertake consultation with all affected residents and businesses\* of proposed road closures and supply the results of this consultation to Council administration in a Consultation Report before a final decision will be made. Council Event staff will work with event organisers if consultation is required.

Contact information (excluding identifying data) of all affected residents and a model resident letter will be supplied to the event organiser if consultation is required. Any resident feedback received directly to Council will be included in the Consultation Report prepared by Council administration. If permission is granted by the resident, their feedback will also be passed on to the event organiser to address and include in their Consultation Report.

Feedback from all forms of consultation is required to Council administration a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

***Venue-based Sporting Events (in ovals, showgrounds or halls)***

Venue-based events that require road closures are subject to the same guidelines as road-based events.

***Sporting Events that involve motorsport should refer to Guidelines 1 and 2 for additional considerations.***

\*For the purposes of resident consultation in relation to road closures, an “affected resident” includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

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## **Appendix 2**

### *Current Festivals and Events Policy*


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# *Council Policy*

## Festivals and Events



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>FESTIVALS AND EVENTS</b>
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<b>Policy Number:</b>	COM-11
<b>Responsible Department(s):</b>	Communications, Engagement & Events
<b>Other Relevant Policies:</b>	Public Consultation Policy Liquor Licensing Policy Tributes for Commemorative Services Policy
<b>Relevant Procedure(s):</b>	Nil
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i> <i>Road Traffic Act 1961</i> <i>Liquor Licensing Act 1997 and Codes of Practice</i> <i>Development Act 1993</i> <i>Development Regulations 2008</i> <i>Food Act 2001</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Festivals and Events Policy 12 April 2016, Item 12.1, 10
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	27 August 2019
<b>Effective From:</b>	10 September 2019
<b>Minute Reference for Adoption:</b>	Item 12.1, 213/19
<b>Next Review:</b>	No later than March 2022 or as required by legislation or changed circumstances

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## FESTIVALS AND EVENTS POLICY

### 1. INTRODUCTION

The attached Policy provides Council and its administration with principles and guidelines for administering festivals and events in our region. It references Council's Strategic Plan Goal: Connect 2.6 We will seek to bring Festivals and Events to our district that has social, cultural, environmental and economic benefits. The Policy will assist Council to clarify its role and strategic direction relating to festivals and events and manage the expectations of the community.

This Policy is to be read in conjunction with other relevant Council policies, including the Public Consultation Policy, Liquor Licensing Policy and Tributes for Commemorative Services Policy. The development of this Policy has taken into account requirements of the Local Government Act 1999, Road Traffic Act 1961, Liquor Licensing Act 1997 and Codes of Practice, Development Act 1993, Development Regulations 2008, and Food Act 2001.

### 2. OBJECTIVES

The objectives of this Policy are to:

- Clearly outline the Council's role and set out criteria to be used by Council and Council staff when assessing the level of support provided to festivals and events in the region.
- Provide festival and event organisers with clear and helpful instructions.
- Build community spirit, increase local interest and participation, strengthen local values and tradition, and encourage volunteering.
- Provide opportunities for recreation, fun, entertainment, celebration and education.
- Contribute to a positive external image of the Adelaide Hills communities.
- Provide economic benefit to the community.

This Policy governs Council's approach to all festivals and events within the district, irrespective of whether they are held on Council land, community land or private premises. It also governs Council's approach to events held adjacent to the district that will have effects within the Council boundary; for example traffic flow or noise.

### 3. DEFINITIONS

The definitions relate to the organisation, structure and type of event.

**“Community Festivals and Events”** means those festivals or events that create and foster a positive community spirit through participation, volunteering and co-operation. They may provide opportunities for recreation, entertainment, celebration and education. These events are typically held by not-for-profit organisations to celebrate or remember significant events or to fundraise for community initiatives or charitable purposes.

**“Community-Council Collaborative Festivals and Events”** means those festivals or events that are a collaboration of community groups and Council, working together to create an event for the benefit of the broader community. The events may be recurrent in nature.

**“Commercial Events”** means events conducted for the purpose of marketing, promoting or selling a service or product, or for providing entertainment for profit. Examples: live performance or concert, trade show, product promotion.

**“Council operated event”** means an event initiated and managed by the Council.

**“Event Organiser”** means the individual or group responsible for the planning and execution of an event. This person will be the main contact for Council in relation to the event.

**“Level of Support”** means the level of support for the event in the community. It is assessed by Council on a case by case basis. When residents are not directly impacted, **support** from the community may be able to be inferred from past experience and feedback. A street closure affecting local traffic might require proof of at least 75% support (or no more than 25% opposition) from those affected residents (depending on factors such as time, duration and extent of impact) to be deemed to have **support**.

**“Private Festivals or Events on Council or Community Land”** means events held for private purposes that generate no revenue to the organiser. The event is generally not granted or guaranteed exclusive use of any public area. Examples: wedding ceremony, family picnic, birthday celebration.

**“Public Festivals or Events on Private Land”** means events open to the public (with or without an admission charge) that are held entirely on private land.

**“Community Land”** is defined under Section 193(1) of the *Local Government Act 1999*. All local government land (except roads) that is owned by council or under council’s care, control and management at the commencement of this section (the *commencement date*) is taken to have been classified as community land unless –

- a) The council resolves to exclude the land from classification as community land within three years after the commencement date; and

- b) The land is unaffected by provisions of a reservation, dedication, trust or other instrument that would prevent or restrict its alienation.

**“Competitive Motoring Events”** means a motoring or ‘motorsport’ event that is licensed by a national governing body.

**“Non-Competitive Motoring Events”** means motoring events that are not licensed by a national governing body.

#### **4. POLICY STATEMENT**

##### **4.1. Council’s role**

The Council may initiate, pursue, conduct, sponsor, promote or support festivals and events within the area for social, economic, cultural or environmental outcomes. The Council may do so in partnership with other councils, government agencies, community groups, individuals or private organisations.

The Council may consider unsolicited proposals for festivals or events support on a case-by-case basis.

##### **4.2. Trading opportunities at Council operated events**

Where commercial trading opportunities exist at a Council-operated event, those opportunities will be provided to local traders to help showcase their products and build recognition of local brands and offerings. Where attendee demand is likely to be unmet by local traders, vendors from outside the district may be permitted.

The Council will also offer opportunities for local community groups, where appropriate, to provide fundraising and community building opportunities at Council operated events.

##### **4.3. Support for non-Council operated festivals or events**

Council support for non-Council operated festivals or events in the Adelaide Hills region is dependent on the size, type and location of the event being proposed, as well as any contractual or legislative requirements.

Organisers should note that the Council may have a regulatory role in approving aspects of the festival or event (e.g. consent to road closures, development approval, licensing the exclusive use of Council land, permitting roadside trading, food safety, burning permits, etc.) in addition to logistical and promotional support. The Council’s regulatory functions are carried out according to the relevant legislative and policy requirements for that aspect of the event. Organisers should therefore be aware that support for one



aspect of a festival or event does not necessarily imply any particular position in relation to those aspects over which the Council plays a regulatory role.

Council may undertake any or all of the following actions in accordance with case-by-case requirements and within the limits of available resources:

- Receive applications, assess and provide guidance and support within the Policy expectations
- Provide feedback, complaints support, permissions, promotion, equipment and waste management assistance as appropriate
- Provide the use of indoor or outdoor venues
- Notify event organisers of additional steps to satisfy Council or legislative requirements.

#### **4.4. Eligibility for Council support**

Council support (financial or in-kind) may be available under either of the following circumstances:

- The event is initiated, supported, organised, financed and/or managed by the Council
- The event is proposed by non-Council groups and is not for commercial gain, or private or exclusive interest.

Council support for events is generally in the form of in-kind support by way of event management support or advice, publicity and promotion, road closures, waste management, signage and equipment. Financial support is usually gained through applications to Council's Community Grants program for seed funding or for equipment supporting the sustainability of the event.

Council will consider requests for support as part of the festivals and events application process on a case-by-case basis.

#### **4.5. Expectations regarding timing, support or approval**

Festival and event organisers should note the following outline of expectations around seeking approval and/or support. The application process and application criteria are detailed in sub-sections 4.6 and 4.7.

- The organiser is to communicate intention to run the festival or event to Council and complete a Festival and Event Application
- Council will process applications as follows:

- Assess festival or event criteria and eligibility for support
- Identify whether festival or event requires additional guidelines or falls under exceptional categories
- Identify whether festival or event requires development approval
- Confirm provision of necessary plans and paperwork
- Council is to provide feedback or approval to event organiser
- Additional meetings or discussions may occur if deemed necessary.

To ensure suitable time for processing requests and working through any necessary elements, it is requested that applications are submitted to Council **no less than three months prior to the festival or event** in question. Festivals or events that fall under **exceptional categories** are listed below in sub-section 4.6 and in the Policy appendices. These appendices should be consulted for specific deadlines as they **may be longer than three months**.

In the case that a festival or event has arisen with less than three months' notice, event organisers should call the Council in the first instance to discuss plans and expedite assistance if possible.

Council commits to acknowledge Festival and Event Applications within 5 days of receipt and to have completed their assessment within one to three months of **receipt provided all supporting documents are submitted as needed within this timeframe**. This timeframe does not include those events that require development approval. Applications will generally be processed chronologically by event date.

#### **4.6. Festival and event application process**

Festival and Event applications will be assessed in the first instance by Council staff. Applications that include any of the following elements may be referred to a Council Meeting for consideration.

- Potential to attract a large crowd e.g. outdoor concerts
- Potential for significant sensitivity, controversy or opposition to be generated
- Requirement for road closures
- Request for significant Council sponsorship (financial or in-kind).

Specific guidelines apply to certain types of events, irrespective of how they are structured or organised. These guidelines are set out in the Policy appendices and should be considered in conjunction with the Policy if relevant.

- Guideline No. 1 for Competitive Motoring Events
- Guideline No. 2 for Non-Competitive Motoring Events

- Guideline No. 3 for Events Involving Animals
- Guideline No. 4 for Sporting Events

#### **4.7. Assessment criteria**

The criteria for assessing applications for Council support are based on the needs and expectations of the community as reflected in the Adelaide Hills Council Strategic Plan - Your Adelaide Hills.

Festivals or events that are open to the public on Council or community land must provide evidence of minimum \$20 million public liability insurance before they can be approved.

In addition to aligning with the goals of the Strategic Plan, support for festivals and events will be assessed around the following considerations, with the Council needing to be satisfied that the benefits outweigh the detriments:

##### Community impact

- Opportunities to increase community connections and volunteering
- Opportunities for benefit to local community groups and causes
- Potential for community enjoyment
- The balance of festivals and events across the region
- The commitment to appropriate public engagement
- Effects of noise and nuisance
- Safety, availability and consumption of alcohol, number of patrons
- Impact of road closures on access to public roads

##### Economic impact

- Potential for significant fundraising for projects within the community
- Potential to attract additional visitors and economic activity to the region
- Impact on surrounding businesses
- The groups or organisations that stands to benefit financially from the festival or event

##### Environmental Impact

- Opportunities to enhance environmental outcomes by embracing sustainability themes and principles (including in waste management)

- Potential for detrimental impact on the environment including factors such as damage to flora and fauna and excessive waste left on site

#### Timing

- Proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- Impact on seasonal economic activities (such as harvest seasons)
- Increase in events during the shoulder and low tourism seasons (May to September)
- Safety arrangements and risk management undertaken for events especially given seasonal factors including the Fire Ban Season and potential for extreme weather.

Council's assessment and decision making, especially where there is potential for major inconvenience to the community (for example closed roads, limited access to property or loss of business revenue), will consider these criteria from the information presented by organisers in their Festival and Event Application. The higher the level of inconvenience or detrimental impact, the greater the responsibility for festival and event organisers to provide evidence of the benefits to community that will balance any loss of access, revenue or other negative repercussions.

Public Events on private land may require the organisers to advise or confirm proof of: Council development approval under state development law, a liquor licence, public liability insurance, a food business notification number, a pyrotechnics licence, and/or a Roadside Trading Permit in certain cases.

Events that fall under the exceptional categories listed sub-section 4.6 and in the Policy appendices may have additional guidelines and requirements that must be met. Where consultation is required a Consultation Report must be provided by the event organiser to inform Council assessment and decision-making.

A Festival and Event Organisers Toolkit has been developed to assist event organisers in preparing an application. This includes:

- A Festival and Event Application
- A Motoring Event Application
- Applications for consent to liquor licences and roadside trading (if applicable)
- Environmental Health requirements for animal handling and sale of food (if applicable)
- Requirements for road closures and traffic management plans (if applicable)
- Requirements for resident consultation and/or notification plans

The toolkit also outlines additional recommendations from Council for a safe and successful event. Festival and event organisers may be asked to provide evidence of the

following additional documents for Council's consideration when assessing an application: An Event Management Plan, Site Map, Risk Management Plan, Emergency Response Plan, Traffic Management Plan and/or Pyrotechnics Report.

## **5. COST RECOVERY**

### **5.1. Damages**

The Council considers festival and event organisers to have full responsibility for any damage to public property that occurs as a consequence of their festival or event. The costs associated with repairing such damage will be the responsibility of the organiser; however repair work should be undertaken in consultation with Council.

### **5.2. Event cancellation**

If a festival or event is cancelled for unavoidable reasons such as inclement weather, the organiser is responsible for the notification to Council and the general public. The organiser will be responsible for any costs attributed to the cancellation of the festival or event. Festivals or events on Council or community land must automatically be cancelled on catastrophic fire days.

### **5.3. Fees and charges**

Fees will generally not apply to community events. Council reserves the right however, to charge an administration fee for commercial festivals or events, commensurate with the scale of the festival or event and the staff time required to assess the application.

The Council's Fees and Charges Register contains specific fees and charges applicable under this Policy, which may include:

- Fees for commercial trading at Council-operated events
- Fees for closing roads
- Application fees for commercial events.

## **6. DELEGATIONS**

**6.1.** The Chief Executive Officer has the delegation to:

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

**7. AVAILABILITY OF THE POLICY**

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

**8. APPENDICES**

- (1)** Event Guideline No.1 – For Competitive Motoring Events
- (2)** Event Guideline No 2 – For Non-Competitive Motoring Events
- (3)** Event Guideline No 3 – For Events Involving Animals
- (4)** Event Guideline No 4 – For Sporting Events

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# **Appendix 1**

*Event Guideline No.1*

*For Competitive Motoring Events*

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## Guideline No.1 for Competitive Motoring Events

### Adelaide Hills Council Festivals and Events Policy

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**These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

#### ***Council Decision***

Competitive Motoring ("Motorsport") Events that involve full or partial road closures will be subject to a formal Council decision on every occasion. Council will take into account information provided by the applicant in relation to the following criteria:

#### **Community impact**

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public consultation
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

#### **Economic impact**

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission support will be highly considered

#### **Environmental impact**

- A minimal impact on the natural environment by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock



- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

### ***Road Closure Applications***

Each Motoring Event Application received by Council will be assessed on a case by case basis in regards to road closures. The applicant must demonstrate that the section of road to be closed has a low impact on the community, or low level of opposition in relation to a road closure through consultation with all affected residents. The results of this consultation must be compiled in a Consultation Report to be provided to Council no less than three months prior to the event date for consideration.

When considering a road closure application, Council administration will take into account any previous year's consultation results and any negative or positive feedback received during and post event. Based on this feedback, event organisers may be asked to review their proposed routes.

The potential national and international exposure of a Motorsport event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

### ***Planning and Notice of Road Closures***

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Motoring Event Application and Consultation Report to be received with a minimum of three months' notice.

Event organisers that receive Council consent for road closures must provide written notification of the road closures to affected residents and businesses\* at least three weeks before the event occurs and provide Council with evidence of this occurrence.

Advanced warning and detour signage must be placed in appropriate locations around the area for at least two weeks before the event occurs. Council must approve the size and content of these signs at least three weeks before the event occurs. Event organisers are encouraged to remind affected residents and businesses of the road closure by text message or email at periodic intervals in the days leading up to the event. Organisers must also make traffic detour information (including maps) available online to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about resident notification arrangements is required at the time of submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

### ***Practice Prohibited***

Motorsport event organisers must instruct event participants that practising on the designated road before the event in competition cars is prohibited. Any use of public roads before the event is subject to normal road rules and conditions. .

### ***Consultation with affected residents and businesses***

Event organisers must undertake a consultation with all affected residents and businesses\* and supply the results of this consultation to Council in a Consultation Report at least three months prior to the event before a final decision will be made. Preliminary information about consultation methods is required at the time of notification of the event to ensure a balanced approach is undertaken.

Contact information (excluding identifying data) of all affected residents and a model resident consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of the application has occurred. It is recommended that all motorsport event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Council must approve the final consultation letter prior to providing resident contact information. Any resident feedback received directly to Council will be forwarded to the event organiser to address and to include in the Consultation Report.

Feedback from all forms of consultation is required to Council a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

A resident/business reminder letter of the event is required in conjunction with advance road closure signage (as above). Distribution of multiple sources of advance notice communication such as advertising, signage, email or sms and allowing residents to 'opt in' to receive further sms or email updates will be favourably considered.

\*For the purposes of resident consultation in relation to road closures, an "affected resident" includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

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## **Appendix 2**

*Event Guideline No.2*

*For Non-Competitive Motoring Events*

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## **Guideline No.2 for Non-Competitive Motoring Events**

### **Adelaide Hills Council Festivals and Events Policy**

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**These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Motoring Event Application must be submitted for these events. Details of the application process can be discussed with Council's events staff.

#### ***Council Decision***

Non-Competitive Motoring Events (car shows, classic car convoys etc.) that involve full or partial road closures require a formal Council decision on every occasion. The Council may, however, provide in-principle support for an event to occur in a number of consecutive years, subject to conditions which will apply over the duration of that support.

Council will take into account information provided by the applicant in relation to the following criteria:

#### **Community impact**

- The likely impacts of the rally in regards to noise, nuisance, safety, number of participants and spectators
- The extent and impact of road closures for this event and other similar events within 6 months either side of the event
- The rigor of the public consultation process
- The results of public engagement
- Opportunities to increase community connections and volunteering
- Potential for community enjoyment

#### **Economic impact**

- Potential for economic benefit or detriment to local businesses
- Potential to attract additional visitors and economic activity to the region
- South Australian Tourism Commission support will be highly considered

### Environmental impact

- The impact on the natural environment and opportunities to enhance environmental outcomes by embracing sustainability principles and waste minimisation practices
- Minimal impact to flora and fauna including trees and stock
- Minimal impact on the built environment including (but not limited to) roads, signage, fences and other structures.

### **Road Closure Applications**

Each Motoring Event Application received by Council will be assessed on a case by case basis in regards to road closures. If the applicant can demonstrate that there is a low level of opposition in relation to a road closure, or that the section of road to be closed has a low impact on the community, then repeated use of that road may be approved.

The potential national and international exposure of a motoring event will also be taken into consideration alongside community support when assessing the impact of multiple or repeated road closures.

### **Planning and Notice of Road Closures**

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, and a Motoring Event Application is to be received with a minimum of three months' notice. If repeated closure of the road has not already been approved by Council a Consultation Report will also be required at the time of application.

If road closures are approved, event organisers must arrange for advanced warning and detour signage to be displayed in appropriate locations around the event route for a minimum of two weeks before the event date. Organisers must also make traffic detour information (including maps) available online for Council and the community a minimum of two weeks before the event date. Preliminary plans for advance notice signage and communications arrangements are required when submitting the Motoring Event Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

### **Consultation with affected residents and businesses**

When applying for an inaugural event or repeated use of roads, event organisers must undertake consultation with all affected residents and businesses\* and supply the results of this consultation to Council in a Consultation Report before a final decision will be made.

Contact information of all affected residents (excluding identifying data) and a model consultation letter will be supplied to the event organiser as soon as possible after a preliminary assessment of

the application has occurred. It is recommended that all motoring event organisers conduct resident consultation using the model letter provided and, if deemed necessary by Council or the event organiser, arrange public meetings for further public consultation. Any resident feedback received directly to Council will be forwarded to the event organiser to address and to include in the Consultation Report.

Feedback from all forms of consultation is required to Council a minimum of three months ahead of the event. Any steps taken to mitigate community concerns should also be included.

\*For the purposes of resident consultation in relation to road closures, an “affected resident” includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

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# **Appendix 3**

*Event Guideline No.3*

*For Events Involving Animals*

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## **Guideline No.3 for Events Involving Animals**

### **Adelaide Hills Council Festivals and Events Policy**

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#### **These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Festival and Event Application must be completed for these events. Details of the application process can be discussed with Council's events staff.

Events involving animals as the main attraction will require a formal Council decision if to be held on Council or community land.

A formal Council decision may be required for support of events involving animals in entertainment activities, where there is potential to cause harm or distress to those animals.

Organisers of events involving animals must comply with all RSPCA recommendations and standards as a minimum in order to minimise or prevent the harm or distress suffered to animals.

Events involving animals should also demonstrate appropriate consideration for:

- Transport, handling and containment of animals
- Waste removal, handwashing and sanitation requirements.

#### ***Wildlife and Conservation Establishments***

These guidelines do not apply to events or activities that involve animals held at permanent wildlife and conservation establishments within the Council area.

Permanent wildlife and conservation establishments remain subject to existing legislation governing all of the above areas.



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# **Appendix 4**

*Event Guideline No.4  
For Sporting Events*

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## **Guideline No.4 for Sporting Events**

### **Adelaide Hills Council Festivals and Events Policy**

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**These Guidelines are to be read in conjunction with the Festivals and Events Policy**

A Festival and Event Application must be completed for these events. Details of the application process can be discussed with Council's events staff.

#### ***Road-based Events (including cycle races, marathons, and other walking/running events)***

Events that involve speed restrictions without road closures will be required to provide a Festival and Event Application and traffic management plan compliant with the *Road Traffic Act 1961* a minimum of two months prior to the event. If using any part of a state road, event organisers will also need to provide evidence of support from the South Australian Police and the Department of Transport and Infrastructure.

Events that involve road closures may be subject to a formal decision by Council.

For events requiring road closures notice of intention to run the event requires a minimum of six months' notice, with a Festival and Event Application and Consultation Report to be received with a minimum of three months' notice.

Event organisers that receive consent for road closures must arrange advanced warning and detour signage to be placed in appropriate locations around the area for at least two weeks before the event occurs. Distribution of other sources of advance notice communication such as advertising, letters, email or sms and allowing residents to 'opt in' to receive further sms or email updates, will be favourably considered. Organisers must also make traffic detour information (including maps) available to Council and the community a minimum of two weeks before the event is conducted. Preliminary information about these arrangements is required at the time of submitting the Application. A route should be reconsidered if there is the potential for significant impact on usual local services (e.g. product deliveries or school bus services).

#### ***Consultation with affected residents***

Event organisers may be required to undertake consultation with all affected residents or businesses\* of proposed road closures and supply the results of this consultation to Council in a Consultation Report before a final decision will be made. Council Event staff will work with event organisers if consultation is required.

Contact information (excluding identifying data) of all affected residents and a model resident form letter will be supplied to the event organiser if consultation is required.

Feedback from all forms of consultation is required to Council a minimum of four months ahead of the event. Any steps taken to mitigate community concerns should also be included.

***Venue-based Sporting Events (in ovals, showgrounds or halls)***

Venue-based events that require road closures are subject to the same guidelines as road-based events.

***Sporting Events that involve motor sport should refer to Guidelines 1 and 2 for additional considerations.***

\*For the purposes of resident consultation in relation to road closures, an “affected resident” includes any resident or business that will be denied road access to their property during the closure period, whether their access point is on the competition route itself or on an adjoining road rendered inaccessible by the closure. Other residents with property boundaries adjoining or adjacent to the route may also be included in the consultation process if they could reasonably expect to be inconvenienced by the road closure and/or the conduct of the event.

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## **Appendix 3**

### *Community Engagement Outcomes Report*

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# *Festivals and Events Policy*

Community Engagement Outcomes Report  
August 2024



**Adelaide Hills**  
COUNCIL

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# Introduction

Adelaide Hills Council manages and supports a wide array of festivals and events across the Council area. Festivals and events are important to the Adelaide Hills and can positively contribute to many parts of the region's fabric of life, including;

- Building community spirit and strengthening local values and traditions
- Increasing local interest and participation and encouraging volunteerism
- Building on and profiling local attractions, products, history, culture and the environment
- Promoting tourism development and improving destination awareness.

The *Festivals and Events Policy* (the "Policy") provides Council and its administration with principles and guidelines for administering festivals and events in our region. This Policy applies to festivals and events within the district that are run by Council, supported or sponsored by Council, where Council has an agreement or contract with the Event Organiser, or where the event may have significant community, economic or environmental impact.

In July 2022 Council embarked on reviewing the *Festivals and Events Policy* (adopted 2019) in line with the Council's Policy Review Schedule. The Policy was initially presented to Council on the 26 July 2022 including minor amendments where Council resolved that public consultation be undertaken on the draft Policy and a report be prepared for Council.

A draft version of the updated Policy was made available for public consultation via a two-phase approach between December 2022 to May 2024. The local community were invited to offer feedback on the draft Policy, including the following appendices:

- Competitive Motoring Events
- Non-Competitive Motoring Events
- Events Involving Animals
- Sporting Events

A total of 38 responses were received including 29 responses during Phase One and nine responses during Phase Two via email and online submissions. This report contains a summary of all feedback received as well as an overview of who we engaged, when we engaged and how we engaged.

The next stage is to present the feedback to Council at the meeting on 27 August 2024 for consideration and for Council to adopt a final *Festivals and Events Policy*. The final Policy will be shared with the community via Council's Engagement Platform.

## Summary of Engagement

### Community Engagement Strategy

A community engagement strategy was developed and a two-phase public consultation approach was conducted on the draft Policy through a project page on Council's Engagement HQ web platform. Phase One included targeted engagement from 2 December 2022 to 31 March 2023. Phase Two involved formal consultation on the draft Policy from 24 April 2024 to 16 May 2024. The approach was to enable anyone with an interest in festivals and events in the Council area to have their say over this period.

Consultation was undertaken in accordance with Section 122 of the *Local Government Act 1999* and Council's *Public Consultation Policy*.

### Engagement Approach

The Council's engagement approach aimed to collect and collate community feedback about the draft *Festivals and Events Policy*. Feedback on the Policy could be submitted in a number of ways:

1. Using the submission form on [engage.ahc.sa.gov.au](https://engage.ahc.sa.gov.au)
2. Sending an email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
3. Calling Council on 8408 0400
4. Completing a hard copy feedback form
5. Writing a letter to the Community Engagement Coordinator – 63 Mount Barker Road, Stirling SA 5152

A simple online form was developed for both phases of consultation. Phase One included targeted engagement with event attendees and event organisers over the peak events season. This provided an opportunity to understand any key issues ahead of the formal consultation and address key concerns and opportunities in the Policy. Phase Two involved formal consultation on the draft Policy where anyone could participate in the consultation with submission forms and information made available online and in hard copy at our customer service centres and libraries.

A copy of the engagement page and the submission forms is included in Appendices A, B and C.

## Distribution and Promotion

The opportunity to provide feedback was promoted through a number of channels including:

- Corflutes at events over the peak events season (December 2022 – March 2023) encouraging feedback from event attendees and event organisers
- Email to key event organisers
- Advertisement in *The Courier* on 24 April 2024
- Hills Voice: your Adelaide Hills e-Newsletter to 3,955 Hills Voice Subscribers (resulting in 17 click throughs to the consultation page)
- Adelaide Hills Council Website and Community Engagement Hub Page
- Email to Mayor and Elected Members to share
- Social media posts
- Hardcopy information and submission forms available at customer service centres and libraries

Table 1: Social Media Promotion Statistics

Media	Post Date	Unique Impressions (viewed)	Engagement (reaction, comment, share or opening link)
Facebook – Post 1	24 April 2024	2,753	151
Facebook – Post 2	12 May 2024	1,992	64
LinkedIn – Post 1	24 April 2024	287	14
LinkedIn – Post 2	12 May 2024	324	13
X – Post 1	24 April 2024	43	0
X – Post 2	12 May 2024	59	0



# Participants

This section provides details about participation during the engagement period and information about respondents who completed a submission.

Engaged Participants are considered to be those who were not only aware of and informed about the consultation process but who also chose to provide their feedback. The number of aware and informed people who chose not to provide feedback is presented within the table below:

Table 2: Aware, Informed and Engaged Community

	Email	Engagement HQ Platform
Aware <i>Sighted information that the consultation was open</i>	1,756	503
Informed <i>Accessed information via visiting multiple sites or downloading information</i>	17	151
Engaged <i>Provided feedback</i>	Unknown	34

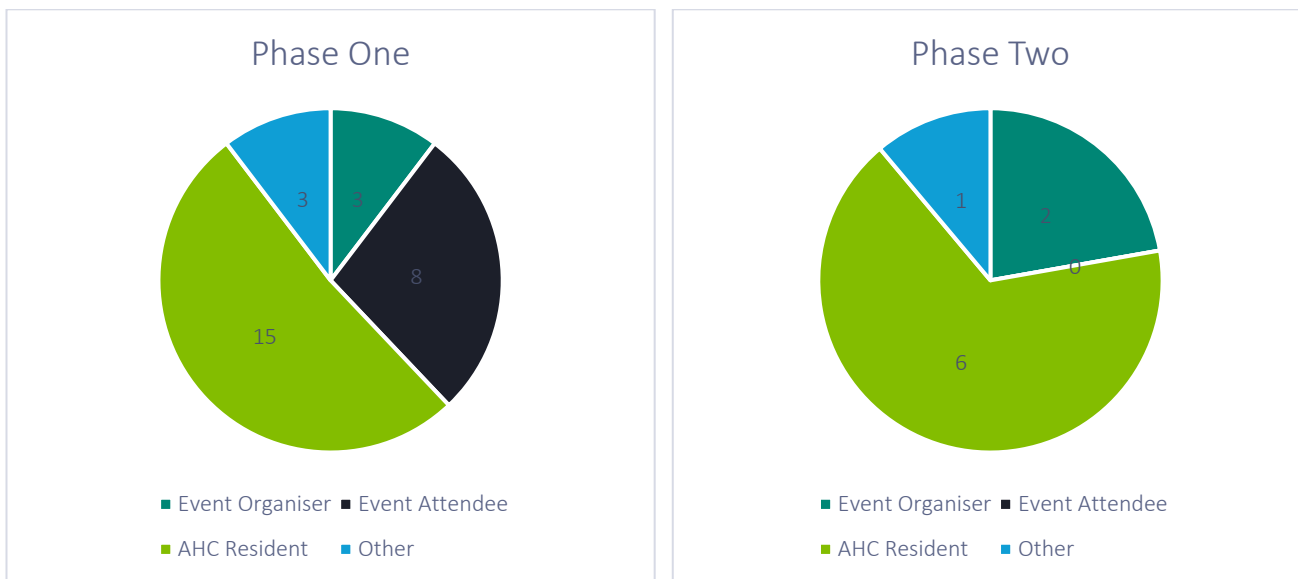
In addition to the 34 engaged participants via Engagement HQ four emails were received with feedback on the Policy.

## Participant Characteristics

Data was collected from respondents on their involvement with events in the Adelaide Hills with results outlined below.

The majority of respondents were Adelaide Hills Council residents during both Phase One and Phase Two, followed by event attendees in Phase One and event organisers in Phase Two.

Chart 1 and 2: Respondents Connection with Events



Data on which suburb respondents are from was also collected during Phase Two. This showed most respondents were Adelaide Hills Council residents, with only one respondent outside the council area.

Table 3: Participants Locality

Suburb	Number of Respondents
Birdwood	2
Gumeracha	1
Lenswood	1
Mount Torrens	1
Mylor	2
Paracombe	1
Prospect West (outside AHC)	1

## Online Submission Feedback

A total of 38 responses were received during the consultation. 29 responses were received during Phase One, with 27 of these being online submissions. Nine responses were received as part of Phase Two, with seven of these being online submissions. Analysis of questions in the submission form on the draft Policy are provided below.

### Draft Policy and Toolkit

Respondents were asked during Phase Two if they had read the draft *Festivals and Events Policy* and *Event Organisers Toolkit*. These were mandatory questions with responses as presented below. Of the seven respondents who completed the online submission, six of these had read the Policy and Event Organisers Toolkit.

Chart 3: Respondents Reading of the Draft Policy

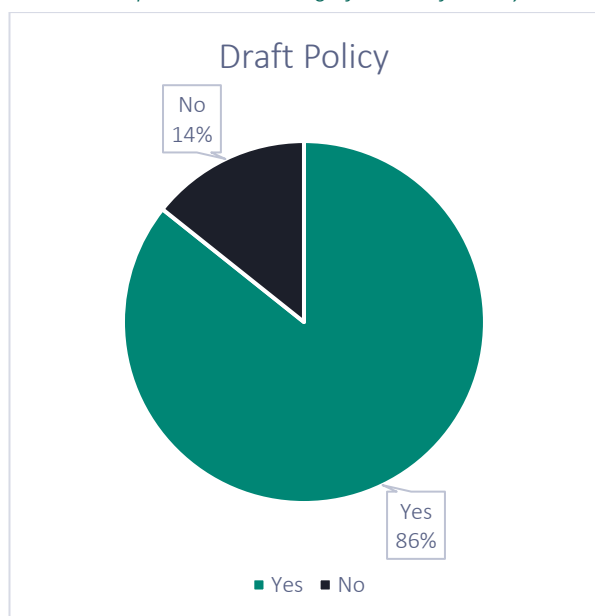
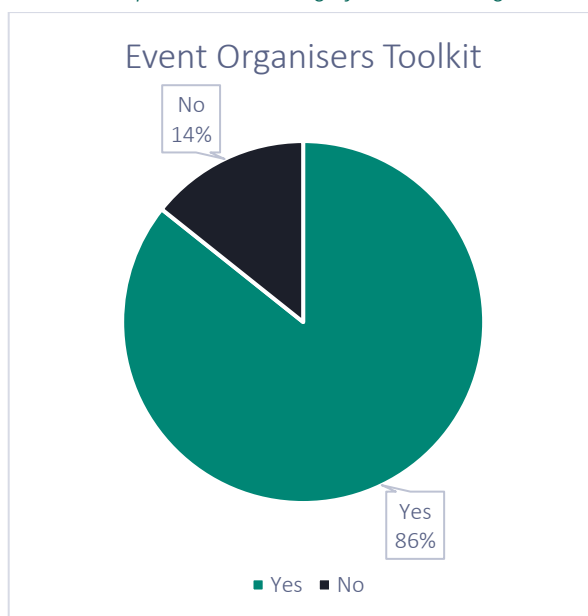


Chart 4: Respondents Reading of the Event Organisers Toolkit



# Key Events Feedback

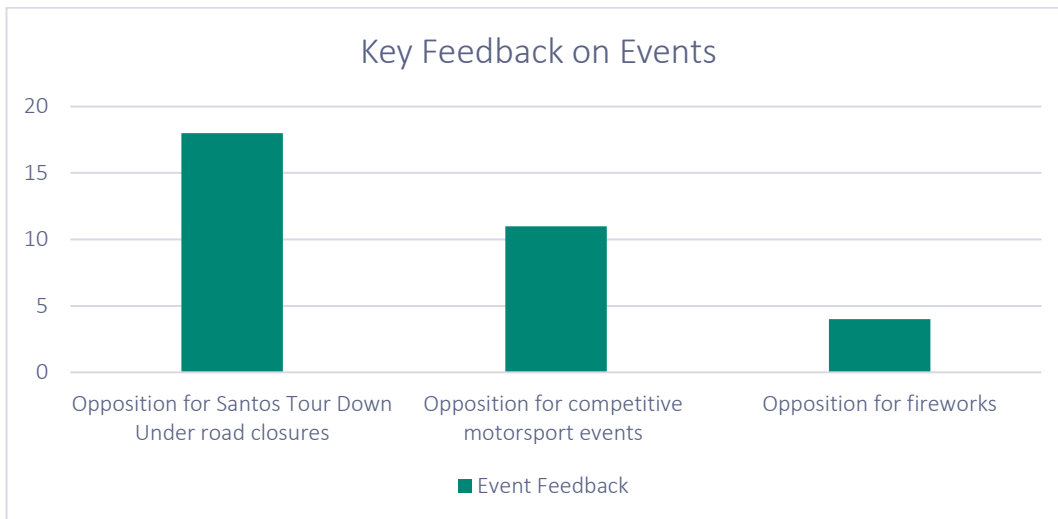
During Phase One respondents were asked to select which event they were providing feedback on and provide open text responses on the community, economic, environmental and timing impacts of that event. They could provide feedback on more than one event as part of the same submission. These responses have been categorised below.

Chart 5: Which event feedback relates to – Phase One



All feedback received during the consultation period was analysed thematically. The chart below includes responses from Phase One (above) and also those received during Phase Two categorising feedback into key themes.

Chart 6: Key Themes



The above feedback relates to specific events, not the *Festivals and Events Policy*, and is better received during the consultation period for each event, as this feedback does not relate to the process outlined in the Policy for approving these types of events or activities.

## Other Key Feedback Received

In addition to the key themes above, additional feedback received during consultation is outlined below.

- Positive feedback on environmental aspects – events and businesses would like to see more focus on environmental impacts e.g. separated waste streams, better recycling with mobile vendors
- Positive feedback on the accessibility inclusions in the draft Policy
- Positive feedback on free, family friendly events e.g. markets
- Question around clarification of requirements for non-competitive motoring events with modified traffic conditions such as the Bay to Birdwood
- Feedback from event organisers of competitive motoring events to allow for multiyear approval to provide certainty for their events to operate in the Adelaide Hills region
- Preference for increasing the subsidy towards the electrical Certificate of Compliance for commemorative events

Clarification was sought from the South Australia Police on what they require from Council for approving road closure requests following feedback received regarding clarity on the approval process for non-competitive motoring events. Analysis of SA Police guidelines identified discrepancies within the Policy which have since been updated and are reflected in the revised Policy.

## Conclusion

A number of areas have been identified where amendments to the policy can improve clarity and consistency, provide further guidance for event organisers on safety at events, and ensure the Policy keeps up to date with Council's strategic goals around environmental impacts and accessibility at events. It also provides flexibility for Adelaide Hills Council to take advantage of tourism opportunities with regards to certain events.

Amendments have been made post consultation to provide clarity on application timelines and approval processes for non-competitive motoring events and sporting events with road closures, modified traffic conditions and speed restrictions. Analysis of South Australia Police guidelines for road closure approvals identified discrepancies within the Policy which have since been updated.

Additional updates include the ability for Council to provide in-principle support for motoring events to occur in a number of consecutive years, subject to conditions, to provide certainty for events to operate and plan in the Adelaide Hills region.

This report will be shared with anyone who participated in the consultation via Councils Engagement Platform.

# Appendix A – Engagement Page



Home / Events in the Adelaide Hills

## Events in the Adelaide Hills



### Policy and Toolkit ready for your comments

Thank you to everyone who provided feedback as part of the Festival and Events Policy review - we are now analysing your feedback and will update the policy accordingly before taking it to Council for endorsement.

The *Draft Festival and Events Policy* (the "Policy") is now ready for your review and comment. We are also giving you the opportunity to comment on the *Event Organisers' Toolkit*.

- How do the proposed Policy changes sit with you?
- Would you like to see any further changes made to the Policy?
- Does the Toolkit need additions or changes?

Please provide your feedback by **Thursday 16 May 2024**.

#### Context

We support over 100 diverse community events each year. Events and festivals create a huge opportunity for community connection and celebration as well as social, cultural, environmental and economic benefits. Festivals and Events come with a varied range of responsibilities, planning requirements and community expectations which, if not managed well can result in a variety of issues and conflicts. To help with this we have a *Festival and Events Policy* and your feedback now will help shape the Policy.

#### Summary of key themes in Phase One Consultation

- Positive feedback on free, family friendly events in the Hills e.g. markets
- Negative feedback around rallies and Santos Tour Down Under road closures from residents, especially around road closures for the Challenge Tour in January 2023
- Electrical Certificate of Compliance for civic events - organisers did not feel they should have to pay anything towards this (we currently subsidise \$150 of the \$180 cost)
- Rally organisers would like multiyear agreements to provide certainty for their events to operate in the Adelaide Hills region. Annual approval of road closures would still be required by the CEO
- Events and businesses would like to see more focus on environmental impacts e.g. separated waste streams, better recycling with mobile vendors

#### Notes on Policy for Consultation

The *Events and Festivals Policy* provides Council and its administration with principles and guidelines for administering festivals and events in our region. This Policy applies to festivals and events within the district that are run by Council, supported or sponsored by Council, where Council has an agreement or contract with the Event Organiser, or where the event may have significant community, economic or environmental impact. The current Policy was adopted on 27 August 2019.

The Policy is due for review, and as part of this the review has identified a number of areas where amendments to the Policy can improve clarity and consistency, provide further guidance for event organisers on safety at events, and ensure the Policy keeps up to date with Council's strategic goals around environmental impacts and accessibility at events. It also helps to provide further flexibility to certain events to allow the Adelaide Hills to take advantage of tourism opportunities.

An *Event Organisers' Toolkit* is referred to in the Policy and this toolkit will also be reviewed to reflect the updated Policy following consultation.

#### Your feedback matters

Your feedback will shape our *Festival and Events Policy* and *Event Organisers' Toolkit*. Sharing your feedback as an event attendee or as an event organiser will help us improve what we do and create the best events in the Hills. We have highlighted in the draft Policy the key changes we have made to make it easier for you to see what's being proposed.

If you attended or organised an event recently we would love to hear from you.

You can share your thoughts and feedback as an event attendee or an event organiser in a number of ways:

1. Preferably using the submission form on this page
2. Sending an email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
3. Calling us (see details below)
4. Completing a hard copy feedback form
5. Writing a letter to Community Engagement Coordinator- 43 Mount Barker Road, Spring SA 5152

#### We're here to listen

You can contact our team via [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au) or call 8408 0400

Further information on organising or attending an event



#### Key Documents

1. Festival and Events Policy - Review 2024 for public consultation.pdf (307 KB) (pdf)
2. AH-C Festivals and Events Toolkit- 1.120.pdf (7.58 MB) (pdf)
3. 2024-25 Events in the Adelaide Hills Handbook Information Sheet and Submission Form.pdf (202 KB) (pdf)

#### Lifecycle

- 1. **Stage 1 Festival and Events Feedback Open**  
We're looking for contributions
- 2. **Phase 1 Comments Under Review**  
Contributions to this consultation are closed for evaluation and review. The project team will report back on key outcomes.
- 3. **Phase 1 Process Finished**  
The final outcomes of the consultation are documented here. This may include a summary of all contributions collected as well as recommendations for future action.  
We will take our suggested changes to Council Members for endorsement and then you get another chance to take a look through the Policy and make any comments.
- 4. **Phase 2 - Draft Festival and Events Policy Consultation**  
We've taken on board your feedback and are now checking we heard you. Take a look and provide your comments before we finalise the Festival and Events Policy.
- 5. **Festival and Events Policy Adopted**  
The final outcomes of the consultation have been considered and the Policy has been adopted.



# Appendix B – Phase One Submission Form

## Tell Us About the Event You have either Organised or Attended

All fields marked with an asterisk (\*) are required

1. Please provide your name.

Maximum 255 characters

0/255

2. Are you: \*

- An event attendee
- An event organiser
- Other (please specify)

3. Which Adelaide Hills event are you providing your feedback on? \*

- Adelaide Hills Rally
- Shannon's Adelaide Rally
- Stirling Christmas Pageant
- Twilight on the Green/Moonlight Cinema - Bridgewater
- Lobethal Christmas Pageant
- Carols on the Lawn - Stirling
- Hot Rod 'N' Classics Picnic - Balhannah
- Jaumafest (Cherry Picking Festival) Lenswood
- Houghton Carols in the Square
- Mt Torrens Market
- Lights of Lobethal
- Woodside Christmas Pageant
- Gumeracha Fifth Sunday Market
- Mylor Market

- Oakbank Market
- Stirling Market and Laneways
- Discover, Play, Bikeway!
- Stirling Fringe
- Uraidla Market
- Woodside Country Market
- Santos Tour Down Under
- Other (please specify)

Please note that you can only select 1 event at a time but you will be prompted to provide feedback on up to 3 events if you would like.

4. If you are an event organiser, did you find the event easy to organise? Or if you are an event attendee, did you find the event to be well organised? \*

- Yes
- No
- Some elements
- Not sure

## Community Impacts

Community impacts can include:

- Opportunities to increase community connections and volunteering
- Opportunities for benefit to local community groups and causes
- Enable people of all abilities (including those with disabilities) to be involved in the event
- Potential for community enjoyment
- The balance of festivals and events across the region
- The commitment to appropriate public engagement
- Effects of noise and nuisance
- Safety, availability and consumption of alcohol, number of patrons
- Impact of road closures on access to public roads

5. Do you have any feedback in regard to community impacts of the event you either organised or attended?

## Economic Impacts

Economic impacts include:

- Potential for significant fundraising for projects within the community
- Potential to attract additional visitors and economic activity to the region
- Impact on surrounding businesses
- The groups or organisations that stands to benefit financially from the festival or event

6. Do you have any feedback in regard to economic impacts of the event you either organised or attended?

## Environmental Impacts

Environmental impacts include:

- Opportunities to enhance environmental outcomes by embracing sustainability principles (including in waste management, use of recycled / compostable materials and the elimination or reduction of single-use plastics wherever possible)
- Potential for detrimental impact on the environment including factors such as damage to flora and fauna and excessive waste left on site

7. Do you have any feedback in regard to environmental impacts of the event you either organised or attended?

## Timing Impacts

Timing impacts include:

- Proposed timing of the event in relation to existing events and the availability of tourism resources, accommodation etc.
- Impact on seasonal economic activities (such as harvest seasons)
- Increase in events during the shoulder and low tourism seasons (May to September)
- Safety arrangements and risk management undertaken for events especially given seasonal factors including the Fire Ban Season and potential for extreme weather.

8. Do you have any feedback in regard to timing impacts of the event you either organised or attended?

9. Is there any other feedback you would like to provide for this event?



10. Is there a second event you would like to provide feedback on? \*

Yes

No

Not sure

11. Is there a third event you would like to provide feedback on? \*

Yes

No

Not sure

12. We have some additional questions for Event Organisers only. Please select to go to the next section if you have organised an event through us in the past. \*

I am an Event Organiser who has organised an event in the past

I am not an Event Organiser

13. How easy was it to organise the event in the hills with AHC?

Very easy

Mostly easy

Somewhat difficult

Very difficult

Not sure

14. Why did you choose the Adelaide Hills to host your event and what do you feel makes the Hills unique?

15. Who are you trying to attract to your event?

16. Is there anything Council could do differently to help with the event? (e.g. tools, funding, process)

17. Do you have any aspirations for future events?

18. What do you hope people get out of your events?

19. If you would like to be kept in the loop with the outcomes of this consultation can you please provide your email address.

Maximum 255 characters

0/255

**Submit**

# Appendix C – Phase Two Submission Form

## Submission Form - Draft Policy

We are asking for feedback from anyone with an interest in events on our draft Festival and Events Policy and Organisers' Toolkit.

All changes in the Policy have been marked in yellow.

Access a copy of the draft Policy - <https://engage.ahc.sa.gov.au/82431/widgets/391590/documents/283982>

Access a copy of the Organisers' Toolkit - <https://engage.ahc.sa.gov.au/82431/widgets/391590/documents/283988>

All fields marked with an asterisk (\*) are required

### 1. Your name \*

Maximum 255 characters

0/255

### 2. Your email \*

### 3. Your suburb/ township \*

### 4. Have you read the [draft Festival and Events Policy](#)? \*

Yes

No

### 5. Please provide your feedback on the Policy

You can use this space to let us know any suggestions or changes you would like to see. Feel free to make general comments or specific references to sections in the Policy.

6. Have you read the [Event Organisers' Toolkit](#) \*

Yes

No

7. Please provide your feedback on the Event Organisers' Toolkit

You can use this space to let us know any suggestions or changes you would like to see. Feel free to make general comments or specific references to sections in the Toolkit.

8. If you have any other feedback on events in the hills that you would like us to consider please let us know.

**Submit**

08 8408 0400  
mail@ahc.sa.gov.au  
ahc.sa.gov.au



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
TUESDAY 10 SEPTEMBER 2024  
AGENDA BUSINESS ITEM**

**Item:** 12.3

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

**Subject:** Acknowledgement and Welcome to Country Policy Review

**For:** Decision

---

**SUMMARY**

This report seeks Council adoption of the revised *Acknowledgement and Welcome to Country Policy* (the Policy) in **Appendix 1**.

The Policy was adopted by Council at its meeting on 15 December 2020, effective from 31 January 2021, and was scheduled for review December 2023. The Policy has been reviewed in partnership with the Adelaide Hills Reconciliation Working Group (AHRWG) and the changes proposed in **Appendix 1** reflect this consultation. The revised Policy includes updated wording to the Acknowledgement of Country and an additional option for a heartfelt acknowledgement to be delivered in the individual's own words if desired.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. To adopt the revised Acknowledgement and Welcome to Country Policy in *Appendix 1*, with an effective date of 30 September 2024.**
  - 3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the revised Acknowledgement and Welcome to Country Policy prior to the effective date of adoption.**
- 

**1. BACKGROUND**

The Acknowledgement and Welcome to Country Policy was adopted by Council on 15 December 2020, effective from 31 January 2021, and was scheduled for review December 2023.

## 12.1 Acknowledgement & Welcome to Country Policy

Moved Cr Pauline Gill  
S/- Cr John Kemp

295/20

Council resolves:

1. That the report be received and noted.
2. With an effective date of 31 January 2021, adopt the 15 December 2020 Acknowledgement and Welcome to Country Policy as per Appendix 1.
3. That the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the 15 December 2020 Acknowledgement and Welcome to Country Policy prior to the effective date of adoption.
4. With an effective date of 31 January 2021, to amend clause 3.4 – Opening Statement of the Code of Practice for Council Meeting Procedures to reflect the provisions of clause 4.3 of the 15 December 2020 Acknowledgement and Welcome to Country Policy.

Carried Unanimously
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## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

Goal 2 Community Wellbeing

Objective C5 Respect for Aboriginal Culture and Values

Priority C5.1 Partner with the Aboriginal and Torres Strait Islander community to develop our second Reconciliation Action Plan (Innovate) and actively participate in Reconciliation Week

Council is committed to developing and implementing an Innovate level Reconciliation Action Plan (RAP). Organisational protocols and practice in Welcome to Country and Acknowledgement of Country is a key element of the Respect aspect of RAPs at all levels.

### ➤ Legal Implications

Not Applicable.

### ➤ Risk Management Implications

Over time the use of language and protocol in delivering Acknowledgement of Country and Welcome to Country changes to reflect community expectation and best practice. The use of language or practice that does not keep pace with these changes risks causing offence to Aboriginal and Torres Strait Islander members of the community.

The proposed changes to the Policy will assist to mitigate the risk of reputational damage due to inappropriate practice in the delivery of Welcome to Country and Acknowledgement of Country.

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

➤ **Financial and Resource Implications**

Not Applicable.

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

The ongoing development of the *Acknowledgement and Welcome to Country Policy* reflects strong community and organisational expectations that Council show leadership in demonstrating respect for Traditional Custodians. Appropriate use of Acknowledgement and Welcome to Country is a fundamental aspect of Reconciliation Action Plans and Council is currently developing an Innovate level Reconciliation Action Plan.

The original wording, and revised wording, of Acknowledgements used by Council have been developed in consultation with the Adelaide Hills Reconciliation Working Group.

➤ **Sustainability Implications**

Not Applicable.

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

Information regarding the appropriate use of Welcome to Country and Acknowledgement of Country is available through Reconciliation Australia and Reconciliation SA and these resources were drawn upon in the development and revision of the Policy.

The policy was reviewed by the Adelaide Hills Reconciliation Working Group (AHRWG) with a view to ensuring that this policy duly reflects a commitment to delivering wording that communicates authentic respect for Traditional Custodians.

Further feedback was sought from Council's internal Reconciliation Working Group. This group, representing key areas of Council business is developing Council's RAP with reference back through the AHRWG which is a regional reference group in partnership with Mount Barker District Council.

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Internal Reconciliation Working Group
<i>Council Workshops:</i>	Overview provided at Council Workshop on 20 <sup>th</sup> August 2024
<i>Advisory Groups:</i>	Adelaide Hills Reconciliation Working Group
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

➤ **Additional Analysis**

The appropriate delivery of Acknowledgement of Country and Welcome to Country is a fundamental element of respectful recognition of the Traditional Custodians of the Adelaide Hills, the Peramangk and Kaurna peoples. Council has a leadership role in relation to



Reconciliation and a responsibility to demonstrate best practice in the use and protocols associated with Acknowledgement of Country and Welcome to Country.

From time to time, the language used in relation to Aboriginal and Torres Strait Islander Culture changes in terms of context and perception.

Acknowledging “*emerging leaders*” or “Elders past, present, and *emerging*” is generally not accepted practice in the Indigenous community and advice is that this term should not be used. The AHRWG has suggested instead to acknowledge “Ancestors and Elders”. This change of wording has been made to all versions of the Acknowledgement of Country throughout the Policy.

A further change suggested is in relation to the reference to “lands and waters”. The AHRWG feels that the word “Country” better reflects Aboriginal and Torres Strait Islander peoples’ relationship with Country. This change of wording has been made to all versions of the Acknowledgement of Country throughout the Policy.

It is also suggested to remove the last sentence of the current Acknowledgement that reads: “Together we will care for this country for the generations to come and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children’s ability to live on this land”. While a worthy statement, it was felt to be unnecessary in the context of respectfully recognising Traditional Custodians and not reflecting a contemporary approach.

Incorporating these changes, the proposed Acknowledgment of Country statement reads as follows:

*Council acknowledges that we meet on the traditional Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.*

In relation to a spoken Acknowledgement of Country it was strongly felt that those delivering the Acknowledgement should be encouraged to do so in a way that is authentic and “heart felt”. To that end it is recommended that a change be made to the policy that allows people to also deliver an Acknowledgement in their own words, should they feel confident to do so.

An additional clause is proposed as follows:

*Recognising the value of an authentic and “heartfelt” Acknowledgement, the Council Officer or Elected Member may deliver an Acknowledgement in their own words, provided that this reflects the sentiment of the statement above.*

### **3. OPTIONS**

Council has the following options:

- I. That Council adopt the proposed revised Acknowledgement and Welcome to Country Policy ensuring a consistent approach and clear understanding of expectations (Recommended)

- II. That Council does not adopt the proposed revised Acknowledgement and Welcome to Country Policy and continue with the current version. This option is not recommended as it risks not meeting community expectations or best practice. (Not Recommended)

#### **4. APPENDICES**

- (1) Acknowledgement and Welcome to Country Policy (Revised)


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# **Appendix 1**

*Acknowledgement and Welcome to Country Policy*  
*(revised)*

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# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>ACKNOWLEDGEMENT AND WELCOME TO COUNTRY</b>
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<b>Policy Number:</b>	COM-25
<b>Responsible Department(s):</b>	Community Development
<b>Relevant Delegations:</b>	As per the delegations schedule and as included in this Policy
<b>Other Relevant Policies:</b>	NIL
<b>Relevant Procedure(s):</b>	Code of Practice for Council Meeting Procedures
<b>Relevant Legislation:</b>	NIL
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	NIL
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	27 August 2024
<b>Effective From:</b>	27 September 2024
<b>Minute Reference for Adoption:</b>	
<b>Next Review:</b>	No later than August 2026 or as required by legislation or changed circumstances

## Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	31/01/21	Approved by Council	15/12/20
2.0	17/08/23	Ammended by CEO as per delegation under clause 5.1	
3.0	27/09/24	Revised Policy approved by Council	27/08/24

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## ACKNOWLEDGEMENT AND WELCOME TO COUNTRY POLICY

### 1. INTRODUCTION

The appropriate delivery of Acknowledgement of Country and Welcome to Country is a fundamental element of respectful recognition of the Traditional Custodians of the Adelaide Hills. Council has a leadership role in relation to Reconciliation and a responsibility to demonstrate best practice in the use and protocols associated with Acknowledgement of Country and Welcome to Country.

The following policy provides the Council with principles and guidelines for the appropriate delivery of Acknowledgement of Country and Welcome to Country.

### 2. OBJECTIVES

The objectives of this policy are:

- To ensure the appropriate and consistent use of Acknowledgement of Country and Welcome to Country
- To outline protocols and expectations associated with Acknowledgement of Country and Welcome to Country

### 3. DEFINITIONS

**“Acknowledgement of Country”** a spoken presentation that acknowledges and pays respect to the Traditional Custodians of the country, past and present, on which the meeting or event is taking place, which, can be conducted by both Aboriginal and/or non-Aboriginal people.

**“First Nations People”** Aboriginal and Torres Strait Islander people as the indigenous people of Australia

**“Reconciliation”** the process for building respectful relationships between first nations people and the wider Australian community in order to close the gaps, and to achieve a shared sense of fairness and justice.

**“Traditional Custodian”** a person who identifies as Peramangk or Kurna as the first nations people of the Adelaide Hills.

**“Welcome to Country”** a traditional welcoming ceremony performed by a Traditional Custodian of the land on which the meeting or event is taking place, or someone authorised by a recognised cultural authority of the Traditional Custodians.

**“Event”** for the purpose of this policy the term event refers to a gathering or occasion that is organised by Council

### 4. POLICY STATEMENT

#### 4.1 Welcome to Country

A Welcome to Country can only be performed by a Traditional Custodian.

A Welcome to Country should be performed at:

- Medium to large public gatherings (50 or more people)
- Formal events such as receptions, launches or awards ceremonies
- Events or occasions that involve VIPs, Dignitaries, Leaders or Aboriginal Elders
- Events that involve international, interstate visitors or other councils
- Community events run by the Council

On these occasions a Traditional Custodian shall be engaged to perform a Welcome to Country and shall be paid an agreed and commensurate fee for this service. The cost of this fee should be included in the budgeting and resource planning for the events and gatherings as described above.

In the event that a Traditional Custodian is not available to perform a Welcome to Country an Acknowledgement of Country must be delivered.

The Welcome to Country does not preclude the delivery of an Acknowledgement of Country.

#### 4.2 Acknowledgement of Country

An Acknowledgement of Country can be performed by any person Aboriginal or non-Aboriginal.

An Acknowledgement of Country should be performed at:

- Medium to large gatherings at which a Welcome to Country has also been performed
- Small to medium public gatherings (49 people or less)
- Council meetings
- Regular committee or working group meetings
- Formal staff meetings
- Community gatherings run by the Council
- Information or briefing sessions
- **Executive leadership meetings**

The wording of the official Council Acknowledgement of Country has been determined in consultation with the Adelaide Hills Reconciliation Working Group and other relevant stakeholders and that is reflected in this Policy.

#### 4.3 Council Meetings

At the opening of all Ordinary and Special Council meetings the following Acknowledgement of Country statement will be given by the Mayor or their representative:

*Council acknowledges that we meet on the traditional **lands and waters**Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land. They are Custodians of this*

~~ancient and beautiful land and so we pay our respects to Ancestors and Elders past, and 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.~~

#### 4.4 Council Officer or Elected Member Acknowledgement of Country

At the commencement of all gatherings, where an Acknowledgement of Country is deemed appropriate (refer 4.2) the designated Council Officer or Elected Member will deliver the following statement:

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

Recognising the value of an authentic and "heartfelt" Acknowledgement, the Council Officer or Elected Member may deliver an Acknowledgement in their own words, provided that this reflects the sentiment of the statement above.

#### 4.5 Written Acknowledgement of Country

- 4.5.1 A written Acknowledgement of Country will be included in significant Council documents and publications including the Strategic Management Plans and Annual Business Plan and shall read as follows:

~~Council acknowledges that we undertake our business on the traditional lands and watersCountry of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present and emerging as the Custodians of this ancient and beautiful land for they hold the memories, traditions, spiritual relationships, culture and hopes of the First Nations of Australia. We are committed to working together to ensure that Peramangk and Kurna culture and traditions are sustained, valued and continuing. Together we will care for this country for the generations to come and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children's ability to live on this land.~~

- 4.5.2 A written Acknowledgement of Country may also appear on short written documents, Council's website and digital platforms, including email signatures in either the same statement as detailed in 4.5.1 or the shorter version as follows:

~~Council acknowledges that we meet on the traditional Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.~~  
~~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.~~

#### 4.5.4.6 Resources

Council will provide information for Elected Members, staff and community via the Council website promoting the understanding and appropriate use of Welcome to Country and



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Acknowledgement of Country including links to Reconciliation SA and Reconciliation Australia websites.

Council will provide contact details (with permission) of Peramangk and Kurna Elders willing to conduct a Welcome to Country and communicate the expectation that suitable remuneration should be paid for this service.

## **5. DELEGATION**

5.1 The Chief Executive Officer has the delegation to:

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

## **6. AVAILABILITY OF THE POLICY**

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

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12. 4</b>
<b>Responsible Officer:</b>	<b>David Waters Director Environment and Infrastructure Environment and Infrastructure</b>
<b>Subject:</b>	<b>Stirling Library Lawns draft masterplan</b>
<b>For:</b>	<b>Decision</b>

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**SUMMARY**

The purpose of this report is to seek endorsement from Council for the draft Stirling Library Lawns masterplan so administration can undertake wider community consultation. A consulted masterplan allows Council to apply for State or Federal Grant funding.

In collaboration with Council’s Community Engagement Coordinator, Clover Green Space (Landscape designers) have worked with stakeholder groups to uncover the significance and uniqueness of the Library Lawns as a key civic space within Stirling. The resulting masterplan reflects a community-led response and ultimately captures the essence of Stirling, creating a multi-functional, flexible and civic heart for the Stirling community and beyond.

It is important to note that development of this draft masterplan has been an open and consultative process. A co-design engagement approach was adopted and layered with targeted engagement. A full summary of the engagement is included in the *Design + Engagement Summary Report **Appendix 1***. The design reflects conversations and feedback we have undertaken since late 2023 with people in the community.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. Council endorses the draft Stirling Library Lawns masterplan for consultation.**
  - 3. Council approves the engagement approach contained in Appendix 2, with the Chief Executive Officer authorised to finalise dates and make minor modifications as required.**
  - 4. That a further report be presented with the outcomes of community consultation as part of adopting a final masterplan.**
-

## 1. BACKGROUND

The Stirling Lawns masterplan site area covers the area directly in front and sides, however wider site context has informed the draft masterplan.

The Coventry Library holds a significant place within the township, situated on the main street within the Civic precinct. Beyond providing access to literature and information resources, the library serves as a hub for community activities, a destination for local events, and a provider of children’s programs. The Council Chambers and offices are located immediately to the north of the library, with the Coventry Library Lawn situated to the south of the building, bordered by Mount Barker Road and Merrion Terrace.



Figure 1: Site context

The Lawn serves as a central civic space and community hub for Stirling, drawing both locals and visitors alike. Each day, the space is bustling with activity, as families, couples, the elderly, parents with young children, and youth gather to socialise and relax. It is a popular spot for picnics, barbecues, enjoying bakery treats on park benches, reading books in the library’s sun lounges, and providing a waiting and homework area for high school students. Additionally, it serves as a venue for family birthday celebrations and offers individuals a quiet moment of rest from the busy main street.

Furthermore, the lawn plays a crucial role in hosting larger community events such as ANZAC Day and Remembrance Day ceremonies and Christmas carols. It has served as a gathering

space for regional events like the Tour Down Under, the Fringe Festival, and various performances. Additionally, the lawn frequently hosts library activities such as Baby Bounce and Rhyme, Storytime and school holiday programs when weather permits.

The project came from the need to replace the Stirling Rotunda which was located on the Stirling Library lawns and was damaged in a car accident on 6 August 2018. The rotunda was built by the Stirling Apex Club as a Centenary of Federation project in 2001. Feedback received as part of the Rotunda consultation highlighted that the former rotunda was unable to meet the expectations of the community.

In response to the community feedback and the need to address broader park-wide concerns, Council staff opted to temporarily halt the rotunda replacement process. Instead, after receiving wider feedback from the community on other issues at the site, a consultant was engaged to develop a masterplan for the Coventry Library Lawn to assist the community to capture those thoughts on the overall site.

Administration, in partnership with Clover Green Space (Landscape designers) have engaged a group of local community members to be part of a Community Co-Design Group (COG). The COG has met four times. The process started with a site walk over, context setting and visioning, sketching, critiquing options and the final session was to show the draft masterplan design.

Alongside the COG, Administration engaged with other people and community groups including:

- Adelaide Hills Reconciliation Advisory Group
- Stirling RSL
- Adelaide Hills Council staff
- Elected members (workshop)
- Historical society
- Access and Inclusion group members
- Stirling Business Association
- Children (through drawing activities)

Feedback has informed the draft masterplan and a summary of all feedback has been included in the *Design + Engagement Summary Report* shown in **Appendix 1**.

A summary of key masterplan design principles, developed in consultation with stakeholder and the community included:

- Retain the oak trees.
- Keep the large open lawn.
- Accessibility for all.
- Seating and picnic spaces.
- Inter-generational space.
- Fix the drainage.
- Create opportunities for play.
- Consider lighting and evening use.
- Flexibility for everyday + events.
- A place for community + gathering.

- Shelter stage harbour pavilion.
- Performance + event spaces.
- Screen the service station.
- Express the storylines of local history.
- Consider the context within main street and beyond.

The design principles evolved from early discussions about the site, identity, and future vision, as well as considering the variety of events, activities, and different users. These will serve as guiding principles for the development of concept options for the site.

Three concept plans were shown to the stakeholder groups and feedback could be summarised as:

- Retain and protect the oak trees.
- Maintain the large open lawn.
- Fix the drainage.
- Small decks amongst the trees.
- Lots of seating to the perimeter of the space.
- Shelters with seating and tables permanent areas for performances.
- Art + interpretive elements to tell local stories and history.
- Keep the war memorial in current location, with flag poles and a rose garden.
- Provide accessible paths and connections to main street precinct.

The community have been engaged on the project site over a number of years as a result of the Stirling Rotunda Consultation process in 2019 and again in 2022 and most recently in 2023/24 as part of developing the draft plan. A full summary of all meetings and dates held are included in *Design + Engagement Summary Report Appendix 1*.

## 2. ANALYSIS

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

*Strategic Plan 2020-24 – A brighter future*

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

Goal 2 Community Wellbeing

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

Priority C1.2 Support and promote opportunities for social inclusion and celebration of our cultural diversity

Goal 2 Community Wellbeing

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

Priority C1.3 Make the district more accessible and welcoming for all with a focus on youth participation, positive ageing, disability inclusion and multiculturalism

Goal 2 Community Wellbeing

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 2	Community Wellbeing
Objective C5	Respect for Aboriginal Culture and values
Priority C5.2	Celebrate and recognise Aboriginal culture and heritage through participation in and the delivery of programs and activities that engage our community in cultural experience and learning
Goal 2	Community Wellbeing
Objective C6	Celebrate our community’s unique culture through arts, heritage and events
Priority C6.2	Develop, support or bring events to our district that have social, cultural, environmental or economic benefits
Goal 2	Community Wellbeing
Objective C6	Respect for Aboriginal Culture and values
Priority C6.4	Foster the development of Public Art that adds value to public spaces and supports place making in our community
Goal 3	A Prosperous Economy
Objective E2	Provide local infrastructure to drive growth and productivity
Priority E2.4	Manage and maintain Council assets to maximise their utilisation and benefit to the community
Goal 3	A Prosperous Economy
Objective E3	Encourage, attract and retain a creative, talented and skilled workforce in our region
Priority E3.3	Work with our local communities and businesses to create active, attractive and vibrant places
Goal 4	A valued Natural Environment
Objective N1	Conserve and enhance the regional natural landscape character and amenity values of our region
Priority N1.2	Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts

➤ **Legal Implications**

Not Applicable.

➤ **Risk Management Implications**

Endorsing the Stirling Lawns draft masterplan for consultation will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
---------------	---------------	-------------

High (3B)	Medium (2C)	Medium (2C)
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➤ **Financial and Resource Implications**

As part of the masterplan process, Clover engaged a cost consultant to provide an estimate of costs for the implementation of the draft masterplan. This costing estimate was provided by Chris Sale Consulting.

The estimate to implement the draft masterplan in its current form is in the order of \$2.5 million. This cost includes demolition and site preparation, landscaping works, site services infrastructure, builder’s margins, traffic management, design, project management, contingencies and any applicable statutory charges.

Through further consultation and any further detailed design and documentation phase, there are opportunities to “trim and refine” the design to meet a future Council construction budget for any upgrade to the site.

The intention at this stage would be to seek co-funding for project implementation from the State or Federal Governments through applicable grant programs.

Project implementation would be considered a capital expense, although some probably minor elements of the costs, could be treated as operating. There is no current allocation in the Council’s Long Term Financial Plan for implementation of the masterplan.

If the full cost of the project were to be funded through Council’s debt the annual interest expense would be around \$130,000 based on current rates being offered by Council’s bankers. The increase of outstanding debt would leave the net financial liabilities 4% higher.

Should Council fund, say, 50% of the project cost, it would be necessary to allocate \$1.25m at the appropriate time. As the project is an upgrade rather than renewal of existing assets, the funding would need to be over and above Council’s asset renewal capital project. Given Council’s likely annual deficit operating position in the short term, the Council’s contribution would be funded from borrowings.

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

The Council has adopted a proactive approach to engagement with the community throughout the design process for the Coventry Lawns masterplan by establishing the Community Co-design Group (COG).

This group, comprising residents from Stirling and the local area, has provided valuable input through multiple workshops held since the inception of the project. Their feedback has played a crucial role in informing the design process and shaping the proposed outcomes presented in the concept design options for the space. In addition to the COG panel workshops, engagement with various project and site stakeholders has been ongoing throughout the design process. These stakeholders include local residents, community organisations, businesses, Council staff and elected members and other relevant parties, namely:

- Adelaide Hills Council Elected Members
- Adelaide Hills Council Staff
- Stirling Business Association
- Stirling RSL
- Access and Inclusion Advisors
- Adelaide Hills Reconciliation Advisory Group
- Mount Lofty Districts Historical Society
- Local Youth through a feedback Design Activity Sheet

The engagement process has emphasized active listening and providing people with ample opportunities to express their thoughts and ideas. This inclusive approach has resulted in fewer design iterations, as everyone has had the chance to contribute throughout the process. These groups initially provided input early in the process regarding site identity, potential uses, and identified issues. The wealth of background information provided by stakeholders has enriched the design process, offering valuable insights and perspectives. As the design process progressed, they continued to contribute to the refinement and layout of various elements within the space. By valuing engagement, the outcome is a more comprehensive and thoughtful design that truly reflects the needs and desires of the community.

Reconciliation is a core value of the Council and Administration have and propose to continue consulting the Adelaide Hills Reconciliation Advisory Group. The co-design approach included people from across the community. Aboriginal engagement and reflection of Aboriginal culture in this site has been incorporated into the draft masterplan and further engagement is suggested in the Community Engagement Strategy for the next phase.

Youth engagement is also a target audience for engagement on the draft masterplan and has been incorporated into the Community Engagement Strategy.

Council's Access and Inclusion Panel will continue to be consulted and invited to provide feedback.

➤ **Sustainability Implications**

This project is in design phase and there are no immediate sustainability implications.

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

Community engagement has been a significant part of the project and the approach taken was through a co-design model. A summary of all engagement is included in the *Design + Engagement Summary Report* in **Appendix 1**.

Consultation on the development of this report was as follows:

*Council Committees:* Not Applicable

*Council Workshops:* 12 December 2023

19 March 2024

*Advisory Groups:* Access and Inclusion Advisory Group

Adelaide Hills Reconciliation Advisory Group

*External Agencies:* Not Applicable

*Community:* Community engagement has been a core part of this project and a *Design + Engagement Summary Report* is included in **Appendix 1**.



*Staff:* Two staff workshops have been held (16 November 2023 and 1 February 2024) and are included in the *Design + Engagement Summary Report*.

➤ **Additional Analysis**

Now that the draft masterplan has been prepared, it is proposed that the draft Plan, once endorsed by Council, be the subject of a wider community engagement process as outlined in **Appendix 2** of this report.

In short, the wider engagement process is proposed to include engagement with young people/local schools, further engagement with the Stirling Business Association (SBA), an engagement with businesses in Stirling, contact with the Stirling Residents Association, engagement with reconciliation group members and local aboriginal families, and wider engagement with Stirling residents, visitors and library attendees. **Appendix 2** provides a summary of the proposed process and methods of engagement.

It will be clear in the wider engagement that implementation of the draft masterplan is currently unfunded in Council's budget, but that the work undertaken to date on the draft Plan will provide Council with an opportunity to apply for grant funding should it become available. This is important as grant guidelines often seek information on what community engagement has been undertaken prior to submitting grant Applications to State or Federal Government.

It is proposed that further discussion on the future implementation of the Project be referred to the next Long Term Financial Planning process of Council.

**3. OPTIONS**

Council has the following options:

- I. Endorse the draft masterplan and proposed Community Engagement Approach for community consultation (Recommended)
- II. Not endorse the draft masterplan for community consultation and undertake more changes to the plan (Not Recommended)
- III. Should the Council identify the need for substantial amendments to the revised draft masterplan, it is recommended that they be referred to staff for review to allow for analysis of the implications of the amendments, prior to the matter being brought back to the Council for further consideration.

**4. APPENDICES**

- (1) Design + Engagement Summary Report (draft masterplan)
- (2) Proposed Community Engagement Strategy

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# **Appendix 1**

*Design + Engagement Summary Report (draft  
masterplan)*

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# **COVENTRY LIBRARY LAWN STIRLING**

COMMUNITY INFORMED MASTER PLAN:  
DESIGN + ENGAGEMENT SUMMARY REPORT

JULY 2024

**DRAFT**



# acknowledgement

The development of the Coventry Library Lawn Master Plan has been informed through a co-design engagement process. As the lead consultant on the project, Clover Green Space worked together with the Council's project team comprising Sarah Hill, Nick Work, James Szabo, and Karen Cummings to curate and deliver a variety of workshops, presentations, and discussions with the Community cO-design Group (COG) and numerous other site stakeholders.

We acknowledge and thank the following groups and participants for their input to the process and the resulting master plan:

- Members of the COG Panel
- Stirling Business Association
- Stirling RSL
- Adelaide Hills Reconciliation Working Group
- Access and Inclusion Panel Advisors
- Mount Lofty Districts Historical Society
- Elected Members
- Council Staff
- Local residents and visitors contributions through various surveys, online engagement and feedback opportunities

Revision	Date	Status	Checked
A	18/03/24	Draft	CL
B	01/07/24	Draft	CL



# Coventry Library Lawn Master Plan Design + Engagement Summary Report Adelaide Hills Council July 2024

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## CONTENTS

- > **Project Background**
    - Project Initiation
    - Stirling Main Street Design Guidelines
    - Site Context, Use & History
  - > **Co-Design Engagement Process**
    - Project Timeline: Design & Engagement
    - Workshop Summaries
    - Youth Design Activity
  - > **Exploration Phase**
    - Stirling Timeline
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    - Image Study - 'Look & Feel'
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  - > **Sketch Design**
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    - Design Principles
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    - Sections
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- Future Report Sections:
- > Community Consultation Summary
  - > Final Master Plan + Cost Estimate
  - > Project Review & Next Steps



Clover acknowledges the  
Peramangk and Kaurna people as  
the traditional owners of the lands  
on which this project is situated  
and offer our respect to elders  
past, present and emerging.





## PROJECT BACKGROUND

### PROJECT INITIATION

#### Rotunda Damaged in Vehicle Accident

A rotunda was built by the Stirling Apex Club on the Coventry Library Lawn as a Centenary of Federation project in 2001. This structure sustained severe damage due to a vehicle accident in 2018, leading to its subsequent removal.

To determine the replacement structure, community consultation was conducted to gather feedback on preferred design options. Two alternatives were presented for review:

- a traditional rotunda; and
- a contemporary rotunda incorporating Aboriginal art

### Consultation Response

Feedback from participants indicated the following preferences:

- > **48%** favoured replacing the Rotunda with a similar structure
- > **39%** favoured replacing it with a modern, multi-purpose facility
- > While **13%** expressed a preference for not replacing it at all

Feedback highlighted that the former rotunda was unable to meet the expectations of the community

Incorporating community input, the desired replacement structure should ideally feature:

- A larger sized shelter or rotunda
- Better location to meet functional requirements
- Increased seating capacity
- Shelter from sun and rain
- Multi purpose use as stage or performance area
- Inclusion of Aboriginal acknowledgement
- Disability access
- Multi-functionality to accommodate multiple user groups simultaneously

Many of these requirements extend to enhancing the wider park's amenities.

In response to the community feedback and the need to address broader park-wide concerns, Council staff opted to temporarily halt the rotunda replacement process. Instead, they decided to engage a consultant to **develop a master plan** for the Coventry Library Lawn.



traditional rotunda



contemporary rotunda



## STIRLING MAINSTREET Design Guidelines

The Stirling Main Street Design Guidelines were developed in 2019 to advocate for a best practice approach to planning and development in Stirling over the forthcoming decades. The primary objective of the guidelines is to build upon existing planning strategies and implementation plans, fostering an integrated approach to both the maintenance of current development as well as encouraging new development opportunities.

Situated within the Civic Precinct of Stirling, the Coventry Library Lawns are integral to the open space significance highlighted in the Design Guidelines Action Plan. This vision is further supported by the proposed master plan for the Library Lawns.

## STIRLING VILLAGE MAINSTREET DESIGN GUIDELINES



## VISION FOR STIRLING MAIN STREET AS OUTLINED IN THE DESIGN GUIDELINES:

“A thriving and walkable main street that celebrates the uniqueness of Stirling.”

“A well designed and vibrant village retaining its trees and open spaces while incorporating new high quality development.”

“A well defined main street with small open spaces, rest stops and public spaces that support community activity, congregation and events.”

“A main street filled with large deciduous trees and attractive gardens.”



- Village Mainstreet
- Mainstreet Renewal
- Civic Precinct
- Heritage Precinct (preserve historic)



### Village Concept Plan

- Built Form Precinct**
  - Village Mainstreet
  - Mainstreet Renewal
  - Civic Precinct
  - Heritage Precinct (preserve historic character)
  - Open Space
  - Mainstreet Gardens
  - Laneway
  - Plazas and small park
  - Car parking
  - Vacant Land (future development)
- Function**
  - Relocated bus stop
  - Potential undercroft car parking
  - Pedestrian crossing (refuge)
  - Pedestrian crossing (signalised)
  - Heritage sites
  - Bicycle parks and infrastructure
- Landscape**
  - Landscape edge
  - Landmark trees
- Access**
  - Pedestrian connections
  - Key Vehicle access routes
  - Mainstreet
  - Roundabout
- Urban Form**
  - Potential building development in storeys (up to 10 metre total building height from mean ground level)
  - Verandah and covered walkways
  - Feature or landmark architecture or facade

### 8\_Civic Precinct



#### 8.1 ACTION PLAN

- Explore the potential redevelopment of the Council offices to increase the civic function and community value of the site and increase the library lawns [1a] with potential for a youth play area.
- Develop a new plaza to the Council offices and build on civic character of the precinct.
- Develop a large open space plaza in front of the Council offices and ensure the protection of the existing trees on site.
- Develop a major laneway (8-10 metres wide) between the main street and open space plaza to the north of the precinct.
- Promote pedestrian links to Apex Park.
- Maintain the open space significance of the library lawns.
- Maintain the significance of the main street gardens and tree planting.
- Establish designated pedestrian crossing points that link the main street.
- Relocate existing bus stop to improve connections to the civic precinct.
- Increase signage and vehicular access to off street parking areas.
- Develop landscape treatments including green walls, planters and climbers to reduce the visual impact of road and parking infrastructure.
- Modification of parking and development of undercroft parking to meet future requirements.



### Civic Precinct

- Land Use**
  - Open Space
  - Civic Precinct
  - Mainstreet Gardens
  - Laneway
  - Plazas and pocket park
  - Car parking
- Function**
  - Relocated bus stop
  - Undercroft car parking
  - Pedestrian crossing (refuge)
  - Pedestrian crossing (signalised)
  - Bicycle parks and infrastructure
- Landscape**
  - Landscape edge (vegetated infrastructure to provide landscape separation to adjacent areas)
  - Landmark tree
- Access**
  - Pedestrian Connections
  - Key Vehicle Access
  - Mainstreet
- Urban Form**
  - Potential building development in storeys (up to 10 metre total building height from mean ground level)
  - Feature or landmark architecture or facade



## PROJECT BACKGROUND

### SITE CONTEXT

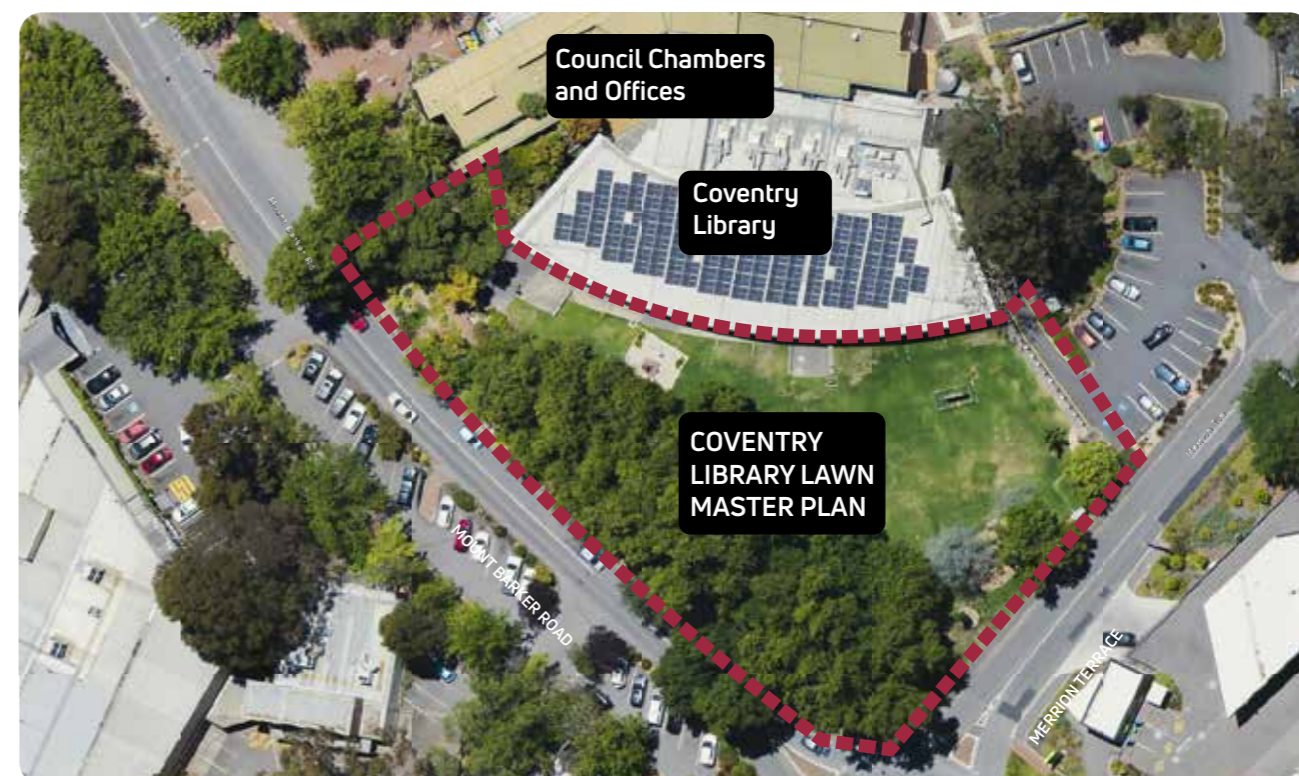
With a rich culture of book shops, artisan markets and autumn leaves, Stirling is a stunning destination nestled in the Adelaide Hills. The Coventry Library holds a significant place within the township, situated on the main street within the Civic precinct. Beyond providing access to literature and information resources, the library serves as a hub for community activities, a destination for local events, and a provider of children's programs.

The Council Chambers and offices are located immediately to the north of the library, with the Coventry Library Lawn situated to the south of the building, bordered by Mt Barker Road and Merrion Terrace.

### SITE USE

The Lawn serves as a central civic space and community hub for Stirling, drawing both locals and visitors alike. Each day, the space is bustling with activity, as families, couples, the elderly, parents with young children, and youth gather to socialize and relax. It is a popular spot for picnics, barbecues, enjoying bakery treats on park benches, reading books in the library's sun lounges, and providing a waiting and homework area for high school students. Additionally, it serves as a venue for family birthday celebrations and offers individuals a quiet moment of rest from the busy main street.

Furthermore, the Lawn plays a crucial role in hosting larger community events such as ANZAC Day and Remembrance Day ceremonies, Christmas carols, and the annual Stirling Christmas pageant. It has served as a gathering space for regional events like the Tour Down Under, the Fringe Festival, and various performances. Additionally, the Lawn frequently hosts library activities such as Baby Bounce & Rhyme, Storytime, and school holiday programs when weather permits.





## PROJECT BACKGROUND

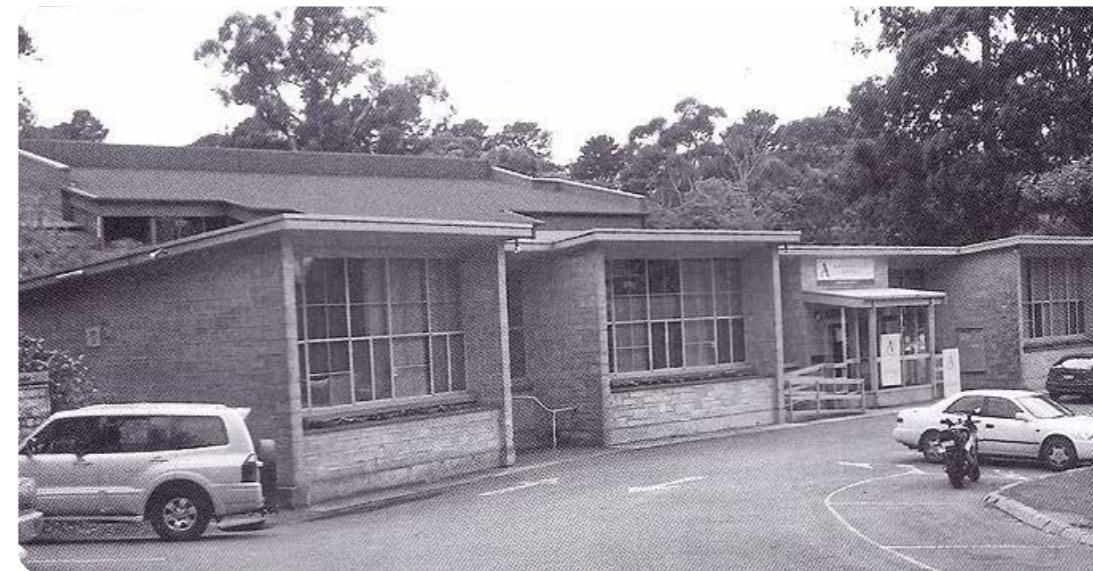
### LIBRARY & LAWNS SITE HISTORY

The acquisition of the Coventry Library site by the Council stemmed from a generous donation from the Coventry family. As documented by Chris Chardon in his work 'Stirling: a Personal View,' the library was named the Coventry Memorial Library in honor of Ern Coventry Jnr. Mr. Coventry bequeathed a residence located at Cox Creek Road, Crafers to the Council for sale, with the stipulation that the proceeds be allocated towards the construction of the library.

The original brown brick Coventry Library building, constructed in 1980, presently serves as the Council Chambers. Meanwhile, a new library complex, erected and completed in late 2007, now occupies the former site of the Council Chambers and offices building.

The new library precinct, with its modern design and state-of-the-art facilities, quickly became a beloved landmark in the community. Its innovative architecture, blending functionality with aesthetic appeal, has attracted visitors from all walks of life. The library's welcoming atmosphere and variety of offerings has led to consistently high visitation levels of more than 900 visitors daily, making it a hub of learning, discovery, and community engagement.

The Coventry Library Lawn, situated to the south of the building and bordered by Mt Barker Road and Merrion Terrace, provides an inviting space adjacent to the library. Serving as a "spill-out" area for library patrons, it also offers a cherished frontage and outlook from the library space. The library lawns have become a popular venue for community events, offering a shady summer setting for picnics, complete with free barbecue facilities.

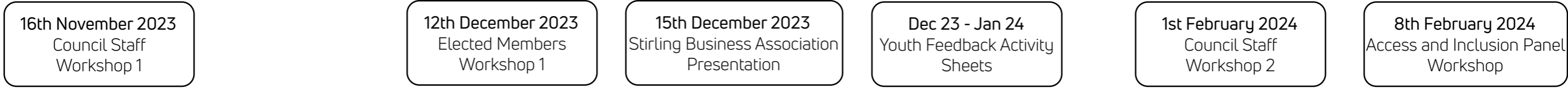




# CO-DESIGN ENGAGEMENT PROCESS

## PROJECT TIMELINE: DESIGN + ENGAGEMENT

In collaboration with Council's Community Engagement Coordinator, Clover has worked with stakeholder groups to uncover the significance and uniqueness of the Library Lawns as a key civic space within Stirling. The resulting Master Plan reflects a community-led response and ultimately captures the essence of Stirling, creating a multi-functional, flexible and civic heart for the Stirling community and beyond.



Nov 23

Dec 23

Jan 24

Feb 24

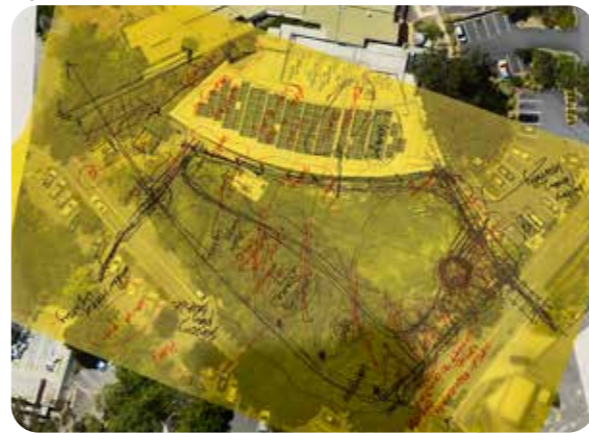
21st November 2023  
Community cO-design Group (COG) Workshop 1

11th December 2023  
Community cO-design Group (COG) Workshop 2

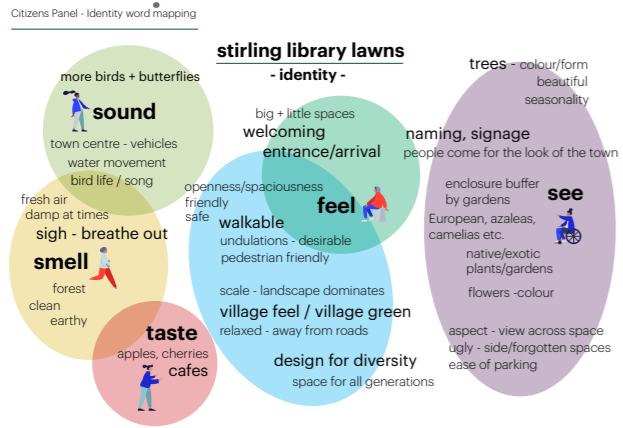
24th January 2024  
Community cO-design Group (COG) Workshop 3



Precedent Image Study



Sketch Design Exploration



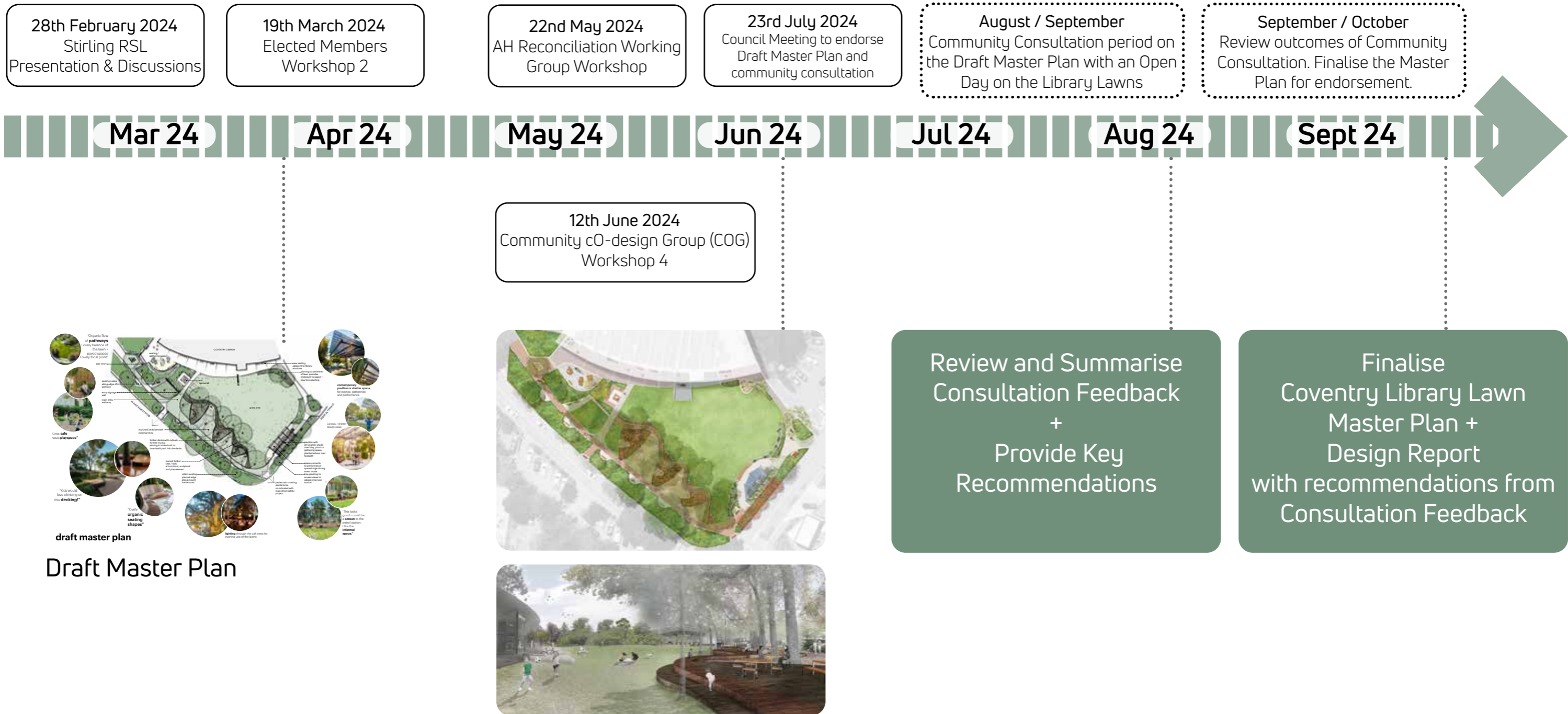
Stirling & Library Lawns Identity



Site Analysis



Development of Concept Plan Options





## ENGAGEMENT + CO-DESIGN

### Engagement Sessions

The Council has adopted a proactive approach to engage with the wider public throughout the design process for the Coventry Lawns Master Plan by establishing the Community cO-design Group (COG). This group, comprising residents from Stirling and the local area, has provided valuable input through multiple workshops held since the inception of the project. Their feedback has played a crucial role in informing the design process and shaping the proposed outcomes presented in the concept design options for the space.

In addition to the COG panel workshops, engagement with various project and site stakeholders has been ongoing throughout the design process. These stakeholders include local residents, community organizations, businesses, Council staff and elected members, and other relevant parties, namely:

- Adelaide Hills Council Elected Members
- Adelaide Hills Council Staff
- Stirling Business Association
- Stirling RSL
- Access and Inclusion Advisors
- Reconciliation Working Group
- Mount Lofty Districts Historical Society
- Local Youth through a feedback Design Activity Sheet
- Local residents through an online survey available during the master plan design process (18 respondents)

The engagement process has emphasized active listening and providing people with ample opportunities to express their thoughts and ideas. This inclusive approach has resulted in fewer design iterations, as everyone has had the chance to contribute throughout the process. These groups initially provided input early in the process regarding site identity, potential uses, and identified issues. The wealth of background information provided by stakeholders has enriched the design process, offering valuable insights and perspectives.

As the design process progressed, they continued to contribute to the refinement and layout of various elements within the space. By valuing engagement, the outcome is a more comprehensive and thoughtful design that truly reflects the needs and desires of the community.

## WORKSHOP SUMMARIES

### Community cO-design Group (COG) Workshop 1 -Site Background & Visioning

- We began by creating a welcoming atmosphere, introducing ourselves, and establishing group norms to foster an environment where everyone felt comfortable sharing ideas and being receptive to others' input. Each member of the COG panel had the chance to explain their motivations for joining, express any concerns they had, and share initial ideas for the Lawns space.
- We conducted a site walkover as a group, followed by discussions in smaller groups to assess the site features, conditions, issues, and opportunities.
- Following the site walkover, we explored the identity of Stirling, the Library, and the Lawns, considering their unique characteristics, values, and roles within the community.
- We conducted a "look and feel" exercise, which involved reviewing a variety of images. Group members took notes on images that resonated with their vision for the Lawns or provided feedback on elements that they felt did not align with their impressions for the space.



Community cO-design Group Workshop 1



Community cO-design Group Workshop 3



Community cO-design Group Workshop 1 - site walkover + discussions



Members of the Community cO-design Group



## WORKSHOP SUMMARIES

### Community cO-design Group (COG) Workshop 2 - Place Making & Master Plan Exploration

- **Collective Memory Timeline:** Participants recorded collective group memories related to Stirling, the Library, and the Lawns, capturing the essence of their shared experiences.
- **Image Boards:** Image boards were created to summarize the outcomes of Workshop 1's "Look & Feel" exercise, providing visual representations of participants' preferences and impressions.
- **Site Analysis:** The group engaged in discussions to analyze the site, identifying both issues and opportunities that would influence the design process.
- **Guiding Principles Presentation:** Key points from Workshop 1 were reviewed and presented to the group as guiding principles for the concept design phase, ensuring alignment with the community's vision.
- **Design Exploration:** The COG split into two groups to explore design options, priorities, and key moves. Guided by Craig and Natalie from Clover, participants sketched ideas onto site plans, fostering collaborative brainstorming.
- **Group Discussion and Feedback:** After reconvening, the groups discussed the ideas explored and shared collective thoughts, facilitating further refinement and consensus-building.

These workshop sessions have resulted in the establishment of guiding principles that will inform the development of concept design options, ensuring that the final design reflects the collective vision and priorities of the community.

### Workshop 3 - Draft Concept Options

Three concepts for the Library Lawn Master Plan were presented to the panel for their consideration, each representing a different level of impact: low, medium, and high. The project team clarified that the purpose was not to select a preferred option but to gauge the group's preferences regarding various design elements.

The concept plans were displayed on the windows of the library, allowing the group to review and discuss the elements among themselves and with project team members. Participants identified aspects they felt worked well and areas that could be improved. Ideas and feedback were recorded on post-it notes and affixed to the relevant plans. Additionally, participants were given the opportunity to provide feedback using sticky dots: green for elements they loved and red dots for elements they didn't love.

### Workshop 4 - Draft Master Plan

The presentation began with a recap of the three concept plan options, highlighting the evolution of the project through engagement and feedback sessions with various groups and panels. It included updates on themes emerging from the Reconciliation Working Group session, the revised shelter structure, 'creekline' element, and storytelling circle incorporated into the concept plan. Discussion points focused on accommodating large events like Anzac Day without restricting attendance, preference for curved designs over straight lines, and desires for a water feature and art elements. Other considerations included scented plants, recognition of volunteers, integration of power outlets for events, and activation of underutilized spaces like the 'back area' behind the library. Ideas for community consultation methods and funding strategies were also explored, emphasizing transparency and engagement throughout the design process.



COG Workshop 2 - sketch design phase



Community cO-design Group Workshop 1 - site walkover



Community cO-design Group Workshop 3



Community cO-design Group Workshop 1 - Site 'Look & Feel' exercise



Community cO-design Group Workshop 2 - briefing the group



Community cO-design Group Workshop 1 - site walkover



Community cO-design Group Workshop 2 - group discussions



# CO-DESIGN ENGAGEMENT PROCESS

## WORKSHOP SUMMARIES

### Elected Members Workshops

#### Workshop 1 - Project Background, Visioning & Sketch Design Session

The session commenced with a presentation from Clover to the elected members, providing a summary of the project's purpose, stemming from the community consultation on the rotunda replacement. The presentation also outlined the outcomes of the engagement process to date, including the visions and identity ideas for the Lawns expressed by staff and the COG panel.

After discussing the Stirling timeline and analyzing graphics related to the Lawns site, as well as reviewing key principles for the site, we engaged in an interactive design exercise. This exercise focused on exploring key aspects that the design should consider, such as:

- Paths and access
- Shelter, stage, performance areas
- Seating, picnic areas, gathering zones
- Play, fun, experience
- Trees
- Lighting opportunities

#### Workshop 2 - Presentation of Design Options + Feedback on Draft Master Plan

The workshop provided a summary of the engagement and design process to date, showcasing the three concept options and the Sketch Master Plan. Elected members gave positive feedback on the three decks under the oak trees, the flexibility of the space for various day-to-day activities and large events, and the design's evolution in collaboration with the COG panel. The design team also addressed inquiries regarding the drainage strategy, event power and water servicing, and lighting in the oak trees. Elected members praised the approach for allowing the project to evolve organically based on engagement and consultation feedback, rather than following a predetermined outcome. They emphasized the importance of First Nations consultation and recommended incorporating interpretive elements such as storytelling or sculpture.

### Stirling RSL Presentation

Feedback was sort from the committee members of the Stirling RSL on the three Concept Options, with particular focus on the war memorial.

The group confirmed the significance of the memorial, stressing its importance as a daily reminder for everyone. It was strongly advocated that the memorial (including the flagpoles and a rose garden) should remain in its current location due to symbolic, civic, and financial reasons. A suitable lawn area in close proximity to the memorial for the Field of Remembrance is also required for ceremonies.

### Council Staff Workshops

#### Workshop 1 - Project Startup

This was the first workshop held for the project and was guided by three main discussion points:

- Review and input to a timeline for Stirling and the Lawns site
- Explore the identity of Stirling and the Library Lawns
- Site conditions, features, access, issues, amenity, maintenance.

#### Workshop 2 - Concept Options

The consultation session included the presentation of engagement process updates, Design Guidelines, and three concept options for feedback. A draft of the masterplan utilising preferred elements identified in consultation with the COG panel was also displayed for comment.

General feedback covered a wide range of topics, including maintenance requirements, tree preservation, services, access pathways, furniture amenities, public art, cultural recognition, event support, and construction priorities.

### Stirling Business Association Presentation

Participants emphasized the need for confident activation of the Library Lawns space and addressing drainage concerns to prevent event cancellations due to rain. There's a desire to involve locals more regularly, considering low attendance rates of local residents at events like Laneways markets.

Discussions also revolved around Stirling's identity as a gateway to the Hills, visitation rates, and the presence of home-based businesses. Suggestions included consulting industry experts for event infrastructure needs, establishing a year-round event program, and balancing activation with resident amenities to avoid alienation.

### Access and Inclusion Panel Presentation / Discussion Group

The 3 concept options as well as the Draft Concept Plan were presented to the panel to seek their feedback from a disability access and inclusion perspective. Key feedback included:

- Concerns regarding a rotunda, advocating for open shelters; this is supported by the concept plan ideas.
- Appreciation for improved walkway accessibility.
- Positive feedback on rest points, deck alignment, and library access.
- Emphasis on compliant parking and on-site toilets.
- Recognition of performance space value and logistical challenges.



Elected Members Workshop 1



Access and Inclusion Panel Session



Elected Members Workshop 2



Council Staff Workshop 2



Stirling RSL - Presentation of concept options with discussions on the War Memorial







# CO-DESIGN ENGAGEMENT PROCESS

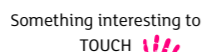
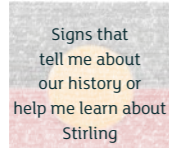
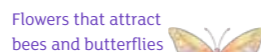
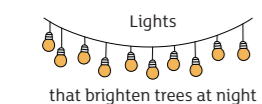
## Youth Design Activity

Youth engagement sheets were available at the Library during December and January as well as on the Council website. A cross section of ages completed the forms ranging from 3 years through to 81 years. The results are summarised below with youth (under 20yrs) responses provided separately to the feedback from adults.

### How do you IMAGINE the Stirling Library Lawns in the future?

How do the Stirling Library Lawns make you feel now?

Tell us 5 things you most want to see in the Stirling Library Lawns? circle



Something else on the next page



Tell us 5 things you most want to see in the Stirling Library Lawns

	Youth Responses	Adult Responses
Lights that brighten trees at night	23	2
Somewhere to enjoy a picnic	17	5
Crunchy leaves to play with in Autumn	5	2
Trees that create shade	19	5
Signs that tell me about our history or help me learn about Stirling	9	1
Logs and big rocks	20	2
Flowers that attract bees and butterflies	17	5
Somewhere to shelter from the rain	17	3
Grass that tickles my toes	9	3
Something interesting to touch	8	0
Somewhere to sit with friends	15	5

### How do you IMAGINE the Stirling Library Lawns in the future?

How do the Stirling Library Lawns make you feel now?

Tell us 5 things you most want to see in the Stirling Library Lawns

How do the Stirling Library Lawns make you feel now?

### Youth comments & feedback

- Age 12 1/2, Nairne/Stirling – Fairy lights strung up everywhere, public toilets, lush green grass, shelter (where we can read), running around space
- Age 17, Hawthorndene – Interactive play/seating like the Adelaide Fringe installments, multiple shelters with seating and tables, permanent large versions of board games (tic tac toe, chess, connect 4, Jenga)
- Age 10, Aldgate – Lights, dog area, somewhere to picnic, logs and big rocks, play equipment.
- Age not specified – Lots of shelters with electricity
- Age 16, Carey Gully – I think it would be really nice if it felt a bit more like a park, but still keep the simplistic look.
- Age 9, Stirling – Maybe we could have a cupboard for picnic blankets that we could borrow whenever.
- Age 16, Carey Gully – Pathways so that people don't kill the grass. Something for birds to play with (they love playing especially Corellas) and in a place people can watch but not reach

### Adult comments & feedback

- Age 67, Aldgate – As a very frequent walker from here in Aldgate into Stirling, including in winter, the only structure I want to see is a small shelter from rain. Otherwise, please leave much as it is – beautiful to have an open grassy space. Thank you!
- Young at Heart, Upper Sturt – The unobstructed lawns are perfect as is! Leave it alone and save some ratepayers \$.
- Age not specified - More family friendly space to spend time in.
- Age 53, Hawthorndene – Would like to see sculptures again that can be climbed on.
- Age 60, Scott Creek – I love out Stirling Library Lawns. I love the space, the lawns and the trees. I feel peaceful and happy here. Please don't clutter this lovely space – it is the heart of Stirling.
- Age 81, Cherry Gardens – Leave it alone except for perhaps a couple of extra tables and benches. It's a great green breather space – we are lucky to have it. Don't spoil it and reduce the appeal of Stirling.
- Age not specified - Community vegetable and flower garden.
- Age 37, Bridgewater – Its great having nice grass for kids to run on.
- Age 70, Crafers West – Lots of trees to provide greenery, shade with benches and tables for picnicking. Colours to attract insects and birds. Gazebo for those who prefer sun shade and rain shade with ability to picnic.
- Age 40, Crafers West – Herbs to pick



# CO-DESIGN ENGAGEMENT PROCESS

## Online Survey for Community Visioning Stage of the Master Plan

18 people participated in the visioning survey for the Library Lawns which was made available online via the Adelaide Hills Council website.

Survey comments were consolidated and taken into consideration during the master plan concept design phase. Wider community engagement will follow once the draft master plan is endorsed by elected members for consultation.

A summary of the online survey questions and feedback follows:

### Respondent suburb

The highest responding suburbs were Stirling (n=6), Crafers (n=3) and Bridgewater (n=2). One respondent each from: Jupiter Creek, Cherry Gardens, Mount Barker, Crafers West, Piccadilly, Aldgate and Woodside

### Age group

Highest responding age group were 70-79 years of age (47%).  
 17% 40-49 years of age  
 12% 30-39 years of age  
 12% 10-19 years of age  
 12% 60-69 years of age

### How you get to the Stirling Library Lawns?

Most respondents who completed the survey said they get to the library lawns by car (n=13) followed by walk, wheelchair or stroller (n=10) and two respondents indicated they get to the lawns by public transport.

### What brings you to the Stirling Library Lawns?

**Access:** Many visit to use the library, attend events there, or simply walk through the area to reach other locations.  
**Arts and Cultural Events:** The lawns host arts events like the Stirling Fringe and concerts, making it a cultural hub.  
**Recreation, Relaxation and Socialising:** Families and friends gather here for picnics, light meals, and to enjoy the peaceful ambiance under the shade of trees. It's a popular spot for meeting friends, taking breaks, and even playing games like finnska.  
**Natural Beauty:** Visitors appreciate the natural surroundings, including flowers like hellebores and bluebells along the footpaths.  
**Convenience:** It's a convenient place for lunch breaks, school excursions like Walk to School Day, or simply waiting for someone in a relaxed environment.  
**Community Gathering:** The lawns serve as a venue for family get-togethers, public forums, and community events.

### What makes the Stirling Library Lawns special to you?

**Central Green Space:** It's valued as a central, green civic space where people can gather, relax, and enjoy nature, creating a sense of community.  
**Historical Significance:** For many, it holds sentimental value tied to local history, from its origins as an apple orchard to its current role in community life.  
**Natural Beauty:** The lawns feature big, shady trees and vibrant autumn colours, providing a picturesque backdrop to the library and the village.  
**Community Hub:** It serves as a meeting place for villagers, a venue for socializing, and a space for various activities like picnics, gatherings, and public forums.  
**Enhancing the Library:** Its open, green environment complements the library building, making it a focal point that enhances the overall beauty and appeal of Stirling.  
**Multi-functional Space:** It offers an open, clear area that accommodates a range of activities, from leisurely strolls to community events, contributing to the vibrant life of the township.

### Thinking into the future what is your vision for the Stirling Library Lawns?

**Family-Friendly Civic Space:** It should remain a welcoming, green space for families, with a focus on maintaining its current character while exploring native garden elements alongside its traditional English-garden style.  
**Enhanced Amenities:** Residents desire an open-plan layout with ample seating, bicycle parking, and a small amphitheater for ceremonies and performances, creating a versatile community space.  
**Honoring History:** Inspired by Stirling's gardening legacy, there's a call to plant species to evoke the area's horticulture heritage.  
**Improved Infrastructure:** Suggestions include adding more benches under the trees, planting camellias to screen unwanted views, and possibly accommodating food vans with additional seating options during events.  
**Memorial Space:** Advocates for preserving the quiet contemplative atmosphere around the war memorial, with new seating arrangements and thoughtful landscaping, like rosemary hedges, to enhance the area's peaceful ambiance.  
**Cultural and Recreational Enhancements:** Ideas include making the space more visible for events, incorporating iconic sculptures or Aboriginal art, and ensuring the area remains a serene and safe place for all ages to enjoy.  
**Community Engagement and Connectivity:** There's a vision to integrate the lawns with surrounding developments, such as the Woolworths site and police station, creating a cohesive civic space that supports local gatherings, markets, and community events.  
**Natural Integration:** Emphasising a natural-looking amphitheater, meandering paths, and organic landscaping that harmonizes with Stirling's village atmosphere.

### What areas of the Stirling Library Lawns do you love most?

The Stirling Library Lawns are loved for their natural beauty, tranquility, shade, and the opportunities they provide for relaxation and enjoyment amidst a bustling village environment.  
**Shady Spots Under Trees:** Many appreciate relaxing under the shade of the oak trees, especially during hot summer days. The overall openness of the space combined with the presence of large trees creates a refreshing atmosphere.  
**Natural Environment and Tranquility:** The green grass and the presence of big, beautiful trees stand out as key features that make the area special. People value the quiet ambiance, enhanced by plantings that reduce road noise and create a peaceful environment.  
**Versatility:** The different zones cater to various activities, whether it's enjoying the sun, finding shelter, or simply having fun outdoors. In a built-up area, the lawns offer valuable open space that enhances the community's quality of life.  
**Memorial Area and Shade:** The memorial area and the shade from the trees are particularly cherished by respondents, providing both a serene atmosphere and functional space.

### What areas of the Stirling Library Lawns bother you?

**Drainage Issues:** During winter, the lawns can become boggy, making it less enjoyable to visit.  
**Limited Accessibility and Use:** Access to the lawns is somewhat limited, especially if you're not specifically visiting the library. More reasons to visit and use the space are needed.  
**Placement of War Memorial:** While appreciated, some feel the war memorial is in the wrong spot or obstructs the area.  
**Rotunda Removal:** Some people miss the rotunda and feel it should have been replaced, as it was a popular community feature.  
**Concerns about Modern Additions:** Some residents feel that modern amenities like sculptures don't fit Stirling's identity. There have also been issues with benches being dirty or difficult to access.  
**Parking and Accessibility Challenges:** There are concerns about parking and ease of access, especially for those with physical challenges.  
**Aesthetic and Functional Issues:** Issues include the unsightly rose bed on Merrion Tce, lack of seating, and the need for a more cohesive design that integrates well with the surrounding area.  
**Utility Boxes and BBQs:** Unsightly utility boxes and poorly positioned BBQs are also a concern for some residents.

### Thinking about the identity of the Stirling Library Lawns - what words come to mind?

Respondents commonly referred to:  
**English Garden Charm:** The lawns evoke an English garden atmosphere, especially beautiful in autumn and spring.  
**Need for Identity:** Currently, the space lacks a distinct identity and feels like it has been developed in a piecemeal fashion over time.  
**Village Green Feel:** Residents envision the lawns as a true village green or town square—a central gathering place for community activities, both current and future.  
**Historical Gathering Place:** Remembered fondly for past uses like concerts and picnics, locals desire a return to these community-focused events, reflecting Stirling's English settlement heritage.  
**Community-centered:** Described as a green space that fosters community spirit, particularly among young people.  
**Heart of Stirling:** Seen as the core of the town, where people gather in a relaxed, friendly, and connected atmosphere.  
**Child-Friendly:** A safe place for local children to play and feel a sense of belonging, supported by the nearby library and schools.

### What amenities would improve your experience of the Stirling Library Lawns?

The highest response was more seating (n=10) followed by shade or shady areas to rest (n=9), dog poo bag dispenser (n=8) and accessible paths (n=8).

### Other responses on amenities people would like included were:

*"Potential native garden elements, especially on the eastern side, insofar as they don't replace the existing character but instead supplement it.*

*Sculpture to replace the big stapler. A replacement rotunda. Artificial shade isn't necessary as the big trees provide beautiful shade.*

*Aboriginal artwork integration.*

*Replacement of the Rotunda and my firm belief that this beautiful area should not be compromised by further development, particularly as we have the oval nearby and numerous activity venues.*

*Nothing needs to be added to the lawns. Please move your energy to the Stirling oval that needs a master plan to manage the trees & vegetation. Support the pavilion.*

*I don't think that a playground belongs in that space.*

*Interpretive signs about the area (and Aboriginal significance) are a good idea. But overall, the Adelaide Hills is littered with signs. They are a blight on the landscape - too many posts holding up too many signs."*



# EXPLORATION PHASE

## STIRLING TIMELINE

### Looking Back to Envision the Future

In both the COG panel and Council Staff workshops, we utilized the Stirling timeline graphic as a tool for discussions about the history of Stirling, the Coventry Library, and the Lawns, along with associated stories. These discussions highlighted the potential for exploring and retelling these narratives through interpretive elements at the Lawns site in the future.

Additionally, the recent fire at the Woolworths site has begun to reveal its full impact, prompting shifts in how people engage with the remaining facilities, amenities, and businesses in Stirling. The loss of the Woolworths hub has underscored its significance as a focal point for social interactions and connections, convenient parking, public amenities, and accessible businesses such as the supermarket, bakery, pharmacy, butcher and cafes. This realization is resonating within the local community as they adapt their routines and habits to accommodate these changes.

Stirling was a stopping-off place for the changing of coach horses. The Stirling Hotel was originally known as the Halfway Inn, a reference to its position between Adelaide and Mount Barker.



Stirling main street in 1884 - looking south west toward the Stirling Hotel from the corner of Druid Avenue.

Traditional lands and waters of the Peramangk and Kurna peoples

1870s Mount Lofty railway station & building of Summer houses



2007 Coventry Library built in current location



Current events held on the lawns include Fringe events, Citizen of the Year ceremonies, ANZAC Day dawn service, Tour Down Under

Mt Lofty Ranges stringybark forests



1854 Section 45 subdivided into 53 allotments as the township of Stirling

mid 1850s agriculture started to expand, competition for water, areas fenced for stock, especially sheep

Stirling first developed as location for market gardens and apple growing.

It was also a residence for English migrants to escape Adelaide's hot summers due to the cooler climate, many of whom built grand buildings that can still be found in the area.

1936 Stirling Oval



Coventry Greengrocer & Storekeeper



1960 Stirling Council Chambers built in the location of the current Coventry Library



1960s freeway built



Lawns, rotunda, crash, public consultation around new rotunda options



Woolworths fire in October 2023 destroyed the supermarket and impacted many other businesses within the Stirling Village Mall and the wider township

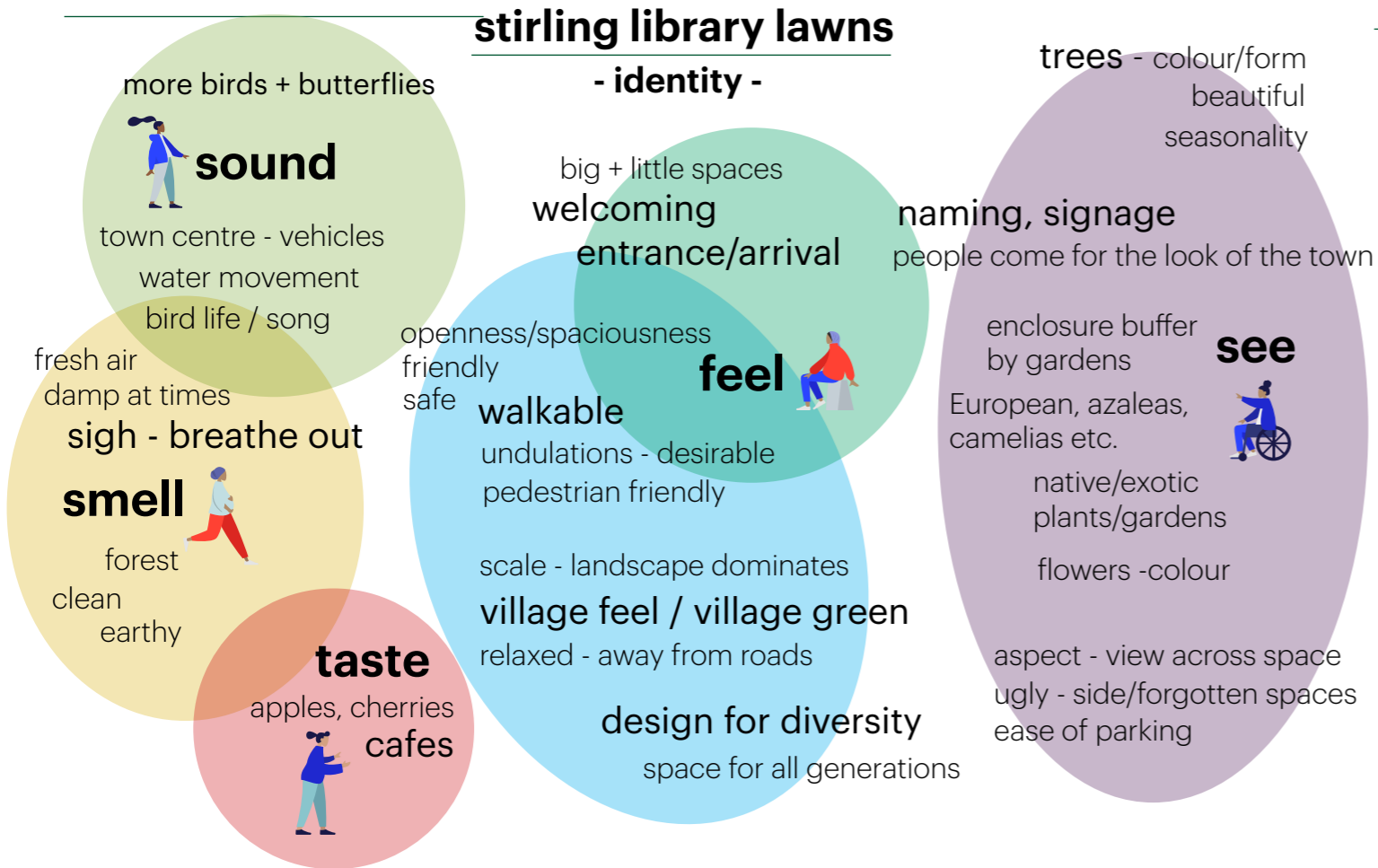


## Timeline for Stirling, Library & Lawns



STIRLING IDENTITY

Citizens Panel - Identity word mapping

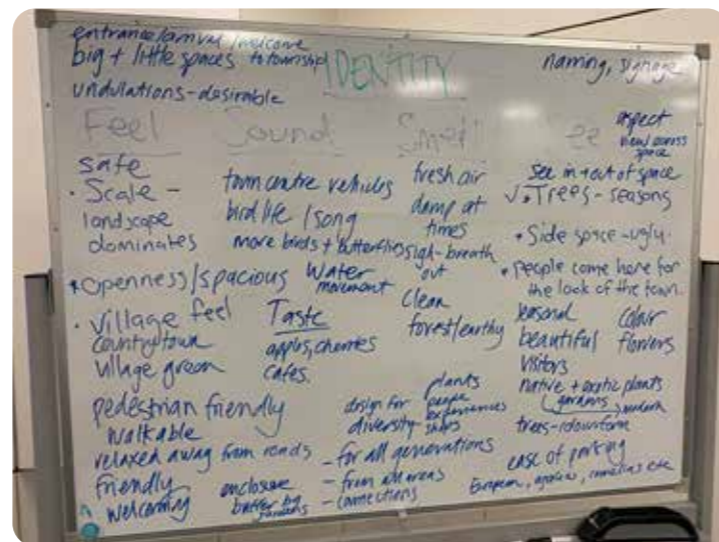


Council Staff - Identity word mapping



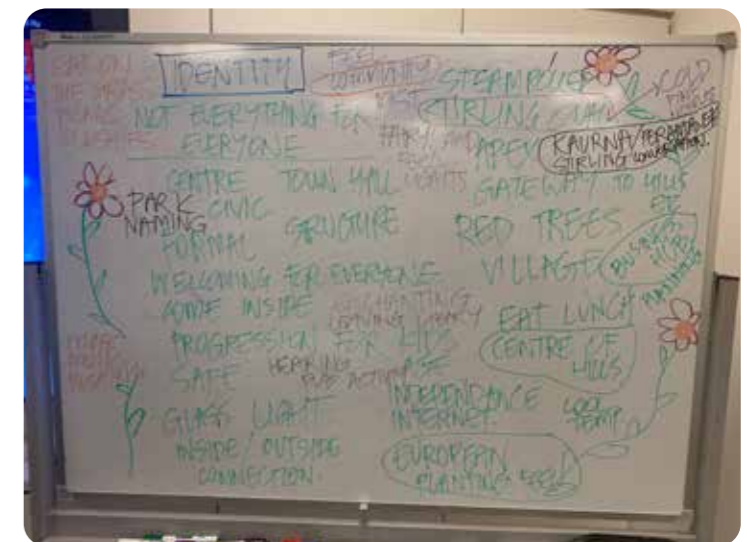
Community cO-design Group (COG)

Clover invited members of the COG panel to imagine themselves standing or sitting within the Coventry Library Lawns space and to brainstorm what their senses might experience. We asked what people might smell, see, taste, hear and feel. The group contributed thoughts and ideas and these are recorded in the bubble diagram above. Most of these reflect how the group would envisage the site in the future; a couple of these notes reflect less desirable aspects of the existing space - eg the 'ugly side and forgotten spaces'.



Council Staff Workshop

During the initial workshop with Council staff, Clover facilitated a similar exercise as with the COG panel, exploring participants' perspectives on the identity of Stirling and specifically the Library Lawns. While the conversation session was more organic and open-ended compared to the structured approach with the COG panel, the differing formats of these sessions influenced the focus and direction of the ideas expressed. Interestingly, Council staff identified the lawns and library as the 'Civic space/heart' of Stirling, whereas community members often referred to it as the 'Village green'.





# EXPLORATION PHASE

## IMAGE STUDY: 'LOOK & FEEL'

good - lots of grass

lovely **organic seating**, but be mindful of planting underneath - this could encourage redbacks

Beautiful

Seating with trees

Use tulips spectacular (but limited beds)

Two lines of trees + lawn + open space

Organic flow of **pathways**  
Lovely balance of the lawn + paved spaces  
Lovely focal point

Good seating designs

An opportunity to **use natives** in some form along pathways etc. Public spaces across the world use their local flora and this would encourage tourism to Stirling in conjunction with it's English design

Good seating designs

kids would love climbing this **decking!**

maybe a bench type space 'standing desk' - could be directly under the trees

- I like the **seating** around the **trees**

This might solve the **access point** issues

Nice quiet space

Nice **flowing seating** with interesting change in levels

Love the terrace - fabulous for **functions** and playing

Great idea for drainage - acknowledge it and channel it Really lovely low maintenance feature for **managing water flow**

The space shown is larger than the current site but the change in levels, definition for seating/ viewing with a **focal point/ stage** is ideal

**Community use** - especially by children after school

Great, **safe nature playspace**

Love the sinuous planting + opportunity for exploration where the rose garden is but can we have **seasonal colour** rather than too many grasses. Add to the cooler climate tolerant plants

possible

Very pretty lovely, visually stimulating by the choice and planting, terracing is great dealing with slope - plants need to be **cool climate appropriate**

This looks good - could be implemented near the carpark - like the **informal space** - could be a screen to the petrol station

Lovely delicacy to these canopies - but do we **need sunshine** to keep the lawn robust

This is what a **'rotunda'** should look like.

A **multipurpose platform**  
\*Safe and useful for children to play on  
\* Old people to use with chairs and visiting pop-up food cart  
\* platform+ performances where the old rotunda was

## 'Look & Feel' precedent images exercise

During the initial workshop, Clover asked the COG panel to consider a variety of images from landscape projects around the world. These were printed and placed at random across the central table. COG members worked their way around the table considering the images in the context of the future of the library lawns and what they felt was visually appropriate for the Library Lawns space. Some reactions to images were positive and others negative, so participants were encouraged to record these reactions by writing their thoughts on the back of each image. A summary of feedback and comments is represented through the adjacent graphics.

Leafy, shady and green spaces, open lawns and curved shapes were typically desirable together with elements such as timber furniture and decking. There were strong reactions against large areas of paving, hard straight lines, spaces fragmented with too many paths and materials such as steel and gravel.

This 'look and feel' exercise has been open to the public on the Adelaide Hills Council website throughout the duration of the master plan project to gather wider community input.



**Too much paving**, an unnatural environment - very hard lines

Shade structures are too dominating - as we actually have trees for shade

**No to gravel** - kids will pick it up and throw it Not enough diversity of vegetation

Steel seats are freezing in winter / baking in summer Timber, although it needs maintenance is much better

Too layered

Too fragmented

Don't like - not suitable for current site - does not allow **space for events** - is more suited to outback/ regional areas

Too much paving

No to corten steel - heats up + bleeds into adjacent paving

Too structured



**SITE ANALYSIS**

Conversations and site walks with Council staff and the COG panel members occurred during the initial workshop with each group. Key site features of the Library Lawns and operational considerations raised during these sessions are represented graphically in the adjacent site analysis plan.

In particular, consideration was given to:

- Context within Stirling township
- Access and connections
- Pathways, parking, compliance with standards
- Landform / terrain
- Vegetation
- Drainage
- Services
- Built elements, furniture and fixtures





# SKETCH DESIGN

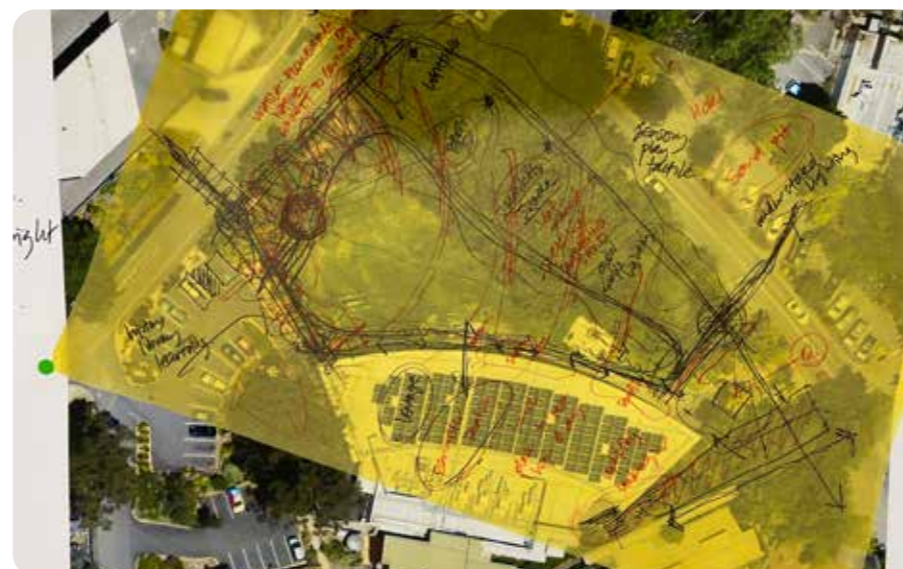
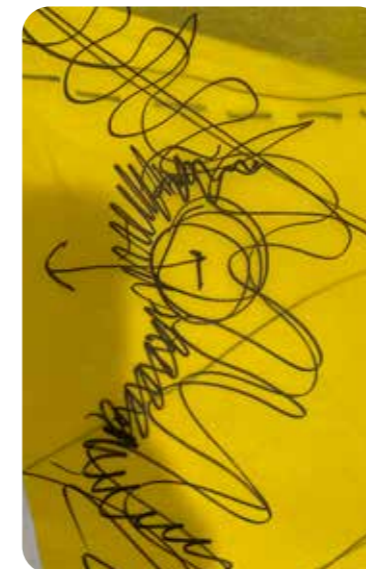
## CO-DESIGN SESSION

To engage both COG panel members and Council Elected Members in sketching concept design options, Clover team members facilitated small group discussions and exercises focused on putting ideas onto paper. Participants respectfully debated and discussed the layout of the space, considering high-level key principles developed during early analysis phases. These principles included aspects such as:

- paths + access
- shelter / stage / performance
- seating / picnic / relax
- play, fun + experience
- trees
- lighting

Other ideas were considered such as:

- location of the war memorial
- recognition of first nations people
- types of planting
- story telling and interpretive elements





## DESIGN PRINCIPLES

The design principles evolved from early discussions about the site, identity, and future vision, as well as considering the variety of events, activities, and different users. These will serve as guiding principles for the development of concept options for the site and are summarized alongside.

## CONCEPT DESIGN OPTIONS

Building on the ideas generated during the co-design sketch workshops, three concept options were prepared for the Library Lawns master plan. These concepts explored various ideas for the space, ranging from low impact to high impact. Each of these looked to address an increasing number of the design principles.

**Concept 1** takes a low-impact approach, focusing on improving access pathways, drainage, and seating provisions for gatherings of various sizes.

**Concept 2** introduces a series of small decks under the existing oak trees, integrates multiple shelters for all-weather use, especially in picnic and gathering areas, and allows for performances and larger events to be hosted on the site.

**Concept 3**, the higher impact option, incorporates a large deck under the oak trees to facilitate markets and stalls without disturbing the root zone of the mature trees. Additionally, a spacious shelter and picnic area serves as a performance space on the southern edge, while the war memorial is situated within a garden setting towards the north of the site.

# design principles

retain the oak trees

keep the large open lawn

accessibility for all

seating and picnic spaces

inter-generational space

create opportunities for play

fix the drainage

consider lighting  
and evening use

a place for community  
+ gathering

flexibility for everyday + events

shelter stage arbor pavillion

performance + event spaces

express the storylines  
of local history

screen the service station

consider the context within  
main street and beyond





"Great, **safe** nature **playspace**"



seating walls, entry signage

accessible entry pathway



"I like the **seating** around the **trees**"

seating and pathway to edge of existing oak trees

seating nooks along edge of pathway

retain planting beds along Mount Barker Road



"Like the combination of a line of trees + paths + seats + lawn + open space"



"Organic flow of **pathways**  
Lovely balance of the lawn + paved spaces  
Lovely focal point"

new planting bed and trees provide enclosure to the edges of the lawn  
area for temporary infrastructure (stage for performances etc)



"Nice **quiet space**"

garden beds enclose the space and buffer from road noise

shade, bbq + picnic spaces

perimeter picnic + seating nodes

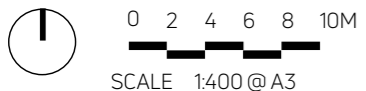
"Very pretty lovely, visually stimulating by the choice and planting, terracing is great dealing with slope - plants need to be **cool climate appropriate**"



"Love the sinuous planting + opportunity for exploration where the rose garden is but can we have **seasonal colour** rather than too many grasses."



Shelter options - organic shapes, contemporary forms



SCALE 1:400 @ A3

NOTE: ALL DRAWINGS CONCEPTUAL ONLY. NOT FOR CONSTRUCTION. EXISTING SERVICE LOCATIONS ARE UNVERIFIED. ANY FUTURE WORKS TO COMPLY WITH RELEVANT AUSTRALIAN STANDARDS.



# DRAFT MASTER PLAN - CONCEPT TWO



study / gathering nodes

stair entry



**“Community use areas**  
-these areas look ideal for use by children after school”

shade structure, tables and seats, inbuilt timber seat wall, bike racks

plaza with accessible entry pathway to library and lawns



**“Nice flowing seating**  
with interesting change in levels”

MOUNT BARKER ROAD

timber decks with cutouts for tree trunks; seating & tables built in; boardwalk path link the decks

mulched beds beneath existing trees

retain existing planted edge along mount barker road



**“Kids would love climbing on this decking!”**

COVENTRY LIBRARY

war memorial

irrigated turf

edge of lawn area enclosed with low wall and seating

accessible pathway

proposed area for temporary infrastructure (stage etc)

carpark becomes ‘back of house’ area during event mode



**“keep the open area of grass”**

all weather shelter, bbq, picnic area + performance space/stage

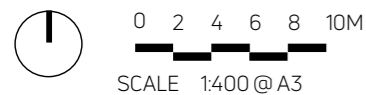


Canopy / shelter design ideas

MERRION TERRACE



**“I like the shady seating spots”**



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“lovely organic seating shapes”



“This is what a ‘rotunda’ could look like.

**A multipurpose platform**

- \*Safe and useful for children to play on
- \* Older people to use with chairs and visiting pop-up food cart
- \* platform + performances where the old rotunda was”



“maybe a bench type space or ‘standing desk’ could be directly under the trees”



**lighting** through the oak trees for evening use of the lawns



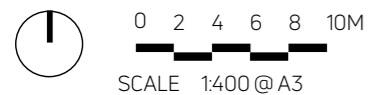
**contemporary pavilion or shelter space** for picnics, gatherings and performance



pavilion with all-weather shade over bbq, picnic & gathering space; planted arbour over footpath



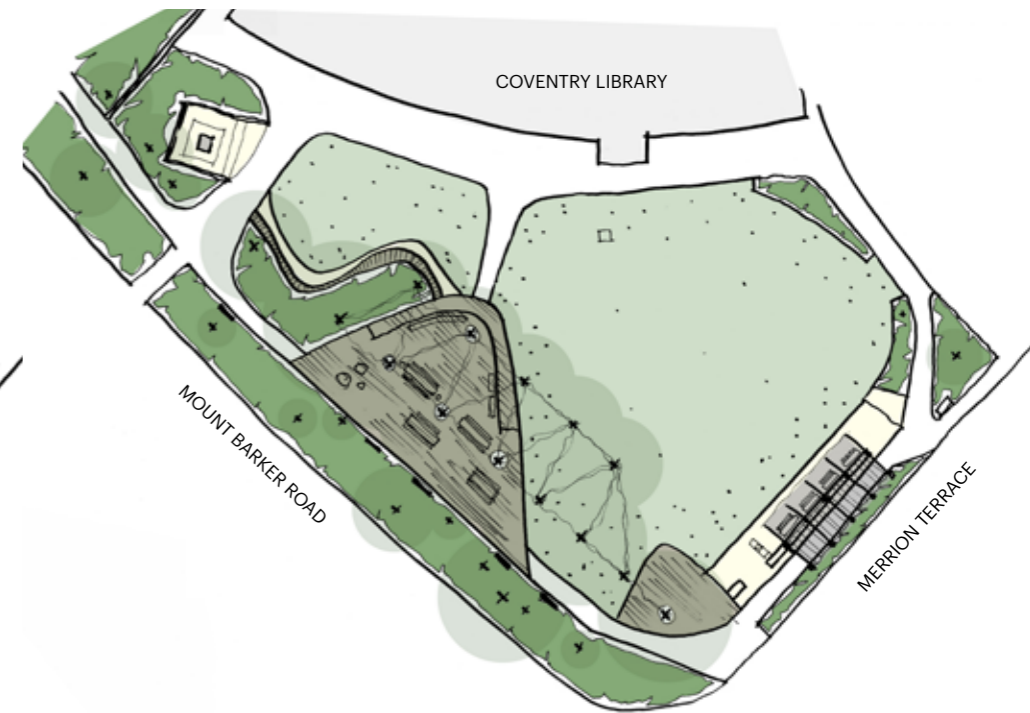
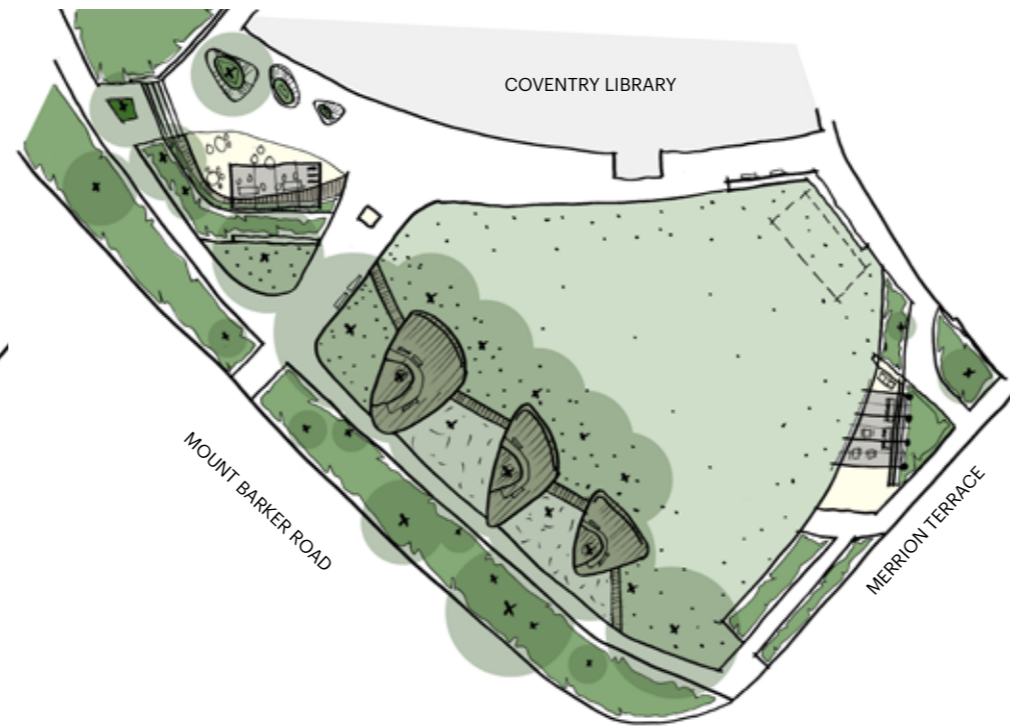
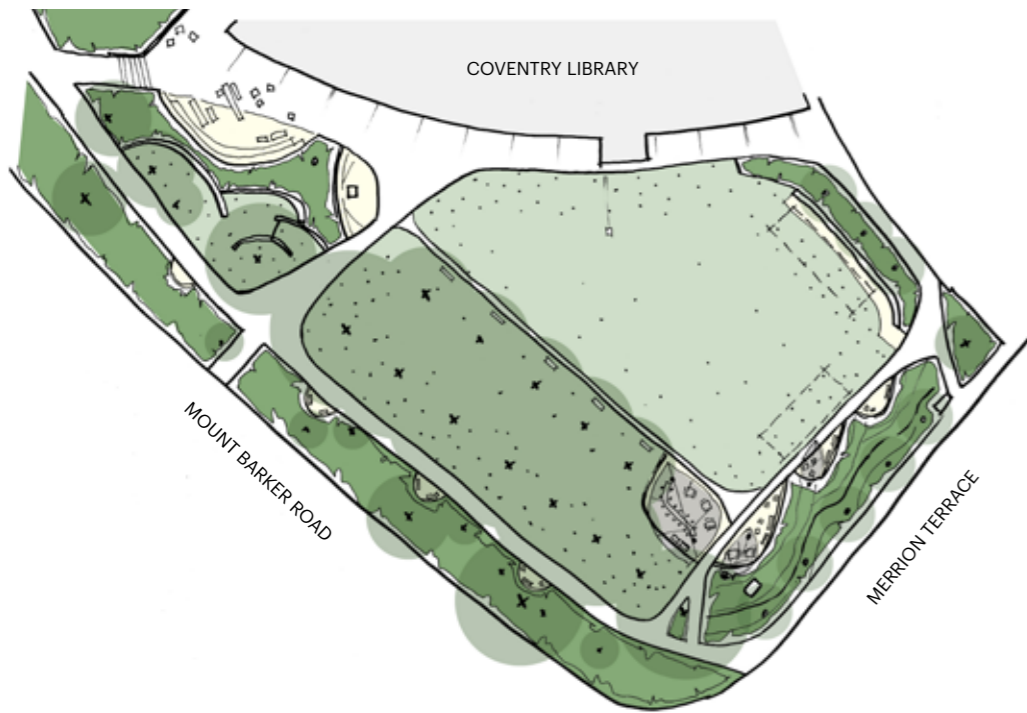
“This looks good - could be a **screen** to the petrol station. I like the **informal space.**”



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DESIGN OPTIONS - PROS & CONS



OPTION 1 - LOW IMPACT

KEY MOVES

- retain the **oak trees**
- maintain the **open lawn** space
- perimeter **seating and picnic spaces**
- opportunity for activation of space with **temporary event infrastructure**
- safe and **compliant access paths**
- **war memorial retained** in existing location

LIMITATIONS

- lacks usability of the space under the oaks for events / markets (area remains as grass)
- could consider additional links to main street + crossing points
- no permanent 'stage' or performance space

OPTION 2 - MEDIUM IMPACT

KEY MOVES

- retains the oak trees
- **open lawn space** retained
- small timber **decks + boardwalks**
- study / **gathering space** with shelter
- **performance spaces** face onto the lawns; options for temporary infrastructure to be brought in or use of paved space with shelter
- compliant and **safe access paths**

LIMITATIONS

- **war memorial within the entry plaza** - would it be better located within a 'setting' or garden space?
- insufficient **buffer** to the service station?
- large performances will need **temporary staging** brought in

OPTION 3 - HIGH IMPACT

KEY MOVES

- retains the **oak trees + open lawn** space
- **large timber deck** activates space beneath oak trees
- flexible setup for **events, markets and performance** spaces
- large **contemporary shelter / arbour**; area doubles as a space for **gatherings**/bbq as well as a performance space
- **war memorial** nestled in a garden setting
- **lighting** through oak trees for evening use + **activation**

LIMITATIONS

- **entry / address** to main street
- insufficient **buffer** to the service station?

DESIGN OPTIONS - STAKEHOLDER FEEDBACK

OPTION 1



"Dislike the path across the lawn...it **divides the space** too much."

"Great seating options - **gathering and study space** near library is excellent."

"Love the **seating nooks** around the perimeter of the space."

"Light touch and **simple design** - but is it too simple? Won't see much for the money that will be spent."

"Lacks a permanent stage space - **temporary infrastructure** would need to be brought in for **events**."

"Easy to maintain"

"Planting along Merrion Tce will help to **screen the service station**."

"Might not need the **double pathways** along Merrion Tce."

OPTION 2



"Love the study and **gathering areas**."

"A shelter with a solid roof is a great idea for **all weather use**."

"Can see this space being used for **library activities** too."

"Would like to see **more screening** to the carpark and the service station...**plant trees** along Merrion Tce verge."

"Decks are great... **love the organic shapes**."

"Can see the **decks** being really well used."

"**Memorial** within the entry plaza seems de-emphasised in this option...needs **flagpoles and rose garden**."

"Shelter with seating is great. Like the **adaptability** of this as a **performance space** too."

OPTION 3



"Deck **feels too large** in this option and encroaches on the lawn."

"Great combination of **arbour with vines** and a **shelter** with solid roof. This will be a good **screening** of the service station. Ideal location for the shelter and **performance area**."

"**Love the lighting** within the trees! Can we consider bright and low level lighting for events vs everyday?"

"Like the idea of moving the **war memorial** to the high point with its own **garden**... best option for the memorial." + "Don't move the memorial, would need more space and **better orientation** to the lawns"

"Would love to see a **disabled adult toilet**. This space needs a public toilet **accessible** at all hours."



# Concept Options Feedback

key priorities and elements people loved

## COG Panel

- large open grassed area
- shelter stage arbor picnic space
- three smaller decks (instead of one large one)
- memorial within a garden space, rather than the entry plaza
- a variety of seating and gathering spaces for small and large groups
- screen views of the service station + carpark
- public toilet?

## Council Staff

- decking under the oak trees
- permanent stage space + shelter
- war memorial: mixed feedback within plaza / move it / provide a garden setting
- study / gathering space great for youth and library events
- lighting great, trunk or uplighting
- maintenance, materials, access, event services considerations

## Stirling RSL

- retain the war memorial in current location
- flagpoles, rose garden and space for the field of remembrance
- retain the large open lawn + fix the drainage
- seating around the perimeter of the site + near library windows
- a path in front of the memorial would be helpful (not too wide)
- multiple shelters to replace the rotunda

## Elected Members

- interpretive elements - storytelling, art piece, sculpture
- three smaller decks under the oak trees
- first nations acknowledgment
- love the flexibility of the space
- ensure that power, water, and communication services are provided for all types of events.
- lighting opportunities within trees, and consideration of lighting levels at different times
- the mt barker road crossing is important

## Reconciliation Working Group

- gathering spaces for people to come together
- story telling circle
- tell the history of local people through interactive elements in the park
- consider water elements
- include plantings of native species
- artwork or small details in the park could include language, words, stories, poetry as a link to the library

## Access & Inclusion Panel

- shelter + tables + seats are great rotunda would be a poor outcome
- accessible pathways around park + to the library
- seating options are great providing lots of rest points along the paths
- decks at the same grade as paths are excellent with boardwalks connecting
- woolworths was the only accessible supermarket + hub for social interaction -> loss of independence
- toilets for when library is closed?
- safe crossing points - mt barker road

### FEEDBACK SUMMARY

- retain and protect the oak trees
- maintain the large open lawn
- fix the drainage
- small decks amongst the trees
- lots of seating to the perimeter of the space
- shelters with seating and tables
- permanent areas for performances
- art + interpretive elements to tell local stories and history
- keep the war memorial in current location, with flag poles and a rose garden
- provide accessible paths and connections to main street precinct



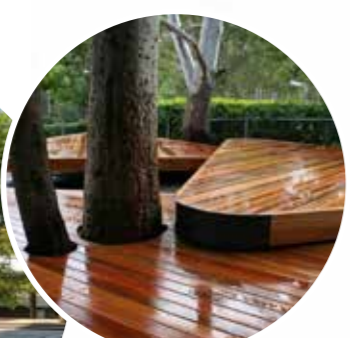
# MASTER PLAN FOR COMMUNITY CONSULTATION - SKETCH PLAN



“Organic flow of **pathways**  
Lovely balance of the lawn + paved spaces  
Great focal point”



“Great, **safe** integrated nature **playspace**”

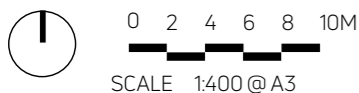


“Kids would love climbing on this **decking!**”

“This decking protects the tree roots”



“lovely **accessible** seating shapes”



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Storytelling circle



story telling circle, stone seats to perimeter, use for a variety of cultural events & winter activations



Language, culture, flora & fauna and **storytelling** incorporated in the **details**, element of **discovery, education** around **local history**

new seating adjacent to library windows

planting to perimeter of lawn provides enclosure to space & new tree planting

multiple event set-up access points wide enough to accommodate unloading and loading vehicles

Interpretive creek element or rock scramble, sound of **water**, interactive, **native plants**



rock scramble / stepping stones with native plants and interpretive elements

pavilion with all-weather shade over picnic, bbq & gathering space; planted arbour over footpath



space converts to performance space/stage during event mode with power access

tree planting to screen views to adjacent service station



pedestrian crossing points to be co-ordinated with main street safety project

Performance and events space

Canopy / shelter design ideas



“This looks good - could be a **screen** to the petrol station. I like the **informal space.**”



Explore opportunities for **lighting** of the mature Oaks



# MASTER PLAN FOR COMMUNITY CONSULTATION - RENDERED PLAN

























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## **Appendix 2**

### *Proposed Community Engagement Strategy*

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## Proposed Community Engagement Strategy for Stirling Library Lawns Draft Masterplan – Wider Consultation

<b>Simple project description</b>	Consultation on the draft masterplan for Stirling Library Lawns
<b>Project manager / lead contact</b>	Nick Work / Karen Cummings  Support: Communications, Engagement and Events
<b>Directorate</b>	Infrastructure and Environment (property) / Corporate Services (community engagement) / Community and Development (masterplanning and library)
<b>Budget line</b>	Infrastructure and Environment
<b>Location of project</b>  <i>(Add a map further in document)</i>	Library Lawns in front of Coventry Library, Stirling
<b>Critical dates / timeline</b>  <i>(Could be council meeting commitment, budget commitment or another linked project)</i>	Council meeting to endorse draft masterplan 23 July 2024  Consultation 'go live' September 2024
<b>Legislative and strategic requirements</b>  <i>AHC has a <a href="#">Public Consultation Policy</a> (Take a look at Table 1 &amp; Table 2)</i>	Other  We will apply best practice principles from our Public Consultation Policy.
<b>Purpose</b>	A good understanding of what our community thinks of the draft masterplan will allow us to apply for grant funding with confidence

# 1. Project context

## What is the project site?

The Stirling Lawns Masterplan covers the area directly in front and sides. But we are taking a wide view and will look at how the space connects to the library and across both Mount Barker Road and Merrion Terrace.



## What's the project about?

The project came from the need to replace the Stirling Rotunda which was located on the Stirling Library lawns and was damaged in a car accident on 6 August 2018. The rotunda was built by the Stirling Apex Club as a Centenary of Federation project in 2001. It's important to note that this project is about masterplanning which means it's conceptual and not about building infrastructure just yet.

## Why the need for the project?

The Stirling Library lawn is a very popular space with the community for recreation and events. What has become clear from the engagements undertaken to date is how important this whole site is as a central civic space for the Stirling community and beyond. So we are taking a whole of site approach. This is where the masterplan comes in.

## What have people told us so far?

**A complete engagement report is available here:**

[http://teams.ahc.sa.gov.au/commsevents/Engagement%20Projects/2023\\_2024%20Community%20Engagement%20Consultations/Stirling%20Lawns%20Masterplan/Outcomes%20report%20Stage%201%20Co-design%20process/23-28\\_Stirling%20Library%20Lawns\\_MP%20Report%20Framework\\_DRAFT\\_240701.pdf](http://teams.ahc.sa.gov.au/commsevents/Engagement%20Projects/2023_2024%20Community%20Engagement%20Consultations/Stirling%20Lawns%20Masterplan/Outcomes%20report%20Stage%201%20Co-design%20process/23-28_Stirling%20Library%20Lawns_MP%20Report%20Framework_DRAFT_240701.pdf)

Community told us that creating a space to enjoy into the future by having a flexible, functioning open space is important.

The background and results of the community engagement on the Rotunda replacement can be found via this link: [Stirling Rotunda Replacement - Stage 2 | Community Engagement Hub \(ahc.sa.gov.au\)](#)

### **What will the end result be?**

The end result is a document with a number of drawings and photo montages for the future space. The plan will have high-level costs included so we can decide on priorities.

## **2. What engagement have we undertaken?**

We have engaged a group of local community members to be part of a Community Co-Design Group (COG). The COG have met four times. We started with a site walk over, context setting and visioning, sketching, critiquing options and the final session was to show the draft masterplan design.

Alongside the COG we have engaged with other people and community groups including:

- Reconciliation group members
- RSL Stirling
- Council staff
- Elected members (workshop)
- Historical society
- Access and Inclusion group members
- Stirling Business Association
- Children (through drawing activity)

## **3. What is the purpose of the next stage of engagement?**

- To inform the community of the draft masterplan how we developed it in collaboration with community
- To allow people an opportunity to provide feedback on the draft masterplan
- For key stakeholders to be brought along the project journey
- For community to feel heard and listened to
- For the project team to hear about any issues that have not yet been discussed
- To promote the consultation feedback opportunity to relevant stakeholders
- To make providing feedback and ideas simple and easy
- To creatively engage anyone with an interest in the project
- To respectfully acknowledge Traditional owners and their feedback
- To respectfully acknowledge feedback from local interest groups such as RSL
- To allow all staff with an interest in the site to provide feedback
- To be confident the final masterplan reflects a solid and comprehensive engagement process

## 4. What could the next step look like?

If Council endorse the draft Masterplan we would propose to undertake broad community consultation.

This would aim to reach some of the groups we have not yet engaged and re-meeting those who contributed to its development.

Who	How	Notes/ resources
Young people	School engagement session to design the "hang out area"  On site engagement with BBQ if weather allows or an event	Contact Heathfield High School – ideal to fit into curriculum
Children	Local primary school and kindergarten invited to open day and	School workshop session – Sport and Rec Team may be well positioned.  Letters to parents via kindy and school especially for Aboriginal families to encourage cultural contributions.
Stirling Business Association	Meeting / email	Invite to provide feedback  + Seeding email / socials which they can send to contacts
Businesses in Stirling	Poster in each shop + letter/ email encouraging feedback	A5 Design of poster
Stirling Residents Association	Email	Invite to provide feedback
RSL	Email	Invite to provide feedback
Reconciliation group members	Meeting – present draft at a meeting  Email	Invite to provide feedback and ask to share opportunity amongst local Aboriginal families  Chat with Lynne Griffiths about this.
Aboriginal families	Letters to school / email to contacts	Reconciliation group contacts/ oversight of content
Council staff	Update meeting / feedback session  Invite those who were involved in first two workshops.	Clover to facilitate workshop
Stirling residents / visitors / library attendees  <i>Place based stakeholders</i>	Library display with interactive feedback tools  Drop-in day / conversation on the lawns (is there an event we can link it too?)	Display design + letter box  COG group to help at drop-in day  Online Q& A session



Who	How	Notes/ resources
	Or a self-guided walk around the Park with a map.	
Wider community	Online engagement feedback opportunity	<ul style="list-style-type: none"> <li>- EHQ</li> <li>- Social media</li> <li>- Website</li> <li>- Courier column</li> <li>- E-newsletter</li> <li>- Library newsletter</li> <li>- Library socials</li> </ul>

## 5. Engagement tool suggestions

- Letter box as part of display in library and a play on this – drop us a note (use the ones that Josh Spire used sitting near P&C)
- Self guided map with images to help people unpack the design
- Pavement decals around the site with QR code
- Installation in the lawns to attract attention
- Video with subtitles in library playing
- QR code on posters
- Video explaining masterplan - could be a “chat on the couch style/ direct to camera piece” – nothing too formal – this is important so people understand what is being proposed
- Engagement outcome report from co-design process
- Co-design group involved in drop-in day / conversations / video
- Online Q& A session would allow the project team to explain the video in more detail
- Youth design session of the “hang out area” – what do young people want?

*Example of video:*

- [Videos | Crafers Village Design Guidelines | Community Engagement Hub \(ahc.sa.gov.au\)](#)
- [Woodside Mainstreet Strategic Plan \(youtube.com\)](#)

## 6. Ways feedback can be provided

Usual ways for providing feedback include:

- Tools via the Engagement Hub page
- Email to [engage@ahc.sa.gov.au](mailto:engage@ahc.sa.gov.au)
- Mail to Community Engagement Coordinator, 63 Mount Barker Road, Stirling SA 5152
- Phone 8408 0400
- Hardcopy feedback forms
- Library display feedback opportunity
- Drop in session / conversation
- Self guided map and feedback

- Online Q&A session
- Youth engagement sessions

## 7. Related projects / activities

- Road crossing improvement DIT (advocacy)
- DA audit to Masterplan Coventry Library Lawn Project (Stirling)
- Stirling Mainstreet Design Guidelines
- Stirling Area Skate & Bike Feasibility Study that we undertook earlier in the year
- Traffic engineering plans related to accessibility post Woolworths fire
- Woolworths recovery project / site redevelopment
- DA related to police station

Also of relevance:

- TDU men's finish at Mt Lofty (as they complete loops through Stirling) on Sunday 21 January 2024
- Stirling Markets
- Stirling Laneways
- Remembrance Day
- Australia Day Ceremony
- ANZA Day
- Library school holiday activities (last two weeks of January 2024)
- Place naming
- Signage
- Event management / power / lighting etc.

## 8. Draft key messages

- Adelaide Hills Council embarked on a Stirling Lawns Masterplan in 2023.
- Clover Green Space have been our project partners helping us facilitate community engagement and design the draft masterplan.
- What has become clear from the engagements undertaken to date is how important this whole site is as a central civic space for the Stirling community and beyond.
- To help develop the draft the community were engaged in a number of ways including dedicated engagement with a Community Co-design group, our Access and Inclusion Panel, our Reconciliation Action Group, and Council staff. We also met with a number of other interest groups.
- The Community Co-Design Group is made up of local hills residents. They have helped design this space.
- Now there will be an opportunity for our community to comment on the draft masterplan.
- It's important to note that this project is about masterplanning which means it's conceptual and not about building infrastructure just yet.
- We need a masterplan so we can apply for federal and state government grant opportunities.

- It is anticipated the project would cost around \$1.5 – 2 million to design and construct.

## 9. Previous engagement / communications

The community have been engaged on the project site over a number of years as a result of the Stirling Rotunda Consultation process in 2019 and again in 2022 and most recently in 2023/24 as part of developing the draft plan.

- A Workshop was held with Council Elected members in November 2020
- 13 April to 16 May 2022 Consultation on the Rotunda Replacement
- May 2023 we let the community know we would no longer be pursuing the Stirling Library Rotunda and taking a whole of site approach
- May 2023 the Remoteness Artwork was removed
- 16 November 2023 - Council Staff Workshop 1
- 21st November 2023 Community cO-design Group (COG) Workshop 1
- 12th December 2023 Elected Members Workshop 1
- 11th December 2023 Community cO-design Group (COG) Workshop 2
- 15th December 2023 Stirling Business Association Presentation
- Dec 23 - Jan 24 Youth Feedback Activity Sheets
- 24th January 2024 Community cO-design Group (COG) Workshop 3
- 1st February 2024 Council Staff Workshop 2
- 8th February 2024 Access and Inclusion Panel Workshop
- 28th February 2024 Stirling RSL Presentation & Discussions
- 19th March 2024 Elected Members Workshop 2
- 22nd May 2024 AH Reconciliation Working Group Workshop
- 12th June 2024 Community cO-design Group (COG) Workshop 4
- 23rd July 2024 Council Meeting to endorse Draft Master Plan and community consultation

## 10. Likely risks and proposed mitigation

Risk	Risk level	Mitigation
Media interest	High	Supply regular project updates to the Courier
Historically significant site	High	Engage with key community members who are connected to this site  First Nations People  RSL
Woolworths site re-development	Medium	Redevelopment may impact road layout and access and therefore a conversations with developers should continue
No budget to implement the masterplan solutions	Medium	Manage expectations around implementation of masterplan and align with internal budget cycles and grant funding
Trees – liquid amber	High	Trees are important to the community and a plan to retain and maintain them is a core part of the draft masterplan
Multiple people interested in the site	High	Detailed stakeholder list and engagement methodology to reflect this
Multiple site users – events, markets, ceremonies	High	Detailed stakeholder list and engagement methodology to reflect this
Accessibility and inclusion	Low	Meeting with Access ad Inclusion advisory group has informed the draft masterplan. Masterplan will meet all legislated requirements. Access parking at library needs to be addressed. Access audit undertaken and shared with consultants
Recognising first nations people	High	Meeting with Reconciliation Action Group needs to be ongoing.
Site name	Medium	AHC Place naming + interpretive signage policy – follow this procedure.
Other community groups across hills feeling this is a Stirling centric project	Medium	Communicate significance of site as an entrance to the rest of the hills our main civic hub.
Representation from across the community in site design and engagement	Low	We are targeting additional site user groups (esp young people) in this next stage of engagement.
Financially considered expensive and not value for money	Medium	Project is intended to be grant funded (state or federal) not a whole council cost.

## 11. Engagement timeline

*We'll fill this in once the draft Masterplan has been endorsed.*

Date	Activity
August/ September 2024	Go Live
Library display active	
Campaign emails sent	
School engagement	
Reconciliation group engagement	
Drop in session	
September/ October	Close

## 12. Budget

Item	\$ amount
Posters for local businesses	\$1200
Floor decals Stirling library area and footpaths	\$600
Clover to attend drop-in session + staff	TBC
Clover to run staff session	TBC
Printing for drop-in session (can be used for static display in library)	TBC
Design of drop-in session if not internal	TBC
Catering drop-in day – e.g. a coffee cart	TBC
Video	TBC
Analysis of feedback if cannot be done in house	TBC
<b>TOTAL COSTS</b>	<b>\$ TBC</b>

## 13. Resources / actions required

1. Stakeholder mapping (identifying who project may impact or who would want to know about the project)
2. Refine key messages
3. Stakeholder database – refer to all lists with emails relating to masterplan phase 1 and rotunda – send a campaign email to invite for feedback



4. [Community Engagement Hub Page update](#)
5. Hardcopy information sheet / info pack
6. Event admin for drop in day incl. risk assessment
7. Direct emails
8. Graphic design – flyers, posters etc.
9. AHC website
  - news story
  - home page banner
  - event listing
10. Hills Hub announcement
11. Messages on hold (phone)
12. Floor decals around the library
13. Social media – normal posts
  - AHC Facebook
  - Libraries Facebook
  - AHC Instagram
  - AHC LinkedIn
14. Campaign email – to all who provided feedback in first stages
15. Courier column
16. Hills Voice Council e-newsletter to be distributed 1<sup>st</sup> week each month
17. Library borrowing screens (Stirling only)
18. Library computers (Stirling only)
19. Print materials
  - Posters (A5 stick)
  - Post cards flyers – made in house on normal paper
  - Fact sheet
  - Walking map
  - FAQs
20. Video – made in house

## 14. Proposed questions to ask

- Name
- Email
- Suburb
- Age category
- What brings you to the Stirling Library Lawns?
- What are your first thoughts of the proposed draft masterplan?
- What do you love the most?
- What do you not like?
- Is there anything in the design you are unsure of?
- Any other feedback about the proposed masterplan?

## 15. 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.

Feedback received from elected members should also be captured in a separate tab of the spreadsheet.

Social media comments should be captured.

## 16. 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 they said, individual responses need not be included a summary of key themes is considered accurate. It should be jargon free and written for the community and elected members. A draft report structure should be approved by the project team.

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.

## 17. Records management

The following folders will be set up on the Records Hub

- Stirling Library Lawns Masterplan  
[http://recordshub.ahc.sa.gov.au/Hub03/CommunicationsEngagementAndEvents/\\_layouts/15/DocIdRedir.aspx?ID=R72JHTPFKXSH-694399763-567](http://recordshub.ahc.sa.gov.au/Hub03/CommunicationsEngagementAndEvents/_layouts/15/DocIdRedir.aspx?ID=R72JHTPFKXSH-694399763-567)

## 18. Evaluation

- Number of Community Members participating and providing feedback

## 19. Sign-off

.....  
**Project Manager / Lead**

.....  
**TBC, Community Engagement Coordinator /  
Manager of Communications, Engagement  
and Events**

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** Appointment of Council Member to the CEO Performance Review Panel

**For:** Decision

---

**SUMMARY**

The Chief Executive Officer Performance Review Panel (the CEOPRP) is created under Section 41 of the *Local Government Act 1999* (the 'Act').

The CEO PRP Terms of Reference have recently been amended by Council resolution to change the membership. It is therefore necessary to appoint a Council Member to the CEO PRP in place of the Mayor.

The purpose of this report is to seek the appointment of a Council Member to the CEO PRP to provide full membership in accordance with the Terms of Reference.

**RECOMMENDATION**

**Decision 1**

**Council resolves:**

- 1. That the report on the CEO Performance Review Panel Member Appointment be received and noted.**
- 2. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the CEO Performance Review Panel Member role and for the meeting to resume once the results of the indicative voting for the role has been declared.**

**Decision 2**

- 1. To appoint \_\_\_\_\_ to the Committee Member position of the CEO Performance Review Panel for a term to commence on 11 September 2024 and conclude on 30 November 2025 (inclusive).**

**2. To authorise the Chief Executive Officer to advise the CEO PRP of Council’s resolutions.**

---

**1. BACKGROUND**

CEOPRP Membership

At its 29 November 2022 meeting, Council resolved to appoint Cr Grant and Cr Parkin as members of the CEOPRP, with Cr Grant being the Presiding Member:

**12.6 CEO PRP Membership - Council Member and Presiding Member Appointment**

Moved Cr Mark Osterstock  
S/- Cr Leith Mudge

302/22

1. To appoint two Council Members, Cr Chris Grant and Cr Kirsty Parkin, as members of the Chief Executive Officer Performance Review Panel for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).
2. To appoint Cr Chris Grant to the position of Chief Executive Officer Performance Review Panel Presiding Member for a 12 month term to commence 30 November 2022 and conclude on 30 November 2023 (inclusive).

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

At its 23 January 2024 meeting, Council resolved to appoint Ms Godden as the independent member of the CEOPRP:

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

13/24

Council resolves:

1. That the report be received and noted
2. To appoint Vanessa Godden to the position of CEO Performance Review Panel Independent Member for a term to commence from 19 January 2024 to 20 January 2027 (inclusive).

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

CEOPRP Terms of Reference

At its 27 August 2024 meeting, Council resolved to remove the Mayor from the CEO PRP and adopt a revised TOR as follows (relevant extract below):

**19.3.1 Work, Health and Safety Matters – Confidential Item**

**MOTION AS AMENDED**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

316/24

Council resolves:

**DECISION ONE**

1. That Council receive and note the presentation, information, reports and legal advice in relation to this Item 19.3.
2. That Council, pursuant to s 41(5) of the Local Government Act 1999 (SA), removes the Mayor from the Chief Executive Officer's Performance Review Panel.
3. That having removed the Mayor from the Chief Executive Officer's Performance Review Panel, the Council amends the Terms of Reference for the Panel as follows:
  - a. In clause 5.1.1 delete "Mayor and"; and
  - b. In clause 5.1.2 delete "Two (2) Council Members" and substitute with "Three (3) Council Members (not being the Mayor)".
4. That the amendments to the Terms of Reference (per part 3 of this Resolution) remain in effect unless and until the Council resolves otherwise.
5. That at its next Ordinary meeting, Council's Administration prepare and present a report to Council for the purposes of taking nominations and appointing a member of Council (other than the Mayor) to fill the vacancy of the CEO PRP.

CEOPRP Membership

The relevant updated elements of the Panel's ToR regarding membership contained in clause 5, as follows:

5. **MEMBERSHIP**
  - 5.1 The Panel will be comprised of five (5) members as follows:
    - 5.1.1 Deputy Mayor;
    - 5.1.2 Three (3) Council Members (not being the Mayor); and
    - 5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.

**2. ANALYSIS**

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

*Strategic Plan 2020-24 – A brighter future*

Goal 5                      A Progressive Organisation  
Objective O4              We actively represent our community



- Priority O4.3 Attract and develop a diverse and capable elected body that represents, promotes, and reflects the composition of the community
- Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region
- Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community
- Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ **Legal Implications**

Section 41 of the *Local Government Act 1999* (the Act) sets out the processes for the establishment of council committees. These committees may be formed to assist council in the performance of its functions; to enquire into matters; to provide advice to council and to exercise delegated powers functions and duties. The CEOPRP is a s41 Committee.

*Section 74 – General conflicts of interest* of the Act set out the provisions regarding General Conflicts of Interest. In considering a General Conflict of Interest (COI), an impartial, fair-minded person might consider that the Council Member’s private interests might result in the Member acting in a manner that is contrary to their public duty. For this matter, Council Members seeking to be appointed to the CEO PRP may have a General COI and should consider declaring the interest and acting in accordance with *s75B – Dealing with general conflicts of interest*.

*Section 75 – Material conflicts of interest* of the Act set out the provisions regarding Material Conflicts of Interest. In considering a Material Conflict of Interest (COI), a member of a council has a material conflict of interest in a matter to be discussed at a meeting of the council if a class of persons as defined in s75(1)(a-l) in the Act would gain a benefit, or suffer a loss, (whether directly or indirectly and whether of a personal or pecuniary nature) depending on the outcome of the consideration of the matter at the meeting. For this matter, Council Members seeking to be appointed to the CEO PRP may have a Material COI and should consider declaring the interest and acting in accordance with *s75C – Dealing with material conflicts of interest*.

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

➤ **Risk Management Implications**

The Council’s consideration of membership of the CEOPRP will assist in mitigating the risk of:

*Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.*

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

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

➤ **Financial and Resource Implications**

There are no finance or resource implications in making this appointment to the CEO PRP.

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

There is a high expectation that Council has appropriate governance and accountability mechanisms in place in relation to its meeting structures and that Council Committee members are competent and understand the role and functions of the committee and their individual obligations with regard to conduct.

➤ **Sustainability Implications**

Not sustainable.

➤ **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**

Indicative Voting Process for Determining Council Appointed Positions

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

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

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

The proposed Indicative Voting Process is:

- a) Chief Executive Officer calls for self-nominations for the position of Panel Member.

- b) If the number of nominees is equal to or less than the number of positions, no election will be required. If the number of nominees is greater, an election will be necessary.
- c) The CEO (or another Council staff member) will be appointed as the Returning Officer and may enlist other Council staff to assist with the conduct of the vote and the count.
- d) The method of voting will be by secret ballot utilising the preferential counting system
- e) Each Council Member (including the Mayor) shall have one vote.
- f) Ballot papers will be provided to each Member.
- g) The nominees' names will be drawn to determine the order on the ballot paper.
- h) Each Member will write the nominee's names on the ballot paper in the order they are drawn.
- i) Each nominee will have two (2) minutes to speak in the Briefing Session in support of their candidacy. The speaking order will be as listed on the ballot paper.
- j) Members will cast their votes and the completed ballot papers will be collected by the Returning Officer and the count will be undertaken in a separate room with an observer [another Council Member (not being a nominee for the position being determined) or an Officer] present.
- k) In the event of a tie, the result will be decided by the Returning Officer drawing lots, the candidate first drawn being the candidate excluded.
- l) After all votes have been counted, the Returning Officer shall return to the Briefing Session and publicly declare the result of the election (i.e. the preferred person).
- m) The ballot papers will be shredded.

#### Proposed Chronology of Events

The mechanics are relatively complicated due to the legislative provisions regarding conflict of interest and information sessions, as such the following chronology is suggested:

- I. Council will determine to receive the report. Council would give effect to this by dealing with Recommendation 1 (or a variant) at this time.
- II. Council will then have to adjourn the meeting to enable the process to be undertaken. Council would give effect to this by dealing with Recommendation 2 (or a variant) at this time.
- III. Steps I. and II. are all grouped as Decision 1 in the recommendation section.
- IV. Once the Indicative Voting Process has been completed the Council meeting will resume in accordance with the previous resolution.
- V. Upon resumption, any Council Members who nominated for the Panel Member role would be advised to consider their obligations to declare a General or Material COI, as appropriate
- VI. Council can then resolve for the preferred person to be appointed to the Panel Member position. Council would give effect to this by dealing with Decision 2 - Recommendation 1 (or a variant) at this time.
- VII. The final recommendation Decision 2 – Recommendation 2 is for the CEO to communicate the Council's resolutions to the CEO PRP.

**3. OPTIONS**

Council has the following options:

- I. To resolve to make an appointment to the CEO PRP position as identified following the established process. (Recommended)
- II. To decide not to make the appointment to the CEO PRP at this time and to therefore leave the CEO PRP without a full membership. (Not Recommended)

**4. APPENDICES**

- (1) CEO Performance Review Panel Terms of Reference

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# **Appendix 1**

*CEO Performance Review Panel Terms of Reference*

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**ADELAIDE HILLS COUNCIL**  
**CEO Performance Review Panel**

**TERMS OF REFERENCE**

**1. ESTABLISHMENT**

- 1.1. The CEO Performance Review Panel (the Panel) is a Panel established by the Council under Section 41 of the Local Government Act 1999 (the Act).
- 1.2. The Panel has no power or authority to make delegated decisions on behalf of the Council, nor does it have any financial delegations. The Panel performs an advisory role to the Council, as a governing body.

**2. ROLE**

- 2.1. In accordance with section 102A(1) of the Act, Council must review the performance of the Chief Executive Officer (CEO) at least once per year.
- 2.2. In accordance with section 102A(2) of the Act, Council must obtain and consider the advice of a qualified independent person on a review. The qualified independent person must not be a member or employee of the Council and is to be a person determined by the Council (evidenced by resolution) to have appropriate qualifications or experience in human resource management.
- 2.3. The Council is responsible for the selection, remuneration and performance management of the CEO. The role of the Panel is to facilitate, manage and report to Council on the review process in accordance with section 102A of the Act, as well as to provide advice to Council on matters relating to the performance and development of the CEO.

**3. SPECIFIC FUNCTIONS**

- 3.1 The Panel is to provide advice to Council on the CEO's performance and development, including, but not limited to, 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 assessing performance against the agreed Performance Targets and Position Description requirements;

- 3.1.4 Identifying development opportunities for the CEO;
- 3.1.5 Reviewing the remuneration and conditions of employment of the CEO in accordance with Section 99A of the Act, as well as any Determination made by the Remuneration Tribunal; and
- 3.1.6 Making recommendations to Council on the conclusion of the review, including with respect to the Employment Agreement as between Council and the CEO.

#### **4. OTHER MATTERS**

The Panel shall:

- 4.1 Have access to reasonable resources in order to carry out its duties and functions, within Council's budgetary constraints;
- 4.2 Be provided with appropriate and timely training, both in the form of an induction program for new members, as well as on an ongoing basis for all members;
- 4.3 Comply with all relevant legislation, including the Act;
- 4.4 Where the Panel is required to act jointly with, or to obtain the concurrence of, the CEO in the performance of its functions, the expectation of the Council is that both parties will negotiate and consult in good faith to achieve the necessary objectives; and
- 4.5 At least once in its term, undertake a review its own performance, including these Terms of Reference, to ensure it is operating at maximum effectiveness, and recommend changes it considers necessary to the Council for its consideration, and adoption.

#### **5. MEMBERSHIP**

- 5.1 The Panel will be comprised of five (5) members as follows:
  - 5.1.1 Deputy Mayor;
  - 5.1.2 Three (3) Council Members (not being the Mayor); and
  - 5.1.3 One (1) Independent Member, who is not an employee or the qualified independent person engaged pursuant to section 102A of the Act.
- 5.2 All members of the Panel will be appointed by the Council.
- 5.3 The Independent Member of the Panel shall have recent and relevant skills and experience in fields related to the role and functions of the Panel, as determined by the Council.
- 5.4 It is desirable for the Council Members appointed to the Panel to have a sound understanding of the role and functions of the Panel.

- 5.5 In considering appointments to the Panel, Council will give consideration to the diversity of its membership.
- 5.6 Appointments to the Panel shall be for a period of up to three (3) years, as determined by the Council.
- 5.7 Members of the Panel are eligible for reappointment at the expiration of any term of office.

## **6. SITTING FEES**

- 6.1 The applicable Determination of the Remuneration Tribunal (or its successor) outlines the applicable allowances for Council Members on the Panel.
- 6.2 The Independent Member is to be paid a sitting fee for attendance at meetings and authorised training sessions, as determined by resolution of the Council.
- 6.3 Council may determine by resolution a higher sitting fee will apply for the Presiding Member.

## **7. PRESIDING MEMBER**

- 7.1 The Council will appoint the Presiding Member of the Panel.
- 7.2 The Mayor is ineligible to be appointed as Presiding Member.
- 7.3 The Council authorises the Panel to determine if there will be a Deputy Presiding Member of the Panel and, if so, authorises the Panel to make the appointment to that position for a term determined by the Panel.
- 7.4 If the Presiding Member of the Panel is absent from a meeting, the Deputy Presiding Member (if such position exists) will preside at that meeting. If no appointment to the position of Deputy Presiding Member has been made, or in the event that both the Presiding Member and the Deputy Presiding Member of the Panel are absent from a meeting of the Panel, then a member of the Panel chosen from those present will preside at the meeting, until the Presiding Member or Deputy Presiding Member, (if relevant) is present.
- 7.5 The role of the Presiding Member includes:
- 7.5.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Local Government {Procedures at Meetings} Regulations 2013 (the Regulations); and
  - 7.5.2 Ensuring all Panel members have an opportunity to participate in discussions in an open, transparent and informed manner.

**8. REPORTING RESPONSIBILITIES**

- 8.1 For the purposes of Section 41(8) of the Act, the Panel's reporting and accountability requirements are:
- 8.1.1 The minutes of each Panel meeting will be included in the agenda papers for the next ordinary meeting of the Council;
  - 8.1.2 The Presiding Member will attend a meeting of the Council at least once per annum, to present a report on the activities of the Panel;
  - 8.1.3 The Panel shall make whatever recommendations to the Council it deems appropriate, on any area within its role and functions, as set out under these Terms of Reference; and
  - 8.1.4 The Presiding Member may attend a Council meeting at any time the Presiding Member sees fit, to discuss any issue or concern relating to the Panel's functions. Subject to the nature of the matter, this briefing may be held in confidence in accordance with Section 90 of the Act and staff may be excluded from attendance.

**9. MEETING PROCEDURE**

- 9.1 Meeting procedures for the Panel are set out under the Act, as well as Parts 1, 3 and 4 of the Regulations. Insofar as the Act, the Regulations, or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Panel, the Panel may determine its own procedure.
- 9.2 In accordance with Section 90(7a), one or more Panel members may participate in the meeting by telephone or other electronic means, provided that members of the public can hear the discussion between all Panel members.
- 9.3 Only members of the Panel are entitled to vote in Panel meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter before the Panel for decision.
- 9.4 A quorum for the Panel shall constitute half the membership, ignoring any fraction from the division, plus one (1).

**10. SECRETARIAL RESOURCES**

- 10.1 Sufficient administrative resources will be provided by Administration to the Panel for the purposes of coordination and preparation of reports, agendas and minutes, as well as a point of contact for all Panel Members and any external consultants.

**11. FREQUENCY OF MEETINGS**

- 11.1 The Panel shall meet at appropriate times and places as determined by the Panel. A special meeting of the Panel may be called in accordance with the Act.
- 11.2 If it is determined there is no business to transact for a designated meeting, the Presiding Member of the Panel may cancel the respective Panel meeting.

**12. NOTICE OF MEETINGS**

- 12.1 Notice of the meetings of the Panel will be given in accordance with Sections 87 and 88 of the Act. Accordingly, notice will be given:
- 12.1.1 To members of the Panel by email or as otherwise agreed by Panel members at least 3 clear days before the date of the meeting; and
- 12.1.2 To the public as soon as practicable after the time that notice of the meeting is given to members, by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.

**13. PUBLIC ACCESS TO MEETINGS & DOCUMENTS**

- 13.1 Meetings of the Panel will be conducted in a place open to the public, and members of the public are invited to attend, unless the Panel makes an order under Section 90(2) and (3) of the Act for any particular item of business.
- 13.2 Members of the public have access to minutes and reports presented to the Panel, unless prohibited by section 83(5) of the Act, or by resolution of the Panel under Section 91(7) of the Act.

**14. MINUTES OF MEETINGS**

- 14.1 All proceedings and resolutions on items of business at all meetings of the Panel, including recording the names of those present are minuted and the minutes will otherwise comply with the requirements of the Regulations.
- 14.2 Minutes of Panel meetings shall be circulated within five days after a meeting to all members of the Panel and will (in accordance with legislative requirements) be available to the public.
- 14.3 The minutes shall be confirmed at the next meeting of the Panel.



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# **Minutes of Committees**

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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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In Attendance

**Presiding Member:** Cr Mark Osterstock

**Members:**

Cr Nathan Daniell	
Cr Leith Mudge	
Cr Kirsty Parkin	
Cr Chris Grant	

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
David Waters	Director Environment and Infrastructure
Jess Charlton	Acting Director Community and Development
Zoë Gill	Governance and Risk Coordinator
Lisa Teburea	BRM Advisory
Michael Richardson	BRM Advisory
Skye Ludzay	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.35pm.

**1.1. Acknowledgement of Country**

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

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1 Apology**

Nil

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 Boundary Change Committee – 22 April 2024**

Moved Cr Grant

S/- Cr Mudge

BCC8/24

That the minutes of the Boundary Change Committee meeting held on 22 April 2024 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**4. PRESIDING MEMBER'S OPENING COMMENTS**

Welcome and thankyou to attendees.

**5. DELEGATION OF AUTHORITY**

The Boundary Change Committee 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

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Presiding Member \_\_\_\_\_

...

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**7. MOTION ON NOTICE**

Nil

With Leave of Meeting, Item 12.1 was brought forward on the agenda.

**12.1 Boundary Change Proposal Project and Governance Arrangements – Exclusion of the Public**

Moved Cr Chris Grant  
S/- Cr Kirsty Parkin

BCC9/24

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Environment and Infrastructure, David Waters
- Acting Director Community and Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- BRM Advisory, Lisa Teburea
- BRM Advisory, Michael Richardson
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 12.1: (Boundary Change Proposal Project and Governance Arrangements) 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) (b) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to prejudice the commercial position of Council and would, on balance, be contrary to the public interest.
- Section 90(3) (i) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council.

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**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.**

<b>Carried Unanimously</b>
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Presiding Member \_\_\_\_\_



**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**12.1.1 Boundary Change Proposal Project and Governance Arrangements – Confidential Item**

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**12.1.2 Boundary Change Proposal Project and Governance Arrangements – Duration of Confidentiality**

Moved Cr Nathan Daniell  
S/- Cr Kirsty Parkin

BCC11/24

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 12.1 in confidence under sections 90(2) and 90(3)(b) and 90(3)(i) 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  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**8. OFFICER REPORTS – DECISION ITEMS**

**8.1 Boundary Change Committee – Terms of Reference Report**

Moved Cr Leith Mudge  
S/- Cr Kirsty Parkin

**BCC12/24**

The Boundary Change Committee resolves:

1. That the report on Boundary Change Committee – Terms of Reference be received and noted.
2. To recommend that Council adopts the amended Boundary Change Committee Terms of Reference in *Appendix 1* for the Boundary Change Committee with amendments to wording to clarify Councils responsibility for allocating budget.
3. To recommend to Council that the Chief Executive Officer be authorised to make any formatting, nomenclature or other minor changes to the Boundary Change Committee Terms of Reference as per *Appendix 1*.

**Carried Unanimously**

**9. MOTIONS WITHOUT NOTICE**

Nil

**10. QUESTIONS WITHOUT NOTICE**

**11. COMMUNICATION FOR NOTING**

**11.1 Letter from Woodforde Residents Association to SA Local Government Boundaries Commission Chair, Rob Donaldson**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

**BCC13/24**

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
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The Boundary Change Committee resolves that the correspondence is received and noted.

**Carried Unanimously**

**11.2 Letter from Morialta Residents Association to SA Local Government Boundaries Commission Chair, Rob Donaldson**

Moved Cr Chris Grant  
S/- Cr Leith Mudge

**BCC14/24**

The Boundary Change Committee resolves that the correspondence is received and noted.

**Carried Unanimously**

**11.3 Letter from SA Local Government Boundaries Commission Chair, Rob Donaldson to Greg Georgopoulos, Chief Executive Officer**

Moved Cr Nathan Daniell  
S/- Cr Chris Grant

**BCC15/24**

The Boundary Change Committee resolves that the correspondence is received and noted.

**Carried Unanimously**

**11.4 Letter from to Greg Georgopoulos, Chief Executive Officer to SA Local Government Boundaries Commission Chair, Rob Donaldson**

Moved Cr Chris Grant  
S/- Cr Leith Mudge

**BCC16/24**

The Boundary Change Committee resolves that the correspondence is received and noted.

**Carried Unanimously**

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Presiding Member \_\_\_\_\_

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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
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**MOTION WITHOUT NOTICE**

Moved Cr Mark Osterstock  
S/- Cr Chris Grant

**BCC17/24**

1. That the Committee requests the CEO on behalf of the Committee to write to the Woodforde Residents Association and the Morialta Residents Association thanking them for providing Council with copies of their correspondence dated August 2024 to the Local government boundaries commission.
2. That the Committee invites the Woodforde Residents Association and the Morialta Residents Association should they wish to write to the Committee with any submissions that they wish to make in relation to this matter for the Committees consideration. The Committee also extends an invitation to the respective associations should they wish to make a presentation to the Committee in support of their submissions.

<b>Carried Unanimously</b>
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**12. CONFIDENTIAL ITEMS**

**12.1 Boundary Change Proposal Project and Governance Arrangements**

This item was moved to earlier in the meeting.

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Presiding Member \_\_\_\_\_



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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**12.2 Boundary Change Advocacy Strategy – Exclusion of the Public**

Moved Cr Nathan Daniell  
S/- Cr Kirsty Parkin

BCC18/24

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

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Environment and Infrastructure, David Waters
- Acting Director Community and Development, Jess Charlton
- Governance and Risk Coordinator, Zoe Gill
- BRM Advisory, Lisa Teburea
- BRM Advisory, Michael Richardson
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 12.2: (Boundary Change Advocacy Strategy) 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:

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) (b) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to prejudice the commercial position of Council and would, on balance, be contrary to the public interest.
- Section 90(3) (i) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council.

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

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
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56 MT BARKER RD, STIRLING**

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	<b>Carried Unanimously</b>
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**12.2.1 Boundary Change Advocacy Strategy – Confidential Item**

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
 BOUNDARY CHANGE COMMITTEE  
 MINUTES OF MEETING  
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 56 MT BARKER RD, STIRLING**

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**12.2.2 Boundary Change Advocacy Strategy – Duration of Confidentiality**

Moved Cr Kirsty Parkin  
 S/- Cr Leith Mudge

**BCC20/24**

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 12.2 in confidence under sections 90(2) and 90(3)(b) and 90(3)(i) 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.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
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**12.3 Strategic Communication & Engagement Plan Updates – Exclusion of the Public**

Moved Cr Chris Grant  
S/- Cr Leith Mudge

**BCC21/24**

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

- CEO, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Director Environment and Infrastructure, David Waters
- Acting Director Community and Development, Jess Charlton
- Governance and Risk Coordinator, Zoë Gill
- BRM Advisory, Lisa Teburea
- BRM Advisory, Michael Richardson
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 12.3: (Strategic Communication & Engagement Plan Updates) 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) (b) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to prejudice the commercial position of Council and would, on balance, be contrary to the public interest.
- Section 90(3) (i) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council.

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**

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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**12.3.1 Strategic Communication & Engagement Plan Updates – Confidential Item**

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Presiding Member \_\_\_\_\_



**ADELAIDE HILLS COUNCIL**  
**BOUNDARY CHANGE COMMITTEE**  
**MINUTES OF MEETING**  
**WEDNESDAY 28 AUGUST 2024**  
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**12.3.2 Strategic Communication & Engagement Plan Updates – Duration of Confidentiality**

Moved Cr Chris Grant  
S/- Cr Nathan Daniell

BCC23/24

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 12.3 in confidence under sections 90(2) and 90(3)(b) and 90(3)(i) 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.

<b>Carried Unanimously</b>
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Presiding Member \_\_\_\_\_

**ADELAIDE HILLS COUNCIL  
BOUNDARY CHANGE COMMITTEE  
MINUTES OF MEETING  
WEDNESDAY 28 AUGUST 2024  
56 MT BARKER RD, STIRLING**

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**13. NEXT MEETING**

The next ordinary meeting of the Boundary Change Committee will be held at a time and place to be advised.

**14. CLOSE MEETING**

The meeting closed at 8.21pm

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Presiding Member \_\_\_\_\_

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**Confidential Items**

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 19.1.

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** CEO Performance Review Panel Recommendations to Council –  
CEO Review Process

**For:** Decision

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**1. CEO Performance Review Panel Recommendations to Council – CEO Review Process –  
Exclusion of the Public**

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

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

be excluded from attendance at the meeting for Agenda Item 19.1: (CEO Performance Review Panel Recommendations to Council – CEO Review Process) in confidence.

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

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

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

**2. CEO Performance Review Panel Recommendations to Council – CEO Review Process – Confidential Item**

**3. CEO Performance Review Panel Recommendations to Council – CEO Review Process – Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council’s decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 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:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
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 10 September 2024  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 19.2

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy - Confidential

**For:** Decision

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**1. Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy – 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 Corporate Services, Gary Lewis
- Director Environment and Infrastructure, David Waters
- Acting Director Community and Development, Jess Charlton
- Executive Governance Officer, Zoe Gill
- BRM Advisory, Lisa Teburea
- BRM Advisory, Michael Richardson
- IT Support, Tom Portas
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 19.2: (Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy) 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) (b) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to prejudice the commercial position of Council and would, on balance, be contrary to the public interest.
- Section 90(3) (i) of the *Local Government Act*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council.

**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. Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy – Confidential Item**

**3. Boundary Change Committee Recommendations – Boundary Change Advocacy Strategy –  
– 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)(b) and (i) 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:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
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.

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 19.3

**Responsible Officer:** Gary Lewis  
Director Corporate Services  
Corporate Services

**Subject:** Boundary Change Committee Recommendations – Strategic  
Communication & Engagement Plan Updates - Confidential

**For:** Decision

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**1. Boundary Change Committee Recommendations - Strategic Communication & Engagement Plan Updates – 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:

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

be excluded from attendance at the meeting for Agenda Item 19.3: (Boundary Change Committee Recommendations - Strategic Communication & Engagement Plan Updates) 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) (b) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to prejudice the commercial position of Council and would, on balance, be contrary to the public interest.

Section 90(3) (i) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council.

**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. Boundary Change Committee Recommendations - Strategic Communication & Engagement  
Plan Updates – Confidential Item**

**3. Boundary Change Committee Recommendations - Strategic Communication & Engagement Plan Updates – 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)(b) and 90(3)(i) 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:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
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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.

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 10 September 2024  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 19.4

**Responsible Officer:** Zoë Gill  
Executive Governance Officer  
Office of the CEO

**Subject:** Boundary Change Committee Recommendations - Boundary Change Proposal Project, Terms of Reference and Governance Arrangements

**For:** Decision

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**1. Boundary Change Proposal Project and Governance Arrangements – 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
- Executive Governance Officer, Zoë Gill
- Minute Secretary, Rebekah Lyons
- IT Support, Tom Portas

be excluded from attendance at the meeting for Agenda Item 19.4: (Boundary Change Committee Recommendations - Boundary Change Proposal Project, Terms of Reference and Governance Arrangements) 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)(b) and 90(3)(i) 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 could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest;
- information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council;

**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. Boundary Change Committee Recommendations - Boundary Change Proposal Project, Terms of Reference and Governance Arrangements – Confidential Item**

**3. Boundary Change Committee Recommendations - Boundary Change Proposal Project, Terms of Reference and Governance Arrangements – 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 19.4 in confidence under sections 90(2) and 90(3)(b) and 90 (3)(i) 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:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
Report	Until Further Order
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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.

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