



ORDINARY COUNCIL MEETING

NOTICE OF MEETING

To: Mayor Bill Spragg

Councillors	Ward
Councillor Ron Nelson Councillor Jan-Claire Wisdom	Manoah
Councillor Ian Bailey Councillor Jan Loveday	Marble Hill
Councillor Kirrilee Boyd Councillor Nathan Daniell Councillor John Kemp	Mt Lofty
Councillor Lynton Vonow Councillor Andrew Stratford	Onkaparinga Valley
Councillor Linda Green Councillor Malcolm Herrmann	Torrens Valley

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

Tuesday 27 February 2018
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.

Andrew Aitken
Chief Executive Officer



ORDINARY COUNCIL MEETING

AGENDA FOR MEETING
Tuesday 27 February 2018
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

Council Vision

Nurturing our unique place and people

Council Mission

Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy

1. COMMENCEMENT

2. OPENING STATEMENT

“Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.

We understand that we do not inherit the land from our ancestors but borrow it from our children 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.”

3. APOLOGIES/LEAVE OF ABSENCE

3.1. Apology

An apology was received from Cr Nathan Daniell

3.2. Leave of Absence

Cr Andrew Stratford 27 February 2018 to 20 March 2018

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

Council Meeting – 23 January 2018

That the minutes of the ordinary meeting held on 23 January 2018 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. PRESIDING MEMBER'S OPENING REMARKS

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1. Questions Adjourned

7.2. Questions Lying on the Table

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

8.1. Petitions

8.1.1. Greenhill Tennis Court

8.1.2. Reduction of Speed Limit, Jungfer Road, Charleston

8.2. Deputations

Dick Cuttle, Rotary Club of Onkaparinga re plan for area around BMX track, Woodside

Kim Jordan, Establishment of Arts & Heritage Hub, Lobethal

8.3. Public Forum

9. PRESENTATIONS (by exception)

Nil

10. QUESTIONS ON NOTICE

10.1. B Double Access to Lobethal

What has been the response to the short term suggestions, raised by residents at the Lobethal meeting on 7 February 2018, to reduce risks in relation to the conditional B-double access to Thomas Foods International at Lobethal?

10.2. Impact on Waste Disposal & Recycling Programs

What is the estimated impact on Council's waste disposal and recycling programs and waste management budget (if any) which will result from the 2017 China import ban?

10.3. SA Housing Trust Properties & Rates

What is the estimated impact (if any) on council's rate income from the State Government decision to transfer management of SA Housing Trust properties to the not-for profit sector?

11. MOTIONS ON NOTICE

- 11.1. Traffic Safety Measures Checker Hill Road Kersbrook
That the CEO writes to Department Planning Transport & Infrastructure (DPTI) requesting a review of safety at the intersection of Checker Hill and Little Para Roads, Kersbrook, such a review to include the feasibility of providing dedicated right and left hand turning lanes into Checker Hill Road.
- 11.2. Master Plan Woodside Recreation Ground
That the master planning exercise for the Woodside Recreation Ground, as resolved by Council at its 28 November 2017 meeting (275/17), be expanded to include the adjoining recreation and car parking precinct between Tiers Road and Langbein Avenue, Woodside.

12. OFFICER REPORTS – DECISION ITEMS

- 12.1. Arts & Heritage Hub
- Council resolves:*
- 1. That the report be received and noted.*
 - 2. That the Business Development Framework for the establishment of an Arts and Heritage Hub in the Old Woollen Mill at Lobethal, contained in Appendix 1, be noted.*
 - 3. That the Administration proceeds with the establishment and an Arts and Heritage Hub using the Business Development Framework as a guide.*
 - 4. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, be developed as an early priority and include key performance and results targets, and mechanisms for review of the implementation by Council to ensure alignment with budget allocations and strategic objectives.*
 - 5. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken.*
- 12.2. AHBTC Plan of Division & Divestment
- Council resolves:*
- 1. That the report be received and noted*
 - 2. That the plan of division for the Southern Site, as shown in Appendix 1, be approved.*
 - 3. That the Chief Executive Officer be authorised to execute all documents necessary for the division of the land and the subsequent sale of the new allotments created in the land division of the Southern Site.*

12.3. DA Fee Waiver Request Johnston Memorial Park Committee

Council resolves:

1. *That the report be received and noted*
2. *That a maximum of \$515.75 in development fees be authorised to be waived for the Johnston Memorial Park Committee Inc. for Development Application 473/18/18 in accordance with Council's Development Application Fee Waiver Policy.*

12.4. Mobile Food Vending Businesses

Council resolves:

1. *That the report be received and noted.*
2. *Council adopt the Mobile Food Vending Business Location Rules contained in Appendix 2 of this report with an effective date of 1 March 2018.*
3. *The Fees and Charges Register be updated to include the following Mobile Food Vending Business permit fees:*
 - a) *Monthly Fee \$100*
 - b) *Annual Fee \$1,000*
4. *That further consultation as outlined in this report be undertaken with key stakeholders and the community on Council's adopted Mobile Food Vending Business Location Rules*
5. *That the Chief Executive Officer be authorised to make any formatting or non-significant grammatical and/or content changes to the Mobile Food Vending Business Location Rules for publication purposes during the period of its currency.*
6. *A further report be provided to Council outlining the outcome of the further consultation undertaken and subject to the consultation outcome, present refined Mobile Food Vending Business Location Rules for adoption.*

12.5. Budget Review 2

Council resolves to:

1. *Receive and note the report.*
2. *Adopt the Operating Budget variations presented in Budget Review 2, which have no impact on the overall budget and continue to provide for an adjusted Operating Surplus for the 2017-18 financial year of \$1.986m.*
3. *Adopt the proposed Capital Program amendments that reduce net capital expenditure by \$1.536m and together with the amendments adopted by Council at its meeting on 23 January 2018 result in a revised Capital Works Program totalling \$16.703m.*
4. *Adopt a reduced Net Borrowings amount of \$4.030m for 2017-18 as a result of operating budget and capital program amendments.*

12.6. Long Term Financial Plan 2018 Update

That Council:

1. *Receives and notes the report.*
2. *Endorse the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the Local Government Act 1999.*

12.7. CWMS Easement Gale Street Woodside

Council resolves:

1. *That the report be received and noted*
2. *That resolution 2a of 10/2017 be rescinded*
3. *No further action be taken to secure the registration of an easement for sewerage purposes over 2 Gale Street Woodside.*

12.8. Sale of Closed Road Kenton Valley

Council resolves:

1. *That the report be received and noted*
2. *To sell the land comprised in Certificate of Title Volume 6191 Folio 686 known as Closed Road A in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$9,640 (exclusive of GST) to the adjoining land owner Iain Ross Hunt and Valerie Ann Hunt*
3. *To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land*

12.9. Community Loans Policy

Council resolves that:

1. *The report be received and noted*
2. *The Community Loans Policy as provided at Appendix 1 be endorsed for community consultation.*
3. *A loan of \$15,000 be provided to Mt Torrens Centenary Park Incorporated for the completion of drainage works subject to the finalisation of a loan agreement with Council that is executed under Council's seal.*
4. *That the Mayor and Chief Executive Officer be authorised to execute all documents necessary, including applying the Council Seal (as required), for the establishment of a loan agreement with Mt Torrens Centenary Park Incorporated.*

12.10. Council Member Allowances & Benefits Policy

Council resolves:

1. *That the report be received and noted*
2. *With an effective date of 13 March 2018, to revoke the 9 December 2014 Council Member Allowances and Benefits Policy and to adopt the Council Member Allowances and Benefits Policy, as contained in Appendix 1.*

12.11. Local Government Election Timetable

Council resolves:

1. *That the report be received and noted*
2. *Council adopts the indicative 2018 Local Government Election Schedule as contained in the report.*

12.12. Rural Property Addressing Consultation Outcome

Council resolves:

1. *That the report be received and noted.*
2. *That in keeping with the City of Tea Tree Gully Council resolution dated 13 February 2018, and having considered the Adelaide Hills Council report entitled "Rural Property Addressing – Range Road North, Range Road South and Churchett Road Outcomes Report" and dated 27 February 2018, which includes the feedback from the residents, Council resolves to implement the rural property addressing system to the Adelaide Hills Council residents to ensure that the numbering is consistent and the correct numbers are displayed to assist emergency services, service providers and the general public locating properties.*

12.13. Reappointment of Independent Chairperson of Gawler River Floodplain Management Authority

Council resolves:

1. *That the report be received and noted.*
2. *That Council endorses the recommendation of the Gawler River Floodplain Management Authority Board to reappoint Mr Ian Baldwin to the position of Chairperson of the GRFMA for a period of two years with effect from 15 February 2018.*

12.14. Status Report – Council Resolutions Update
See Agenda Item

OFFICER REPORTS – INFORMATION ITEMS

12.15. Hender Reserve Heritage Agreement 2018

Council resolves that the report be received and noted.

- 12.16. Q2 Service Standard Report

Council resolves that the report be received and noted.

13. MISCELLANEOUS ITEMS
Nil

14. QUESTIONS WITHOUT NOTICE

15. MOTIONS WITHOUT NOTICE

16. REPORTS

- 16.1. Council Member Reports
16.2. Reports of Members as Council/Committee Representatives on External Organisations
16.3. CEO Report

17. REPORTS OF COMMITTEES

- 17.1. Council Assessment Panel – 14 February 2018
That the minutes of the CAP meeting held on 14 February 2018 as supplied, be received and noted.
17.2. Strategic Planning & Development Policy Committee
Nil
17.3. Audit Committee - 20 February 2018
That the minutes of the CAP meeting held on 20 February 2018 as supplied, be received and noted.
17.4. CEO Performance Review Panel
Nil

18. CONFIDENTIAL ITEMS

- 18.1. Retirement Village Review
18.2. Adelaide Hills Swimming Centre Shade Sail
18.3. Appointment of External Auditor

19. NEXT MEETING

Tuesday 27 March 2018, 6.30pm, 63 Mt Barker Road, Stirling

20. CLOSE MEETING



Council Meeting/Workshop Venues 2018

DATE	TYPE	LOCATION	MINUTE TAKER
MARCH 2018			
Tues 13 March	Workshop	Woodside	N/A
Wed 14 March	Council Assessment Panel	TBA	Karen Savage
Tues 20 March	Professional Development	Stirling	N/A
Tues 27 March	Council	Stirling	Pam Williams
APRIL 2018			
Tues 10 April	Workshop	Woodside	N/A
Wed 11 April	Council Assessment Panel	TBA	Karen Savage
Tues 17 April	Professional Development	Stirling	N/A
Tues 24 April	Council	Stirling	Pam Williams
Mon 30 April	Audit Committee	Stirling	TBA
MAY 2018			
Tues 8 May	Workshop	Woodside	N/A
Wed 9 May	Council Assessment Panel	TBA	Karen Savage
Tues 15 May	Professional Development	Stirling	N/A
Tues 22 May	Council	Stirling	Pam Williams

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

Community Forums 2018

6.00 for 6.30pm

(dates and venues to be confirmed)

DATE	LOCATION
Wednesday 28 March 2018	Kersbrook Soldiers Memorial Park
Tuesday 8 May 2018	Bradbury/Longwood
Tuesday 14 August 2018	Montacute

9. DEPUTATIONS

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

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes in duration, 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 subject matter of the proposed deputation;
 - whether it is within the powers of the Council;
 - relevance to the Council agenda nominated – and if not, relevance to the Council's powers or purpose;
 - the integrity of the request; and
 - the size and extent of the agenda for the particular meeting.

9.3 PUBLIC FORUM

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

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

Item 4 Minutes of Council

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

In Attendance:

Presiding Member: Mayor Bill Spragg

Members:

Councillor	Ward
Councillor Jan-Claire Wisdom	Manoah
Councillor Ian Bailey Councillor Jan Loveday	Marble Hill
Councillor Nathan Daniell Councillor John Kemp	Mt Lofty
Councillor Lynton Vonow Councillor Andrew Stratford	Onkaparinga Valley
Councillor Linda Green Councillor Malcolm Herrmann	Torrens Valley

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Engineering & Assets
Marc Salver	Director Strategy & Development
David Waters	Director Community & Customer Service
Lachlan Miller	Executive Manager Governance & Performance
Natalie Westover	Manager Property Services
David Collins	Manager Sustainable Assets
Ashley Curtis	Manager Civil Services
Chris Janssan	Manager Open Space
Matt Strapps	Manager Information Systems
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.34pm.

2. OPENING STATEMENT

“Council acknowledges that we meet on the traditional lands of the Peramangk and Kaurna people and we recognise their connection with the land.

We understand that we do not inherit the land from our ancestors but borrow it from our children 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.”

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

3. APOLOGIES/LEAVE OF ABSENCE

3.1. Apology

Cr Val Hall
Cr Ron Nelson
Cr Kirrilee Boyd

3.2. Leave of Absence

Nil

3.3. Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1. Council Meeting – 12 December 2017

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

1/18

That the minutes of the ordinary meeting held on 12 December 2017 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

6. PRESIDING MEMBER'S OPENING REMARKS

Nil

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1. Questions Adjourned

Nil

7.2. Questions Lying on the Table

Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

8.1. Petitions

8.1.1. Pedestrian Crossing Milan Terrace Stirling

Moved Cr Jan-Claire Wisdom
S/- Cr Ian Bailey

2/18

Council resolves that the petition with 60 signatories requesting a pedestrian crossing on Milan Terrace Stirling adjacent to the Stirling Hospital, be received and noted.

Carried Unanimously

8.2. Deputations
Nil

8.3. Public Forum
Nil

9. PRESENTATIONS
Nil

10. QUESTIONS ON NOTICE
Nil

11. MOTIONS ON NOTICE

11.1. Balhannah Railway Station

This motion was withdrawn. Refer to Item 16, Motions Without Notice.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

12. OFFICER REPORTS – DECISION ITEMS

12.1. Capital Program Review & Amendments

Moved Cr Jan Loveday
S/- Cr John Kemp

Council resolves:

1. That the report be received and noted
2. That the Amended Capital Works Program contained in Appendix 1 be endorsed and deferred projects given priority consideration in development of the 2018-19 Capital Works Program, with the exception that the Basket Range Tennis Courts (line 152) \$60,000 and Balhannah Dog Park (line 151) \$14,000 not to be removed from the Amended Capital Works program.
3. Adopt the revised Capital Works program totalling \$18,461,126 for 2017/18, a reduction of \$3,776,588, as outlined in Appendix 1.

AMENDMENT

Moved Cr Linda Green
S/- Cr Malcolm Herrmann

3/18

Council resolves:

2. That the Amended Capital Works Program contained in Appendix 1 be endorsed and deferred projects given priority consideration in development of the 2018-19 Capital Works Program, with the exception that the Basket Range Tennis Courts \$60,000 (line 152) and Balhannah Dog Park \$14,000 (line 151) and the Mt Torrens Township Reserve Scoping Works \$40,000 (line 30) not to be removed from the Amended Capital Works program
3. Adopt the revised Capital Works program totalling \$18,501,126 for 2017/18, a reduction of \$3,736,588, as outlined in Appendix 1.

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

Motion as amended:

4/18

1. That the report be received and noted
2. That the Amended Capital Works Program contained in Appendix 1 be endorsed and deferred projects given priority consideration in development of the 2018-19 Capital Works Program, with the exception that the Basket Range Tennis Courts \$60,000 (line 152) and Balhannah Dog Park \$14,000 (line 151) and the Mt Torrens Township Reserve Scoping Works \$40,000 (line 30) not to be removed from the Amended Capital Works program
3. Adopt the revised Capital Works program totalling \$18,501,126 for 2017/18, a reduction of \$3,736,588, as outlined in Appendix 1.

Carried unanimously

12.2. Road Exchange - Mt Torrens Walking Loop

Moved Cr John Kemp
S/- Cr Linda Green

5/18

Council resolves:

1. That the report be received and noted
2. To issue a Road Process Order pursuant to the *Roads (Opening & Closing) Act 1991* to:
 - a. Close and merge the land identified as "A" in Preliminary Plan No 17/0041 (*Appendix 1*) with Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison
 - b. Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison
3. The closed road be excluded as Community Land pursuant to the Local Government Act 1999
4. To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution
5. To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

12.3. Section 43 Regional Subsidiary Membership – Southern & Hills Local Government Association

Moved Cr Malcolm Herrmann
S/- Cr Jan Loveday

6/18

That Council resolves that the report be received and noted.

Carried unanimously

12.3.1. Section 43 Regional Subsidiary Membership – Southern & Hills Local Government Association – Board Member position until November 2019

Moved Cr John Kemp
S/- Cr Jan Loveday

7/18

That Council resolves to appoint Andrew Aitken to the board member position until 1 November 2019.

Carried unanimously

12.3.2. Section 43 Regional Subsidiary Membership – Southern & Hills Local Government Association – Board Member position until November 2018

Moved Cr Nathan Daniell
S/- Cr John Kemp

8/18

That Council resolves to appoint Cr Jan-Claire Wisdom to the board member position until 9 November 2018.

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

12.3.3. Section 43 Regional Subsidiary Membership – Southern & Hills Local Government Association – Deputy Board Member position until 9 November 2018

The Executive Manager Governance & Performance, as Returning Officer, called for nominations.

Nominations were received for Cr Loveday and Cr Green. There being two nominations for one position, the Returning Officer indicated that an election was necessary.

Arising from the election process, the Returning Officer declared Cr Green elected.

Moved Cr Malcolm Herrmann 9/18
S/- Cr Lynton Vonow

That Council resolves to appoint Cr Linda Green to the deputy board member position until 9 November 2018.

Carried unanimously

12.4. Frick Street Lobethal 40kph Zone

Moved Cr Malcolm Herrmann 10/18
S/- Cr Lynton Vonow

Council resolves:

- 1. That the report be received and noted**
- 2. That Council endorses the introduction of a 40km/h speed limit on Frick Street for all vehicles for the duration of the interim operations.**
- 3. That the CEO write to DPTI seeking the introduction of a 40km/h speed limit on Frick Street for all vehicles for the duration of the interim operations.**

Carried unanimously

12.5. By-Law Review

Moved Cr John Kemp 11/18
S/- Cr Jan-Claire Wisdom

Council resolves:

- 1. That the report be received and noted**
- 2. Council adopts the indicative By-law Review Schedule as contained in Appendix 1.**

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

12.6 Status Report – Council Resolutions Update

**Moved Cr John Kemp
S/- Cr Ian Bailey**

12/18

That Council resolves:

- 1. The Council Action List be received and noted**
- 2. The following completed item be removed from the Action List:**

Date	Meeting	No	Heading
22/04/2014	Ordinary Council	86	AHRWMA – Period of Confidentiality
22/02/2016	Audit Committee	15	IT Security Audit - Period of Confidentiality
15/08/2016	Audit Committee	37	ICT Security Assessment Action Implementation Update - Period of Confidentiality
23/05/2017	Ordinary Council	110/17c	Green Organics Service Review
9/08/2017	Special Council	170/17	Heathfield Resource Recovery Centre Management
26/09/2017	Ordinary Council	206/17	Multicultural Action Plan
26/09/2017	Ordinary Council	215c/17	Membership of Audit Committee
26/09/2017	Ordinary Council	225/17	Supporting the Arts
26/09/2017	Ordinary Council	218b/17	CEOPRP Recruitment Independent Member
26/09/2017	Ordinary Council	218c/17	CEOPRP Recruitment Independent Member
24/10/2017	Ordinary Council	245/17	Elector Representation Review – Submissions Report and Determination
24/10/2017	Ordinary Council	248/17	Age Friendly Community Strategic Plan
24/10/2017	Ordinary Council	249/17	Future of Hills Voice Magazine
8/11/2017	CEO PRP	CEO21/17	CEO Performance Review 2017 - Confidential Item
8/11/2017	CEO PRP	CEO24/17	2017 CEO Remuneration Review
8/11/2017	CEO PRP	CEO22/17	CEO Performance Review 2017 - period of confidentiality
8/11/2017	CEO PRP	CEO25/17	2017 CEO Remuneration Review - period of confidentiality
28/11/2017	Ordinary Council	277/17	2016-17 Annual Report Adoption
28/11/2017	Ordinary Council	283/17	Revocation Community Land - Closed Roads in Kenton Valley, Birdwood, Mt Torrens
28/11/2017	Ordinary Council	287/17b	Policy Reviews - Debt Recovery & Account Reconciliation Policy
28/11/2017	Ordinary Council	288/17	Delegations Policy for Determination of DAs by CAP
28/11/2017	Ordinary Council	295/17	CEO Performance & Remuneration Review

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

Date	Meeting	No	Heading
28/11/2017	Ordinary Council	295/17	CEO Performance & Remuneration Review - Period of Confidentiality
12/12/2017	Ordinary Council	301a/17	Determination of Time & Place of Council Meetings, Workshop Sessions, Professional Development Sessions and Community Forums in 2018
12/12/2017	Ordinary Council	303/17	Register of Confidential Items
12/12/2017	Ordinary Council	304/17	Delegations Review - December 2017
12/12/2017	Ordinary Council	306/17	Building Better Regions Fund
22/04/2014	Ordinary Council	86	AHRWMA – Period of Confidentiality
22/02/2016	Audit Committee	15	IT Security Audit - Period of Confidentiality

Carried unanimously

13. OFFICER REPORTS – INFORMATION ITEMS

13.1. Highercombe Golf Course

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

13/18

Council resolves that the report be received and noted.

Cr Herrmann, with the consent of Cr Green, sought and was granted leave of the meeting to vary the motion as follows.

Council resolves that the report be received and notes the existing lease until 2019 with a right to renew until 2024 and that any changes would need the support of the lessee and the State Government.

Carried unanimously

13.2. ICT & IS Strategic Plan 2017 - 2020

Moved Cr Malcolm Herrmann
S/- Cr Jan Loveday

14/18

Council resolves that:

- 1. The report be received and noted**
- 2. the report is referred to the Audit Committee for information.**

Carried unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

13.3. Corporate Plan

Moved Cr Ian Bailey

15/18

S/- Cr Jan-Claire Wisdom

Council resolves that the report be received and noted.

Carried unanimously

14. MISCELLANEOUS ITEMS

Nil

15. QUESTIONS WITHOUT NOTICE

Cr Bailey – Advertiser article re Council Members' Code of Conduct

16. MOTIONS WITHOUT NOTICE

Having taken into account the Guiding Principles, the Mayor accepted the following Motions Without Notice.

16.1. Pedestrian Crossing, Milan Terrace Stirling

Moved Cr John Kemp

16/18

S/- Cr Jan Loveday

That Council resolves that an assessment be undertaken and a report back to the March 2018 Council meeting on the feasibility of installing a zebra crossing on Milan Terrace Stirling, adjacent to the Stirling Hospital and reducing the speed limit in this precinct.

Carried unanimously

16.2. Balhannah Railway Station – Officer's Response to Motions on Notice

Moved Cr Malcolm Herrmann

17/18

S/- Cr Ian Bailey

That Council resolves that the Officer's response to Item 11.1, Motions on Notice, Balhannah Railway Station, be incorporated in the minutes.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

Balhannah Railway Station – Officer’s Response to Motions on Notice

The Department of Planning, Transport and Infrastructure (DPTI) has determined that the site is surplus to its requirements.

DPTI made an application for demolition for the building however the State Heritage Unit did not support that due to the heritage significance of the building.

DPTI undertook a land division of the site to create 3 allotments, including an allotment for the old station building.

The building assessment undertaken by DPTI revealed that the likely costs to restore the building would be in the vicinity of \$2M as 80% of the structure would need to be replaced and there are significant issues.

DPTI approached Council to ascertain if Council had any interest in obtaining ownership of the building. A condition of DPTI to Council taking ownership was that Council undertook the building restoration. An assessment of the size of the land parcel, location, costs to restore the building and likely community benefit was undertaken and it was determined that this site was not suitable for consideration. The option was discussed with the Property Advisory Group and a letter was sent to DPTI in April 2017 advising that Council was not interested in taking ownership of the building/site.

In a phone conversation with DPTI on 15 January 2018 it was confirmed that:

- *The land/building was still determined to be surplus to requirements*
- *The requirement by the State Heritage Unit to restore the building and the cost to do so made the site unsuitable for sale*
- *DPTI are considering their options for the site and will likely be seeking Ministerial direction about the State Heritage Unit position*

16.3. Balhannah Railway Station – Results of Assessment

**Moved Cr Andrew Stratford
S/- Cr Linda Green**

18/18

That the CEO provide a report to the March 2018 Council meeting outlining the results of the assessment made on the disused Balhannah railway station including, but not limited to, building restoration works, size of the land parcel, location, estimated cost to restore the building, likely community benefit and State Heritage Listing status and implications.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

17. REPORTS

Leave was granted by Council for Cr Ian Bailey to read a statement from Cr Val Hall containing her public apology as requested at the 22 August 2017 Council meeting. The apology was read out by Cr Ian Bailey.

17.1. Council Member Activities

Mayor Bill Spragg

- 13 December, AHC Volunteers lunch @ Hahndorf
- 15 December 2017, The Hut Volunteers breakfast @ Aldgate, Southern & Hills LGA @ Stirling
- 20 December 2017, Woodside Christmas Pageant @ Woodside
- 21 December 2017, AHC Christmas lunch @ Balhannah
- 11 January 2018, Women's Santos Tour Down Under stage 1 start @ Gumeracha
- 13 January, Launch of Frog Mural @ Gumeracha
- 17 January 2018, Santos Tour Down Under Stage 2 Finish @ Stirling, Metropolitan Local Government Group meeting @ Adelaide
- 19 January 2018, Santos Tour Down Under Stage 4 Finish @ Uraidla
- 22 January 2018, Australia Day Council South Australian awards @ Adelaide

Cr Jan-Claire Wisdom

- 12 January, Briefing meeting re Arts and Cultural Hub @ Stirling
- 13 January, Launch of Frog Mural @ Gumeracha
- 17 January, Santos Tour Down Under corporate support @ Stirling
- 19 January, Santos Tour Down Under corporate support @ Uraidla

Cr John Kemp

- 14 December, National Trust Mt Lofty Branch Christmas Drinks Stangate House
- 15 December, The Hut Community Centre Christmas Breakfast on the platform
- 17 January, Santos Tour Down Under, Stirling

Cr Lynton Vonow

- 21 December, Christmas Pageant, Woodside
- 23 December, Christmas Pageant, Lobethal
- 17 January, Santos Tour Down Under, Stirling

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

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

Mayor Bill Spragg

Report on S&HLGA meeting 15 December 2017

- Mayor Keith Parke from Alexandrina elected as President and Mayor Glen Rowland from Yankalilla as Deputy President
- The Southern & Hills Local Government Association charter is to be review in 2018
- Adelaide Hills, Fleurieu, Kangaroo Island Regional Development Australia Chair to be appointed in March and they will then select the Regional Development Australia (RDA) board
- RDA funding approved through to 2020.

Metropolitan Local Government Group meeting 17 January 2018

- Mayor Karen Redman from Gawler elected Metropolitan Local Government Group (MLGG) Chair
- An addition \$5000 allocated to the Smart Cities Snapshot budget
- 2018 MLGG Priorities were discuss and a final decision was defer to a future meeting
- Mr Klinton Devenish from the City of Adelaide was appointed to the Metropolitan Strategic Roads Committee.

17.3. CEO Report

Andrew Aitken, CEO, provided Council with a verbal Corporate Update.

- Aldgate pedestrian crossing, footpaths, parking & stormwater
- Swamp Road Lenswood
- Lobethal Road
- Olivedale Street Birdwood footpath
- Township Burning Permits
- Electronic Development Approvals
- Inverbrackie development
- SA Employment Tribunal appointment of Cr Loveday
- Rural Property Addressing Upper Hermitage
- Gawler River Floodplain Management Authority, letter to Minister for Local Government
- Australia Day Citizenship Ceremony
- Santos Tour Down Under 2018

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

18. REPORTS OF COMMITTEES

18.1. Council Assessment Panel – 13 December 2017

Moved Cr Nathan Daniell
S/- Cr Ian Bailey

19/18

That the minutes of the Council Assessment Panel meeting of 13 December 2017 as distributed, be received and noted.

Carried Unanimously

18.1.1. Council Assessment Panel – 10 January 2018

Moved Cr Linda Green
S/- Cr Ian Bailey

20/18

That the minutes of the Council Assessment Panel meeting of 10 January 2018 as distributed, be received and noted.

Carried Unanimously

18.2. Strategic Planning & Development Policy Committee
Nil

18.3. Audit Committee
Nil

18.4. CEO Performance Review Panel
Nil

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

19. CONFIDENTIAL ITEMS

19.1. CEO Performance Review Committee and Audit Committee Independent Members Appointments – Exclusion of the Public

Moved Cr Linda Green
S/- Cr Lynton Vonow

21/18

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

- CEO, Andrew Aitken
- Director Engineering & Assets, Peter Bice
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community & Customer Service, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: (CEO Performance Review Panel and Audit Committee Independent Member Appointments) 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:

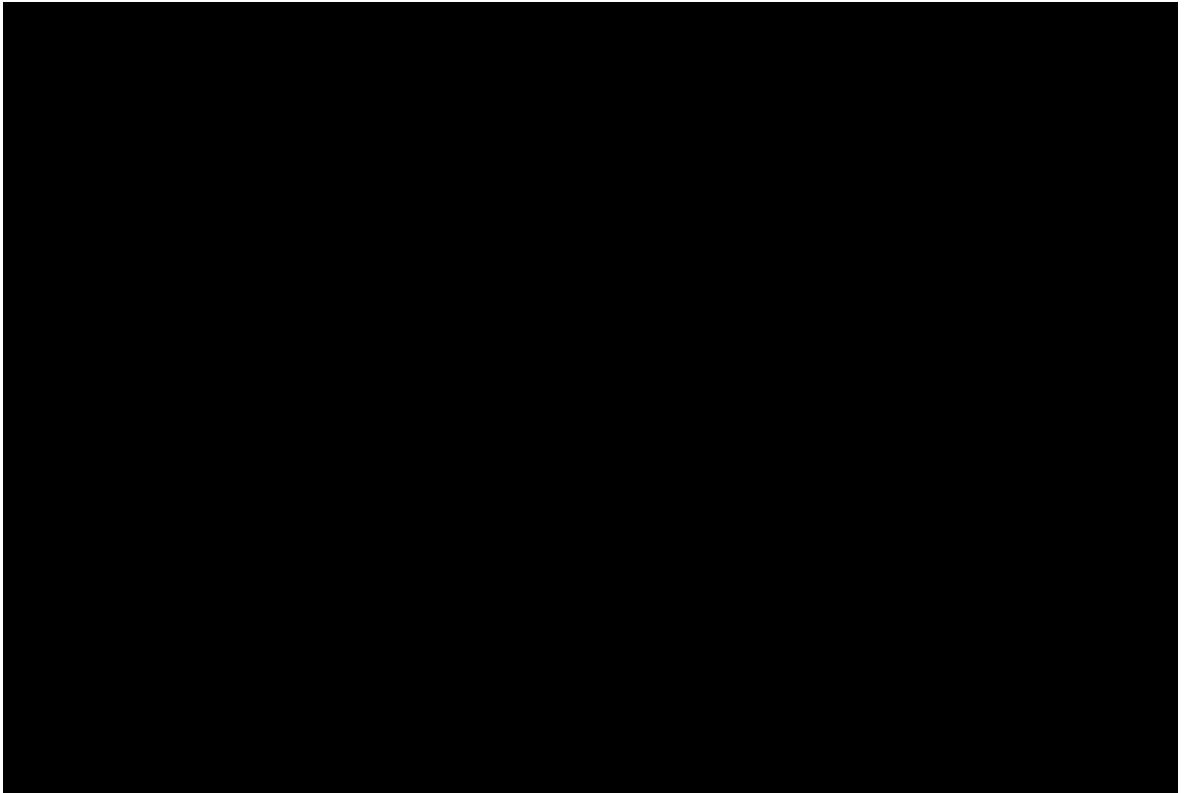
Section 90(3) (a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), because it would disclose the personal details of candidates who have expressed an interest to be on the CEO Performance Review Panel and the Audit Committee.

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

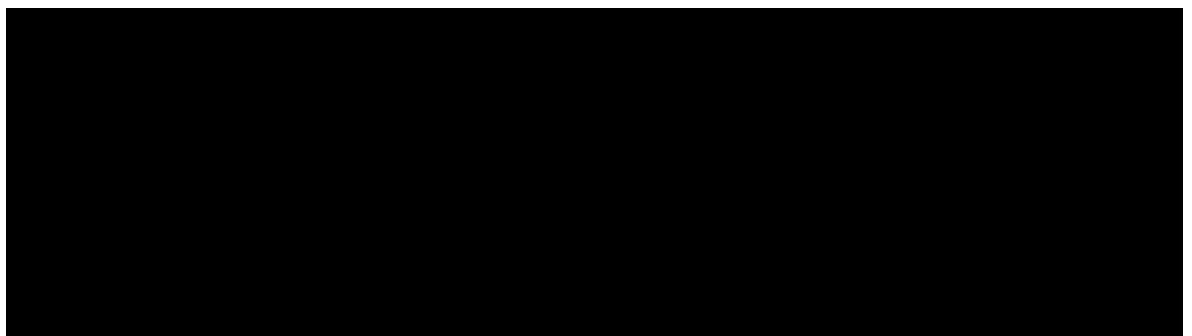
Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

19.1.1. CEO Performance Review Committee and Audit Committee Independent Members Appointments – Confidential Item



19.1.2. Audit Committee Independent Members Appointments, Presiding Member – Confidential Item



**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 23 JANUARY 2018
63 MT BARKER ROAD STIRLING**

19.1.3. CEO Performance Review Committee and Audit Committee Independent Members Appointments – Period of Confidentiality

Moved Cr Ian Bailey
S/- Cr Jan Loveday

24/18

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 19.1 in confidence under sections 90(2) and 90(3) (a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the appointment have been confirmed with the applicants, but not longer than 2 months.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

20. NEXT MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 27 February 2018 from 6.30pm at 63 Mt Barker Road, Stirling.

21. CLOSE MEETING

The meeting closed at 9.08pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 8.1.1

Originating Officer: Renee O'Connor, Sport & Recreation Planner

Responsible Director: Peter Bice, Director Engineering & Assets

Subject: Petition - Greenhill Tennis Courts

For: Decision

SUMMARY

A petition has been received with 146 signatories requesting an upgrade to the Greenhill Tennis Court with replacement fencing and new playing surface.

RECOMMENDATION

Council resolves that the petition signed by 146 signatories, requesting an upgrade to the Greenhill Tennis Court, be received and noted.

Council has received a petition organised by Ben Seamark of Greenhill and signed by 146 signatories.

Following Council's consideration, the head petitioner will be advised of Council's noting of the petition and of any other resolutions arising from the matter.

The petition states:

The Greenhill Tennis Court is of significant importance to the Adelaide Hills community particularly for the residents of Greenhill. The Greenhill CFS and the general public use this area routinely. This community asset is important to the annual fund-raising drive undertaken by the Greenhill CFS. The tennis court has been neglected by the Adelaide Hills Council and as a result now requires significant repair. This petition, without bias, requests the Adelaide Hills Council to take immediate action to replace fencing and install a new playing surface so that this community asset is fit for purpose so that it can be used safely by the community.

Background / Context – Renee O'Connor, Sport & Recreation Planner

Adelaide Hills Council has recently undertaken a surface condition & associated facilities audit of all tennis and netball courts throughout the Council region. The audit, which was carried out in mid 2017, advised that the Yarrabee Road Reserve site at Greenhill was a 'high priority (2-3 years)'.

These audit findings, coupled with usage data and community value attributed to the site, are currently being used to inform and develop an upgrade program for this category of facility. The program will outline priorities and timing for upgrades and will include an associated funding plan. It is anticipated that this program will be presented to Council for endorsement in mid-2018 as part of our Community & Recreation Facility Framework.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 8.1.2

Originating Officer: David Collins, Manager Sustainable Assets

Responsible Director: Peter Bice, Director Engineering & Assets

Subject: Reduction of Speed Limit, Jungfer Road Charleston

For: Decision

SUMMARY

A petition has been received with 16 signatories requesting a reduction of the speed limit on Jungfer Road Charleston to a maximum of 60kph.

RECOMMENDATION

Council resolves that the petition signed by 16 signatories, requesting a reduction of the speed limit on Jungfer Road Charleston to a maximum of 60kph, be received and noted.

Council has received a petition organised by Karen Rief of Charleston and signed by 16 signatories.

Following Council's consideration, the head petitioner will be advised of Council's noting of the petition and of any other resolutions arising from the matter.

The petition states:

I write to seek Council support for a reduction in the maximum speed limit on Jungfer Road, Charleston from 80Km/h to 60Km/h where the current 80Km/h applies. At present there is a short 50Km/h section from the intersection with Ridge Road, Lobethal, and then as the road proceeds east to Juers and Schoenthal Roads there is a short 60Km/h section, followed by an 80Km/h limit just before a slow point at the bottom of a steep dip in the road. It then extends just past the Schoenthal Road turnoff where Jungfer Road becomes a dirt road.

Jungfer Road has been designated a **Local Traffic Only** road which suggests that the road conditions and restrictions should relate to the local conditions and requirements of the road. I believe that should be a 60Km/h speed limit.

I live at [REDACTED] Jungfer Road, where the exit from the property is just to the east of a rise in the road in the 80Km/h section. It is particularly hazardous to exit the property as traffic (often speeding) literally flies over the crest and there is virtually no room to manoeuvre if vehicles are entering the road at that point. With the lack of visibility beyond the crest, and at the exit to my property (there are neighbouring fences and a stobie pole), I have experienced several near misses. It is both dangerous and unnecessary to have a 80Km/h speed limit on this road.

The speed limit changes also seem impractical in their location: to increase the speed limit just before a **Slow Point** at the bottom of a dip in the road, serves no road safety purpose. And if the increased speed limit were located after the Slow Point, and before the turn off to Schoenthal Road, (where traffic could be expected to slow down for the left turn, for driving onto a dirt road or to allow cattle to pass over the road), it is likely that it would then not meet the 800m minimum length (AS 1742.4 (2.3.4)).

The properties along Jungfer Road are both residential and agricultural, and we have large, long vehicles, towed trailers and livestock that exit onto the road. Larger vehicles and livestock are generally slow moving and take longer to turn and enter/exit the road. Where exit points are near a dip, a corner, a crest or Slow Point, it is particularly dangerous.

In accordance with the Speed Limit Review Process 2.5 outlined in the Speed Limit Guidelines for South Australia, the following concerns are noted to support this application:

a) Respond to community views and concerns related to speed limit policies and practices

The comments above in respect of vehicle access, visibility and road classification outline the concerns relating to the speed limit. They are confirmed by the residents of Jungfer Road (please see attached schedule of signatories);

b) Identify and correct speed limit anomalies

It is somewhat of an anomaly to have a speed limit of 80Km/h on a road with such steep inclines and a record of fatalities. Reducing the speed limit to 60Km/h would address safety concerns and local conditions as outlined above;

c) Ensure that speed limits reflect changes in road use and the level of roadside activity

As a **Local Traffic Only** road, ie. it is not primarily a traffic route, speed limits should reflect the needs of residents and property owners. Considering the road classification and vehicle type and use on the road, the speed limit should be 60Km/h; and

d) Keep the number of speed limit changes along a section of road to a practical minimum

There are currently 3 speed limit changes along Jungfer Road — unnecessarily. The total sealed road section of Jungfer Road from Ridge Road to Schoenthal Road is barely 2 Km. It would be safer and more practical for 60Km/h to be the maximum.

Respond to increasing or identified crash concerns along a length of road.

There have been crashes, and unfortunately fatalities at the western end of Jungfer Road in the past, and although some amendment to road conditions has been undertaken, more needs to be done for safety, local amenity and to avoid further accidents.

RAA Support

Matthew Vertudaches, Technical Officer at RAA has been on site and assessed the local conditions. Please see the attached letter in support of the reduced speed limit (not supplied).

Local Traffic Only

In addition to the concerns noted above, the **Local Traffic Only** classification is clearly not observed by many. The classification might be better observed if the sign plates could be set lower on the pole - more in motorists' line of sight where they can be seen (and respected?) better. This is particularly the case at the intersection with Ridge Road, where there is a steep incline.

Despite the Local Traffic Only designation, motor bike riders and speeding cars use Jungfer Road and adjoining roads regularly for joy riding - particularly because the road configuration and topography offers interesting 'challenges'. It is loud and dangerous, and seriously reduces local amenity.

Background / Context – David Collins, Manager Sustainable Assets

Jungfer Road is under the care and control of Council; however, the Department for Planning, Transport and infrastructure set speed limits across all roads.

The Council needs to undertake a documented process as per the Speed limit Guideline for South Australia (web link attached) to make a submission to the DPTI.

This process may take at least 3 months.

Attached is a link to the operation instruction and process Council needs to follow;

https://www.dpti.sa.gov.au/_data/assets/pdf_file/0007/338713/Speed_Limit_Guideline_for_South_Australia.PDF

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item:	10.1 Question on Notice
Originating from:	Cr Linda Green
Subject:	B Double Access to Lobethal
Strategic Plan Goal:	Organisational Sustainability
Strategic Plan Key Theme:	Risk & Responsibility

1. QUESTION

What has been the response to the short term suggestions, raised by residents at the Lobethal meeting on 7 February 2018, to reduce risks in relation to the conditional B-double access to Thomas Foods International at Lobethal?

2. OFFICER'S RESPONSE – Peter Bice, Director Engineering & Assets

The Department of Planning, Transport and Infrastructure (DPTI) held a community meeting in regards to the Lobethal Freight Access Upgrade Project on 7 February 2018, at the Lobethal Centennial Hall. A range of suggestions were raised, both in relation to the Freight Access Upgrade Project impacts, but also the Conditional B-Double Access to Thomas Foods International (TFI).

Whilst issues around vehicle behaviour and general traffic levels prior to and following increased activity are not solely related to the conditional B-double access (or the upgrade project), they are being addressed in liaison with SAPOL, Truck Drivers, and the National Heavy Vehicle Regulator to improve compliance of heavy vehicle drivers with speed limits and stop signs, and driver behaviour.

- Adelaide Hills Council (AHC) staff are currently exploring potential safety upgrades to Frick St (which is under the care and control of AHC), including lowering the speed limit, installing parking bays, construction of footpaths, and widening the entrance to the street.
- Footpath construction is also currently being scoped for consideration along Terlinga St, Mount Torrens
- Vegetation clearance along the route is being scheduled (especially where impact is occurring or signs aren't visible e.g. Simpson Rd/Springwood Rd)
- Improvements to communication are being made in regard to the Freight Access Upgrade Project, including updating the Project webpage with key information and promotion of relevant contact details
- An assessment of potential signage which could be installed is also underway (e.g. "Slow", "Don't use exhaust brakes")

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item:	10.2 Question on Notice
Originating from:	Cr Malcolm Herrmann
Subject:	Impact on Waste Disposal & Recycling Programs
Strategic Plan Goal:	Organisational Sustainability
Strategic Plan Key Theme:	Financial Sustainability

1. QUESTION

What is the estimated impact on Council's waste disposal and recycling programs and waste management budget (if any) which will result from the 2017 China import ban?

Background

In LGA Circular No 7.2 councils were advised (and requested for comments) that the 2017 China import ban means that Australian recyclable materials, which were previously exported to China for reprocessing, will no longer be received into China. This is causing problems for Australian waste operators and recyclers, who are stockpiling materials, because no alternate market has yet been identified.

2. OFFICER'S RESPONSE – John McArthur, Manager Waste Healthy & Regulatory Services

Council's Regional Subsidiary, East Waste, responsible for the management of our kerbside waste collection and recyclables, has confirmed that there are no imminent changes in this regard.

However, if there was to be a change from the current arrangements resulting from the China recyclables import ban (dubbed 'China Sword'), this would need further consideration by the waste industry and local government sector generally. It is considered that at that time collaborative lobbying would be required from the two aforementioned sectors seeking State Government action to find alternative markets for the reuse of these recyclables. The key issue here is to ensure that this 'resource' does not result in disposal/diversion to landfill as this is likely to have environmental and financial repercussions for our community and Council. Note that Council currently collects just under 4,000 tonnes of recyclables per annum in addition to approximately 9,000 tonnes per annum of landfill waste.

Council currently receives around \$120,000 per annum for recyclables collected. However, it is noted that in the past Council did pay around \$60,000 per annum to dispose of the recyclables. It remains to be seen what the actual impact may be in this regard, if any, as a result of the 'China Sword' action. Staff and East Waste will continue to monitor the situation and will provide further updates if the current situation changes.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item:	10.3 Question on Notice
Originating from:	Cr Malcolm Herrmann
Subject:	SA Housing Trust Properties & Rates
Strategic Plan Goal:	Organisational Sustainability
Strategic Plan Key Theme:	Financial Sustainability

1. QUESTION

What is the estimated impact (if any) on council's rate income from the State Government decision to transfer management of SA Housing Trust properties to the not-for profit sector?

Background

It has been reported in the Press that, following the Government's decision to transfer SAHT properties to the not-for profit sector e.g. Anglicare and the Community Housing Association, local government collectively will be hit with a potential rate shortfall of \$4.4m. The report goes on to state the City of Charles Sturt will forego approximately \$1.2m in lost revenue.

2. OFFICER'S RESPONSE – Mike Carey, Manager Financial Services

Adelaide Hills Council currently has 25 properties in the name of the SA Housing Trust (SAHT) which raise rates totalling just under \$38k for the 2017-18 financial year.

The impact on Council will depend on whether SAHT dispose of any properties and also if any new owner is eligible for a mandatory rebate under Section 161 of the *Local Government Act 1999* (namely Community Housing Associations).

SAHT has already disposed of 11 properties with our Council area over the past 2-3 years and all of those have transferred to private ownership and not to organisations eligible for a mandatory rebate.

In a worst case scenario, if all the remaining SAHC properties were transferred to a Community Housing Authority that is eligible for a Section 161 rebate under the *Local Government Act 1999*, then a mandatory rebate of 75% applies and an amount in the order of \$30k is at risk.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item:	11.1 Motion on Notice
Originating from:	Cr Malcolm Herrmann
Subject:	Traffic Safety - Checker Hill Road Kersbrook
Strategic Plan Goal:	Organisational Sustainability
Strategic Plan Strategy:	Risk & Responsibility

1. MOTION

That the CEO writes to Department Planning Transport & Infrastructure (DPTI) requesting a review of safety at the intersection of Checker Hill and Little Para Roads, Kersbrook, such a review to include the feasibility of providing dedicated right and left hand turning lanes into Checker Hill Road.

2. BACKGROUND

Some residents have requested a review of vehicle movements at this intersection. Checker Hill Road/Little Para roads users are concerned that safety issues arise when traffic turns right into Checker Hill Road from Little Para Road. Little Para Road is a DPTI 100kph road with much of it marked with double lines thus precluding overtaking. The approach to the intersection does allow overtaking but the overtaking vehicle proceeding in a northerly direction can be confronted with another vehicle waiting to turn right.

A similar situation, but not as serious, can occur for vehicles travelling south having to wait for vehicles to turn left into Checker Hill Road. Dedicated turning lanes would eliminate any safety concerns.



3. OFFICER'S RESPONSE – Peter Bice, Director Engineering & Assets

Little Para Road (locally know) is a road that is under the care of the Department of Planning, Transport and Infrastructure (DPTI). The DPTI name for the road is the Lyndoch – Chain of Ponds Road. Checker Hill Road is under the care and control of Council.

Currently the DPTI Road (Little Para Road) has an approach warning sign installed on the approach to Checker Hill Road. In addition, on the approach to Checker Hill Road there is a length solid centreline line marking in place. This solid centreline is approximately 50m in length. This is reasonable typical signage and line marking for side road delineation and warning across the rural road network.

The installation of signs and line marking on South Para Road is the responsibility of DPTI. In addition, any associated widening or turn lanes will be the responsibility of DPTI.



From the available road crash data, there was one property damage right angle crash at the junction between 2012 and the end of 2016 (5-year period).

The Department would have an assessment process that it would undertake to determine if any warrant exists for upgrade to the junction. If a warrant did exist then the project would need to be considered against all similar type projects from across the state to determine if and when any upgrade may be undertaken.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item:	11.2 Motion on Notice
Originating from:	Cr Lynton Vonow
Subject:	Master Planning – Woodside Recreation Ground
Strategic Plan Goal:	Places for People and Nature
Strategic Plan Strategy:	We will take a proactive approach, and a long term view, to infrastructure maintenance and renewal.

1. MOTION

That the master planning exercise for the Woodside Recreation Ground, as resolved by Council at its 28 November 2017 meeting (275/17), be expanded to include the adjoining recreation and car parking precinct between Tiers Road and Langbein Avenue, Woodside.

Background

There is a high level of interest in the Woodside community for development of the recreation precinct, between Tiers Rd and Langbein Rd adjacent to the Onkaparinga River, which led to this area being proposed for a Fund My Neighbourhood project and which may be resubmitted in 2018. Presently there are the Bike Hills at the northern end and informal car parking otherwise, and the Amy Gillett track goes directly alongside it. Specifically there are needs for car parking in the town, picnic shelters, RV vehicle parking, an Amy Gillett track meeting point and tour base, secure bicycle parking, and a nature play area, amongst other possibilities. This is an excellent location for these features. This recreation precinct is only 100m from the Woodside Recreation Grounds (WRG), and will shortly be connected with our council link of the two sections of the Amy Gillett track.

Opportunities for co-location, or even preferable location, of some services there that would otherwise be located at the WRG, would become obvious through a joint master planning exercise.

2. OFFICER'S RESPONSE – Renee O'Connor, Sport & Recreation Planner

It is Council Administration's intention to include the user group and stakeholders of the site between Tiers Road and Langbein Road in the consultation phase of the master planning process for the Woodside Recreation Ground.

It is recommended that the need and location of any facility or amenity should be determined through this consultation phase.

Council Administration acknowledges the important role that this site between Tiers Road and Langbein Road and its current facilities play in our community and that there may be a need for further recreational amenity in Woodside.

Council Administration has commenced the research and planning component of the master planning project. We expect to update Council Members, and begin work with stakeholders, in the coming months.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.1

Originating Officer: David Waters, Director Community and Customer Service

Responsible Director: David Waters, Director Community and Customer Service

Subject: Arts and Heritage Hub Business Development Framework

For: Decision

SUMMARY

The purpose of this report is to provide the Council with a Business Development Framework (BDF) (contained in **Appendix 1**) for establishing an Arts and Heritage Hub at the former Lobethal Woollen Mill and to seek approval to take the next steps.

The BDF provides a road map and milestone targets for achieving the vision adopted by the Council in April 2017 for the creation of an Arts and Heritage Hub. It also sets out estimates of necessary costs and revenues, while also outlining likely social, cultural and economic benefits to the region.

Should the Council resolve as per the recommendations, the Administration will be in a position to take definitive steps to establish the Hub.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That the Business Development Framework for the establishment of an Arts and Heritage Hub in the Old Woollen Mill at Lobethal, contained in Appendix 1, be noted.
 3. That the Administration proceeds with the establishment of an Arts and Heritage Hub using the Business Development Framework as a guide.
 4. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, be developed as an early priority and include key performance and results targets, and mechanisms for review of the implementation by Council to ensure alignment with budget allocations and strategic objectives.
 5. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 2	Activities and opportunities to connect
Strategy 2.4	We will implement the Adelaide Hills Business and Tourism Centre (Old Woollen Mill) Masterplan to stimulate local job creation, boost tourism and create a vibrant cultural hub.

In Goal 2, the Strategic Plan recognises the benefits of cultural development and the arts. In particular, the plan says:

Creative pursuits provide people with an opportunity to connect with each other and their surrounds on a more meaningful and thoughtful level.

The proposed Hub will be a centre for arts workshops in the central hills. Community members will be able to participate in opportunities which provide the connectedness the plan envisages. This brings significant benefits for mental health and overall wellbeing.

Art is often said to be an expression of culture. It demonstrates community identity, provides an important outlet for expression, is a valuable educational tool and can encourage business investment.

As the “home of textile art” the Hub will immediately have an identity. It will be a known place among artists and will be something people in the region can identify as a key feature of Lobethal. Businesses in and around Lobethal will benefit through increased visitation and opportunities to cross-promote with the Hub.

We need to do more to recognise and respect the region’s first people. Both the Peramangk and Kurna people have connections with the Hills and we can learn by connecting with them.

An opportunity exists within the Hub to dedicate space to the region’s first people. It is envisaged that Aboriginal people will be involved in designing and running programs within the Hub as well as utilising a specific space for their own purposes and demonstrating their culture.

➤ Legal Implications

Legal right

There are no legal implications arising from establishing an Arts and Heritage Hub at the proposed site. The Council, as owner of the land and buildings, has the opportunity to develop the space and assign usage. The agreement under which the Council took ownership of the site in 1994 stipulated that the property needed to be applied to the economic development of Lobethal and adjacent areas. The proposed use contributes to local and regional economic outcomes through increased visitation (and therefore spending) and increased opportunities for creative industry development.

Development approvals

Elements of the Hub's development will require development approval, however, preliminary advice suggests that the proposed use is compatible with the Development Plan provisions for the site and/or is covered by existing use provisions. Only the creation of onsite accommodation for an artist in residence may require 'change of use' approval.

Heritage referrals will be required for particular elements as the site is on the State Heritage List (with the exception of the public toilet block), albeit the Heritage Agreement put in place between the Council and the Minister for Sustainability, Environment and Conservation allows certain activities to proceed without heritage referral. Preliminary advice has been received from the Heritage Branch about what can and can't be done and the Administration is confident that the plan can be fully achieved.

Declaration of interest

While this report was written by the Director Community and Customer Service, input was provided by the Community Cultural Development Officer, who may also be called upon to provide further advice and guidance directly to the Council. That being the case, Members are advised that the Community Cultural Development Officer has a conflict of interest under Section 110 of the *Local Government Act 1999* as the Officer has a sibling who is a member of the h.ART Committee (which coordinates activities at the site from time to time) and who personally uses space at the site for their own benefit. The interest was disclosed to the Chief Executive Officer, who, pursuant to 110(2)(b) of the Act, permitted the Officer to continue to act in relation to the development of an arts and heritage hub. The Officer does not act in relation to the tenure of their sibling on site.

➤ Risk Management Implications

A risk assessment has been undertaken in relation to establishing the Arts and Heritage Hub. A copy is contained in **Appendix 2**. The risk assessment informed the Council's submission for Building Better Regions Funding in December 2017.

As the matter under consideration is essentially about the merit, or otherwise, of making a commitment to establishing the Hub, the following consolidated risk statement is considered principal for the purposes of this report:

The production of a Business Development Framework with a staged approach to establishing the Arts and Heritage Hub will assist in mitigating the risk of:

Lack of robust planning and strategy alignment (around the Hub concept) leading to misuse of public funds.

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

A priority action in the initial stages of implementing the BDF is the development of a Hub Evaluation Framework (HEF). The HEF will provide a mechanism for continually monitoring risks associated with establishing the Hub and inform decision making as implementation progresses. This will include regular reports back to the Council.

➤ **Financial and Resource Implications**

Capital investment

The BDF contemplates capital investment of up to \$1.3million (Council funding) over the next six years, along with external capital funding of \$1.75million. In December 2017, the Council resolved to apply for \$1.3million from the Commonwealth Government's Building Better Regions Fund to match the Council's proposed investment. At the time of writing this report, the result of the grant submission was not known and an announcement is not expected for a number of weeks.

Should the BBR funding be awarded, it will be a condition of that funding to expend the total project funds, i.e. the Council's and the Government's contribution, over the next three years. In that case, the expenditure profile in the BDF will be 'contracted' with an accelerated implementation schedule.

Should the BBR funding not be forthcoming, it is proposed that the Council's initial capital investment be concentrated on essential elements required to establish the Hub and enable a good level of onsite activity to start up. This will provide an opportunity to confirm the site's viability as a cultural complex, which may place the Council in an even better position to apply for other funding.

There is always a risk of course that significant external funding will not be obtained in the short-medium term future. In this case it will be necessary to revisit the proposal and scale back physical development of the site accordingly.

Operating income and expenditure

The BDF identifies an average net operating spend of \$264,000 in each of the next six years.

This estimate is based on projected staff, consulting, program and other expenses as described in the BDF, as well as projected income from workshop space and venue hire, grant funding for specific programs, sponsorships and other fundraising and sales/donations.

In the first two years, the focus of the operating activities is getting the Hub established. Money is earmarked for employing a Hub Director who will coordinate the next steps, including the appointment of an architectural firm to undertake detailed work on the capital improvements plan. The director will also engage a heritage officer who will work specifically on developing a plan for creating the proposed heritage experience in partnership with former woollen mill workers. A branding and marketing plan will be developed in this stage and steps will be taken to secure the first studio occupants.

As operations become established, money is moved toward ongoing operational expenses such as the employment of a resource to coordinate programs and marketing, program and exhibition expenses and site running costs.

Income is projected to be modest in the first year, but ramping up in subsequent years as people take up studio space and events are established.

Importantly, a number of the expense items are directly related to income items. Thus, if the income is less than projected, there will be some level of offset through reduced expenditure. For instance:

- If Festivals Australia grant income is not available, the programs and events expenditure could be reduced by not holding the events envisaged with the funding
- If retail income is not realised, the corresponding retail expenses will not be incurred as the retail element of the site will be wound back
- If artist residency sponsorships are not forthcoming, artist residencies (and corresponding expenditure) will be reviewed
- If textile programs are not in demand, the textile development project officer will not be employed.

Other items may have alternative sources of income. For instance, should demand for artist studio rental space be low, spaces could be offered to other enterprises compatible with the site such as creative or cultural industry start-ups.

As Members will appreciate, the income and expenditure profiles will need to be proven as the site establishes. The Hub's annual budget and business plan will be subject to the Council's normal budget setting and review processes. Later in the report, key milestone points are identified which will trigger Council review and decision making around the development of the Hub.

To aid in understanding how income and costs are attributed to the main goals of the Hub, the following breakdown is provided based on the six year (highest level of expenditure) of operating income and expenditure:

	Community services and development	Visitor attraction / tourism	Industry development
Lease and hire fees	\$ 12,896	\$ 16,419	\$ 61,712
Grant funding	\$ 12,000	\$ 31,500	\$ 11,500
Donations and sponsorship	\$ 16,400	\$ 24,800	\$ 19,800
Program income	\$ 15,500	\$ 25,000	\$ 14,000
Sales income	\$ 750	\$ 1,000	\$ 78,750
TOTAL INCOME	\$ 57,546	\$ 98,719	\$ 185,762
Salaries and wages	\$ 106,767	\$ 85,069	\$ 108,611
Consultants fees	\$ -	\$ -	\$ -
Marketing and promotions	\$ 11,025	\$ 9,450	\$ 11,025
Program expenses	\$ 45,900	\$ 43,300	\$ 32,800
Operating expenses (printing, utilities, etc)	\$ 34,600	\$ 25,950	\$ 25,950
Property expenses (cleaning, security, etc)	\$ 38,000	\$ 28,500	\$ 28,500
TOTAL EXPENSES	\$ 236,292	\$ 192,269	\$ 206,886
Operating surplus (deficit)	-\$ 178,746	-\$ 93,550	-\$ 21,123

Costs and expenses in the table above have been nominally assigned as follows:

Community services and development – those activities specifically undertaken to build social capital, aid community learning and development, create a ‘sense of place’ and preserve/celebrate cultural heritage. These include the heritage experience (part), artist residencies (part), community exhibitions, workshops, training and performance practice.

Visitor attraction/tourism – those activities specifically undertaken to attract visitors to the region from across the region, other parts of the state, interstate and overseas. These include credentialed art exhibitions, performances, open studio space (part), artist residencies (part) and the heritage experience (part).

Industry support – those activities and functions of the Hub which support creative and other local industries such as studio space provision, artist residencies (part) and promotional/retail opportunities.

Investing public funds in community development has knock-on benefits through a better connected, educated and capable community. Investing in visitor attraction and tourism brings money into the region and supports the local economy. Supporting industry development and job creation continues the long history of the site as a place of enterprise.

It is crucial to recognise that each of the above functions support each other in a ‘hub’ environment and the success of each one will support the others. For instance, studio artists will be attracted to set up in a facility which has high visitation. High visitation will occur where there are a number of high quality visitor experiences (e.g. a heritage experience, a quality arts experience, hospitality (elsewhere in Lobethal), gift-purchasing and artist engagement). Offerings such as the heritage experience will require substantial volunteering effort, supported by community development programs.

It is also worth considering ongoing operating costs in light of the essential remit of establishing an activated community space. The following breakdown shows the estimated income and costs for undertaking core activities (maintaining and showcasing the heritage collection, running a modest number of exhibitions and providing a number of workshops. Like the previous breakdown, this analysis is based on figures for the sixth year of operation, being the year with the highest expenditure.

	Core activities	All activities
Lease and hire fees	\$ -	\$ 91,027.00
Grant funding	\$ -	\$ 55,000.00
Donations and sponsorship	\$ 4,000.00	\$ 61,000.00
Program income	\$ 1,800.00	\$ 54,500.00
Sales income	\$ -	\$ 80,500.00
TOTAL INCOME	\$ 5,800.00	\$ 342,027.00
Salaries and wages	\$ 84,662.00	\$ 300,447.00
Consultants fees		
Marketing and promotions	\$ 8,250.00	\$ 31,500.00
Program expenses	\$ 42,500.00	\$ 122,000.00
Operating expenses (printing, utilities, etc)	\$ 36,000.00	\$ 86,500.00
Property expenses (cleaning, security, etc)	\$ 32,500.00	\$ 95,000.00
TOTAL EXPENSES	\$203,912.00	\$ 635,447.00
Operating surplus (deficit)	-\$198,112.00	-\$ 293,420.00

In essence, if the Council operates the site at a minimalist level, which still achieves the essential remit of establishing a cultural complex, it will cost the Council in the order of \$198,000 per year ongoing. Of course, in this scenario, the social and economic benefits to the community will be substantially reduced. The additional \$95,000 investment will enable the social and economic benefits to be fully realised.

It should be noted that virtually all cultural facilities rely on some level of ongoing government funding. To provide some perspective, a 2016 review of expenditure in comparable facilities elsewhere found the following:

Gallery M (City of Marion)

Council expenditure is \$140,000 which is paid directly to an external group for them to manage the gallery space.

Murray Bridge Gallery

Council expenditure is \$500,000 per year on the gallery and Town Hall facilities (\$334,000 for visual arts and \$166,000 for performing arts), with about \$90,000 income across both areas.

Barossa Regional Gallery

Council expenditure is \$208,000 per year with an income of \$22,000 - just gallery and hall space. Owned and funded by Council with a Section 41 Committee managing it on an operational level - but Council do employ a part time Gallery officer.

Gallery 1855 (City of Tea Tree Gully)

Council expenditure approximately \$100,000 per year.

Burrinja Gallery - in the Dandenongs (Upwey) just outside Melbourne

Council expenditure \$300,000 plus recurrent funding from Creative Victoria of \$170,000 per year. Managed by Board with Council representation.

Horsham Town Hall Gallery and Workshop Space in Western Victoria

Council expenditure approximately \$410,000 plus \$90,000 recurrent funding from Creative Victoria.

ArtGeo (City of Busselton in the Margaret River Region of Western Australia)

Gallery, studio and heritage display with approximately \$200,000 per year from Council.

It should be noted that the estimate of the Council's expenditure at the Arts and Heritage Hub at Lobethal includes some costs (cleaning, building maintenance, gardening and other services) which may not be included in all of the above mentioned examples.

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

As noted earlier in the report, the Hub has the potential to be the Council's centre for cultural development and arts workshops.

In addition, development of the Hub will achieve the community's expressed desire for the Council to retain, preserve and activate the core elements of the Old Woollen Mill.

➤ **Environmental Implications**

Although not specifically pursued in relation to the BDF, operating the site in a planned and managed way is likely to have environmental benefits through greater control of activities on site and the potential for investment in sustainable energy. At a cursory level, the BDF seeks to take advantage of things such as natural lighting to reduce the need for artificial lighting, thus reducing demand for energy on site.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Engagement with the community and other stakeholders from the development of the AHBTC Masterplan through to now has been considerable.

Council Committees: Not applicable.

Council Workshops: Council Members were involved in a planning workshop on 23 January 2018.

Advisory Groups: The AHBTC Advisory Group was intimately involved in the development of the AHBTC Masterplan and the work of the community Task Group in 2017. The Advisory Group has provided advice and guidance on the development of the BDF.

Administration: The Executive Leadership Team, comprising the Chief Executive Officer, the four Directors and the Executive Managers of Organisational Development and Governance and Performance, have considered the proposed BDF.

Other staff involved in the development, review and/or oversight of the BDF include: Manager Property Services, Property Officer, Manager Community Development, Community Cultural Development Officer, Economic Development Officer, Manager Development Services.

Community: The draft BDF has not specifically been consulted on, however significant community engagement occurred during the development of the AHBTC Masterplan and the subsequent work of the Task Group. The consultant drew on the outcomes of those engagements and had specific meetings with key stakeholders including OWMMI, h.ART and other stakeholders mentioned below. The project was also informed by the data obtained during consultation with the arts community in early 2017 on a related project on the Council's role in supporting the arts. At one forum attended by 42 arts practitioners, making space available for artists to use for creating, teaching, exhibiting and selling their work, was identified as a priority.

Other: **History Trust of SA** – The Trust has been directly engaged in the broader concept, but specifically around the proposal for the heritage collection. The Trust has indicated support for the proposal

and has offered support in its implementation should the Council resolve to proceed.

Adelaide Central School of Art – The school has been directly engaged in the process of developing the Hub concept and has indicated support for the proposal.

Country Arts SA – Country Arts SA is a key provider of funding and other support to arts facilities and programs in regional South Australia. Representatives have been engaged in the development of the Hub concept and have provided a letter of support. They have indicated eligibility for a range of Hub programs for funding.

Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island – the local RDA has provided written support for the proposal on the basis that it will “connect significant heritage and culture whilst strengthening the tourism and business industries in our region.”

Interest in the concept has also been shown by **Guildhouse** (organisation supporting creative practitioners) and **Jam Factory** (organisation providing skills and business training for artists and creatives), both of which have indicated interest in working with the Hub as it develops.

2. BACKGROUND

The former Onkaparinga Woollen Mill at Lobethal ceased operating as a mill in the early 1990s. Under an agreement with the State Government, ownership of the property was transferred to the District Council of Onkaparinga for applying to the purposes of economic development of Lobethal and surrounds.

The site was operated as a business start-up incubator for a number of years and continues to operate today as the Adelaide Hills Business and Tourism Centre (AHBTC). The site now has total employment exceeding that of the woollen mill immediately before its closure.

A collection of woollen mill machinery, material samples and other artefacts (hereinafter called the “heritage collection”) were left behind following the closure and comprise a unique and significant reminder of the life of the mill and a conduit for telling the stories of the mill workers.

For a number of years, the Council has received input on the development and operation of the site from the AHBTC Advisory Group. That Group has consisted of a number of Council Members and community representatives.

On 23 June 2015 the Council adopted a master plan for the AHBTC site. Community engagement undertaken during this process revealed a strong desire for the Council to retain some of the site and activate it for community use. The final master plan earmarked divestment of much of the site, but retention of a core section containing Buildings 12a, 12b, 14, 20 and 21 and Mill Square.

This report focusses only on the activation elements of the master plan and, in particular, the creation of an Arts and Heritage Hub. The Council has received numerous other reports on the divestment process and for the sake of brevity, that detail is not repeated here.

At its meeting held on 19 January 2016, the Council considered an update report on the implementation of the master plan. In that report, the opportunity to “*explore and develop a program of cultural, arts and heritage events to activate the public spaces within the AHBTC precinct*” was identified as part of an ‘activate space’ initiative. Building on the strengths of existing uses at the site, this concept became known as an *Arts and Heritage Hub*, although it is not limited to just arts and heritage related activities.

It was identified that the best way forward in planning for this project was to engage with the community in order to determine community needs and wishes in respect of the Arts and Heritage Hub. To that end a Task Group was appointed under the AHBTC Advisory Group to undertake community consultation and inform Council of the outcomes. The Task Group comprised a number of members of the Advisory Group, along with community members with a range of skills, experience and expertise.

The Task Group’s recommendations, as endorsed by the Advisory Group, were then considered by the Council at its meeting on 26 April 2017. Following consideration of the matter, the Council resolved as follows:

14.1. Arts & Heritage Hub

Moved Cr John Kemp
S/- Cr Val Hall

84/17

Council resolves:

1. That Council receives and notes the *Arts and Heritage Hub Report* produced by the Task Group as contained in *Appendix 2*.
2. That the Council notes the aspirations and goals as communicated by the community through the consultation process and interpreted by the appointed task group, and adopts them as the vision for the Arts and Heritage Hub.
3. That a suitably qualified consultant with expertise in the area of heritage and arts planning be engaged to develop a Business Plan for the evolution of the Arts and Heritage Hub in line with the vision, which accommodates the identified heritage and arts outcomes and incorporates:
 - Short, medium and long term goals
 - Optimum use of space
 - Community capacity building
 - Program and exhibition planning
 - Financial viability and modelling ongoing costs.
4. That the Business Plan be referred back to the Council for consideration prior to further funding commitments or significant decisions being made.
5. That while the Business Plan is being developed, considered and implemented, activation of the Arts and Heritage Hub site continues, with uses compatible with the vision for the site.
6. That the members of the Task Group appointed to undertake community engagement and develop a vision for the Arts and Heritage Hub be thanked and commended for their efforts.

Carried Unanimously

3. ANALYSIS

Play Your Part, led by consultant Maz McGann, was appointed to develop the Business Plan. Given the complexity of the project it was determined to develop a Business Development Framework, which comprised the essential elements of a strategy, business plan and action plan. It contains relevant goals, strategies, actions and targets for the Hub as well as overarching principles of development. The BDF envisages *“a sustainable and distinctive facility, that offers exceptional cultural experiences and provides valuable social, educational and economic outcomes for the region.”*

The BDF, which is contained in **Appendix 1**, is largely self-explanatory, so the remainder of this report focuses on key elements relating to the decision making process before the Council.

The Heritage Collection

In recent years the heritage collection has been primarily housed in Building 26, although a number of items are kept elsewhere and a small permanent display has been maintained in Building 21. The collection was managed by the Lobethal Heritage Association Inc. and then Onkaparinga Woollen Mill Museum Inc. (OWMMI). Many OWMMI members are former mill workers and the passion they have for the collection is evident through their ongoing and tireless work to maintain and develop the collection and facilitate public openings and tours.

Despite the passion of the former mill workers, the collection has not had regular opening hours for a number of years. Viewing is by appointment only and so there is no realistic way that ad-hoc visitors to Lobethal can experience it. The collection is also set up in a manner which necessitates a guide to take visitors through. There is little, if any, opportunity for visitors to ‘self-direct’ through the collection. Very little marketing is carried out.

During 2017 OWMMI transferred some additional items of the collection into Building 21 and held History Festival and SALA exhibitions. These were held at the same time as History Festival and SALA exhibitions coordinated by h.ART in Building 20 and visitors to one were also able to experience the other. Anecdotal evidence suggests visitors appreciated the opportunity to see the mix of art and heritage.

Former mill workers have expressed concern about the future of the collection and expressed a clear desire for it to be retained in its entirety. The BDF was therefore developed with a view to maintaining the entire collection and creating a captivating heritage experience which will attract visitors, be of value for school curriculums and complement other activities on site and in the broader precinct.

The proposal, which is reflective of other successful cultural complexes in Australia, is to have a core area in Building 21 which displays the most captivating items of the collection in a way which tells the stories of the mill and its workers and conveys the important place the mill had in South Australian and Australian history. Other items will be stored with a view to rotating selected items in and out of the display area from time to time, as is the case in most contemporary facilities of this nature. There is also the opportunity to have featured items of the collection housed throughout the hub. For instance, former mill office furniture could be displayed in the office areas, blanket stacks in the blanket room, etc.

The inclusion of a textile gallery and studio space in Building 21 will help draw people in and through the heritage collection and ensure a level of activity is always present in that space. At the same time, visitors attracted to the heritage elements of the site will see how art can evolve from textile production and be tempted to explore other parts of the Hub.

The BDF proposes that the space in Building 21 be managed as an integral part of the Hub, with activities and exhibitions being curated by Hub staff in close consultation with the workers. Volunteers will be crucial and it is envisaged that OWMMI members and other former woollen mill workers will be engaged to guide and advise on the collection. Under the proposal, they will also continue to care for and maintain the items, attend the collection during opening hours and guide tours and demonstrate machinery at designated times. This will help maintain the sense of custodianship the former workers have over the collection and demonstrate that the Council and broader community value their commitment. It is likely that this volunteer base will need to be supplemented with others over time and this is described further in the BDF.

The BDF identifies OWMMI as a key stakeholder and there is an opportunity to have a former woollen mill worker on the Advisory Group for the Hub.

Council Members may be aware that OWMMI's preferred position is that OWMMI be leased the whole of Building 21, plus additional storage space, and that OWMMI be given control over how the building is used and operated and how and when the collection is displayed and opened to the public. This is a similar arrangement to the one OWMMI already has in relation to Building 26.

It is not clear how OWMMI would achieve this and where the necessary resources would come from to move, establish and operate the collection with regular opening hours. Advice received during the development of the BDF suggests that such an arrangement would not maximise the value of Building 21 and would not ensure the heritage collection complements and adds value to other activities on site and in the broader precinct. Indeed, during community consultation in early 2017 it was identified that the community desired a heritage experience that is engaging, interactive, utilises technology and is well curated and managed.

OWMMI members were given a briefing on the proposal for the Hub, including the proposal for the heritage collection and Building 21 on 7 February 2018. While a number of members reiterated the stance described above, there was also some level of support expressed for the proposal. It is clear that members of OWMMI have a strong attachment to the collection and hold concerns for its future, but it is apparent that there is uncertainty about how they can maintain the collection alone in the longer term.

Arts Activities

Under the auspice of the Lobethal Community Association Inc., h.ART has coordinated a number of arts activities and exhibitions at the site in recent years.

h.ART is a volunteer run arts group which has been running "pop-up" art exhibitions and activities using vacant space at the mill site for approximately three years.

This group has developed a strong following. They attract a number of well established and emerging artists to exhibit and their exhibitions are well attended. They have undertaken to build a relationship with OWMMI and reflect the historical nature of the site through

exhibitions that incorporate elements of the collection. They have successfully demonstrated the potential for displaying historical aspects of the site in an interactive contemporary setting through this collaboration.

Activities have included visual art, display of community collections, poetry workshops and readings, performance and artist workshops. This group has participated in SALA (SA Living Artists Festival) and Fringe programs. At certain times there have been pop-up retail elements, providing artists and craftspeople with opportunities to showcase and sell their creations.

Strong relationships have developed with key industry participants such as the Adelaide Central School of Art and exhibitions have attracted participation by highly regarded artists (such as India Flint), which has contributed a level of credibility and high regard for the site.

It is expected that h.ART will continue to be a significant contributor to the site and its members are likely to form a core part of the volunteering base. It should be noted that the BDF does not envisage giving control of any particular space to h.ART or any other stakeholder group.

Recent activation by Council

Over the past 18 months, the Council has sought to activate space by encouraging community use and engagement. This has included ongoing support to h.ART, activities during History Festival and weaving workshops during Reconciliation Week. The Council's 20th Anniversary Art Prize Exhibition was also held on site in November 2017. Activities have been well attended and suggest a willingness to attend quality and relevant workshops and events at the site.

Governance of the Hub

As outlined in the BDF, the proposal is to establish and resource the Hub as a Council operation, similar to a Council community centre or library. Under the proposed model, it will not be necessary to lease parts of the site to any particular community group. Rather, groups and individuals will be permitted use of parts of the site for specific activities and programs. This may be on a regular and ongoing basis or for one-off uses, using a model similar to how community centres operate. Some spaces would be subject to short-medium term lease-like arrangements, i.e. the studio spaces.

The investment in paid staff managing the site will ensure the goals and vision for the site are always paramount, the principles of development are observed and that the Hub continues to develop in the interests of local stakeholders and the broader community.

Maintaining management of the site (as opposed to, say, putting it in the hands of a not for profit community group or collective) is also considered a responsible approach given the financial investment and the risks associated with the proposal.

The proposed Hub Advisory Group is intended to replace the existing AHBTC Advisory Group, although this will be subject to a specific Council decision at the appropriate time. It would include community representatives and industry experts in a format similar to 'Advisory Boards' in place for other similar facilities.

The BDF does include consideration of alternative management models beyond the first six years, however it clearly indicates that it may remain in the best interests of the Council and the community for it to remain under Council management.

Outreach

The objectives of the Arts and Heritage Hub are not limited to the Lobethal site itself. Indeed, the objectives seek to achieve regional economic and social impact.

At a very practical level, Hub staff will, by virtue of their role, regularly engage with other community arts groups and facilities across the district. In doing so, they will provide support through advice, guidance and referral. There will also be opportunities for cross promotion and collaboration on projects.

It is also envisaged that groups and individuals will use the Hub as a place to develop and trial workshop concepts that then grow and are run in other parts of the district. Its geographically central location means the Hub is readily accessible to people from all parts of the district.

Achievement of objectives

Council Members are referred to Section 5.2 of the BDF, which outlines social, cultural and economic impacts of the Hub, alongside the projected investment. These are further detailed in Section 5.4, however, the key objectives and impacts of the Hub concept are listed below.

Social/cultural impacts

- Increased sense of belonging and community pride
- Increased levels of volunteering (up to 30 new opportunities)
- Enhanced street appeal and increased sense of stability in the community
- Greater opportunities to manage mental and physical health through creative expression
- Greater availability of expert advice to community based arts and creative groups.

Economic impact (visitation and industry development)

- Increased tourism visitation to the region (up to 25,000 visitors per year to the site, many of whom will spend money in the area)
- Increased investment in tourism and other commercial assets
- New employment opportunities within the creative sector (up to 15-20 new creative enterprises could develop within the region)
- Greater vitality in the region through attraction of creative professionals to live in the area.

It is difficult to attach a monetary value to the impacts, particularly the social and cultural ones, however, it is important to be aware of the projected impacts to fully understand the value proposition the Hub proposal provides.

In determining whether or not to proceed with the establishment of the Hub in line with the BDF, the Council needs to consider the likelihood of the relevant objectives and targets

being achieved and be satisfied that the local and broader community benefits will be realised. Much of this hinges on the demand for studio space and visitation.

During all instances of community consultation on options for the space, there was an expressed demand for artist studio space. Of course, it is impossible to know what the actual level of demand will be, however, it is known that there is a gap in the provision of affordable artist studio spaces across the metropolitan and peri-urban area, as evidenced by full occupancy at a number of similar sites. As indicated in the risk assessment, there is an opportunity to lease studio space out to creative industry practitioners, or other users, should artist studio space demand be insufficient.

There is a gap in the 'textile arts' space in South Australia. No facility has claimed ownership of this space yet and it is considered opportune to do so at Lobethal given the site's history in textile manufacturing. As proven at a similar facility in Tamworth, NSW, the textile arts community will travel to experience quality exhibitions interstate and participate in special events like textile symposia.

It is often considered that to bring visitors to a location there needs to be five things to do. The Hub seeks to move Lobethal toward being a visitor destination by adding captivating heritage experiences, quality art exhibits and unique meet-the-artist opportunities to the existing food and beverage offerings and gift/produce sales offerings existing in the township. The core visitor experiences will be supplemented with unique events and special workshops, while exhibits will change at a frequency conducive to repeat visitation.

The regional galleries movement has proven that people are willing to travel for cultural experiences and it will be important to have a solid marketing plan and to strategically partner for cross promotion in order to put the site on the same footing as other regional facilities and attract high levels of visitation.

Next steps

Should the Council resolve to proceed with implementation of the Hub in line with the BDF, the first step will be to develop the role of the Hub Director and appoint an appropriately qualified and experienced person to that role.

The incumbent will be tasked with implementing the action plan contained in the BDF. In the short term, the key priorities will be:

1. Commence development of facilities design plan

This involves the appointment of an appropriately qualified and experienced architectural firm which can take the concepts outlined in the BDF and determine preliminary designs in light of the overall budget limit, building structural constraints and heritage constraints.

2. Commence development of heritage action plan

This involves the appointment of an appropriately qualified and experienced heritage officer who will work with OWMMI members, History Trust of SA and other stakeholders to determine how the heritage collection will be interpreted in Building 21 and throughout the site. They will draw upon work previously carried out on options for interpretation.

3. Develop an evaluation framework

The evaluation framework will provide a mechanism for Council to understand the value of the facility on an economic, social and cultural impact level and help drive decision making for each stage. The evaluation framework will include KPIs outlined in the BDF (and others) and identify key decision points in regard to the Hub's establishment.

While the BDF incorporates a staged implementation approach, it will be important to understand exactly what needs to be achieved and when, in order to justify and enable further progression to occur. It includes monitoring of revenue, to ensure the gap between expenditure and revenue does not increase beyond that envisaged in the BDF. Indeed, if financial and other performance targets are not being met, it will be necessary to consider revisions to the action plan as implementation proceeds – this may include some of the options contained in the risk assessment around flexible use of studio spaces, the number and scope of programs, etc.

Of course, fundamental to the role will be continued activation of activities on the site.

4. OPTIONS

Council has the following options:

- I. Determine to proceed with implementation in line with the Business Development Framework (recommended).
- II. Determine not to proceed with implementation (not recommended).

This option is not recommended as the Council has previously made commitments to retaining the subject part of the former Woollen Mill site and to activate it for community use. While volunteer effort through OWMMI and h.ART on site has enabled a modest level of activity to occur to date, it is not clear whether this is sustainable.

- III. Seek amendments to the Business Development Framework.

5. APPENDICES

- (1) Business Development Framework
- (2) Risk Assessment

Appendix 1

Business Development Framework

Adelaide Hills Arts and Heritage Hub – Lobethal

Business Development Framework

2018 – 2023

(Draft)



This Business Development Framework has been developed by:



Play Your Part

Maz McGann

23 Jane Place

Tanunda 5352

0438 807 973

mmcgann@internode.on.net

<https://www.linkedin.com/in/maz-mcgann-05930057/>

+



Leonie Boothby & Associates Pty Ltd

Leonie Boothby

PO Box 267

Angaston 5353

0418 296 767

leonie@leonieboothby.com.au

LinkedIn: <https://au.linkedin.com/in/leonie-boothby-8779908b>

Disclaimer:

The details provided in this document are based on information available at the time of preparation. All estimates and statements made are given in good faith and in the belief that such statements are not false or misleading. All sources of information are detailed in the business development framework. Readers are recommended to make appropriate enquiries and/or take appropriate advice before acting on information supplied in this document. Play Your Part and Leonie Boothby & Associates Pty Ltd are not liable to any person for loss or damage incurred or suffered as a result of acting on any information contained in this report.

CONTENTS

1. Executive Summary	Page 4		
2. Introduction	Page 5		
2.1 About the Project	Page 5		
2.2 Business Development Framework	Page 5		
3. The Hub Project	Page 6		
3.1 The Experience	Page 6		
3.2 Vision	Page 7		
3.3 Mission	Page 7		
3.4 Aims	Page 7		
3.5 Goals & Strategies	Page 8		
3.6 Overview of Facilities	Page 10		
3.6.1 Principles for Development	Page 10		
3.6.2 Facilities Details	Page 11		
3.6.3 Facility Repairs and Upgrades	Page 21		
3.7 Programming and Artistic Themes	Page 22		
3.7.1 Key Artistic Theme: Textile	Page 22		
3.7.2 Programming Themes	Page 23		
3.8 Governance and Staffing	Page 25		
3.8.1 Overview	Page 25		
3.8.2 Specialist Industry – Embedded within	Page 25		
3.8.3 Potential for Governance Transition	Page 26		
		3.8.4 Heritage Management	Page 26
		3.8.5 Volunteer Support Base	Page 27
		3.8.6 Relationships – Internal and External	Page 27
		3.8.7 Staffing Structures Stages 1 – 3	Page 29
		3.8.8 Alternative Governance Structure	Page 30
		4. The Hub Action Plan	Page 31
		4.1 Overview	Page 31
		4.1.1 Stage One: 2018 – 2019	Page 31
		4.1.2 Stage Two: 2020 – 2021	Page 37
		4.1.3 Stage Three: 2022 – 2023	Page 41
		5. Investment and Impact Analysis	Page 41
		5.1 Financial Model	Page 42
		5.2 Impact Analysis Summary	Page 43
		5.3 Investment	Page 44
		5.2.1 Indicative Financials	Page 44
		5.4 Impacts	Page 47
		5.4.1 Overview of Economic Impacts	Page 47
		5.4.2 Strategic Impact	Page 48
		5.4.3. Economic Impact	Page 49
		5.4.4 Social Impact	Page 52

1. EXECUTIVE SUMMARY

The Onkaparinga Woollen Mill site has a remarkable presence and it is literally bursting with potential. Its classic industrial architecture, proximity to the Lobethal main street position and its eclectic mix of spaces both large and small make it ideal for a community cultural facility. The site has proven itself as an incubator for innovation and new ideas and the development of a Heritage Hub brings new opportunities to showcase the heritage and creativity inherent in the Adelaide Hills region.

The buildings allocated to the Hub development provide a diverse array of both small and large spaces – many with outstanding natural light and classic industrial architectural features. This enables the inclusion of a range of facilities within the site, which will be suitable for tourism, community development, business innovation and arts and culture activities. The framework recommends an integrated approach, with the experience of the visitor at the forefront of development and facilities, programming and staffing aligning to achieve the best outcomes and the strategic goals of Adelaide Hills Council. Accommodating both Council's capacity to invest over time and the need for the facility to grow organically, the Framework includes three 2-year stages that include a focus on leveraging current activity and strengths in Stage 1 and developing infrastructure and programming fully in Stages 2 and 3.

The Arts and Heritage Hub includes both a formal and informal gallery space which attracts professional visual arts touring content as well as providing a space to showcase locally produced art and crafts. There will be 8 – 12 studio spaces available for artists and creatives to lease and interact with the public and a range of multipurpose spaces that can be used for meetings, boutique performances, forums and workshops. Textile has been identified as a key artistic theme, which sees a focus on textile arts, crafts and heritage alongside other art forms including digital, literary, performing and visual arts. This not only responds to a gap in South Australia's cultural landscape, it provides a point of difference which will position the facility nationally and boost its visitor attraction potential. A heritage installation that celebrates the captivating elements of the Onkaparinga Woollen Mill Collection has been included and the resourcing required to realise the benefits both culturally and economically.

The benefits of the facility will be broad and far reaching, with anticipated growth in visitation to the Adelaide Hills and more specifically Lobethal, which will provide a number of positive economic and social outcomes. Conservatively, the Hub will offer a multiplier effect of 2.0, which will see at least \$2 injected into the local economy for every dollar invested in the facility. Fostering creative industries will increase the number of cultural jobs within the region, not only providing specific economic benefits but this will also influence the physical landscape and encourage community cultural activity that celebrates identity and preserves heritage. On a community level, the creative and cultural opportunities will foster a greater sense of community pride and provide health and wellbeing outcomes. Like all facilities of this nature however, it will require ongoing financial commitment from Adelaide Hills Council. Public funding for local, state and national cultural institutions is essential within the Australian arts industry and whilst this is sometimes seen as a financial burden for government, the benefits not only realise the strategic goals of organisations like the Adelaide Hills Council, they also fulfil a number of key local government service areas including economic development and community engagement.

2. INTRODUCTION

2.1 About the Project

Recognising the cultural and economic value of arts and heritage activity, The Adelaide Hills Council has allocated several buildings at the former Onkaparinga Woollen Mill site to be transformed into an Arts and Heritage Hub. Situated in the main street of Lobethal the Hub will be a physical place for arts and heritage experiences for locals and visitors and nurture cultural interaction across the Adelaide Hills. Celebrating the heritage and identity of the region, the facility will be a catalyst for cultural and economic growth, community interaction and innovation.

Aligning with the site's current purpose as a business incubator, the Hub will provide physical space for creative industries and supporting programs that drive employment. Locally produced visual, performing and digital art, artisan wares and produce will be created and showcased within the Hub. Skills development and cultural interaction will be critical and collaboration with creative, tourism and other industry partners on a regional, national and international level will be encouraged. It will be a culturally meaningful place for Adelaide Hills residents and provide a unique and attractive destination for visitors.

2.2 Business Development Framework

Given the scale and complexity of developing a facility of this sort we have developed a Business Development Framework that provides guidance to Adelaide Hills Council to implement the project. This document provides insight into the anticipated impact of the Arts and Heritage Hub and provides recommendations for development of the facility over the next six years. It is a hybrid document providing the relevant components of a strategy, business plan, business case and action plan. It details the following:

- Vision, Mission and Goals
- An overview of proposed facilities / services
- Principles for Development and Staged Action Plan
- Impact and Investment including indicative financials
- Programming Principles
- Governance and Staffing Structure

3. THE HUB PROJECT

3.1 The Experience

hub | *noun* | the effective centre of an activity, region or network.

When you arrive at the Arts and Heritage Hub in Lobethal in 2023 you are immediately captivated by the historic nature of the building. Even with the many improvements to the site, the Hub's industrial past is unmistakeable – **it is a building with a story to tell and offers an edge of cultural sophistication.** On the way to the main entry, you position yourself within the history of the place with one of the many interpretive nodes conveying the site's significance as a Woollen Mill and an historic brewery and its importance to the Peramangk people as the traditional owners.

You will browse the quarterly program, and **relish the diversity of activities on offer** for the day in the gallery, museum and studio spaces and realise you will have to return for a performance next week and the for the International Textile Symposium that happens each July. The kids will be drawn to the studios, where they can hear the noises of artistic toiling. **Talking to artists both experienced and emerging,** the whole family sits down with an artist for a short time and work on the community artwork that everyone can participate in as they tour the studios.

Meandering through the **main gallery will be a highlight** as you discover a retrospective of one of Australia's great artists on show. The Community Gallery features work by local high-school students who have participated in a series of workshops with the Hub's **artist in residence.** You quietly sneak past the multi-purpose room – it looks like there is a literary

luncheon and a panel of authors are talking about their new books. You make a mental note to check the program next time.

The Old Mill Heritage Experience will offer you a multi-faceted experience with an opportunity to touch, hear and see the Mill Story. Tactile displays will allow you to touch Mill artefacts and textile exhibits. There are interesting textile facts and figures to read and **you remember the Onkaparinga blanket** that you have in the linen closet at home – it was your Mum's. You sit down and watch short films presented by Mill Workers that convey the social history of the Mill and its significance to the fabric of Lobethal, the Adelaide Hills and South Australia. A highlight is the **sound scape studio** where you are immersed in the sounds of the Mill and you feel like you could be on the floor of a busy factory. Before you go you chat with the artist and the machinery engineer who are creating contemporary weavings using Mill machinery, which you are keen to buy in the Store on the way out.

You feel inspired but hungry! The **local produce tastings** in the retail space are just enough to whet your appetite for more Lobethal and the Adelaide Hills hospitality. You pick up a gorgeous necklace and a hand-made scarf, both made on site. You book the kids in for a school holiday workshop and pick up a flier for the **Friday Twilight Concerts** in Mill Square over the Summer. As you go, the staff mention the **other Hills attractions;** the sculpture trail; Lutheran historic sites; bushwalking and cycling routes; retail, food and wine experience. Great "there's an App" you say as you walk out the door and start thinking about where you will head to next!

3.2 Vision

The Adelaide Hills Arts and Heritage Hub will be a sustainable and distinctive facility, that offers exceptional cultural experiences and provides valuable social, educational and economic outcomes for the region.

3.3 Mission

To develop an Arts and Heritage Hub that will:

- Provide a place for locals and visitors to enjoy high quality professional and community based arts experiences including workshops, exhibitions, performances, screenings and events.
- Be a place for the community to share stories and celebrate local history including indigenous culture and the heritage of the site as a Woollen Mill and as an historic brewery.
- Attract visitors to the Adelaide Hills and encourage them to explore the cultural, historic, culinary and retail attractions and spend money in the region.
- Offer emerging and establishing artists a place to create work, grow their creative business and collaborate with others.

3.4 Aims

- Increase visitation and spend in the region
- Increase the number of creative industry businesses in the region
- Preserve history and heritage of the site and conserve the mill site physical assets and infrastructure
- Increase participation in arts and cultural activities in the Adelaide Hills Region and improve the health and wellbeing of residents through creative initiatives
- Optimise use of the physical space, activation of that space and overall direct and indirect economic and social outcomes from the site

3.5 Goals & Strategies

Goal 1: Develop a facility that provides unique experience, fosters active participation in and interaction with arts and heritage, celebrates the identity of the region and provides social, cultural and economic benefit for individuals & the community

Strategies

- Establish Textile as a key theme for the facility that crosses the spectrum of the art form from craft and hobby activities to cutting edge contemporary textile practice and positions the Hub as the home for Textile art in South Australia.
- Develop an activation program that encourages participation in and interaction with the arts by people of all ages and demographics.
- Provide support for artists to develop viable creative businesses, including the provision of spaces to work, opportunities to collaborate, facility to retail product; training, mentorships and incentives.
- Develop interpretive exhibitions that celebrate the stories of the site as a Mill, an historic brewery and the Indigenous culture of the region.
- Develop an Artist in Residence program that focuses on “place based” artistic outcomes including exhibitions and workshops.
- Capitalise on existing activity and strengthen relationships with community groups and schools from across the Adelaide Hills region to support the Hub’s activities.
- Provide spaces for hire that the community can use for cultural activity.

Goal 2: Establish the Hub as a unique cultural tourism destination that attracts visitors to Lobethal and encourages them to explore the Adelaide Hills Region.

Strategies

- Develop key branding elements for the Hub including name, logo and key messaging.

- Develop and implement a marketing plan that effectively engages local, intrastate and interstate markets, uses a range of digital platforms and is aligned with Adelaide Hills Tourism and South Australian Tourism Commission plans and strategies.
- Develop a high-quality exhibition and performance / installation / screening program that celebrates the key artistic theme of Textile and offers visitors access to content and programs that cannot be found elsewhere.
- Establish a biennial Textile Award, Exhibition and National Textile Symposium.
- Develop physical, digital and printed collateral that links in with other artistic, heritage and tourism sites and resources including cycling, motor bike and bushwalking routes, the Adelaide Hills Sculpture trails, food, wine and retail attractions, other galleries, studios and community museums.
- Work with local community groups to develop projects that enhance existing activities and momentum such as the Lights of Lobethal Event.

Goal 3: Implement an effective Management Model for the Hub and evaluate its progress financially, culturally and socially.

Strategies

- Foster partnerships with other organisations that can bring reputation and expertise.
- Develop relationships with Mill site tenants outside of the Hub precinct and identify opportunities for collaboration.
- Strengthen relationships with current arts and cultural user groups and support their growth and development.
- Establish a strong volunteering program to support the Hub activities.
- Recruit an Advisory Group that includes industry experts, community members and Adelaide Hills Council representatives and develop a Terms of Reference.
- Develop a consistent evaluation framework to assess the impact of the facility over time; in line with the mission, vision and goals.

3.6 Overview of Facilities

Development of the Adelaide Hills Arts and Heritage Hub will involve an integrated approach that positions “people” at the centre of the design process. This methodology looks at end users and considers the development of facilities and programs synergistically. The details below provide an overview of the facilities that will be developed over the next six years, with the Governance and Staffing Section (Page 24) and the Action Plan (Page 30) providing insight into the resources and actions required.

3.6.1 Principles for Development

The following principles will shape the development process for the Arts and Heritage Hub. Each principle encompasses questions which can be used to help guide decision making

FINANCIALLY RESPONSIBLE

- Is the expenditure aligned with the strategic management plans of the Adelaide Hills Council?
- Are financial estimates in line with industry trends?
- What are the direct and indirect financial benefits?
- What is the community benefit?

HERITAGE PRESERVATION

- How will it impact on the heritage of the site?
- Are there opportunities to showcase the site’s history?
- Is there a unique legacy opportunity?

FLEXIBILITY

- Can it provide for multiple groups / users?
- What can be included to ensure flexibility is maintained i.e. after-hours access, lighting, storage, entry points etc.
- How will people access it and move around easily within the context of use and program?

COLLABORATION & LINKS

- Is there anyone out there doing this and can we complement / compete / partner with?
- What is the relevance in terms of other arts, heritage, tourism assets, routes in the Adelaide Hills Region?
- Who has the expertise, brand or reach that will help us?

ARTISTIC CREDIBILITY

- Is it best practice and of high-quality both in process and results?
- Does it foster innovation and experimentation?
- Is it respectful of the artistic spectrum from amateur / hobbyists to emerging and professional artists?
- Is it authentic to the nature of the facility?

PERSEVERANCE & CONSISTENCY

- Is it aligned with the brand and will it contribute to the reputation of the facility?
- Has it been given the time it needs to develop organically with the appropriate support? – i.e. Activities don’t always achieve desired aims straight off.
- Is it consistent with the values, needs and expectations of the community / users?

3.6.2 Facilities Details

The facilities detailed below are recommended based on the research and consultation undertaken to this point. The Action Plan (Section 4) recommends the development of a facilities design plan that will provide architectural specifications for reconfigurations, upgrades, repairs and access requirements. These specifications will inform the development of detailed implementation plan including engineering, infrastructure (utilities, lighting, internal roadworks, drainage, stormwater management), building works required, internal fitout (including furniture, fittings, equipment) costing and staging for delivery for consideration by Council.

An architectural brief will be developed including the requirement for industrial characteristics of the building to be maintained and how these features can be showcased to ensure a unique edge to the Hub. It is anticipated that the facilities design plan would be implemented over the first and second stage of the project (subject to funding being secured).

FACILITIES	DETAILS	LOCATION
Main Gallery	<ul style="list-style-type: none"> Professional multi art-form exhibition space that has a curated program, which includes high quality artwork produced by local and visiting artists and touring content Multi-purpose space that can be used for boutique performances, events, receptions and forums. 	1 st Floor Building 20
Gallery 2	<ul style="list-style-type: none"> Multi-art form gallery space designed to showcase community content – produced by emerging artists, students, community groups etc. 	Ground Floor Building 20
Indigenous Interpretation Centre	<ul style="list-style-type: none"> Office and exhibition space suitable for administration, meetings, exhibitions 	Ground Floor Building 20
Digital Studios	<ul style="list-style-type: none"> 2 Digital studios suitable for digital art making and image and sound recording These will be offered for lease either short or long term for digital start ups 	Ground Floor Building 14
Multipurpose Spaces (MP1 – MP4)	<ul style="list-style-type: none"> A range of multi-purpose spaces would be installed across the facility – these will be designed to offer space for programmed activities as well as being a space for hire They will accommodate activities including performances, rehearsals, meetings, forums and workshops 	1 st Floor Building 20

MP1	<ul style="list-style-type: none"> • Medium to large room with hard floor and access to small reception / waiting area. • Will have disability access through Main Gallery. • Particularly good for dance due to hard floor. 	1 st Floor Building 20
MP2	<ul style="list-style-type: none"> • Medium to large room with carpeted floor and kitchen area. • No disability access 	1 st Floor Building 14
MP3	<ul style="list-style-type: none"> • Small room suitable for meetings, one-on-one consulting or intimate workshops. 	Ground Floor Building 14
MP4	<ul style="list-style-type: none"> • Medium sized space adjacent to the Studios. • Used for community based participatory art workshops • Priority given to Studio Artists, that would like to deliver workshops or need a space to collaborate with others. 	Ground Floor Building 20
Artist Studios	<ul style="list-style-type: none"> • Studio Spaces for artists to lease for short, medium and long-term leases 	Ground Floor Building 20
Green Room / Meeting Room	<ul style="list-style-type: none"> • Situated between the Main Gallery and MP1, this will provide a green room space for performers • Suitable for use as a consulting or meeting room outside of performance times 	1 st Floor Building 20
Offices / Administration Spaces	<ul style="list-style-type: none"> • Situated throughout the facility to provide workspaces for permanent staff and volunteers • Initially, during the first stage some of these spaces will be available for hire and used for hot desking by Community Development or Youth Staff who will rotate their days at the facility to ensure there is an adequate staff presence. 	Various Locations
Reception Area	<ul style="list-style-type: none"> • Located with the front of the retail area in Building 12A that provides a “landing space” for visitors. • Visitors will access information, purchase tickets and items from the retail space. • Access will be provided from this area directly into Building 20. • It will act as Satellite Tourism Information Hub / Visitor Information Outlet. 	Ground Floor Building 12A
Old Mill Heritage Experience	<ul style="list-style-type: none"> • Core space for interaction with items from the Mill Collection • Incorporates a range of interactive interpretation experiences but not the display of the whole collection. • Whilst it is significant on a range of levels, the Collection does not have the capacity to generate significant visitation in its own right and it should be viewed as a complementary experience in conjunction with other things on offer at the Hub. The success of the Heritage Centre depends on the innovative approach to interpretation, the capacity to 	Ground Floor Building 21

be selective in relation to items on display – changing items around from time to time and the capacity to present the collection within the context of a range of ideas i.e. manufacturing, social history, engineering, personal stories and textile as product that is both artistic and practical in nature.

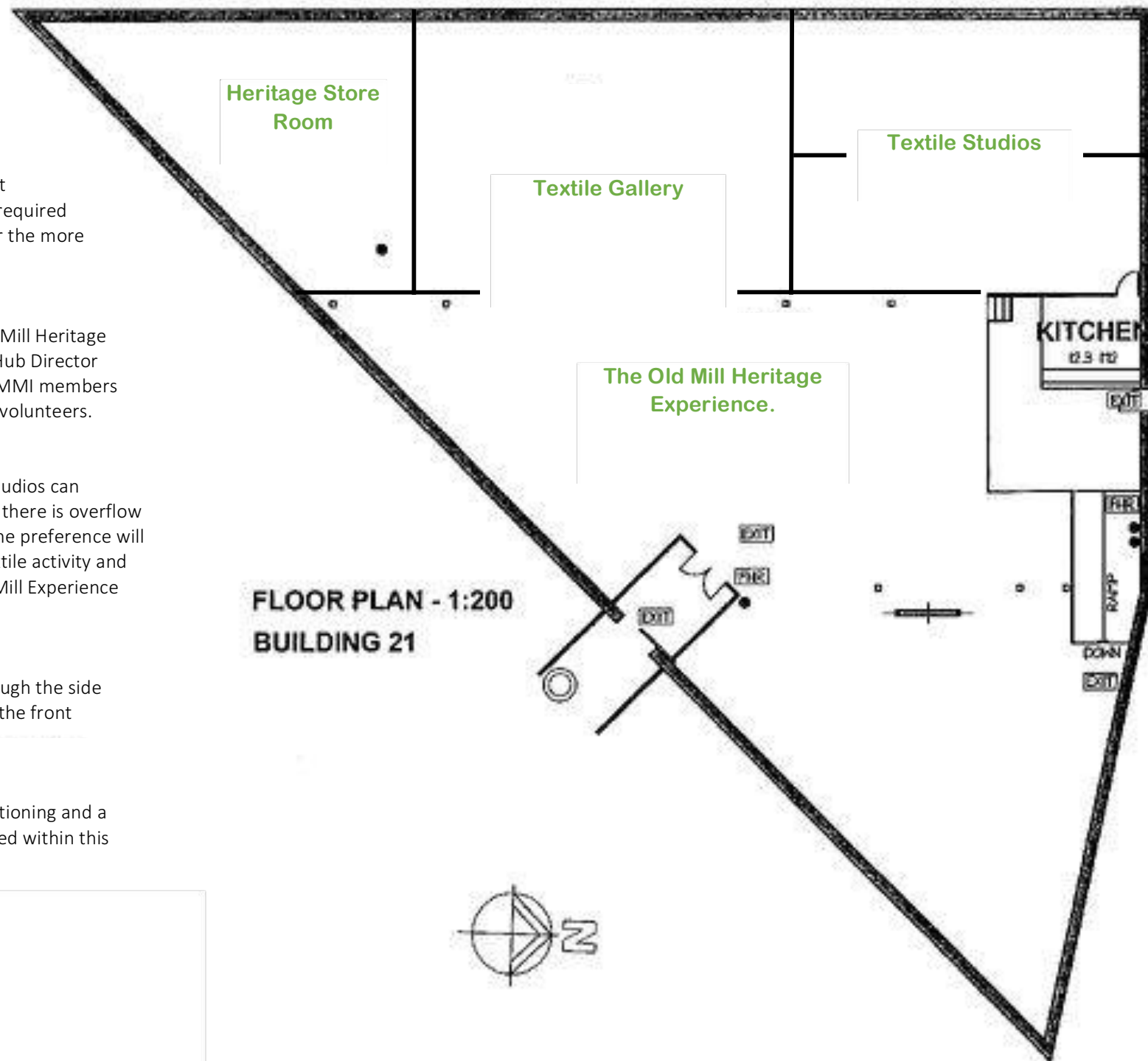
- The use of Virtual Reality in this space would also be of benefit, giving people an opportunity to step back into the Mill as it was 30, 80 and 120 years ago.
- This space will be designed to link in with other elements of the Hub and rather than being the key focus of the site, it is part of a big picture.

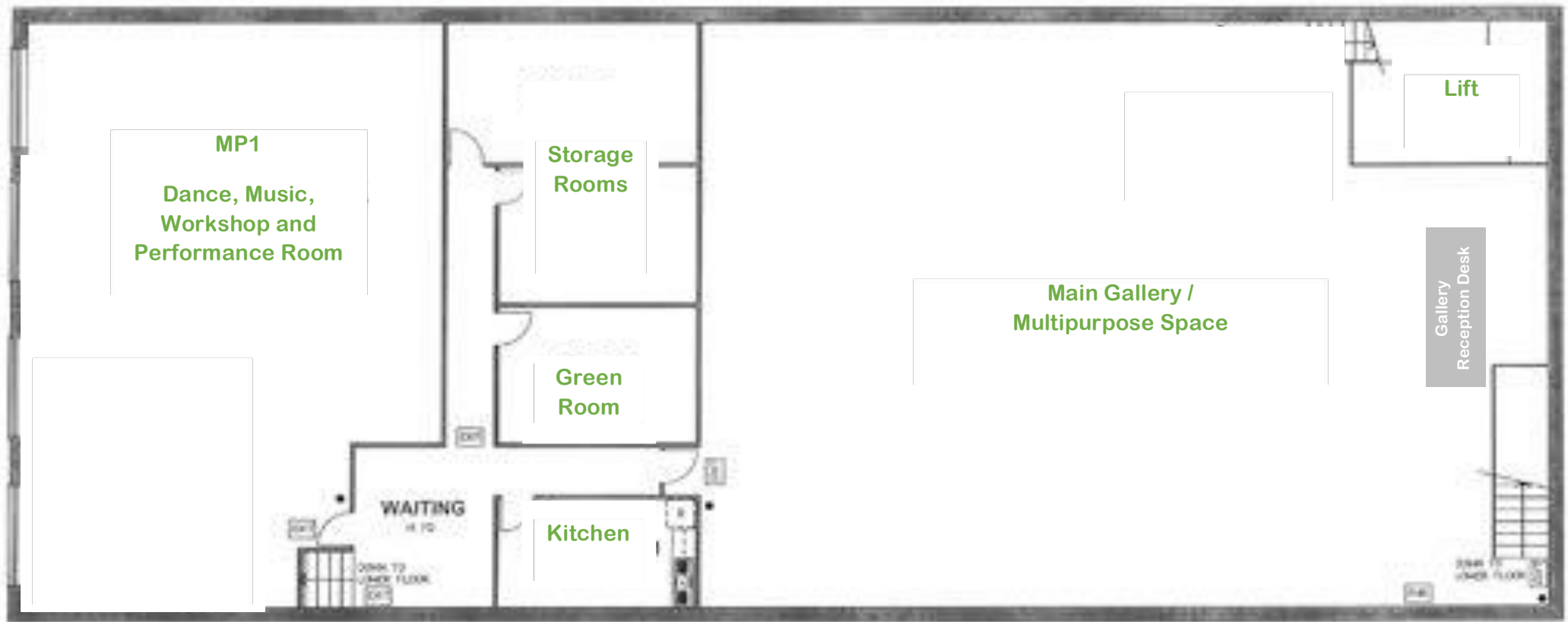
Textile Studio & Gallery	<ul style="list-style-type: none"> • A studio and gallery space specifically dedicated to the showcase of textile art 	Ground Floor Building 21
Artist in Residence (AIR) Facilities	<ul style="list-style-type: none"> • This space is for an artist to reside physically on the site for short periods of time. • The facilities would include a furnished studio apartment with a bathroom and access to a shared kitchen • Having a studio apartment provides a unique opportunity to offer artists who can live on site, produce work on site and present workshops. 	Ground Floor Building 12B
Retail Space	<ul style="list-style-type: none"> • Designed to showcase hand-crafted goods including artworks, crafts, artisan products as well as local food. • Provide high-quality artist developed souvenirs e.g. tea-towels with original designs. 	Ground Floor Building 12A
Produce Showcase Space	<ul style="list-style-type: none"> • A space for produce “pop ups” and tasting that is provided for a small fee to Adelaide Hills providers who would like to showcase their produce, food and beverage. • Priority would be given to the producers on site and those who do not have a Hills retail presence. 	Ground Floor Building 12A
Outdoor Function Space	<ul style="list-style-type: none"> • Providing plug and play facilities for outdoor functions, concerts, civic events, festivals, markets etc. • Seating and landscaping as well as a small stage area would be installed to accommodate for a range of activities. 	Mill Square
Kitchen Facilities	<ul style="list-style-type: none"> • 3 Medium sized kitchens suitable for simple catering and to provide access for staff and Artist in Residence to use: <ul style="list-style-type: none"> ○ Ground Floor Building 12B – for use by Staff, AIR and Tenants. ○ 1st Floor Building 20 – for use during functions and events up-stairs including exhibition openings. ○ Ground Floor Building 21 – Small kitchenette with coffee and tea making facilities. 	Multiple Locations

Storage Facilities	<ul style="list-style-type: none"> Storage facilities located throughout the facility including: <ul style="list-style-type: none"> Gallery Store adjacent to the Main Gallery on the 1st Floor of Building 20 Studio Storage Space adjacent to the Artist Studios on Ground Floor Building 20 Textile and Museum Collection Store on the Ground Floor of Building 21 Retail Store Room – specifically for stock located at the rear of Building 12B 	Multiple Locations
Access Points	<ul style="list-style-type: none"> A lift needs to be installed to provide access to the 1st Floor of Building 20. Freight access points for the delivery of crates and equipment need to be provided in both Building 20 and 21. There will be multiple entry points but the landing site will be through Building 12a, which provides access through to Building 20. 	
Lobethal Centennial Hall	<ul style="list-style-type: none"> Whilst this facility is currently being managed by a community advisory group there is scope in the long term to include it within the management and development of the Hub. <ul style="list-style-type: none"> It will complement Hub activities and provide a dedicated performing arts space, which is currently not on offer at the Hub. It will provide some long-term certainty regarding the management of the Hall in the future as the capacity of current custodians is reduced. It will encourage foot traffic up the main street, which is of benefit to Lobethal businesses. 	

NOTES

- The Heritage Store Room will not provide all of the storage space required but can be climate controlled for the more delicate items.
- It is recommended that The Old Mill Heritage Experience be managed by the Hub Director (employed by Council) with OWMMI members providing support and advice as volunteers.
- The Textile Gallery and Textile Studios can accommodate other art forms if there is overflow from Building 20 Studios but it the preference will be for these spaces to foster Textile activity and complement or extend the Old Mill Experience from time to time.
- Entry would be encouraged through the side entrance off the Laneway or via the front entrance.
- The kitchen currently is not functioning and a small kitchenette is recommended within this space.



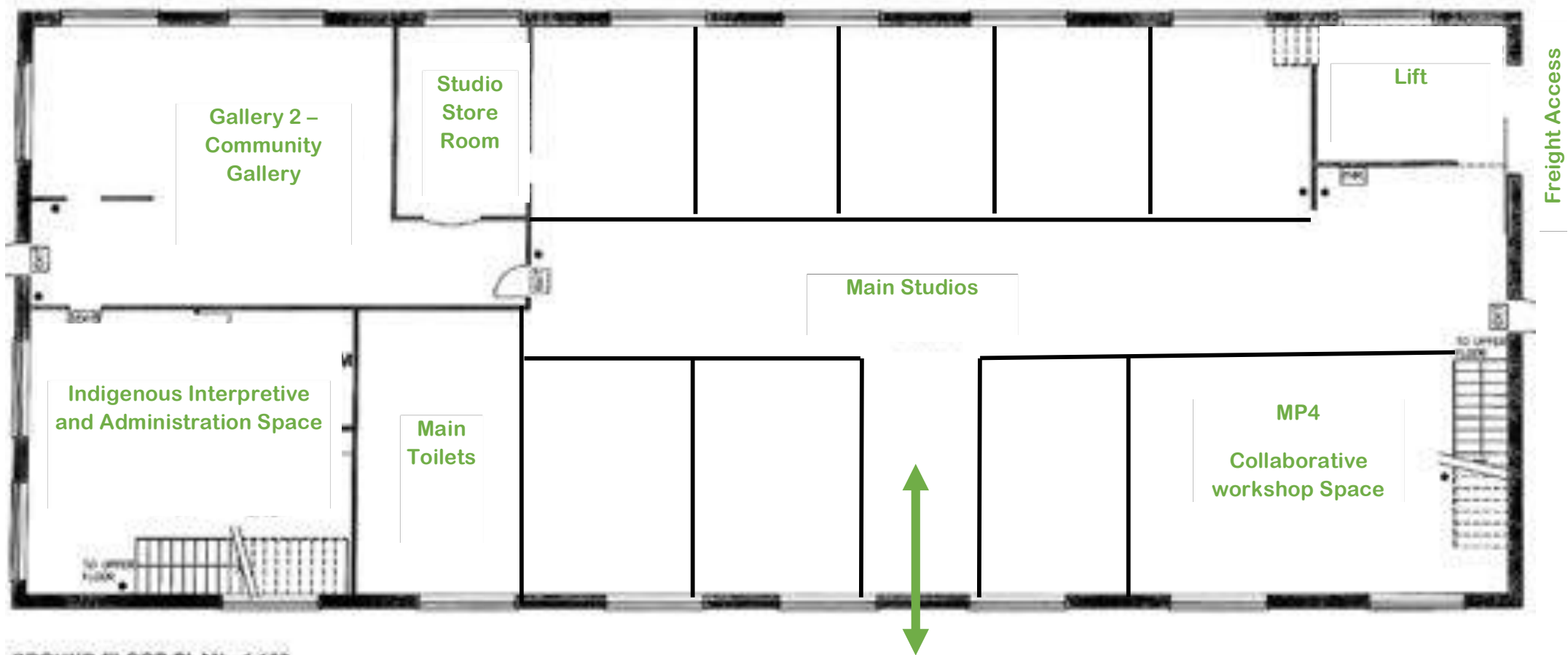


UPPER FLOOR PLAN - 1:100
BUILDING 20

NOTES

- The Main Gallery is a formal gallery space for higher quality exhibitions. It could also be used for forums, meetings, functions and performances depending on the type of work being exhibited. It will require a hanging system, heating and cooling and a gallery quality lighting system. This space was prioritised as the Main Gallery due to the limited natural light, which is a preference for formal gallery spaces.
- The Main Gallery space is currently occupied by the Dojo Studio, which will need to be relocated elsewhere. The relocation is not urgent and can happen during the latter part of Stage 1.

- The Storage Rooms will primarily be for the Gallery activities and also provide storage for chairs, staging etc. with an opening created that links directly to the Main Gallery.
- The Lift has been placed in this position to ensure freight access to the north of the building and disability access to the first floor.
- The polished floorboards in MP1 lend itself to dance and small boutique performances but it could be used for meetings and other events also. It has good natural light also.
- The Green Room will be prioritised as prep space for performers when required but can be used as a small meeting room or rehearsal space at other times.
- The Reception area will primarily be manned by a volunteer, which is common practice for public gallery spaces.



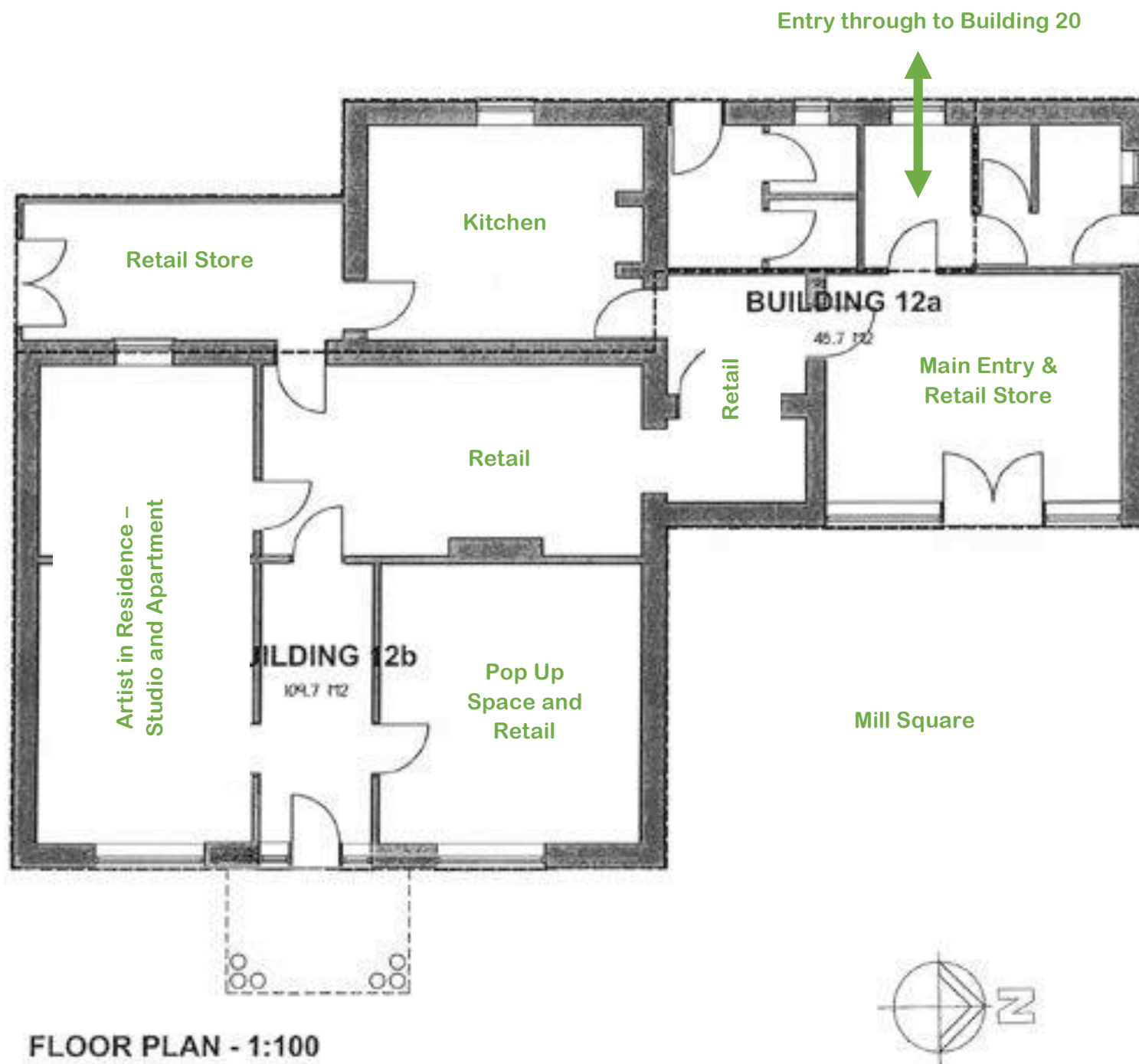
GROUND FLOOR PLAN - 1:100
BUILDING 20

NOTES

- Entry to this part of the Hub will be via a corridor / annexe from Building 12a
- The Studio Spaces will be various sizes and the majority of them will have “stable” style walls built to about 1.2m high. The others will be full walled but with suitable glass/ windows to allow easy viewing. This enables maximum interaction with each other and the public.
- MP4 will be a shared space that the studio artists can offer Fee for Service (FFS) programs to the public and also for collaborative community art projects.

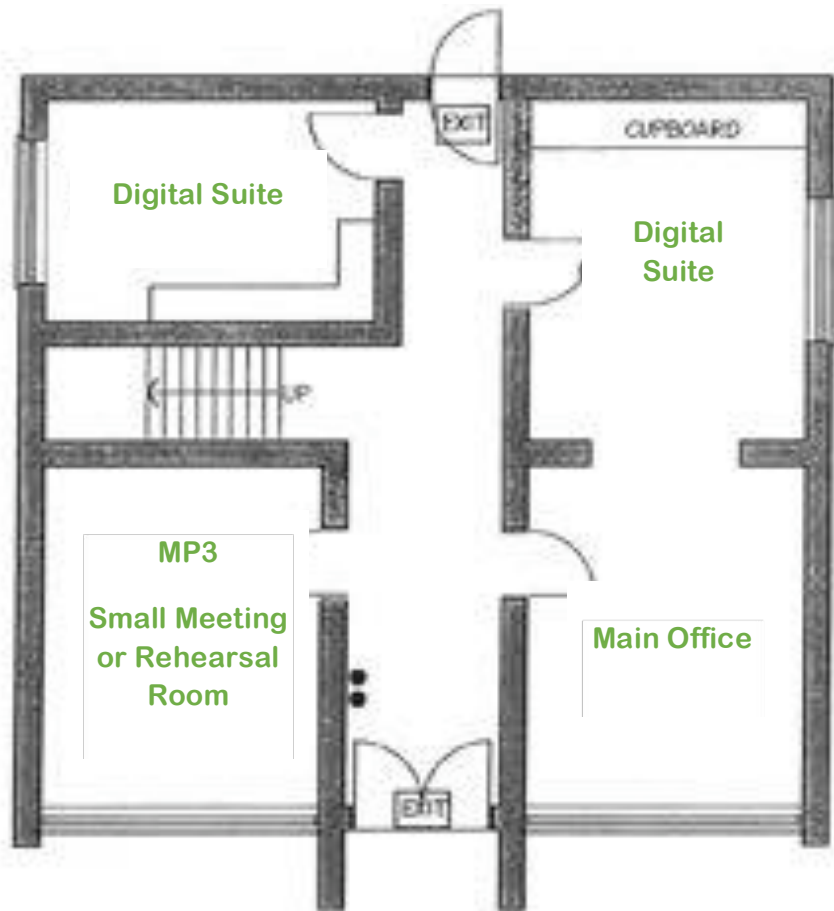
Entry through to Building 12a

- The Indigenous space will be designed primarily to provide a home for the Peramangk group that has recently moved into the site. It will include some administrative space and an interpretive space. The group will be able to use other meeting and multi-purpose spaces for larger meetings and gatherings as required.
- Gallery 2 is more aligned with community artworks or emerging artists that do not have the capacity to fill a larger gallery space. It could be rented out to groups as well as used to present work curated internally.



NOTES

- With this building facing onto Mill Square it will be the main entry point for the Hub. People will enter via the front door into a retail / reception / ticketing desk and can then enter directly through to the ground level of building 20.
- The Artist in Residence Space will provide a small “live-in” apartment for artists to reside on the site for a short time with access to a studio space and to the kitchen.
- The Main Entry will also provide a place for Tourism Information.
- This supervision of this entry space will primarily be managed by the Marketing / Program Coordinator and the Retail Coordinator with support from volunteers. The Hub Director will also provide back-up as required.
- The Retail Space will have a focus on locally produced artisan goods made within the Adelaide Hills and South Australia.
- The Pop-Up Retail Space will be hired out to local producers including those on-site at the Mill who do not have a retail or cellar door. They will be encouraged to use the space for pop-up tastings, product promotion and texting new lines.
- The Mill Square will be fitted out with Plug and Play facilities for food vans, live music, markets and other outdoor activities. It will be a space for hire as well as a programmed space with activities generated by Council

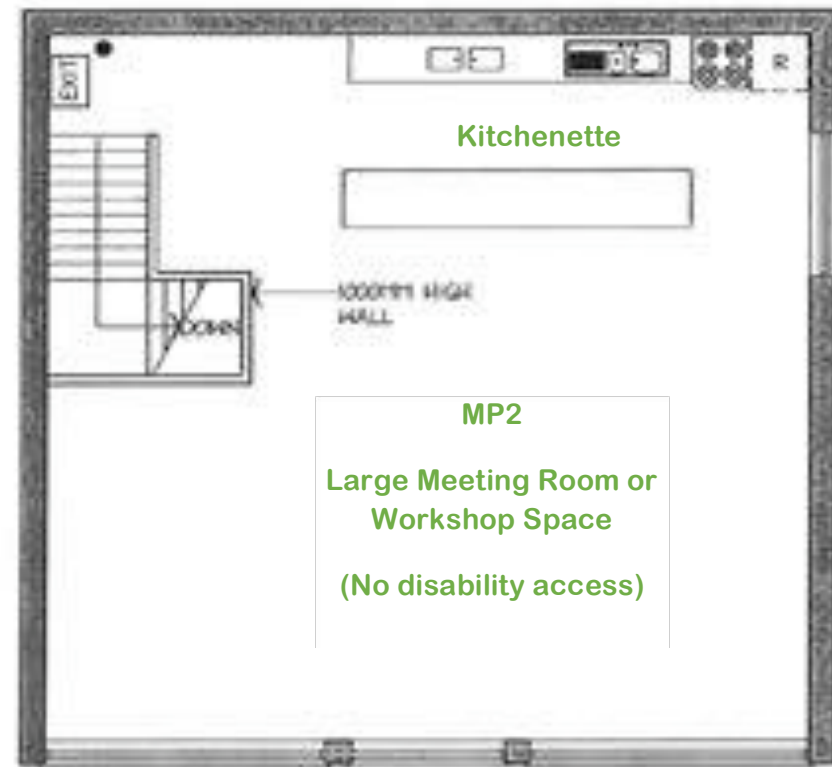


BUILDING 14

GROUND FLOOR PLAN - 1:100

NOTES

- The two digital suites have been selected for their size and low light. The aim will be for these to be leased out to emerging digital art companies on medium to long-term basis. Film makers, photographers, designers, sound engineers, animators, game producers etc. will be targeted with an initial lease at a reduced rate to attract tenancy from more Urban environments.
- The Main Office will be the Hub Director's space with the option of having a "hot desk" for other Council staff to work from.



BUILDING 14

FIRST FLOOR PLAN - 1:100

- MP3 is a small rehearsal or meeting room – it has good natural light and could attract a visual artist also.
- The 1st Floor will be a Multi-purpose space for workshops, meetings and rehearsals but it is important to note that it does not currently have disable access. There is an option to install some moveable walls so that it can be divided into smaller spaces for hire also.



NOTES

Given its size, nature and access to the street, Mill Square should be treated as a separate space that is available for programs and to be hired by the community for events and functions. Activity within the square space will add to the vitality and exposure of the site with a range of opportunities including outdoor performances, markets and pop up events. It will also provide an attractive front for the Arts and Heritage Hub.

The space should remain reasonably open but to make it functional and accessible, some upgrades will be required with the following interventions / additions recommended.

- Plug and Play facilities for food vans, live music, markets and other outdoor activities – providing access to appropriate electricity supplies.
- Shade – either natural or man-made to provide some protection from the elements without detracting from the overall aesthetic of the surrounding buildings.
- Lighting – for safety and for decoration.
- Seating – the Hub will build up a supply of seats that can be used outside for functions and events or these can be hired – in addition some more permanent seating that can be used by visitors.
- Signage – required across the site to better direct visitors as to the attractions but also for safety – keeping in mind that there are still working manufacturers on site.
- Entry statement – to reflect the nature and heritage of the site and direct people to the front entry.

3.6.3 Facility Repairs and Upgrades

As proven by existing users, including the hART Group, the Onkaparinga Woollen Mill Museum Inc., the Mill Textile Group and other tenants, the site is currently accessible and suitable for activity. To accommodate the services and programs outlined in this document and to realise the long-term vision, repairs and upgrades will be required. The exact detail for the repairs and upgrades will be outlined in the Facilities Design Plan, which will be developed during Stage 1. As preliminary guidance, the consultants have identified key repairs and upgrades anticipated to be required. In terms of prioritising, these have been included in the action plan to ensure the building is both safe and accessible and also maximises functionality. Further in this document, the consultants have suggested an indicative estimate of the financial investment required to deliver the project. This is a best estimate only, with the Facilities Design Plan informing detailed costings for Council consideration and sourcing of potential grant funds

The following is a summary of these priorities:

Upgrade / Maintenance	Priority Rationale
<ul style="list-style-type: none">A goods and persons lift to provide access for people and freight to the 1st Floor of Building 20.	Work Health Safety (WHS) risk and disability access to ensure the building is more useable. Freight access for major artworks and other deliveries.
<ul style="list-style-type: none">Rising Damp, mold and mildew stains in a number of locations.	Prevent further damage and improve aesthetic and amenity of the facilities.
<ul style="list-style-type: none">Upgrade to stairs in Building 20 – particularly those at the northern end of the building.	WHS and public safety risk that needs to be addressed and continuing to ensure flow around the building.
<ul style="list-style-type: none">Wall divisions for studio spaces on the Ground Floor of Building 20.	Improves the capacity of the building to attract income and fosters activity within the site.
<ul style="list-style-type: none">Developing Main Entry off Building 12A including corridor from this area into Building 20 at the rear.	Provides focal point from the Mill Square that will improve access to Building 20 from the front.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Upgrade Directional and Branding Signage | <p>Current signage is out of date and confusing and need to attract people from other key points in Lobethal and the Adelaide Hills Region. Develop new signage in line with branding and install at key focal points on site; and as wayfinding / directional signage at key points leading to the site.</p> |
| <ul style="list-style-type: none"> • Lighting and Hanging facilities including movable walls. | <p>Professional Gallery standard lighting and hanging facilities in the Main Gallery, Gallery 2 and the Textile Studio and Gallery.</p> |
| <ul style="list-style-type: none"> • Wall divisions in Building 21 | <p>Improve functionality of large open space and provide opportunities for multiple uses whilst Museum Collection is Developed.</p> |
| <ul style="list-style-type: none"> • Heating and Cooling | <p>The comfort of tenants and visitors is important in extreme weather and makes for a better experience and more attractive proposition for tenants. Temperature control is also crucial when attracting touring visual arts content.</p> |

3.7 Programming and Artistic Themes

Adopting the following programming and artistic themes will position the Hub with a unique value proposition and to realise its vision.

3.7.1 Key Artistic Theme: TEXTILE

Whilst the practice and exhibition of all art-forms will be encouraged at the Arts and Heritage Hub, it will adopt Textile as the key artistic theme. The purpose of the theme will be to tie the artistic and heritage elements together and provide a focal point for major activities at the site. The long-term strategy is to position the Hub as the home of Textile Art in South Australia and attract artists and enthusiasts to visit and interact with the activities and programs.

Textile art encompasses a broad spectrum of artistic practice from craft activities such as knitting and quilting undertaken as a hobby or past time to the contemporary practice, which sees a range of diverse natural and man-made fibres utilised to create cutting edge 2D and 3D art works. The rationale for developing Textile as the key theme includes the following:

- There is a gap in the market with no other key cultural institutions working primarily in this space in South Australia.

- Textile art crosses the spectrum of art from amateur to professional and encompasses a broad range of styles, skills and approaches.
- Textile is deeply rooted in cultural heritage that is relevant to the Adelaide Hills region including Indigenous weaving techniques that are tens of thousands of years old and German weaving processes that came to South Australia with early migrants.
- The Mill site has played a significant role in textile manufacturing nationally and it provides a practical, tactile and meaningful connection to the museum collection, its people and stories.
- High-quality textile programs have the capacity to attract visitors on a state and national level.
- Reputation of Textile on a positive trajectory within the arts industry on a national and international level and in the media. E.G.
 - *“Textile – the Sleeping giant of contemporary art”* by Gina Farley on Arts Hub (Australia’s Leading arts industry media site. Detailing Turner Prize winner Keith Tyson’s collaboration with the Australian Tapestry Workshop (November 2017) <http://visual.artshub.com.au/news-article/news/visual-arts/gina-fairley/textiles-the-sleeping-giant-of-contemporary-art-254778>
 - *“Textile Time Capsule wins \$100,000 Ramsay Art Prize”* by Suzie Keen via InDaily. Detailing Sydney Artist Sarah Contos’ win in the inaugural Ramsay Art prize with a colossal 21st century quilt. (May 2017) <https://indaily.com.au/arts-and-culture/2017/05/26/textile-time-capsule-wins-100000-ramsay-art-prize/>

This Textile theme would not be at the expense of other art-forms with residencies, studio artists and other cultural practitioners including writers, musicians and film makers all welcomed and encourage to work and collaborate at the Hub.

3.7.2 Programming Themes

Programs will be developed based on a range of circumstances including availability of expertise and content, budgets, local needs, industry trends, partnerships and opportunities that emerge over time but the below programming themes will position programs to be more memorable.

Active Participation

Active participation, as opposed to passive participation, provides a more experiential offering where people can enjoy more interactive roles such as maker, performer, story-teller. This improves the capacity for people to enjoy the benefits of activities for longer and ultimately have a more memorable experience and fosters stronger relationships between visitors and the Hub.

Passive experiences will play a role with the Hub with people visiting to view exhibitions and watch performances but complementary programs that build on these passive experiences will be imperative.

Local people / Universal stories

The Local people / Universal stories theme relates to the heritage side of programming and encourages the sharing of local stories through a lens of universality. How do the stories from Lobethal and the Adelaide Hills relate to the values, beliefs and history of South Australia, Australia and other parts of the world? Whilst it is important and valuable for local residents to share and celebrate their stories, in order for these to have relevance to visitors they need to be framed within the context of universal characteristics. People are more inclined to be interested in heritage if they can develop a personal link to the stories.

For example, stories that have both local and universal qualities include:

- A story that links a personal story from a former Mill worker to the making and distribution of Onkaparinga blankets, which everyone has in their cupboards.
- A story that relays weaving techniques with the production of uniforms for armed service men during World War I.

This theme would also provide a focus on Indigenous interpretation and the telling of stories associated with local Aboriginal culture. It will be vital for the overall programming of and management of the facility to involve Indigenous consultation.

3.8 Governance and Staffing

3.8.1 Overview

The ownership and management of the Arts and Heritage Hub will remain the responsibility of the Adelaide Hills Council – at least in the first instance. Staff and volunteers will be recruited to manage and support the facility in collaboration with key stakeholder groups and develop a regional network to work with and draw from. Whilst the site is based in Lobethal the staff will also be expected to foster a regional arts, culture and heritage presence. A Hub Director will lead the development and management of the facilities and programs and will work closely with internal and external stakeholders from across the region to ensure it achieves Council's and the community's vision and is a highly regarded cultural destination. The Hub Staff will be part of the Adelaide Hills Council Community Development Team but will also work closely with Facilities Management and Economic Development Staff. Existing Adelaide Hills Staff would be encouraged to develop programs and content at the Hub in collaboration with the staff on site and spend time at the facility and hot-desk at the site on a regular basis. There will also be an Advisory Group established to provide advice and support to the Director and Council in relation to the cultural and economic outcomes and act as Ambassadors.

3.8.2 A Specialist Industry – Embedded within Council

The Hub will be a clearly defined and promoted service of Council. It will contribute to a number of Council's Strategic Goals, which are articulated in *Section 5: Investment and Impact Analysis* of this document but it is important for Council to recognise the nature of the industries that the Hub resides within, including Tourism, Arts and Culture and Creative Industries. Council business crosses a range of industries and in the context of the Hub development, it is important to appreciate the trends, priorities and value of both the Arts and Culture and Tourism sectors and work collaboratively with relevant industry partners. To accommodate this principle the Staffing Structure below includes staff that are part of Council and report within existing structures and an Advisory Group that provides appropriate industry expertise and access to networks – ensuring industry credibility and authenticity. Standard operational responsibilities and property management including IT, formal leasing aspects, finance, payroll and building maintenance will remain within Council. This is to the benefit of the facility and increases its long-term viability enabling it to draw on the expertise across a range of sectors.

3.8.2.1 Advisory Group

As detailed above and later in the Section 4: Hub Action Plan of this document, the Advisory Group will be critical to the overall success and credibility of the Facility. It is recommended that this group be made up of both local representation as well as respected members of the industry – of a certain calibre. An Elected Member would act as a key connection between this group and Council and representatives from other stakeholders such as hART,

OWMM Inc. and the Aboriginal community could also be included within the membership. The key role of this group will be to support the Hub's development in terms of programming and facilities development – providing advice, connecting the Hub with the broader industry landscape and acting as ambassadors whenever appropriate. To attract the appropriate representation including leading arts and tourism professionals it is recommended that a sitting fee is paid to representatives. The Hub Director would manage this group and it is anticipated that it would meet quarterly depending on needs.

3.8.3 Potential for Governance Transition

There is potential for the Management of the site to be transitioned to a Consortium of Users and Stakeholder after the delivery of the first three stages and it has been recommended in the Action Plan that a full scope of this possibility be developed during Stage 3. This transition would depend on the viability and the capacity for the facility to have a proven value proposition and interested parties that have the capacity to fulfil the vision of the Hub on behalf of the Adelaide Hills Community. It is expected that the Advisory Group, which would be made up of industry and user representatives will be a key stakeholder in this transition. Council would still need to contribute funds to the facility but this contribution would change from an internal operational allocation to a “fee for service” contract whereby Council pays a fee to occupy certain parts of the Hub and benefit from Hub services in order to fulfil its commitment to the Lobethal and broader Adelaide Hills Community. Any transfer of management of the Hub would need to be considered in light of Council's commitment to retain part of the Mill for community use and its responsibilities in caring for and making available the Woollen Mill collection. Interestingly, if it is hugely successful, and therefore a viable and attractive proposition for an external consortium to take over, Council may prefer to retain the management of the facility as it provides strategic benefit and kudos for the organisation. It is also important to note that regardless of the Governance model, the facility will always rely on external funding and/ or in-kind support from Council and other stakeholders and funding agencies.

3.8.4 Heritage Management

The Hub provides a unique opportunity to showcase the Onkaparinga Woollen Mill collection, aligning with the vision for the Onkaparinga Woollen Mill Museum Group Inc. (OWMMI) and realising the original intention to have the collection available to the community. Up until now OWMMI have acted as the caretakers of what is largely a community collection of diverse artefacts from the Mill, representing the industrial, cultural and social nature of the facility throughout its decades of operation. To best honour the collection, an area in Building 21 has been allocated within the Hub to showcase the most captivating elements and develop the Mill Heritage Experience. In order to develop this component of the Hub, the management and custodianship of the collection will need to be resolved. OWMMI's knowledge and passion is highly regarded but with current member levels and available resources, they have limited capacity to realise the potential of the Collection within the vision for the Hub, which involves a unique interactive heritage experience open to the public 5 – 7 days per week. Council will work with OWMMI in the first six months and ensure the collection is showcased and more available to the community and visitors. Resources have been allocated during the first stage of the Hub development to resolve any management issues, ensure opportunities to showcase the

collection are identified and engage with new community members and volunteers. It is recommended that the agreement see custodianship of the collection be granted to Council to ensure it is preserved, showcased and insured appropriately but that OWMMI act as key advisers and supporters for the collection, collaborating with Adelaide Hills Council and the Heritage Project worker.

Space has been allocated beside the Heritage space for a Textile Gallery and Studios, these will further enhance the Heritage Experience, adding contemporary artistic and cultural context. This may also provide an area for the collection to be showcased or the presentation of complementary displays and workshops that further promote the collection and align with OWMMI's vision.

This approach to Heritage Management at the site resolves a number of issues including community and visitor access to the collection, which is currently limited. OWMMI do not currently have a suitable volunteer base to have the collection on display on a daily basis, nor do they have the curatorial expertise to develop and interpret the collection in a way that preserves the local stories and incorporates multimedia components. Under this arrangement Council can willingly invest in the collection and know that it will be preserved, made available to the community and evolve into a local attraction for Lobethal. It will also provide opportunities for further heritage volunteers to be engaged and pave the way for a collaborative relationship between Council, OWMMI, History SA and the community. It is important to note that no other space within the Hub is being offered to a group for independent management and that whilst many other stakeholders will collaborate with Council to develop and deliver activities and displays, management will be the responsibility of Adelaide Hills Council.

3.8.5 Volunteer Support Base

Like all cultural facilities the Hub will rely on a strong skilled volunteer base. The volunteers will undertake a range of roles including exhibition installation and supervision, retail, ticketing, administration and event support. The aim is to draw on existing volunteer groups including the hART and OWMMI to work collaboratively and utilise their passion and knowledge. Physically they will help supervise the many spaces within the Hub with administration desks in the Main Gallery, the Old Mill Heritage Experience, in Building 14 and at the Main entry situated in Building 12B.

3.8.6 Relationships – Internal and External

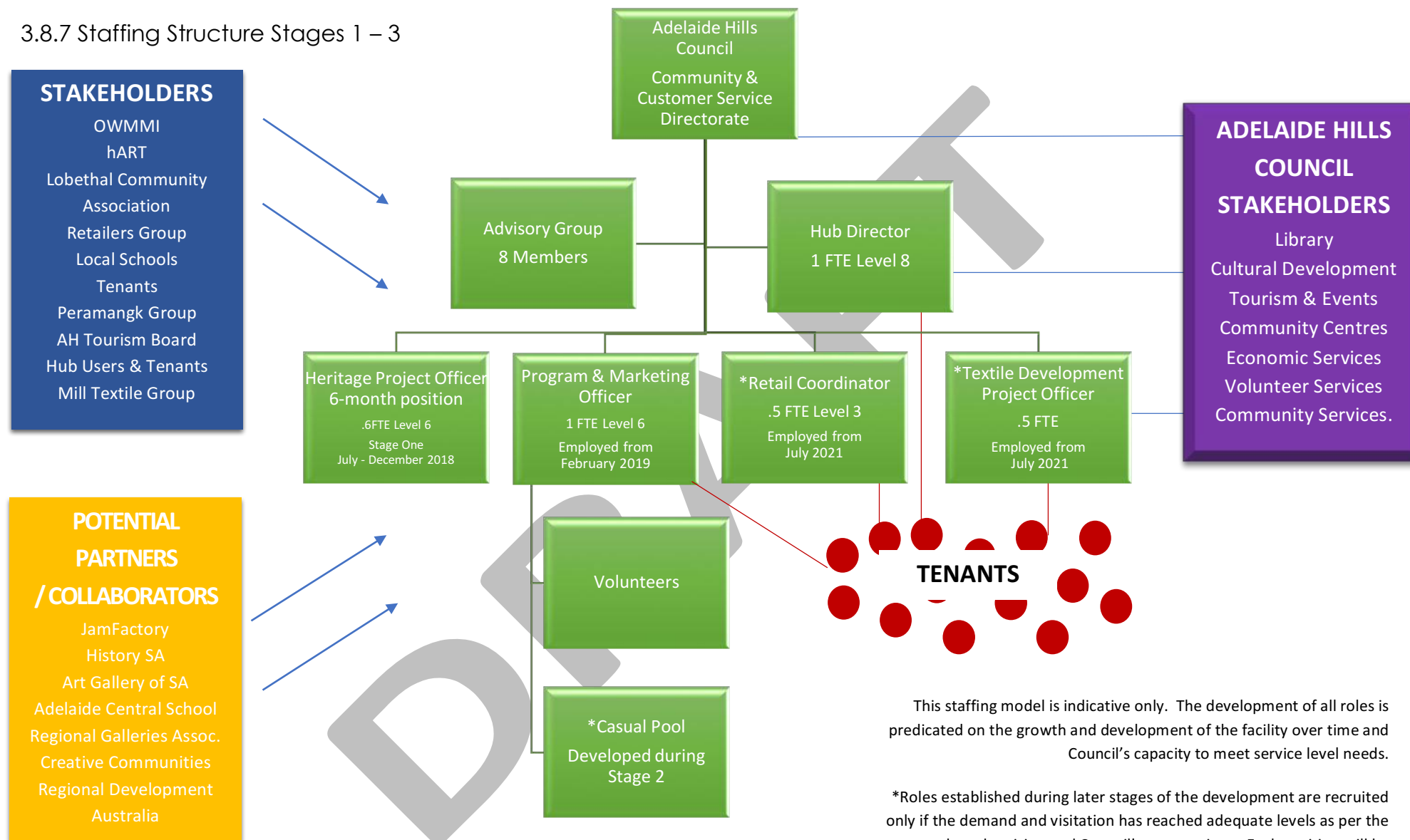
Critical to the success of the facility is its capacity to link with others in meaningful ways both within Council and externally. The arts, community and tourism sectors all rely heavily on partnerships and fostering the linkages/partnerships outlined in the table below will be important to the Hub's success. The development of these will primarily be the responsibility of the Hub Director but the Advisory Group and other Council Staff and Elected Members may also be involved depending on the nature of the relationships. These partnerships will manifest in different ways including project delivery partners, funders and in-kind support and it is important that they increase visitation, improve the capacity and promote the Hub in practical ways.

Links

Partners

Visitor Attractions and Touring Routes & Events <ul style="list-style-type: none"> • Sculpture Trail • Lutheran History • Cycle Tourism • Eco-Tourism • Gallery / Studio Trail • Stirling Laneways • Crush Wine Festival 	<ul style="list-style-type: none"> • Adjacent Councils including Mount Barker, The Barossa and City of Tea Tree Gully, Burnside, Campbelltown, Mitcham and Onkaparinga • Adelaide Hills Tourism and the Regional Strategic Plan 2015 – 2020 http://www.adelaidehills.org.au/images/Documents/AdelaideHillsRegionalStrategicTourismPlan_2015-2020_30-November-2015.pdf • SA Tourism Commission aligning with a number of key strategies including: <ul style="list-style-type: none"> ○ SA Tourism Commission <ul style="list-style-type: none"> ▪ South Australian Tourism Plan 2020 http://tourism.sa.gov.au/research-and-statistics/strategies/tourism-plan-2020 ▪ Nature Like Nowhere Else – SA's Nature Based Tourism Strategy https://www.ecotourism.org.au/assets/Resources-Hub-Ecotourism-Plans/nature-based-tourism-strategy-gen-1.pdf • Bike SA https://www.bikesa.asn.au • History SA http://sahistoryhub.com.au/organisations/lutheran-church • Birdwood National Motoring Museum • Handorf Academy and other private and commercial galleries located within the Adelaide Hills
Economic Development	<ul style="list-style-type: none"> • Regional Development Adelaide Hills, Fleurieu and Kangaroo Island • Business SA https://business.sa.gov.au • AHC Economic Development Team • Adjacent Lease Holders at the Woolen Mill site – promotion and event partners – the Action Plan recommends a Communications Plan that details how these relationships will be managed long-term. • Lobethal Retailers Group (developing)
Arts and Heritage The facility is designed to be a regional Arts and Heritage Hub for the Adelaide Hills Region with local, regional and state level links reflecting this.	<ul style="list-style-type: none"> • Onkaparinga Woolen Mill Museum Inc. – who will be key advisers and involved in the development and management of the Heritage component of the site – potentially supporting through volunteering and offering advice. • hART – potentially provide support and advice in relation to the development and delivery of Visual Arts Programs and acting as key volunteers involved with the development, installation and supervision of exhibitions and other visual arts programs. • History SA – advisor • Country Arts, the Australia Council for the Arts and Arts SA – as funding sources and cultural advice • Carclew Youth Arts – as a project partner • The JamFactory • Adelaide Central School of Art • SA Film Commission • Regional Galleries Association SA – State based peak body for regional galleries • Museums and Galleries Australia – National peak body for museums and galleries. • Guild House – State peak body for craft in South Australia – great links with textile artist • TAFE – primary textile arts education provider in South Australia • Art Gallery of South Australia – to provide access to the state collection • Council of Textile and Fashion • Ink-pot Arts • Stirling Community Theatre • Top of the Torrens Gallery
Community	<ul style="list-style-type: none"> • AHC Libraries & Community Centres – project and promotion partners • AHC Community and Youth Development – project delivery and content development partners • AHC Volunteer Resource – advice and support • Lobethal Community Association – mutual support of activities, events and initiatives • Lights of Lobethal – complementing and enhancing current offer • Lobethal Centennial Hall – potential for partner particularly relating to Performing Arts Presentation.

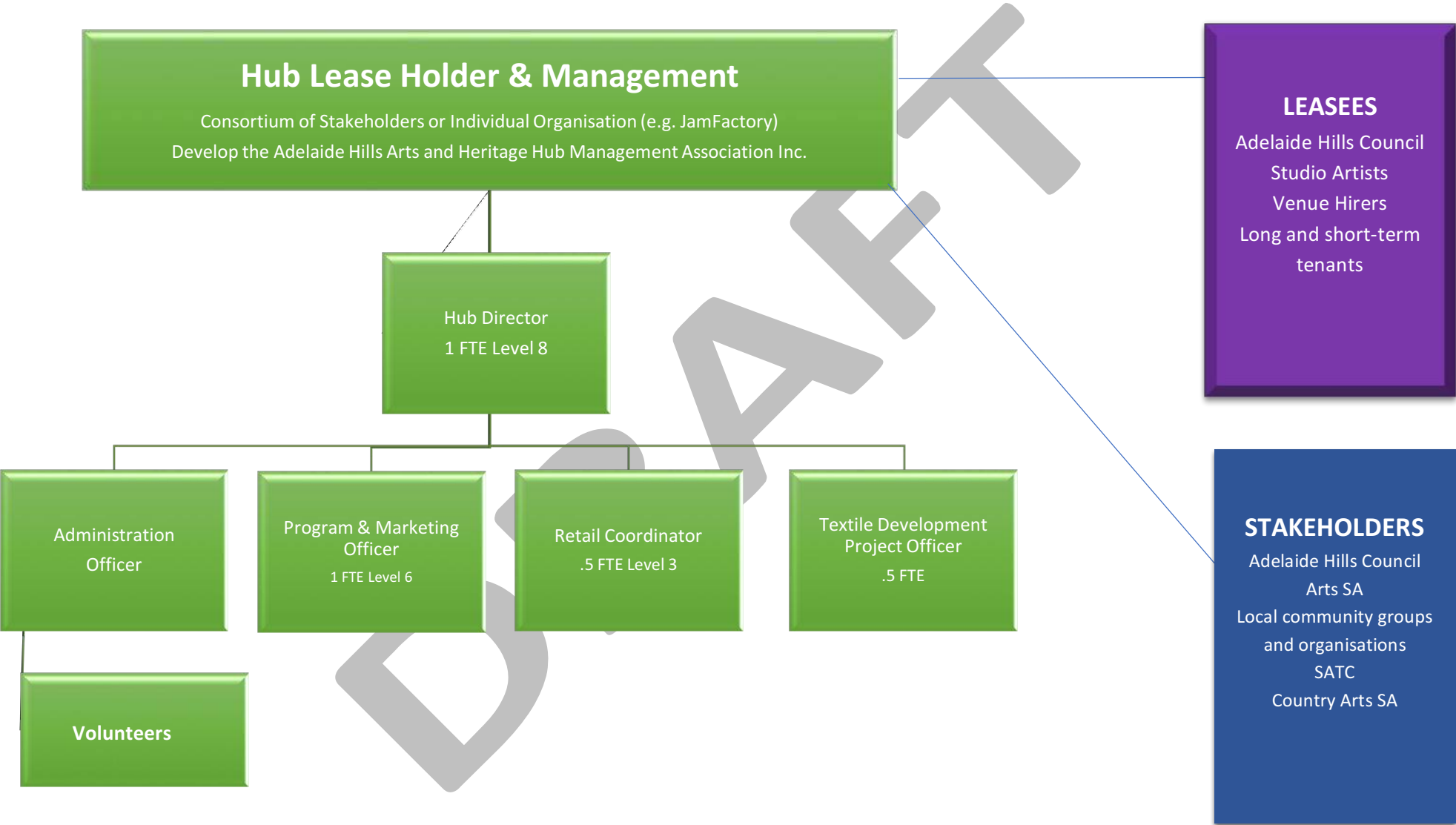
3.8.7 Staffing Structure Stages 1 – 3



This staffing model is indicative only. The development of all roles is predicated on the growth and development of the facility over time and Council's capacity to meet service level needs.

*Roles established during later stages of the development are recruited only if the demand and visitation has reached adequate levels as per the broader vision and Council's expectations. Each position will be reviewed within the context of the Hub's overall success prior to recruitment and at regular intervals.

3.8.8 Potential Governance Structure after Transition



4. THE HUB ACTION PLAN

4.1 Overview

The Action Plan comprises three 2-year stages that see the development of activity grow concurrently with infrastructure improvements. The Action Plan provides a pathway for achieving the aspirations outlined within this document and allows for activity to drive investment. Users and partners will shape the development of the Hub and its programs naturally based on demand. It stages development to enable Council to grow the facility over time and provides an adequate timeframe for the Hub to establish itself organically and strategically. It also allows Council the time to nurture relationships that support financial investment and programming partnerships. Achieving the aspiration of developing an iconic and significant cultural facility in the Adelaide Hills needs to be supported with the understanding that the reputation of the facility needs time to develop. Allowing that time also enables Council to adequately evaluate the impact throughout the three stages and respond with appropriate investment.

Detailed actions have been developed to support implementation of Stage One as the key foundational stage of implementation. Detail in the action plan for Stage Two is less substantial on the basis that evaluation of actions from Stage One will impact on priorities and flow on actions. Detail in Stage Three is reduced to key objectives only with an Action Plan recommended to be developed by the staff in the lead up to the delivery of that stage.

4.1.1 Stage One: 2018 and 2019

Stage One focuses on creating a presence for the Hub, getting some “easy wins” on the board in terms of activity, basic building improvements and establishing strategic resources and projects. The resources and projects to be developed and implemented, will support long-term capital improvement and sustainable and innovative programming.

Key Objectives

- Fostering activity with existing and new stakeholders that nurtures relationships and generates “buy-in” in relation to participation, investment and appeal.
- Setting the stage for the facility to develop foundational resources that support its strategic development in the long term; and to support initial use and development of the site.

Action	Details	Timeframe	Milestones
1. Employ Hub Director	<ul style="list-style-type: none"> The Hub Director will lead the development of the facility through the 3 stages and beyond. The position will be both strategic and operational in nature. The position will be classified at Level 7 or 8 (\$90k - \$110k Remuneration). The suitable candidate will need to have considerable cultural industry experience and demonstrate the capacity to lead, develop and implement strategy. The Hub Director will be responsible for achieving the Milestones outlined within the Hub Action Plan. The Hub Director will have an ongoing responsibility to attract both short and long term external funding to support projects, events and programs developed at the Hub. The Hub Director will be based in Building 14 of the Mill Site with provision made for hot-desking with the Community Development Team and at Council's main office as required. 	Employed by June 2018	Suitable candidate engaged with a 2 – 3 year contract in place
2. Development of Hub Facilities Design Plan	<ul style="list-style-type: none"> This document will include two components: <ul style="list-style-type: none"> Part A will identify immediate improvements that will improve the functionality of the Hub in the short term. Part B will articulate the long-term vision for the building upgrade and development and provide detail costings. This document will position the long-term development as “shovel ready” and provide adequate detail for capital works funding submissions. 	Completed by September 2018	Facilities Design Plan endorsed by Council
3. Employ Heritage Project Officer	<ul style="list-style-type: none"> The Heritage Project Officer will strengthen the relationship with OWMML, review the condition of the Mill collection and develop a Heritage Action Plan (see below). The position will be a short-term project officer role employed part-time 0.6FTE. The position will be at classified at Level 6 and report to the Hub Directors and work closely with other relevant Council Staff and History SA Advisors. Option to extend position based on priorities identified in Heritage Interpretation Action Plan. The Heritage Officer will work onsite at the Hub for the duration of their contract. A provisional office space could be developed in Building 21 where it is easiest to access the collection and spread out. 	Employed by August 2018	Suitable candidate engaged on a 6-month contract

Action	Details	Timeframe	Milestones
	<ul style="list-style-type: none"> This role demonstrates Councils support of the work undertaken by OWMML to date and will help realise a vision for the collection that will see its most important elements preserved and showcased. 		
4. Develop Evaluation Framework	<ul style="list-style-type: none"> The evaluation framework will provide a mechanism for Council to understand the value of the facility on an economic, social and cultural level and help drive decision making for each stage and progress. The framework could draw on the Cultural Impact Framework available through the Creative Communities Network and the LGASA to guide the collection and analysis of data as well as others including the Cultural Development Network's Cultural Indicators work and Culture Counts (FFS Model) https://culturecounts.cc The KPIs in this document are indicative of the types of KPIs that should be included within the evaluation framework. It does not need to be too complicated but these should be identified and agreed upon from the outset. 	Dec 2018	Evaluation Framework developed with KPIs and Implemented at the end of each stage
5. Develop Heritage Action Plan	<ul style="list-style-type: none"> Heritage Action Plan will form the basis of heritage interpretation throughout the site. It will outline / resolve the following: <ul style="list-style-type: none"> A vision for heritage interpretation at the Hub. Key elements / features / attractors of the Mill Collection and how they can be used in a primary installation and throughout other parts of the Hub. Actions to ensure the collection, preservation and interpretation of Mill stories Links to broader heritage themes such as textile manufacturing nationally; migration, bio-diversity, brewing, settlement etc. Funding to support implementation of key actions identified in the plan. Ownership and long-term care of the collection. 	Completed by November 2018	Action Plan endorsed by Council

Action	Details	Timeframe	Milestones
6. Establish Hub Advisory Group	<ul style="list-style-type: none"> The Advisory Group will feature creative, heritage and business professionals and also include local, Council and Indigenous representation. The role of the Group will be essentially strategic in nature and provide support and advice for the Director and Council in relation to strategy, management, programming and overall development. It will foster partnerships and help lay the ground work for building and maintaining a strong stakeholder network. Members will be ambassadors for the facility and be provided with suitable information and collateral to promote the facility and its brand. In order to attract appropriate members with the necessary expertise and professional networks, the Group Members should be paid sitting fees. An interim group may be appointed on a temporary basis, prior to this date to support the recruitment of a suitable Director 	*Appointed by August 2018	<ul style="list-style-type: none"> Terms of Reference prepared Members and Terms of Reference endorsed by Council 2018 – 2020 Meeting Schedule confirmed
7. Development of a Volunteer Program	<ul style="list-style-type: none"> Volunteers will be critical to the ongoing operations of the Hub with volunteers undertaking tasks including: <ul style="list-style-type: none"> Installation and pack up of exhibitions Supervision of exhibitions Retail Point of Sale (POS) support Event support The plan program will encompass recruitment and retention strategies as well as the induction, training and ongoing support of volunteers 	November 2018	<ul style="list-style-type: none"> Recruitment of 12 Volunteers by March 2018
8. Development of Communications and Engagement Plan	<ul style="list-style-type: none"> The engagement plan will outline the strategies to keep the community informed about the project, how they can get involved and what opportunities and benefits it will bring. It will also identify other key engagement targets including potential sponsors, partners and funders. This document will also guide engagement with existing Tenants at the Mill site including those within the Hub precinct and external to it. The Hub Director will be responsible for the development of this Plan in conjunction with Council Marketing and Communications Staff and Property Services Staff who have relationships with current tenants. 	June 2018	<ul style="list-style-type: none"> Completion of Plan Presentation of Community Forum(s) about the Hub Development

Action	Details	Timeframe	Milestones
9. Development of Program	<ul style="list-style-type: none"> Program would build on existing high-quality activities and include exhibitions, workshops, performances and events. The programs would be developed around the upgrades of the facility and flexibility will be required to achieve outcomes. The program should be developed to encourage movement around the site and incorporate external parties hiring the facilities for activities as well as programs being offered on site. 	Program Developed by October 2018	<ul style="list-style-type: none"> Exhibition Program with 8 exhibitions Visitation numbers of 4000 visitors annually by end of Stage One.
10. Implementation of Part A of Facilities Design Plan	<ul style="list-style-type: none"> It is anticipated that these are improvements that need to be implemented to ensure short-term functionality and enable programs to commence including the leasing of studio spaces, development of the front entry and retail space, workshops, exhibitions, performances etc. Negotiation with existing tenants in terms of the impacts of these developments will need to be managed prior to the improvements starting. For example, the Dojo facility in Building 21 currently occupies the Main Gallery space but exhibitions can be undertaken elsewhere in the building in the first instance to provide them with further time to re-locate if necessary. Udder Delights office relocation would not be required until Stage 2 but all of the existing lease holders should be kept in the loop regarding developments. 	Completed by June 2019	<ul style="list-style-type: none"> 6 Studio Artists move in by February 2019 Full time exhibition and workshop program scheduled for Stage 2 3 Spaces available for public hire by June 2019
11. Installation of Temporary Signage	<ul style="list-style-type: none"> Current signage is inaccurate and confusing and whilst the branding and marketing strategy won't be completed straight away, temporary signage should be installed that represents the Hub accurately. Precinct signage should be installed to direct people from the Main street of Lobethal to the site. 	<p>July 2018</p> <p>December 2019</p>	<ul style="list-style-type: none"> Temporary Signage Installed. Branded Signage Installed
12. Development of Marketing Strategy	<ul style="list-style-type: none"> Development of a brand that exudes quality and is contemporary; and marketing strategies that achieve cut through and inform audiences of the Hub offer. The development and distribution of digital and printed marketing collateral. Considerations for the Marketing Strategy would include the official name of the Hub. 	December 2018	<ul style="list-style-type: none"> Launch of Hub Website Distribution of collateral

Action	Details	Timeframe	Milestones
13. Employ Hub Program and Marketing Officer	<ul style="list-style-type: none"> This position would support program development and delivery, be responsible for the implementation of the Marketing Strategy and help to develop the retail space. The position would also provide general administration support The position would be full time and classified at Level 4 – 5 	February 2019	<ul style="list-style-type: none"> Suitable Candidate employed with a 2 – 3 year contract.
14. Development of Retail Space	<ul style="list-style-type: none"> Development of a retail space to showcase locally produced artisan wares. The final location of the retail space is in Building 12B but other locations could be utilised on a temporary basis depending on the roll out of building upgrades. The development of POS site will provide income for the Hub and increase the value proposition for tenants and visitors. It will also provide the facilities for ticket sales etc. 	March 2019	<ul style="list-style-type: none"> Development of Retail Space
15. Establishment of Studio Space	<ul style="list-style-type: none"> It is anticipated that the studio space will be installed on the ground floor of building 20. The establishment of the Studio Space is an important element of the Hub and will generate ongoing income. It will provide an attraction for visitors and add to the vitality of the site. The Studio Spaces will provide a work space, power and internet access for tenants. There will be a shared workshop space that can be utilised by tenants for collaborative activities, community art workshops and other programs. Consideration should be given to at least 2 emerging and Indigenous artists per year for subsidised lease payments as incentive to develop their creative business. One of the studios would be allocated to the Artist in Residence. The studio spaces will be suitable for a range of art-forms with two digital suites developed in Building 14. The spaces will be developed in a way that encourages interaction with the public but consideration will need to be given to safety and access of the studio spaces. With this in mind, the majority of the studios will be built in a stable arrangement with half-walls / doors with 2 – 3 built with full walls but adequate glass / doorways to enable visitors to see what is happening. Leases would be offered for 3, 6 and 12 month terms. Given the volume of the space it is anticipated that there would be between 12 to 16 studio spaces comprising of: 	October 2018	<ul style="list-style-type: none"> 6 Studio Artists move in by February 2019 1 Activity per week delivered in collaborative workshop space.

Action	Details	Timeframe	Milestones
	<ul style="list-style-type: none"> ○ 4 medium sized studios and 4 – 5 large studios ○ 1 Collaborative workshop space ○ 2 - 3 Textile studios ○ 2 Digital suites 		
16. Develop Artist in Residence Program	<ul style="list-style-type: none"> • Having an artist on site adds to the vitality of the Hub, generates artistic content (for performances / exhibitions) and supports community engagement and workshop programming. • The long-term vision for the Artist in Residence Program is for it to be a “live-in” residency with a focus on generating “place based” artworks. A small studio apartment would be established in Building 12a to accommodate this but in the short-term “external” residencies could be established with the supply of a studio space, an exhibition / performance space and relevant support. • The benefits of having a “live-in” residency provides an opportunity to develop a unique and attractive artistic residency that will attract national and international interest. This will contribute significantly to reputation of the Hub. • The residencies should incorporate all art forms including visual arts, music, digital, literature and performance. The length of the residencies may vary but it is anticipated they will be 1 – 4 months in duration. • In the short-term however residencies could commence earlier in Stage 1 but on an external basis. 	<p>November 2018</p> <p>November 2019</p>	<ul style="list-style-type: none"> • 3 External residencies granted • Selection of first 4 “in-house” residencies for Stage Two completed.
17. Scope the Indigenous Interpretation Space	<ul style="list-style-type: none"> • The Indigenous Interpretation space will build on the existing presence of the Peramangk group who will be the key stakeholder in developing and managing the Space. • The space will provide office and display facilities for the group to use and they will have access to other areas in the Hub. • The nature of this space will depend largely on the needs of the Peramangk group working on site but consultation and research should be undertaken with other Indigenous groups situated in the region. • The Indigenous Group should be provided with a space during the development of the facility with a long-term place located on the ground floor of Building 20. 	July 2018	<ul style="list-style-type: none"> • Consultation undertaken with needs of the space articulated within the brief for the Facilities Design Plan

4.1.2 Stage Two: 2020 and 2021

Stage Two focuses on completing the infrastructure upgrades of the facility with substantial external funding secured to support this. The Hub will capitalise on the strategic foundational work undertaken during Stage One and deliver a more substantial program that leverages off established creative and industry partnerships. Increased visibility and brand awareness will also be a priority for the Hub with the aim of building a reputation capable of attracting visitors, participants, tenants and investors.

Key Objectives

- Complete the Hub infrastructure upgrades, which see the development of high-quality cultural facilities that celebrate the industrial heritage of the building whilst also being architecturally striking.
- Position the Hub as a leading contemporary cultural facility that provides diverse experiences capable of attracting visitors to the Adelaide Hills Region.
- Scope the potential to transition to a fully cost recovered model for the Tourism and Business Development components of the facility at the conclusion of Stage 3.

Action	Details	Timeframe	Milestones
1. Implementation of Facilities Design Plan Part B	<ul style="list-style-type: none">• The implementation of this component of the plan will be dependent on sourcing major infrastructure funding from the State and/or Federal Government. E.g. Building Better Regions Funding.• It will see significant improvements made to the buildings to improve the amenity and capacity of the buildings and see the permanent positioning and equipping of spaces such as the Main Gallery, Indigenous Interpretation Space, the Artist in Residence Program, the Heritage Interpretation Space, Events / Town Square and the Textile Studio.• This project would also include the installation of interpretive and directional signage throughout the site.	December 2020	<ul style="list-style-type: none">• Funding achieved by January 2020• Appointment of Construction and Design Group by March 2020• Completion of Works by 2021
2. Major Event Program Development	<ul style="list-style-type: none">• This would see the development of a major events program that would showcase activities already on offer and leverage these to create new and more innovative events.	December 2021	<ul style="list-style-type: none">• Event Strategy Developed by April 2020

Action	Details	Timeframe	Milestones
	<ul style="list-style-type: none"> The plan for the events would also identify possible income sources including sponsorship, Festivals Australia funding and ticket sales. The events would be delivered across a range of art forms. The types of events that could be developed include: <ul style="list-style-type: none"> A major textile symposium that attracts national artists and visitors and celebrates indigenous textile art, contemporary textile art and traditional textile arts and crafts Outdoor Summer Concert Program in the Hub Square with food trucks and live entertainment. A book fair and literary luncheon Digital Heritage Forum that brings contemporary artists and historians together to discuss the contemporary interpretation of heritage Short film festival 		<ul style="list-style-type: none"> 4 – 6 Major events presented per year by end of 2021 Major event attendance of 10000 people per year by 2021 30% External funding received to support events by 2021 50% External funding to support events by 2023
3. Program Expansion	<ul style="list-style-type: none"> This would see the expansion of programs developed during Stage One including exhibitions, workshops, performances residencies, community arts projects, heritage public programs, studio program and innovation projects that facilitate the development of new work. The program expansion would be dependent on the facilities upgrade timing. Introduction of “live-in” Artist in residencies 	December 2021	<ul style="list-style-type: none"> Visitation of 25,000 per year 80% occupancy of studio facilities 3 Funded short-term projects per year Major sponsor secured for Artist residency valued at \$20k.
4. Retail Expansion	<ul style="list-style-type: none"> Expansion of retail space to include increased marketing, larger and more diverse stock supply Introduction of “Retail Artist of the Month” Employment of Retail Space Coordinator – depending on sales and expansion capacity – most likely Part time (.5 FTE), classified at Level 3 – 4. 	December 2021	<ul style="list-style-type: none"> Weekly Sales of \$4000 per week. Eight produce pop-ups per year

Action	Details	Timeframe	Milestones
	<ul style="list-style-type: none"> • Introduction of Local Produce Pop Up events where local food producers and artisans can hire a pop up space for short-term showcasing of their wares, test new products and conduct tastings etc. • Incorporation of Visitor Information Services within the site. 		<ul style="list-style-type: none"> • Appointment of Suitable Retail Coordinator
5. Implementation & Continuation of Key Plans	<ul style="list-style-type: none"> • Plans and strategies developed during Stage One would be implemented during Stage Two. This would include the Marketing Strategy and Engagement Plan. 	December 2021	<ul style="list-style-type: none"> • Milestones achieved as per individual documents.
6. Textile Strategy Development	<ul style="list-style-type: none"> • This would increase the emphasis on Textile as a key artistic Theme for the Hub and improve the facility's reputation as key home for Textile from heritage, art and craft perspectives. E.G the use of Mill machinery to create new contemporary fabrics designed by emerging textile designers. • Scoping of the potential and capacity to develop a Textile Art Collection • The Strategy would outline key activities to establish the Textile Studio including residencies, exhibitions and partnerships with primary and secondary schools and tertiary institutions. • The majority of this strategy would be implemented during Stage Three. • Establishment of the Biennial South Australia Textile Awards including the engagement of sponsors to support program. • The Strategy would also look at key attractors to increase textile visitors – identifying what motivates textile artists, students, hobbyists and enthusiasts. 	October 2021	<ul style="list-style-type: none"> • Completion of the Strategy • Announcement of the Award • 50% increase in "Textile Motivated" visitors by the end of 2023.
7. Employ Textile Development Project Officer	<ul style="list-style-type: none"> • The Textile Development Project Officer would most likely be a practicing textile artist that can work part time to implement the Textile Strategy. • The position would be a part time (.5FTE) and classified as Level 4 – 5. 	December 2021	<ul style="list-style-type: none"> • Suitable Candidate employed with a 1 year contract.
8. Establish Casual Staff Pool & Increase Volunteer Base	<ul style="list-style-type: none"> • The increase in activities will require the development of a pool of casual staff with expertise in event support, staging, exhibition installation and customer service. • Continue to recruit and train volunteers 	December 2021	<ul style="list-style-type: none"> • Casual pool of 5 – 8 Staff established • Increase Volunteer numbers to 30.

Action	Details	Timeframe	Milestones
9. Conduct Stage Two Evaluation	<ul style="list-style-type: none"> Conduct Evaluation as per evaluation framework developed during Stage One. Analyse and compare data to Stage One information and milestones. 	February 2022	<ul style="list-style-type: none"> Complete Evaluation and Report to Council
10. Scope the Transition to alternative Governance Model	<ul style="list-style-type: none"> If successful the site could be transition to an independent Governance Model – where the facility is managed fully by external parties. Council would then lease back components of the facility to deliver on Community Development and Cultural programs. This would be based on operational strengths and weaknesses and the financial trajectory identified at the conclusion of Stage 2. Challenges for this include: <ul style="list-style-type: none"> identifying a suitable body to take over the management that is aligned with Council and the Community's expectations. Separation of services – the model offered within this document suggests integration with Creative Industries and Tourism aligned with community development outcomes and that each one leverages off each other. It is possible under different governance models but difficult to find a strong balance. 	February 2022	<ul style="list-style-type: none"> Complete Scoping based on Operations during s

4.1.3 Stage Three: 2022 and 2023

Stage Three will see the “levelling out” of investment on infrastructure works and will focus on capitalising the investment of Stages One and Two. Ensuring the outputs, including visitation, occupancy, ticket sales and participation levels are maximised, will be a priority during this stage. High quality programming will continue to grow but this will be dependent on attracting external project funding. Initiatives to grow visitor numbers, maintain strong relationships with stakeholders and evaluate progress will be key.

Key Objectives

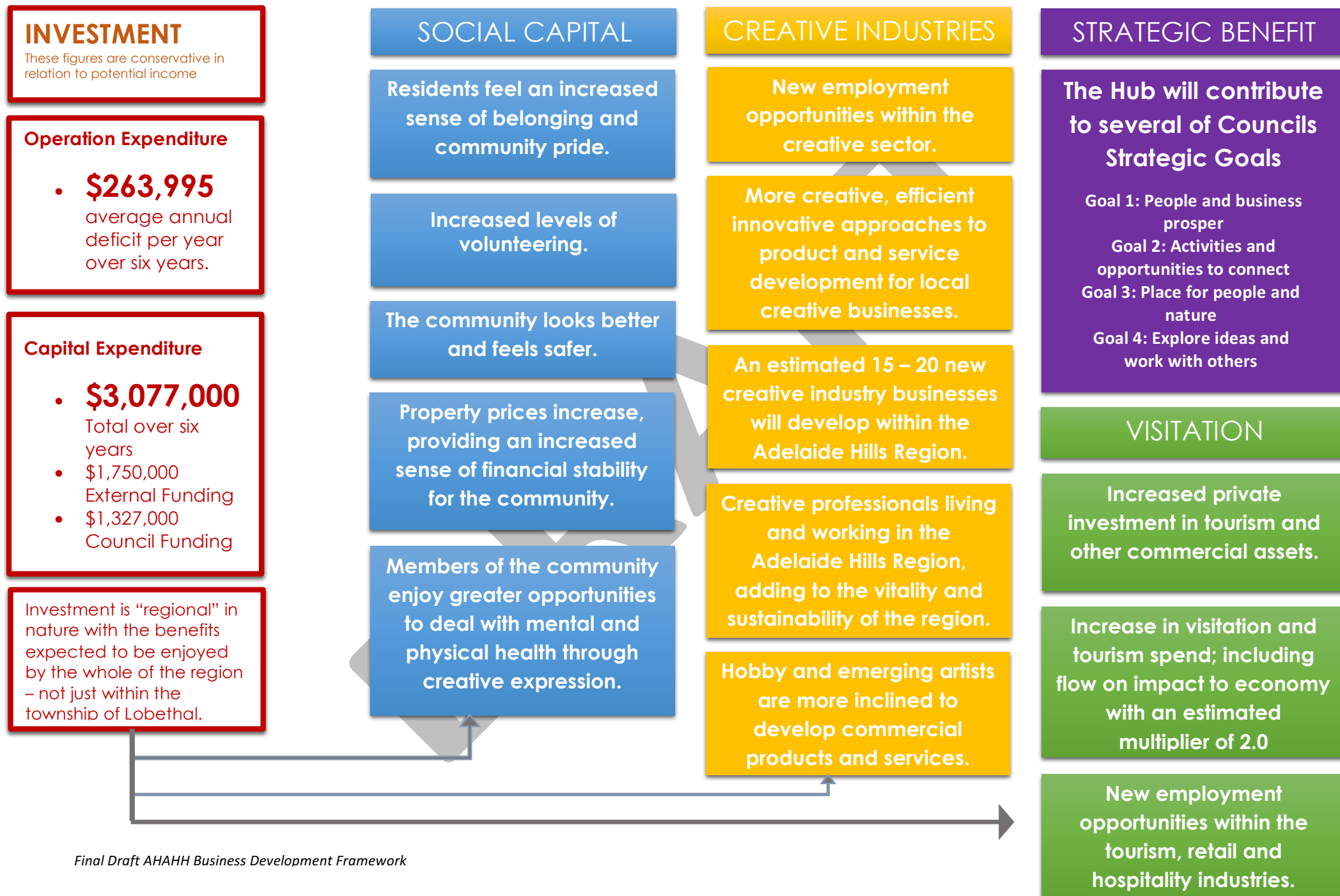
- Maintain and develop high-quality programs that add to the reputation of the facility.
- Ensure demand is maintained with the aim of achieving maximum occupancy, visitation and participation levels.
- Introduce opportunities for further experimentation in programming through external funding opportunities.

5. INVESTMENT & IMPACT ANALYSIS

5.1 Financial Model

- Operations:** Like all civic cultural venues, the Arts and Heritage Hub will rely on government subsidy to sustain it operationally. The funding model recommended to cover the expenditure, relies on a substantial contribution from Council, funding and sponsorship from external sources and income generated through a range of activities at the Hub including workshop fees, ticket sales and leasing arrangements etc. A key role of the Director will be to source funds and support from external parties including the preparation and submission of grant applications, with support from Council staff.
- Capital Works:** Paying for general capital works will be the responsibility of Council with an expectation that funding will be sought from state and federal government for the major upgrade recommended within this Framework. The Action Plan within this Framework details how council can best position itself to access this type of funding and develop the appropriate documentation to ensure it is “shovel ready” when the funding becomes available. Proposing the major capital works during the second stage of development also provides Council with an opportunity to shape the upgrade around the needs of end users and to gather information about achievements of the facility, usage and demand.
- External Funding:** It is important to note that the cost of developing and operating the Hub in general will rely on the capacity of Adelaide Hills Staff to attract funding from a range of sources. Projects and events will rely heavily on the receipt of funding and activities such as the Artist in Residence Program and the Textile Award have the potential to attract significant sponsorship. The requirement to attract funding should be included with the Position Descriptions of both the Hub Director and the Program and Marketing Coordinator.
- DGR Status:** In order to attract funding from philanthropic and private benefactors Deductible Gift Recipient (DGR) Status is vital. If Adelaide Hills Council does not currently have DGR Status through any of its organisations it should consider setting up a Foundation or the like in order to access this. The Arts and Heritage Hub may be eligible to be included on the Register of Cultural Organisations (ROCO), which grants DGR Status. The process to be accepted on the register takes a reasonable amount of time but if the Hub joins the Regional Galleries Association of SA, it may be able to partner with them to access its DGR Status.

5.2 Impact Analysis Summary



5.3 Investment

5.3.1 Indicative Financials

The tables detailed over the next two pages provide a summary of the financial estimates that have been formulated for the Arts and Heritage Hub Development. It is important to note that the figures provided are indicative only with Adelaide Hills Staff able to provide further rigor around some of the figures including utilities costings and Council internal charges.

ANNUAL CAPITAL EXPENDITURE

	Stage One		Stage Two		Stage Three		
CAPITAL FUNDING REQUIRED	2018	2019	2020	2021	2022	2023	TOTAL
Federal / State Government Grant Funding	\$0	\$0	\$1,500,000	\$250,000	\$0	\$0	\$1,750,000
Council funding	\$80,000	\$221,000	\$590,000	\$400,000	\$18,000	\$18,000	\$1,327,000
TOTAL CAPITAL FUNDING	\$80,000	\$221,000	\$2,090,000	\$650,000	\$18,000	\$18,000	\$3,077,000

CAPITAL EXPENDITURE	2018	2019	2020	2021	2022	2023	TOTAL
Temporary Signage	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Furniture and Equipment	\$25,000	\$5,000	\$5,000	\$60,000	\$6,000	\$6,000	\$107,000
Heritage Interpretation - External	\$0	\$0	\$15,000	\$10,000	\$2,000	\$2,000	\$29,000
Heritage Interpretation - Internal	\$0	\$0	\$70,000	\$70,000	\$10,000	\$10,000	\$160,000
Directional Signage	\$5,000	\$0	\$0	\$10,000	\$0	\$0	\$15,000
Retail Fit Out	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
Implementation of Facilities Masterplan Part A	\$50,000	\$200,000	\$0	\$0	\$0	\$0	\$250,000
Implementation of Facilities Masterplan Part B	\$0	\$0	\$2,000,000	\$500,000	\$0	\$0	\$2,500,000
TOTAL CAPITAL EXPENDITURE	\$80,000	\$221,000	\$2,090,000	\$650,000	\$18,000	\$18,000	\$3,077,000

Annual Operating Budget
– Indicative Income

	Stage One		Stage Two		Stage Three	
INCOME	2018	2019	2020	2021	2022	2023
Lease / hire fees:						
Indigenous Space		\$10,712	\$11,033	\$13,000	\$13,390	\$13,791
Studio Spaces	\$0	\$31,200	\$41,600	\$62,400	\$64,272	\$65,236
Venue Hire	\$2,000	\$3,000	\$3,000	\$5,000	\$6,000	\$6,000
Temporary site hire fees (e.g. Produce Pop Ups /Market Stalls at Events)	\$0	\$2,000	\$2,000	\$4,000	\$4,000	\$6,000
Total lease / hire fees	\$2,000	\$46,912	\$57,633	\$84,400	\$87,662	\$91,027
Grant funding:						
Festivals Australia	\$0	\$0	\$0	\$20,000	\$25,000	\$25,000
Country Arts SA	\$0	\$3,000	\$3,000	\$5,000	\$0	\$0
Arts SA	\$0	\$0	\$0	\$20,000	\$25,000	\$30,000
History SA	\$0	\$2,000	\$2,000	\$2,000	\$0	\$0
Total grant funding	\$0	\$5,000	\$5,000	\$47,000	\$50,000	\$55,000
Donations & Sponsorship:						
Door Donations	\$0	\$3,000	\$3,500	\$12,000	\$14,000	\$16,000
General Sponsorship	\$0	\$0	\$5,000	\$10,000	\$10,000	\$10,000
Artist In Residence Sponsorship	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
Textile Award Sponsorship	\$0	\$0	\$0	\$25,000	\$0	\$25,000
Total donations & sponsorship	\$0	\$3,000	\$8,500	\$57,000	\$34,000	\$61,000
Program income:						
Ticket Sales - Performances & Events	\$0	\$0	\$12,000	\$20,000	\$30,000	\$30,000
Workshop Fees	\$4,000	\$6,500	\$12,000	\$18,000	\$18,000	\$18,000
Textile Award Entry Fees	\$0	\$0	\$0	\$2,000	\$0	\$2,000
Forums & Training Fees	\$0	\$2,000	\$2,000	\$4,500	\$4,500	\$4,500
Total program income	\$4,000	\$8,500	\$26,000	\$44,500	\$52,500	\$54,500
Sales income:						
Commission on Sales - Exhibitions	\$1,500	\$1,500	\$1,500	\$2,500	\$2,500	\$2,500
Commission on Sales - Retail	\$0	\$10,000	\$12,000	\$30,000	\$40,000	\$40,000
Retail Income General	\$0	\$20,000	\$20,000	\$30,000	\$38,000	\$38,000
Total sales income	\$1,500	\$31,500	\$33,500	\$62,500	\$80,500	\$80,500
TOTAL INCOME	\$7,500	\$94,912	\$130,633	\$295,400	\$304,662	\$342,027

Annual Operating Budget
– Indicative Expenditure

EXPENDITURE	2018	2019	2020	2021	2022	2023
Salaries & Wages (figures incl. 18% on-costs):						
Salary - Hub Director	88,500	120,950	123,973	127,023	130,250	133,506
Salary - Program & Marketing Coordinator	0	67,112	78,617	80,582	82,597	84,662
Salary - Heritage Project Officer	60,180	0	0	0	0	0
Salary - Retail Coordinator	0	0	0	9,833	30,237	30,993
Salary - Textile Project	0	0	0	11,800	35,401	36,286
Casual Pool Staff	2500	2500	5000	15,000	15,000	15,000
Total salaries & wages	151,180	190,562	207,590	244,238	293,485	300,447
Consultants Fees:						
Facilities Masterplan	30,000	0	0	0	0	0
Branding & Marketing Strategy	15,000	0	0	0	0	0
Total consultants fees	45,000	0	0	0	0	0
Marketing & promotions:						
Marketing	5,000	5,000	10,000	25,000	30,000	30,000
Website Development & Maintenance	0	10,000	1,500	1,500	1,500	1,500
Total marketing & promotions	5,000	15,000	11,500	26,500	31,500	31,500
Program expenses:						
Artist In Residence	5,000	5,000	5,000	12,000	12,000	12,000
Exhibitions	10,000	10,000	12,000	15,000	20,000	20,000
Public Programs - Forums, Training Etc.	0	2,500	2,500	5,000	5,000	5,000
Community Arts Projects	0	5,000	5,000	8,000	10,000	10,000
Workshops Program	5,000	8,000	15,000	20,000	20,000	20,000
Events Program	0	0	10,000	12,000	20,000	20,000
Performing Arts Program	0	0	5,000	10,000	10,000	10,000
Textile Award	0	0	0	25,000	0	25,000
Total program expenses	20,000	30,500	54,500	107,000	97,000	122,000
Operating expenses:						
Printing and Stationery	1,500	1,500	2,500	3,000	3,000	3,000
Travel and Accommodation	2,500	2,500	5,000	5,000	6,000	6,000
Utilities (high level est.)	15,000	15,000	17,000	20,000	22,000	22,000
Retail Stock	0	10,000	10,000	12,000	20,000	20,000
Council IT & Administrative Charges	10,000	10,000	12,000	12,000	15,000	15,000
Phone	1,500	1,500	2,000	2,000	2,500	2,500
Advisory Board Sitting Fees	10,000	15,000	15,000	15,000	15,000	15,000
Volunteer Program	1,500	2,000	2,000	3,000	3,000	3,000
Total operating expenses	42,000	57,500	65,500	72,000	86,500	86,500
Property Expenses:						
Cleaning	15,000	15,000	20,000	25,000	25,000	25,000
Building Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	\$50,000
Security, gardening, fire monitoring etc. (est.)	15,000	15,000	20,000	20,000	20,000	20,000
Total property expenses	40,000	40,000	50,000	55,000	95,000	95,000
TOTAL EXPENSES	303,180	333,562	389,090	504,738	603,485	635,447
OPERATING SURPLUS (DEFICIT)	\$(295,680)	\$(238,650)	\$(258,457)	\$(209,338)	\$(298,823)	\$(293,420)

5.4 Impacts

5.4.1 Overview of Economic impacts

When measuring the economic impact of the Hub it is important to consider both the direct and indirect impact of the Hub.

Direct impact: Income generated through the charging of fees for services and products made available through the facility, which is collected directly by Council, E.G. Venue hire, lease income, ticket sales, commissions, entry fees, retail etc. As indicated above, the Hub will generate direct income for Council in the form of fees, charges and retail of product. The Hub will look to employ local people and wherever possible use local suppliers for products and services; having a direct impact on the local economy.

The Hub will act as a catalyst for creative industry economic growth by providing an incubator space and access to business development assistance; with the aim of transitioning current and emerging 'hobbyist' artists into creative industry businesses.

Indirect impact: The Hub will act as a beacon for visitors from around Australia and increase the Adelaide Hills' appeal as a visitor destination. This will have a flow on 'multiplier' effect on the local economy by increasing visitation and spend in the region; positively impacting tourism, hospitality, product and service businesses in the region.

Income will be generated within the community as a result of the activities undertaken within the facility with money flowing through the economy as a result and translating into jobs. For example:

- People eating in cafes and bars, buying their fuel or shopping in stores near the facility,
- Participants purchasing art / tech supplies to participate in workshops
- Emerging artists developing business opportunities i.e. a writer choosing to self-publish and sell their book.
- People visiting other nearby venues and facilities

5.4.2 Strategic Impact

The Arts and Heritage Hub will contribute to the achievement of a number of Adelaide Hills Strategic Goals including:

Goal 1: People and business prosper

- 1.3 We will work towards making the Adelaide Hills the favoured tourism destination in the state
- 1.5 We recognise that small and micro business is the backbone of our regional economy and will work with stakeholders to make it easier to do business in the Hills
- 1.12 We will seek opportunities to increase the wellbeing and resilience of our community to withstand, recover and grow in the face of challenges

Goal 2: Activities and opportunities to connect

- 2.1 We recognise and respect Aboriginal culture and the descendants of our first people.
- 2.4 We will implement the Adelaide Hills Business and Tourism Centre Masterplan to stimulate local job creation boost tourism and create a vibrant cultural hub.
- 2.5 We will support opportunities for learning in our community to increase the confidence, wellbeing and health of our citizens.
- 2.6 We will seek to bring events to our district that have social, cultural, environmental and economic benefits.
- 2.8 We will improve the engagement and participation of younger people in our district.

Goal 3: Place for people and nature

- 3.5 We will take a proactive approach and long-term view, to infrastructure maintenance and renewal.
- 3.9 We encourage community-led place making approaches to enhance townships and public spaces.

Goal 4 Explore ideas and work with others

- 4.2 We will explore the opportunities that emerging technologies present to people living, working, visiting or doing business in our district.
- 4.4 We will foster creativity in the community and embrace it as an organisation.
- 4.6 We will actively pursue opportunities to share resources and partner with others for better community outcomes.

5.4.3 Economic Impact

The tables included on the next few pages detail the anticipated impact of the Hub on an economic level. The two major areas of impact are:

- **VISITATION**

There will be an increase in new and repeat visitation by intrastate and interstate tourists to Lobethal and the broader Adelaide Hills region.

- **CREATIVE INDUSTRY GROWTH**

There will be an increase in the number of creative industry participants within Lobethal and the Adelaide Hills Region.

VISITATION

There will be an increase in new and repeat visitation by intrastate and interstate tourists to Lobethal and the broader Adelaide Hills region.

RATIONALE

Visitors will come because

- The Hub will offer a unique and multi-faceted cultural experience.
- They can interact with artists, purchase distinctive, hand-made goods, attend exhibitions and performances, appreciate history, share stories and participate in workshops and forums.
- It will offer something that cannot be found elsewhere in South Australia.
- It is accessible and part of a broader network of Adelaide Hills offerings.
- It will have a strong and attractive brand that achieves artistic credibility and encapsulates the unique nature of the experience

OUTCOME

- Increase in visitation and tourism spend; including flow on impact to economy with an estimated multiplier of 2.0
- New employment opportunities within the tourism, retail and hospitality industries (flow on effect).
- Increased private investment in tourism and other commercial assets (flow on effect).

EVIDENCE

Economic investment of the Wangaratta Performing Arts Centre 2013 Creative Victoria

- Since opening in 2009, the Wangaratta Performing Arts Centre has fostered and increase in regional visitation by 5200 persons per year that are associated with arts performances, conferences and events. Regional visitor spending has increased by around \$1.6 million per year, benefiting a wide range of regional businesses.

Demonstrating Impact – Public Art Museums 2013 Public Galleries Association of Victoria

- Of the 124,715 out-of-region attendees at the Grace Kelly exhibition, more than 99,840 (80.0%) were primarily visiting Bendigo because of the exhibition whilst a further 2,041 (1.6%) extended their planned length of stay.
- The economic impact of the Grace Kelly exhibition on the Bendigo economy is estimated as being more than \$16.31 million. (estimated 1.82 multiplier effect)
- Visitation for the Bendigo Gallery has grown from 14,000 in 1996 to 300,000 in 2015.

Value Added – the economic and social contribution of cultural facilities and activities in Central NSW 2010. Museums & Galleries NSW

- A study of 12 regional performing arts venues, public art galleries and museums indicate that collectively these facilities:
 - create an additional 8.5 jobs outside the cultural sector for every 10 full time positions within the cultural sector
 - add over \$14 million to the local economy in 07/08 FY
- create almost \$9 million in household income per annum

Newcastle Gateshead Cultural Venues Economic Impact 2013 – 2014

- For every 10 direct FTE jobs at Newcastle Gateshead Cultural Venues an additional 5 indirect and induced FTE jobs were created in the regional economy.

CREATIVE INDUSTRY GROWTH

There will be an increase in the number of creative industry participants within Lobethal and the Adelaide Hills Region.

RATIONALE

Creative Industries will grow because

- The Hub will provide affordable workspace for artists and creative professionals to experiment and create better quality cultural goods and services.
- There will be increased opportunities to collaborate with and be part of a professional creative network.
- Artists in the region will have increased access to business development support and mentorships
- Artists will be exposed to more exhibition / performance, facilitation and retail opportunities through Hub programming

OUTCOME

- An estimated 15 – 20 new creative industry businesses will develop within the Adelaide Hills Region.
- Creative professionals living and working in the Adelaide Hills Region, adding to the vitality and sustainability of the region.
- More creative, efficient innovative approaches to product and service development for local creative businesses.
- New employment opportunities within the creative sector.
- Hobby and emerging artists are more inclined to develop commercial products and services.

EVIDENCE

Valuing Australia's Creative Industries 2013 *The Creative Industries Innovation Centre*

- “The United Nations Conference on Trade and Development (UNCTAD) now recognises *creative industries as a new dynamic sector in world trade. While creative industries are often micro businesses or small to medium sized enterprises that focus on local markets, they can develop into powerful economic clusters, helping to drive economic growth.”
- Every dollar in turnover generated by creative industries (i.e. initial revenue stimulus) results in 3.76 times the total revenue for all other industries in the Australian economy.
- The creative sector adds almost \$46billion in GDP for the Australian economy.

*Creative Industries includes a diverse range of sectors including music, performing arts, design and visual arts, television, radio and film, marketing, social media, software development and interactive content, animation, print, writing and publishing.



5.4.4 Social Impact

Intangible benefits – Community Value

The benefits enjoyed by the public who enjoy a greater sense of wellbeing after participating in cultural activities. This translates into better physical and mental health as a result of lifelong learning, social inclusion and the valuing of community identity and expression e.g. Young people staying in school, older people feeling less isolated, improved rates of volunteerism etc.

VITALITY AND SOCIAL CAPITAL

The community will look and feel more vibrant, community members will connect more socially and enjoy a greater sense of belonging.

RATIONALE

The Hub will foster a range of activities that contribute to the vitality, health and connectedness of the community including:

- Performances, functions and events that provide opportunities for people to socialise and connect.
- Opportunities to celebrate and share local stories that connects people to place.
- Celebration of the history and heritage of Lobethal
- Workshops that foster creative expression and interaction that has therapeutic outcomes.
- Artists living and working in the region adding aesthetic value to the local landscape.

EVIDENCE

Value Added – the economic and social contribution of cultural facilities and activities in Central NSW 2010.
Museums & Galleries NSW

A study of 12 regional performing arts venues, public art galleries and museums indicate that collectively these facilities contribute positively to social capital by helping people to think differently, enhance their connections, build trust between people and develop a “sense of place”

The Art of Being Health Framework
University of Western Australia. Christina Davies, Matthew Knuiman, Peter Wright and Michael Rosenberg.

- People with 100 or more hours per year of 2 or more hours per week had significantly better mental wellbeing than those with none or lower levels of arts engagement.

Creative Health: The Arts for Health and Wellbeing July 2017

OUTCOME

- Residents feel an increased sense of belonging and community pride.
- Levels of volunteering increase.
- The community looks better and feels safer.
- Members of the community have greater opportunities to deal with mental and physical health through creative expression.
- Property prices increase, providing an increased sense of financial stability for the community.

All Parliamentary Group on Arts Health and Wellbeing UK

- After engaging with the arts
 - 79% of people in deprived community in London ate more healthily
 - 77% engaged in more physical activity
 - 82% enjoyed greater wellbeing.
- 85% of people in England agree that the quality of the built environment influences the way they feel.
- An arts-on-prescription program has shown a 37% drop in GP consultation rates and 27% reduction in hospital admissions.

DRAFT

Appendix 2

Risk Assessment

[illegible]

2	Low visitation (less than 4000 per year) leading to unfulfilled economic expectations	Cause: The facility proves less attractive than anticipated. Impact: Lower visitation and lower spend on site and in the township/region.	DCCS	Economic	Minor	Likely	High (2B)	(Consequence could have been 'insignificant' based strictly on rating criteria). - Existing visitation to ad-hoc exhibitions held on site number around 1000 per year, plus workshop attendance.	Marginal	Minor	Possible	Medium (2C)	14/12/17	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	12/06/18	Develop Hub Evaluation Framework (HEV) which includes visitation targets as envisaged in the BDF. - BDF places emphasis on quality activities (exhibitions, workshops and events) which will attract people, rather than relying on 'walk-past' visitation. - BDF inclusion of artist residencies (utilising some of the existing 'home like' cottage) is an example of unique interest that will drawn people. - BDF inclusion of marketing plan to ensure the centre is promoted properly to the target audience. If targets are met/not met, review workshop and exhibition programming, including resourcing, and tailor accordingly (particularly between Stage 1 and 2 of BDF implementation).	Hub Director	Q2 2018	Low
3	Insufficient interest in the arts community leading to a lack of utilisation and therefore unfulfilled expectations (relates also to visitation and space occupancy).	Cause: Insufficient interest Impact: Unfulfilled expectations	DCCS	Community, Social & reputational	Moderate	Possible	Medium (3C)	(In context of whole of Council) -Community engagement undertaken over past 18 months has identified interest. -Activities undertaken over past 2-3years have demonstrated interest.	Good	Minor	Unlikely	Low (2D)	10/02/18	Minimum annual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	10/02/19	BDF contemplates a range of quality experiences and workshops to draw artists to the site.		Q4 2019	

4	Insufficient volunteer interest to meet the needs of operating the site, leading to restrictions on opening hours and pressure to resource with paid staff.	Cause: Insufficient volunteer interest. Impact: Insufficient resources to open, guide, attend to visitors.	DCCS	Service Continuity	Major	Unlikely Medium (4D)	(Risk assessed in the context of the impact on the Hub only.) -Previous community engagement on options for the site indicated strong interest in volunteering and participation. -Council has a strong track record of attracting volunteers and has a number of existing volunteers to call upon. A particular risk exists in relation to the heritage collection as regards the willingness of former mill workers to work with Council - it is this element which is considered at risk, otherwise the residual risk would be LOW.	Good Moderate Unlikely Medium (3D)	14/12/17	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	12/06/18	(The residual MED risk relates essentially to the heritage collection element and willingness of former mill workers to participate as curators, attendants and guides.) Volunteer base likely to start with those currently working under the umbrella of H.Art. Former woollen mill workers will be provided opportunities to volunteer. BDF sets realistic targets in this regard. It is considered highly likely that some former mill workers will engage. If numbers are low, work toward recruiting and training new volunteers who can learn from others and develop the essential skills for attending the collection. Reconsider hours of opening to match available volunteer resource, if necessary.	Hub Director	Q1 2019	Low
5	Difficulties achieving development approval leading to inability to develop site as proposed.	Cause: Heritage listing. Impact: Inability to develop site to intended use.	DCCS	Service Continuity	Major	Possible High (4C)	(Risk assessed in the context of the impact on the Hub only.) -Preliminary advice (from Development Services) suggests proposed use is compatible with development plan. Preliminary advice from DEWNR Heritage Branch suggests proposed works will be permitted. -most of the proposed upgrades are non-structural and most wall fit-outs will be free standing. -design concept is to pay homage to heritage, thus no designed intent to denigrate from heritage of the site. -difficulties with approvals are likely to be limited to specific areas of the site.	Good Moderate Unlikely Medium (3D)	10/02/18	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	9/08/18	Ensure architect suitably qualified and experienced with heritage building developments is appointed for the Facilities Plan step. Pay particular attention to artist residence (the only aspect likely to be non-complying) and seek development approvals separately to others on the site. Initial artist residencies to be non-accommodated to allow time for the DA process.	Hub Director	Q2 2018 Q32018	Low
6	Anticipated small grants (for programs, events and specific activities) in not forthcoming leading to a shortfall in funding to run the associated activities.	Cause: Unsuccessful in grant applications Impact: Insufficient funding to undertake the associated activities.	DCCS	Finance & Assets	Moderate	Possible Medium (3C)	(Assessed in the context of the hub operations only - not whole of Council) -Grant providers were engaged in the development of the BDF and gave indications of likelihood of funding.	Marginal Minor Possible Medium (2C)	10/02/18	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	9/08/18	Grants would only be sought for specific projects, events or initiatives, which would not proceed if funding not obtained (thereby reducing risk of cost blow-outs).	Hub Director	Ongoing	Low

7	Lack of robust planning and strategy alignment (around the hub concept) leading to misuse of public funds.	Cause: Lack of robust planning. Impact: Misuse of public funds.	DCCS	Finance & Assets	Moderate	Likely	High (3B)	-Development of Business Development Framework by experienced practitioner. -Engagement from key agencies and other stakeholders during Development of BDF.	Good	Minor	Possible	Medium (2C)	10/02/18	Minimum biannual assessment of residual risk required or when causes or controls change or mitigations are implemented. Risk mitigation (treatment) plan optional.	9/08/18				
---	--	--	------	------------------	----------	--------	-----------	--	------	-------	----------	-------------	----------	---	---------	--	--	--	--

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.2

Originating Officer: Richard Fox, Senior Property Projects Officer

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Adelaide Hills Business and Tourism Centre – Plan of Division for the Southern Site and Divestment Update

For: Decision

SUMMARY

This report is presented in order to gain Council approval for the plan of division of the Southern Site of the Adelaide Hills Business and Tourism Centre (AHBTC), which will result in the successful divestment of the Southern Site during the current financial year.

A general update on other matters at the AHBTC is also presented for the information of Council.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That the plan of division for the Southern Site, as shown in Appendix 1, be approved.
 3. That the Chief Executive Officer be authorised to execute all documents necessary for the division of the land and the subsequent sale of the new allotments created in the land division of the Southern Site.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 3	A Prosperous Economy
Strategy 3.4	We will implement the Adelaide Hills Business and Tourism Centre (Old Woollen Mill) Masterplan to stimulate local job creation, boost tourism and create a vibrant cultural hub.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

The acceptance of the plan of division will assist in mitigating the risk of:

Inability to divide and sell the Southern Site of the AHBTC site leading to non completion of the divestment strategy for the AHBTC site

Inherent Risk	Residual Risk	Target Risk
HIGH (3B)	LOW (1E)	LOW (1E)

The plan of division is one of the essential elements in achieving the outcomes of the divestment strategy and of the broader Masterplan for the AHBTC.

➤ **Financial and Resource Implications**

All costs associated with the division of the land are covered within the budget for the divestment strategy for the AHBTC site.

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

Not applicable

➤ **Environmental Implications**

Not applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Not Applicable

Community: There has been continuing consultation with the proposed purchasers, who are supportive of the final plan of division.

2. BACKGROUND

The Masterplan and divestment strategy for the AHBTC site have been extensively covered in a number of reports to Council. For the purposes of this report, the resolutions of the meeting of Council of 22 March 2016 are the most relevant.

19.1.1 Adelaide Hills Business & Tourism Centre (AHBTC) Divestment Strategy – Confidential Item

MINUTE PARTIALLY RELEASED 4 JULY 2016

FULLY RELEASED 4 AUGUST 2016

Moved Cr John Kemp
S/- Cr Malcolm Herrmann

66

Council resolves:

1. That the report be received and noted
2. To endorse the inclusion of funding into the Draft 2016/17 Annual Business Plan and Budget to enable the progression of the Divestment Strategy.
3. That a Development Application to obtain conditional approval for the community titling of proposed Lot 201 be submitted.
4. That in relation to current Lessees that:
 - a. RIPE be advised that Council will be allowing the Adelaide Hills Craft Brewery Pty Ltd an option to purchase Building 2 and that if purchased the Adelaide Hills Craft Brewery Pty Ltd will be RIPE's Lessor until the current Lease, including renewal, expires on 1/06/2018
 - b. Robert Johnson be advised that the Lease of Building 3C will not be renewed after 31 March 2017 and that the premises will be leased to the Adelaide Hills Craft Brewery Pty Ltd.
 - c. Adelaide Hills Craft Brewery Pty Ltd be advised that:
 - The Right of First Refusal Clause to purchase currently leased premises, as appears as Appendix 5, will be included into the Leases of Buildings 3A and 3B
 - Building 3C will be included into its leased area from 1 April 2017. The Right of First Refusal Clause will then also apply to Building 3C.
 - It is unlikely that the Council will accept an offer to only purchase Buildings 3A, 3B and 3C without also including Building 2.
 - d. Udder Delights Group Pty Ltd be advised that the Right of First Refusal Clause to purchase currently leased premises, as appears as Appendix 5, will be included into the Leases of Buildings 15, 16, 17, 18 and 19.

- e. **Monsteda Pty Ltd be advised that the Right of First Refusal Clause to purchase currently leased premises, as appears as Appendix 5, will be included into the Leases of Buildings 4, 5C, 5D and 7.**
 - f. **The relocation of Simon Greenleaf's winery to, and lease of, the rear of Building 21 and portion of Building 22, be negotiated with Simon Greenleaf.**
 - g. **Subject to the above successful relocation of Simon Greenleaf winery from Building 5A, further discussions be held with Jedmar Pty Ltd regarding the leasing of both Buildings 5A and 5B**
 - h. **If the above negotiation with Jedmar Pty Ltd is successful then a Right of First Refusal Clause to purchase, as appears as Appendix 5, be included in the future Lease of Buildings 5A and 5B.**
 - i. **Tillbrook Estate be offered an incentive to vacate Building 17 by 14 June 2017.**
 - j. **Henstock Pty Ltd be advised that an option to purchase Lot B in Appendix 4 to this report will be negotiated if the Council desires to sell the premises.**
 - k. **Action be initiated to sell Lots C, D and E on the Southern Site in Appendix 4 to Blisstrade Pty Ltd and / or adjoining landowners.**
 - l. **The Chief Executive Officer be delegated the authority to finalise the above matters.**
5. **The Mayor and Chief Executive Officer be authorised to finalise and sign all necessary documentation to finalise all transactions proposed in this set of recommendations.**

For the purposes of the division of the Southern Site of the AHBTC, resolutions 4j and 4k are those of particular relevance. It should be noted that further iterations of the concept plan of division for the Southern Site have resulted in different identifiers for these Lots. The land, as presented in **Appendix 1**, results in Henstock purchasing Lot 702, Blisstrade purchasing Lot 703 and the remaining land being merged with the land of adjoining owners.

Development approval for the land division has been attained and it now only requires Council to approve the division.

3. ANALYSIS

The acceptance by Council of the plan of division will lead to the successful divestment of the entire Southern Site of the AHBTC during the current financial year. In order to gain development approval, there have been extensive stormwater management works, the removal of a canopy that linked Buildings 23 and 27 and separation of services. All but the separation of the electrical supply have now been completed. A new toilet compliant with standards for disability access will replace a current toilet on the site. At the meeting of 12 December 2017 Council approved the road process orders pursuant to the *Roads (Opening and Closing) Act 1991* that will result in the encroachments onto the road reserve being resolved. This takes place outside the development approval process.

Property staff are working towards the completion of all contractual documentation and the fulfilment of a number of conditions to be met prior to the pending settlements. This

includes drafting leases from the intending purchasers to Adelaide Hills Council for Building 26 and Building 31A, with Council then sub-leasing these spaces to relevant community groups. A lease is also being finalised for a commercial tenant for Building 34, as a copy of the lease will be a component of the documentation required for the sale process. Vacant possession of one building subject to a monthly tenancy is required and is being pursued, while several maintenance items have been programmed over the coming weeks in preparation for sales. The relevant buildings for the Southern Site are numbered in **Appendix 2**.

On the Northern Site two development approvals have been granted. One of these is for the demolition of Building 11, which is a shed in poor condition straddling the creek and which has extensive asbestos. The other is for the removal of a range of very dated signs, including the triangular free standing structure on Mill Square, that are either no longer relevant or are inaccurate. Engineering design work has been initiated for the upper Northern Site for matters such as the separation of services that will be required in order to gain development approval for community titling. In relation to tenancies on the Northern Site, Udder Delights is expanding its footprint and now has occupation rights over Building 10 and two spaces within Building 22. This means that the Northern Site is now fully tenanted with no vacant spaces. The relevant buildings for the Northern Site are numbered in **Appendix 3**.

4. OPTIONS

Council has the following options:

- I. Resolve to approve the division of the Southern Site of the AHBTC site (Recommended)
- II. Resolve to not approve the division of the Southern Site of the AHBTC site. As this would mean that the Southern Site could not be sold, there would be no funds received to prepare the Northern Site for community titling and would effectively end the divestment strategy. (Not Recommended)

5. APPENDICES

- (1) Plan of Division for the Southern Site
- (2) Relevant numbered buildings for the Southern Site
- (3) Relevant numbered buildings for the Northern Site

Appendix 1

Proposed Plan of Division

PROPOSED PLAN OF DIVISION

ALLOTMENT 62 IN D74988
ALLOTMENT 13 IN D88525
ALLOTMENT 15 IN D88539
HUNDRED OF ONKAPARINGA
IN THE AREA NAMED
LOBETHAL

CT 6004 / 394 (LOT 62)
CT 6092 / 849 (LOT 13)
CT 6092 / 851 (LOT 15)

PORTION OF ALLOTMENT 702, 703 AND 704 MARKED A IS SUBJECT TO AN EASEMENT TO THE MINISTER FOR INFRASTRUCTURE VIDE T3094085

PORTION OF ALLOTMENT 704 MARKED B IS SUBJECT TO AN EASEMENT TO THE MINISTER OF INFRASTRUCTURE VIDE T 2795062

PORTION OF ALLOTMENT 703 MARKED D IS SUBJECT TO A SERVICE EASEMENT FOR SEWERAGE PURPOSES TO SAWATER CORPORATION

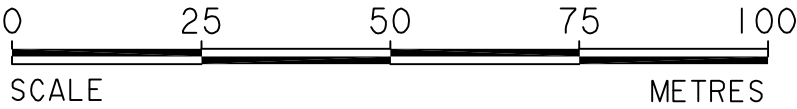
PORTION OF ALLOTMENT 702 MARKED F IS TO BE SUBJECT TO A FREE AND UNRESTRICTED RIGHT OF WAY APPURTENANT TO ALLOTMENT 703

PORTION OF ALLOTMENT 703 MARKED G IS TO BE SUBJECT TO A FREE AND UNRESTRICTED RIGHT OF WAY APPURTENANT TO ALLOTMENT 702

PORTION OF ALLOTMENT 702 AND 703 MARKED H IS TO SUBJECT TO A SERVICE EASEMENT FOR DRAINAGE PURPOSES TO THE COUNCIL FOR THE AREA

CENTRELINE OF CREEK PLOTTED FROM D92896

PRELIMINARY PLAN
DATA AND AREAS ARE
SUBJECT TO CERTIFIED SURVEY
AND REQUIREMENTS OF COUNCIL

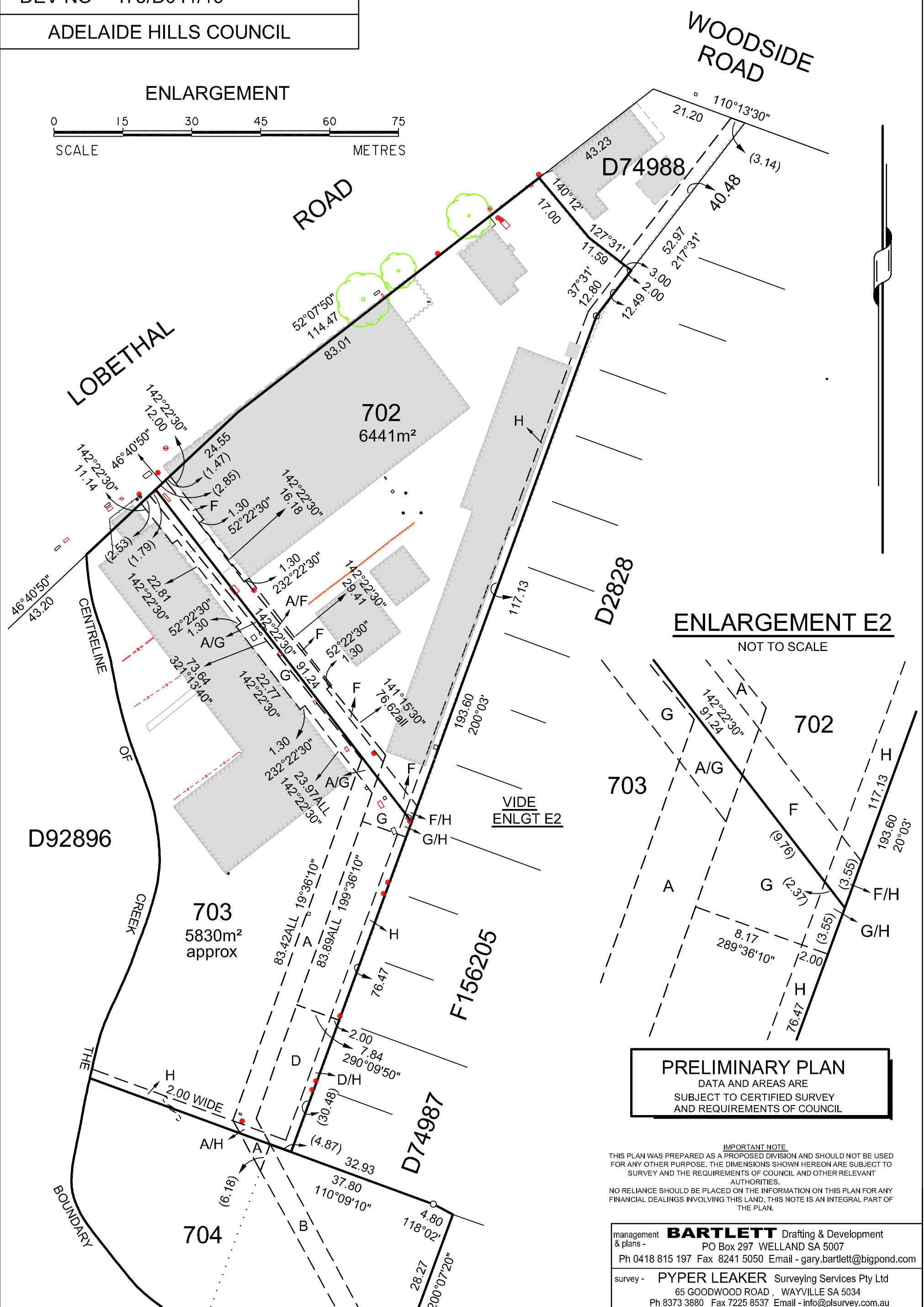


CONTINUATION SHEET 3 OF 3

IMPORTANT NOTE
THIS PLAN WAS PREPARED AS A PROPOSED DIVISION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO SURVEY AND THE REQUIREMENTS OF COUNCIL AND OTHER RELEVANT AUTHORITIES.
NO RELIANCE SHOULD BE PLACED ON THE INFORMATION ON THIS PLAN FOR ANY FINANCIAL DEALINGS INVOLVING THIS LAND. THIS NOTE IS AN INTEGRAL PART OF THE PLAN.

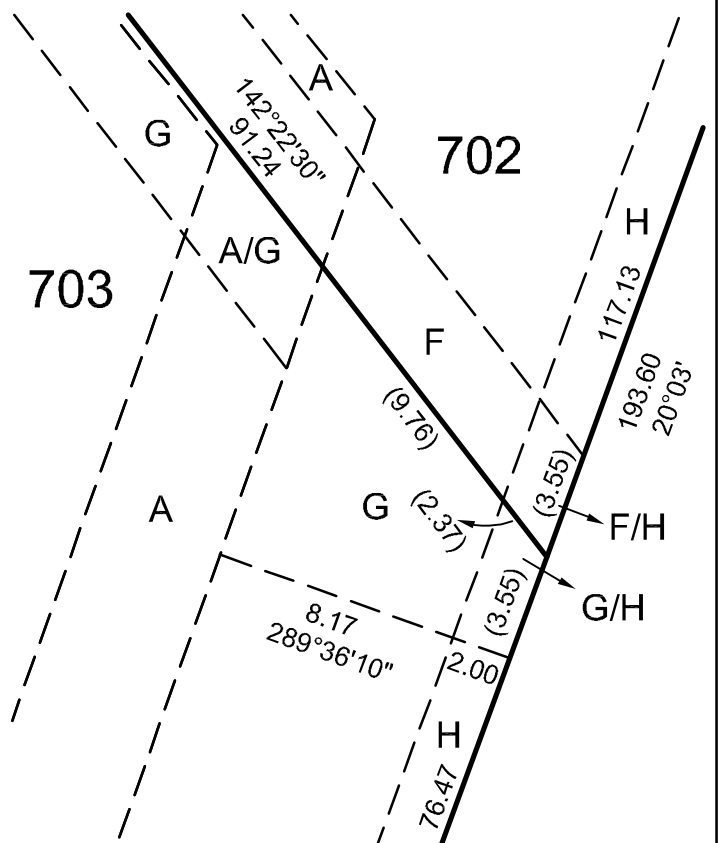
management & plans -	BARTLETT Drafting & Development PO Box 297 WELLAND SA 5007 Ph 0418 815 197 Fax 8241 5050 Email - gary.bartlett@bigpond.com		
survey -	PYPER LEAKER Surveying Services Pty Ltd 65 GOODWOOD ROAD, WAYVILLE SA 5034 Ph 8373 3880 Fax 7225 8537 Email - info@pysurvey.com.au		
ref GB2199	Dwg GB2199TT SOUTH 2	Date 6/9/2017	Rev 4

ENLARGEMENT



ENLARGEMENT E2

NOT TO SCALE

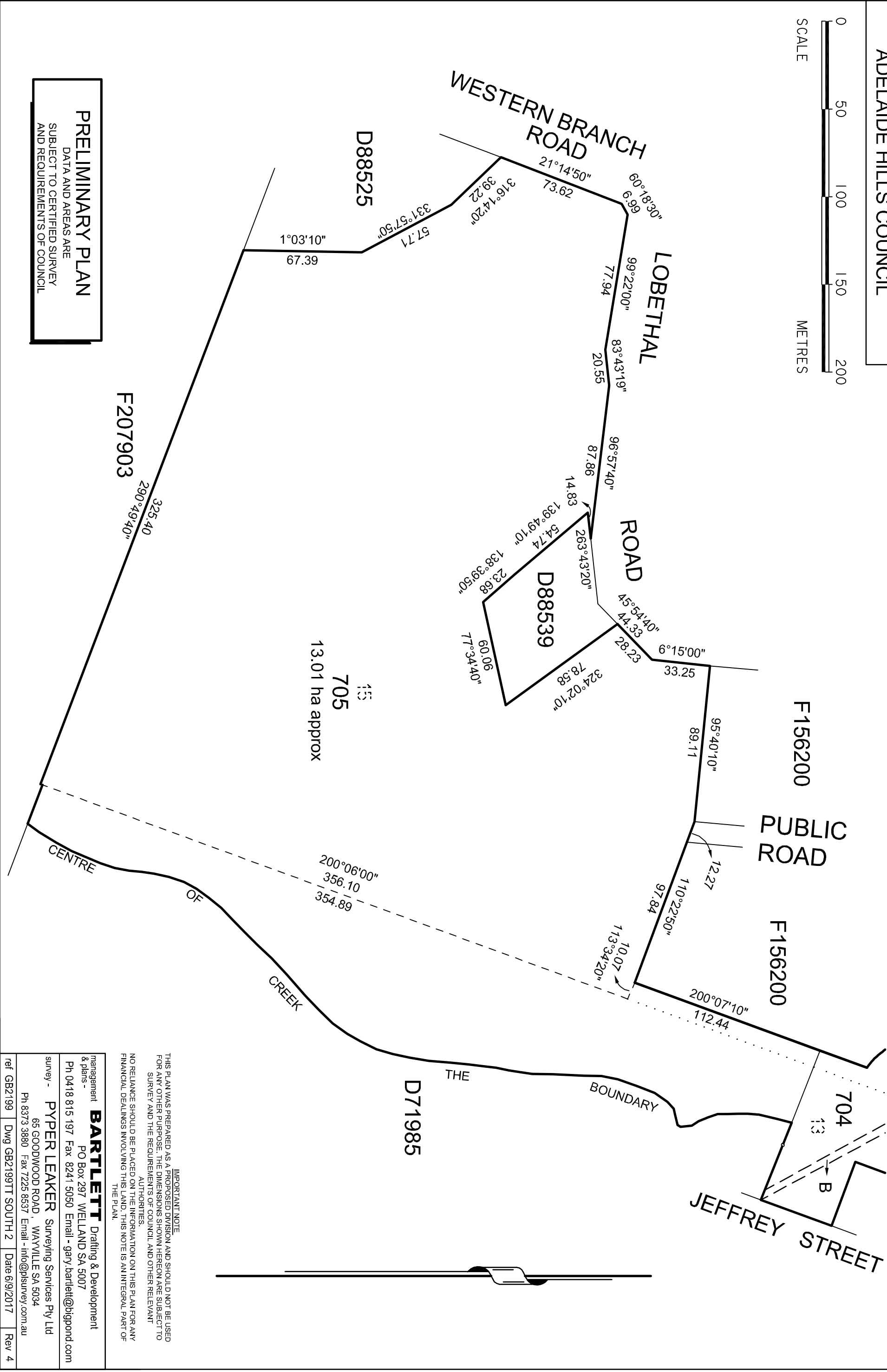
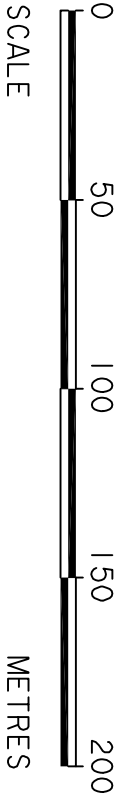


PRELIMINARY PLAN

DATA AND AREAS ARE
SUBJECT TO CERTIFIED SURVEY
AND REQUIREMENTS OF COUNCIL

IMPORTANT NOTE
THIS PLAN WAS PREPARED AS A PROPOSED DIVISION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO SURVEY AND THE REQUIREMENTS OF COUNCIL AND OTHER RELEVANT AUTHORITIES.
NO RELIANCE SHOULD BE PLACED ON THE INFORMATION ON THIS PLAN FOR ANY FINANCIAL DEALINGS INVOLVING THIS LAND. THIS NOTE IS AN INTEGRAL PART OF THE PLAN.

management & plans -	BARTLETT Drafting & Development PO Box 297 WELLAND SA 5007 Ph 0418 815 197 Fax 8241 5050 Email - gary.bartlett@bigpond.com
survey -	PYPER LEAKER Surveying Services Pty Ltd 65 GOODWOOD ROAD, WAYVILLE SA 5034 Ph 8373 3880 Fax 7225 8537 Email - info@plsurvey.com.au
ref GB2199	Dwg GB2199TT SOUTH 2
Date 6/9/2017	Rev 4



CONTINUATION VIDE SHEET 1

IMPORTANT NOTE

THIS PLAN WAS PREPARED AS A PROPOSED DIVISION AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO SURVEY AND THE REQUIREMENTS OF COUNCIL AND OTHER RELEVANT AUTHORITIES.

NO RELIANCE SHOULD BE PLACED ON THE INFORMATION ON THIS PLAN FOR ANY FINANCIAL DEALINGS INVOLVING THIS LAND. THIS NOTE IS AN INTEGRAL PART OF THE PLAN.

management & plans -	BARTLETT Drafting & Development		
	PO Box 297 WELLAND SA 5007		
	Ph 0418 815 197 Fax 8241 5050 Email - gary.bartlett@bigpond.com		
survey -	PYPER LEAKER Surveying Services Pty Ltd		
	65 GOODWOOD ROAD , WAVVILLE SA 5034		
	Ph 8373 3880 Fax 7225 8537 Email - info@pjsurvey.com.au		
ref GB2199	Dwg GB2199TT SOUTH 2	Date 6/9/2017	Rev 4

Appendix 2

Relevant numbered buildings for the Southern Site



Appendix 3

Relevant numbered buildings for the Northern Site



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.3

Originating Officer: Deryn Atkinson, Manager Development Services

Responsible Director: Marc Salver, Director Strategy & Development

Subject: DA Fee Waiver Request by Johnston Memorial Park Committee Inc.

For: Decision

SUMMARY

The Johnston Memorial Park Committee Inc. has lodged Development Application 473/18/18 with Council for the replacement of light towers on the oval at 177 Onkaparinga Valley Road Balhannah.

The Johnston Memorial Park Committee Inc. is a privately owned and not for profit organisation. The Johnston Memorial Park Committee Inc. is charged with maintaining the memorial park and providing recreational opportunities to the local community.

As a non-for-profit community group the Johnston Memorial Park Committee Inc. seeks a waiver of portion of the fees associated with Development Application 473/18/18 for the oval lighting upgrade. The cost of the development exceeds \$100,000 and in accordance point 11 of the Council's Development Application Fee Waiver Policy the request must be reported to Council for approval.

In this instance, if the fee waiver is granted, then development fees up to \$515.75 can be waived, with the balance of \$39 payable by the Johnston Memorial Park Committee Inc., in accordance with Council's Policy.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That a maximum of \$515.75 in development fees be authorised to be waived for the Johnston Memorial Park Committee Inc. for Development Application 473/18/18 in accordance with Council's Development Application Fee Waiver Policy.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability
Strategy: Governance

The request has been considered in accordance with Council's adopted Development Application Fee Waiver Policy (DEV-05).

➤ **Legal Implications**

Section 39(4) (c) of the *Development Act, 1993* allows the relevant authority to waive payment of whole or part of the application fees for the assessment of a development application.

➤ **Risk Management Implications**

The authorisation of the development application fee waiver by Council will assist in mitigating the risk of:

Poor governance practices occurring which may lead to a loss of stakeholder (i.e. customer and audit) confidence and/or legislative breaches.

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

➤ **Financial and Resource Implications**

If the waiver of fees is granted Council will forego up to \$515.75 of income (if building rules consent is issued by Council) or \$487.50 if only development plan consent is sought, noting that a private certifier maybe engaged to undertake the building rules assessment.

The Council Policy requires a community group to still pay for the Certificate of Title search fee. On this basis, Johnston Memorial Park Committee Inc. is required to pay \$39 in development fees to cover the cost of the title search if the waiver of other fees is approved by the Council.

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

By authorising the waiver of the development application fees Council will be supporting a community group to improve facilities at the Johnston Memorial Park for park visitors, sporting groups and community groups.

➤ **Environmental Implications**

Not applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

No public consultation is required in this instance as Council is only considering the merits of the application for fee waiver application in accord with Council's adopted Policy.

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: Manager Property Services, Natalie Westover
Sport and Recreation Planner, Renee O'Connor

Community: Not applicable

2. BACKGROUND

The Johnston Memorial Park Committee Inc. has lodged Development Application 473/18/18 with Council to replace the light towers on the oval at 177 Onkaparinga Valley Road, Balhannah.

The Johnston Memorial Park Committee Inc. is a privately owned and not-for-profit organisation. The Committee is charged with maintaining the memorial park and providing recreational opportunities to the local community.

3. ANALYSIS

The Johnston Memorial Park Committee Inc. has applied for a waiver of the relevant fees in accordance with the Council's Development Application Fee Waiver Policy. Pursuant to the Policy, the Manager Development Services has delegation to waive fees for developments with a construction value of up to \$100,000 for community organisations. The construction value of this proposal is stated as \$148,600 and Council is the relevant authority to determine if the fees should be waived.

The following fees are ordinarily payable:

Lodgement fees	\$	133.00
Planning assessment fee	\$	185.75
Category 2 public notification fee	\$	107.00
Building assessment fee –	\$	90.00
Certificate of Title Search Fee	\$	39.00
TOTAL	\$	554.75

In accordance with the Development Application Fee Waiver Policy, \$425.75 in planning fees and \$90.00 in building fees may be waived, which totals \$515.75. However, the Certificate of Title search fee of \$39 is still payable by the community organisation.

The proposed development is likely to benefit the community and the waiver of development application fees will assist the Johnston Memorial Park Committee Inc. in realising the upgrade of the lighting at the oval which is used by community and sporting groups and visitors.

Staff are recommending that a maximum of \$515.75 in development fees be authorised to be waived for the Johnston Memorial Park Committee Inc. for Development Application 473/18/18 in accordance with Council's Development Application Fee Waiver Policy.

4. OPTIONS

Council has the following options:

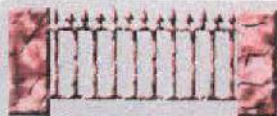
- I. To approve the waiver of up to \$515.75 in development fees (Recommended)
- II. To not approve the waiver of development fees

5. APPENDIX

- (1) Fee Waiver request from the Johnston Memorial Park Committee Inc.
Inc.

Appendix 1

*Fee Waiver request from the Johnston Memorial Park
Committee Inc.*



Johnston Memorial Park Inc.

ABN Number: 34339525615

P.O Box 1180, Balhannah. SA 5242

Duty Planner
Department of Services Team
AHC Department of Planning.

ADELAIDE HILLS COUNCIL
RECEIVED

12 JAN 2018

WOODSIDE

To whom it May Concern,

Please see enclosed herewith an application for Development Approval for the upgrade of playing arena lights on the Balhannah Oval/Johnston Memorial Park.

I have also enclosed:

1. Copy of project proposal - Sports lighting.
2. Copy of preliminary email requesting direction for lodging an application.
3. Map identifying location of new light towers and location of existing light towers.
4. Copy of specifications for new light towers.

As this project is a community project for the improvement of recreational/sporting facilities, I request, on behalf of the broader community, that Council consider waiving any application fees that may apply.

Please contact me if you require further information.

Yours sincerely,

Neil Shillabeer

President
Johnston Memorial Park Committee Inc.

12th January 2018

Mobile: 0427 475455

Email: liberton@bigpond.com

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.4

Originating Officer: John McArthur, Manager Waste, Health and Regulatory Services

Responsible Director: Marc Salver, Director Strategy and Development

Subject: Mobile Food Vending Businesses

For: Decision

SUMMARY

On 1 March 2018 changes instigated by the South Australian Government to the *Local Government Act 1999* and the *Local Government (General) Regulation 2013* to facilitate the growth of Mobile Food Vending Businesses (MFVB) will come into effect.

As a result of these changes, councils will no longer have discretion to not issue permits for roadside trading purposes in relation to MFVB. Under the changes, councils must develop and adopt Location Rules that nominate where MFVB can operate in their area.

In preparation for the changes, Council considered a report in October 2017 and resolved to seek community feedback on six identified sites where MFVB could operate to form the basis of Council's Location Rules. This report outlines the results of the community consultation undertaken and presents Council Members with draft Preliminary Location Rules for consideration and adoption.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. Council adopt the Mobile Food Vending Business Location Rules contained in Appendix 2 of this report with an effective date of 1 March 2018.
 3. The Fees and Charges Register be updated to include the following Mobile Food Vending Business permit fees:
 - a. Monthly Fee \$100
 - b. Annual Fee \$1,000
 4. That further consultation as outlined in this report be undertaken with key stakeholders and the community on Council's adopted Mobile Food Vending Business Location Rules
 5. That the Chief Executive Officer be authorised to make any formatting or non-significant grammatical and/or content changes to the Mobile Food Vending Business Location Rules for publication purposes during the period of its currency.
 6. A further report be provided to Council outlining the outcome of the further consultation undertaken and subject to the consultation outcome, present refined Mobile Food Vending Business Location Rules for adoption.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 1	Prosper
Strategy 1.5	We recognise that small and micro business is the backbone of our regional economy and will work with stakeholders to make it easier to do business in the hills

Seeking further feedback from key stake holders will ensure the development and adoption of Location Rules, as required by changes to the *Local Government Act 1999*, take into consideration any opportunities and impacts resulting from the MFVB legislative changes.

➤ Legal Implications

In August 2017 the South Australian Parliament passed the *Local Government (Mobile Food Vendors) Amendment Act 2017* (the *Amendment Act*). The *Amendment Act*, together with associated amendments to the *Local Government (General) Regulations 2013* will come into effect 1 March 2018.

As a result of the legislative changes outlined above, a council must grant a permit to a MFVB, subject to compliance with requirements contained in the amended regulations. Council's must also develop Location Rules stipulating where MFVB can and cannot operate within their area.

➤ Risk Management Implications

Adopting the recommendation of the report to undertake further community and stakeholder engagement will assist in mitigating the risk of:

Adoption of MFVB Location Rules that have not fully considered community or stakeholder requirements and risks.

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

Adopting the Location Rules as recommended by this report will assist in mitigating the risk of:

Council not complying with the MFVB legislated commencement date of 1 March 2018.

Inherent Risk	Residual Risk	Target Risk
Extreme (3A)	Low (1E)	Low (1E)

Undertaking the recommendations as proposed by this report will result in new mitigation actions to alleviate the abovementioned risks.

➤ **Financial and Resource Implications**

As previously reported to Council Members a permit fee for the operation of MFVB within the Adelaide Hills Council area is required to be set. The legislative changes require councils to provide the applicant with a choice of a monthly fee, or annual fee. The legislative changes also limit the maximum permit fee to \$2,000 for an annual fee, and no more than \$200 per month for a monthly fee. Taking the above into consideration it is proposed that the following permit fees apply for MFVB operating within the Adelaide Hills Council area:

- Monthly \$100
- Annually \$1,000

The fee above is proposed to ensure cost recovery in assessing and processing permit applications and compliance monitoring thereafter.

The Location Rules proposed for adoption by this report are based on nominating specific locations where MFVB can operate. Alternatively, the legislative changes provide councils with the ability to set a reasonable distance separation that a MFVB must operate from fixed food businesses. This alternative approach would provide greater flexibility for MFVB as they could trade anywhere within the Council area as long as they are compliant with the reasonable distance parameters and any other conditions. However, this approach may result in greater competition to fixed food businesses. This approach is therefore not recommended at this stage given there has been limited consultation with fixed food businesses in this regard.

Notwithstanding the above, and subject to the outcomes of the proposed second stage consultation, Council may elect to allow greater flexibility for MFVB to operate within the Council area through the 'reasonable distance' approach. If this were the case the increased flexibility is justification for a higher fee to apply compared to the fees proposed above.

The legislative changes include provisions for a food business (both fixed and MFVB) to lodge a dispute regarding Council's Location Rules with the Small Business Commissioner. Subject to the outcome of any dispute lodged, councils can receive a maximum penalty of \$5,000 if a council does not comply with a direction of the Small Business Commissioner to amend its Location Rules.

In regard to resource implications, Council's Environmental Health Officers and Regulatory Staff will be responsible to ensure compliance with food safety standards and permit conditions. As it is not possible to predict the level of MFVB activity that will occur in the Adelaide Hills Council area, the resource requirement resulting from the changes is unknown.

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

Currently, the operation of MFVB within the Adelaide Hills Council area is limited with only one permit issued for food truck purposes. The presence of food trucks within the Council area may increase as a result of the legislative changes and therefore the community, and visitors, may be provided with new food service offerings.

There is potential for MFVB to impact fixed food businesses through increased competition. For this reason it is a requirement for Council's Location Rules to provide for a reasonable distance between a MFVB and fixed food businesses during the operating hours of fixed food businesses. The legislative changes also provide opportunity for fixed food business to become mobile and hence potentially grow and expand their operations.

➤ **Environmental Implications**

Permit conditions will require MFVB to remove all waste and litter from operating sites and that this material is not to be disposed of in Council street litter bins.

- Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community

Council Committees: This matter was reported to Council in October 2017 resulting in the following resolution being passed:

**Moved Cr John Kemp
S/- Cr Lynton Vonow**

242/17

Council resolves:

- 1. That the Mobile Food Vending Businesses report be received and noted**
- 2. That community and stakeholder engagement in relation to Council's location rules commence once the *Local Government (General) (Mobile Food Vendors) Variation Regulations 2017* are confirmed as final.**
- 3. The community and stakeholder engagement include:**
 - a) Seeking input from those residents and food businesses located near the preliminary locations proposed in the Mobile Food Vending Businesses report for the operation of Mobile Food Vending Businesses**
 - b) Seeking input and feedback from business associations and local markets and community events identified by the CEO to inform development of Council's location rules**
 - c) Undertaking community wide engagement to obtain input and feedback to inform development of Council's location rules**
- 4. In the event that the draft *Local Government (General) (Mobile Food Vendors) Variation Regulations 2017* change substantially to a point determined by the CEO where the preliminary proposed locations outlined in this Mobile Food Vending Businesses report are no longer suitable for the operation of Mobile Food Vending Businesses, the CEO be delegated to:**
 - Identify alternative preliminary locations for the community engagement process proposed by the Mobile Food Vending Businesses report for the purposes of Council's location rules.**
- 5. Following completion of the community and stakeholder engagement, a further report be provided to Council outlining the results of the engagement undertaken and make recommendations in relation to adoption of location rules.**

Carried Unanimously

Council Workshops: A council workshop was undertaken in October 2017 that provided an overview of the MFVB legislative changes and sought suggestions from Council Members on any locations where food trucks could operate.

Advisory Groups: Not Applicable.

Administration: Economic Development Officer, Melissa Bright
Team Leader Regulatory Services, Dennis Rainsford
Community Planning and Engagement Coordinator, Helen Smith
Director Strategy and Development, Marc Salver

Community: Community wide consultation was undertaken on six preliminary MFVB locations sites between 10 and 31 January 2018. In response to the consultation undertaken, ten survey responses and one email submission were received. Direct consultation was also undertaken with community members located in close proximity to four of the six proposed preliminary locations. The feedback received is discussed in the Analysis section of this report.

2. BACKGROUND

On 1 March 2018 changes to the *Local Government Act 1999* and the *Local Government (General) Regulations 2013* will come into effect relating to MFVB. As a result of these changes, councils will no longer have discretion not to issue permits for roadside trading purposes in relation to MFVB. Under the changes, councils must also develop and adopt Location Rules that nominate where MFVB can operate in their area.

In response to these changes, Council considered a report at the October 2017 Council meeting and resolved to undertake community consultation on the following six sites as preliminary food truck operating areas:

- Upper Sturt Dog Off Leash Area, Upper Sturt
- Tregarthen Reserve, Summertown
- Centennial Park, Lenswood
- Chain of Ponds Parking Bay, Chain of Ponds
- Kangaroo Creek Reservoir Parking Bay, Paracombe
- Paracombe Hall / Oval, Paracombe

Appendix 1 of this report provides further details for each of the above sites. At the time the October 2017 report was presented to Council the *Local Government (General) (Mobile Food Vendors) Variation Regulations 2017* were not final. Accordingly, the resolution adopted by Council allowed the CEO to identify alternative locations if the regulations changed substantially. The *Local Government (General) (Mobile Food Vendors) Variation Regulations 2017* did not change and therefore consultation was undertaken between 10 January and 31 January 2018 on the six preliminary locations outlined above.

Undertaking consultation in January 2018 was necessary to meet the State Government's implementation date of 1 March 2018. Limited feedback was obtained with a total of 11 submissions received. Council staff anticipated there would be limited feedback received from the January consultation given this is a peak period for businesses engaging in the sale of food and beverages. Accordingly, a second consultation is proposed to be undertaken during March and April 2018.

3. ANALYSIS

A survey was developed to assist obtain feedback from the community on the MFVB changes and the requirement to have in place Location Rules. In regard to the six locations identified as preliminary sites the following responses were received.

MFVB Preliminary Locations	Do you support Food Trucks being located at this location?			
	Yes	No	Undecided	Left Blank
Upper Sturt Dog Off Leash Area	5	3	1	1
Tregarthen Reserve	5	3	1	1
Centennial Park Lenswood	3	3	2	2
Chain of Ponds Parking Bay	4	6	0	0
Kangaroo Creek Reservoir Parking Bay	3	5	1	1
Paracombe Hall / Oval	2	6	2	0

In addition to the above, the survey also sought feedback relating to MFVB in regard to the following questions:

- Do you have any comments in relation to the proposed initial locations? Please specify the location(s) in your response?
- Do you have any comments in relation to opportunities and or impacts that Council should consider in relation to Food Trucks operating in the Adelaide Hills?

Feedback received in relation to each of the questions above is provided in the table below:

Do you have any comments in relation to the proposed initial locations? Please specify the location(s) in your response?

<i>"Placing food vans on chain of ponds and gorge road right on or immediately prior to overtaking points is beyond stupid. People potentially slowing or stopping right at areas which are already quite hazardous is just an accident waiting to happen."</i>
<i>"I fully support food trucks being permitted to operate at all council parking pays, parks, sporting grounds, reserves and playgrounds (with rules around not obstructing traffic or access)."</i>
<i>"Adelaide Hills Council not supporting local business yet again and introducing a major road hazard at the same time well done. There are too many vehicle accidents on the hills roads already and now you will have vehicles slamming on there brakes at the last minute to turn into where these vans are or pulling out after stopping at these vans over double white lines into oncoming traffic that are not expecting it, not to mention the rubbish that will be created at these locations. Local businesses that actually pay rates and taxes in your area and employ local people are being overlooked here and the impact that these fly by night food vans would cause to struggling local businesses, Start supporting your local area businesses"</i>

“Just too dangerous having vehicles suddenly braking to stop at these food vans or leaving these sites crossing double white lines on narrow twisting roads, What about the rubbish that will be created who is going to clean it up certainly not the food vans. The extra rubbish will encourage wild life to frequent the area, which endanger the wildlife as well as road users”

“We have only just been made aware of the below document with 2 of the 6 suggested locations directly affecting ours & the Cudlee Cafes business’s!!

We vehemently object to this proposal & seek your support in the same!

Is it not enough to suffer numerous road closures (Gorge Road) causing irreparable damage to our business’s as customers now “lack” confidence to even “use” Gorge Road?

That coupled with NO public toilets at either Chain of Ponds carpark & Kangaroo Creek Reservoir carpark, the amenities demand will fall upon our business by default!

You are all no doubt aware there is NO town sewer in Cudlee Creek! This cost is borne by business (ourselves), which we hope to recover from “spending customers” in our business’s NOT non-paying clients who are purchasing food from mobile vendors!

We consider mobile vendors locations should “only” be able to operate where adequate public toilets are within the same “local area” (50 M max)

In closing, we seek your “urgent support” to object to “mobile food vendors” being allowed to set up in the “Chain of Ponds carpark & Kangaroo Creek Reservoir carpark”!

“All locations will be a traffic hazard, also rubbish from vendors along road side will be a big problem”

“No areas that affect local trade”

Do you have any comments in relation to opportunities and or impacts that Council should consider in relation to Food Trucks operating in the Adelaide Hills?

“It’s only 25 minutes from Tea Tree Gully to GUMERACHA, 35 from Athelstone to Cudlee Cafe, and Woodside, Lenswood and Lobethal are within 10 minutes of each other. Food vans are NOT necessary and will only take business away from the two cafes in GUMERACHA, 4 cafes and 2 pubs in Lobethal and the countless cafes in Woodside which are already finding it hard enough as it is.”

“Great for small businesses, may boost other nearby businesses also.”

“I see it as a positive for creating variety, convenience and competition (and driving down prices) for both residents and visitors.”

“Sites can not adversely affect local bricks and mortar businesses”

“Adelaide Hills Council not supporting local business yet again and introducing a major road hazard at the same time well done. There are too many vehicle accidents on the hills roads already and now you will have vehicles slamming on their brakes at the last minute to turn into where these vans are or pulling out after stopping at these vans over double white lines into oncoming traffic that are not expecting it, not to mention the rubbish that will be created at these locations. Local businesses that actually pay rates and taxes in your area and employ local people are being overlooked here and the impact that these fly by night food vans would cause to struggling local businesses, Start supporting your local area businesses”

<p><i>“What about the local cafes, bakeries, hotels and shops who pay council rates and employ local people in their businesses these local businesses support the local community. Some of these businesses are doing it tough and council wants to make it even harder for them to stay open.</i></p> <p><i>This a bad proposal and does not support local community”</i></p>
<p><i>“We have only just been made aware of the below document with 2 of the 6 suggested locations directly affecting ours & the Cudlee Cafes business’s!!</i></p> <p><i>We vehemently object to this proposal & seek your support in the same!</i></p> <p><i>Is it not enough to suffer numerous road closures (Gorge Road) causing irreparable damage to our business’s as customers now “lack” confidence to even “use” Gorge Road?</i></p> <p><i>That coupled with NO public toilets at either Chain of Ponds carpark & Kangaroo Creek Reservoir carpark, the amenities demand will fall upon our business by default!</i></p> <p><i>You are all no doubt aware there is NO town sewer in Cudlee Creek! This cost is borne by business (ourselves), which we hope to recover from “spending customers” in our business’s NOT non-paying clients who are purchasing food from mobile vendors!</i></p> <p><i>We consider mobile vendors locations should “only” be able to operate where adequate public toilets are within the same “local area” (50 M max)</i></p> <p><i>In closing, we seek your “urgent support” to object to “mobile food vendors” being allowed to set up in the “Chain of Ponds carpark & Kangaroo Creek Reservoir carpark”!”</i></p> <p><i>“(first word illegible) viability of small businesses already operating”</i></p>

One email submission in relation to MFVB was received as follows:

“As a small cafe business in the hills that struggles from week to week to survive and has watched others have to close their doors due to lack of trade how about you stick the food vans in central Australia. Our towns have lost so much small business now you want to increase the strain weekend trade is all a lot of us survive on. Thanks for nothing.”

In regard to the direct engagement undertaken with the community in close proximity to four of the six proposed locations the following feedback was received:

Tregarthen Reserve, Summertown

The nearest resident had no concerns with MFVB utilising the car parking area for Tregarthen Reserve. Contact with the Summertown Community Centre, owners of several of the tennis courts and a portion of the reserve, was attempted however no contact was made prior to finalisation of this report. Given this outcome, the Summertown Community Centre will be engaged directly as part of the second stage of consultation. The site conditions proposed for the Tregarthen Reserve site will restrict operation of MFVB when the carpark is approaching, or at capacity so as not to hinder use of the reserve.

Centennial Park, Lenswood

Contact was made with the business directly opposite the proposed MFVB operating area, given the close proximity to the proposed MFVB location. Contact was also made with the Lenswood Post Office / General Store. Neither of these businesses had any concerns with the proposed MFVB site at Centennial Park.

Paracombe Oval, Paracombe

Endeavours were made to contact the Paracombe Recreation Ground Inc. as owners of the facility adjoining the proposed MFVB location. Unfortunately, contact was not made prior to finalisation of this report. Given this outcome, Paracombe Recreation Ground Inc. will be engaged directly as part of the proposed second stage of consultation. The site conditions proposed for the Paracombe Oval site will restrict operation of MFVB when the Paracombe Hall/Oval canteen is in operation to avoid direct competition.

Upper Sturt Dog Off Leash Area, Upper Sturt

Residents at two properties that may be impacted by the operation of MFVB at the Upper Sturt Dog Off Leash Area were contacted and neither had any concerns with the proposal.

Direct engagement was not undertaken for the proposed sites at Kangaroo Creek Reservoir or Chain of Ponds as there were no premises within the immediate vicinity.

As outlined previously, councils are required to have adopted Location Rules in place before 1 March 2018 when the legislative changes relating to MFVB come into operation. This date is beyond Council's control and led to the necessity to undertake consultation in January 2018. Taking into consideration feedback received, and the requirement to meet the 1 March, 2018 implementation date, it is proposed that following locations form the basis of Council's proposed Location Rules (refer *Appendix 2*):

- Upper Sturt Dog Off Leash Area, Upper Sturt
- Tregarthen Reserve, Summertown
- Centennial Park, Lenswood
- Paracombe Hall / Oval, Paracombe

Feedback in relation to the generation of rubbish from the operation of a MFVB will be managed through permit conditions as outlined previously in the Environmental Implications section of this report. Council's Regulatory Service Staff, will monitor for compliance and when required take appropriate action. In regard to road safety issues raised through the consultation process permit conditions will require MFVB to obey all road rules. Utilisation of the aforementioned MFVB operating sites will be monitored and any adverse traffic management issues observed or reported will be managed if and when they arise.

Two of the proposed operating sites stated above, Tregarthen Reserve and Centennial Park, are on roads that are maintained by the Department of Planning, Transport and Infrastructure (DPTI). These roads are Greenhill Road and Lobethal Road respectively and may be considered 'highways' under the *Local Government Act 1999*, and not public roads. Councils can only issue permits to MFVB on 'public' roads. If these roads are considered highways, Council cannot issue a MFVB permit unless an agreement is in place with the authority responsible for the management of the highway (DPTI) or is acting under, or in accordance with, a notice by the Commissioner of Highways.

To establish if Council has the authority to issue MFVB permits at the proposed Tregarthen Reserve and Centennial Park locations clarification is being sought from DPTI whether the above roads are classified as highways. As this clarification had not been obtained at the time of preparing this report the attached proposed Location Rules specify that these two locations are subject to DPTI/Commissioner of Highways approval, if required.

Noting the first round of consultation was undertaken in January 2018, a peak period for food and beverage businesses, it is proposed that further consultation be undertaken during March and April 2018 with a view to refining Council's Location Rules recommended for adoption by this report.

It is proposed initially to hold an internally facilitated focus group session to explore the opportunities and impacts arising from the MFVB changes. The focus group session would draw on the MFVB experience of one or two councils with leading experience in MFVB such as the City of Adelaide. The focus group would consist of approximately 10 people with a diverse range of experiences and knowledge relating to MFVB with the intent of identifying all opportunities and impacts arising from the operation of food trucks.

Following the focus group session, it is proposed that a number of drop in sessions be provided where business operators with an interest in MFVB can attend and discuss opportunities and impacts arising from the legislative changes. Material presented at the drop in sessions will be based upon the feedback received from the focus group outlined above. Invitations to the proposed drop in sessions will be emailed directly to all food and beverage businesses recorded on Council's databases. These drop in sessions will also be open to the general community and advertised by traditional means for this purpose.

Following the focus group session and the drop in sessions it is proposed a Council Member workshop be held. The Council Member Workshop would be based on the feedback received through the focus group session and drop in sessions. Ultimately, a report will be presented to Council to adopt refined MFVB Location Rules formulated on the feedback received through the focus group sessions, drop in sessions and subsequent Council Member Workshop.

In regard to the locations at Chain of Ponds Parking Bay and the Kangaroo Creek Reservoir Parking Bay it is proposed that these sites be excluded from Council's Location Rules at this point in time. Inclusion or otherwise of these sites can be reconsidered following the second stage of consultation. This second stage of consultation will focus on obtaining feedback from bricks and mortar businesses which may influence the inclusion or otherwise of the Chain of Ponds and Kangaroo Creek Reservoir sites in Council's Location Rules

4. OPTIONS

Council has the following options:

- I. To adopt the Location Rules contained in *Appendix 2* of this report prior to the 1 March 2018 deadline and to then refine these location rules following a second stage of community and stakeholder engagement. This is the recommended option.
- II. To adopt the Location Rules contained in *Appendix 2* of this report prior to the 1 March 2018 and not undertake any further consultation. This option is not recommended as further feedback from community and key stakeholders should be obtained to refine the proposed Location Rules.
- III. To not adopt the Location Rules contained in *Appendix 2* of this report. This option is not recommended as Council is required to have adopted Location Rules in place by 1 March 2018.

5. APPENDICES

- (1) Stage 1 Consultation MFVB Operating Areas Proposed
- (2) Proposed Mobile Food Vending Business Preliminary Location Rules

Appendix 1

Stage 1 Consultation MFVB Operating Areas Proposed

Proposed Initial Food Truck Operating Area: Location 1

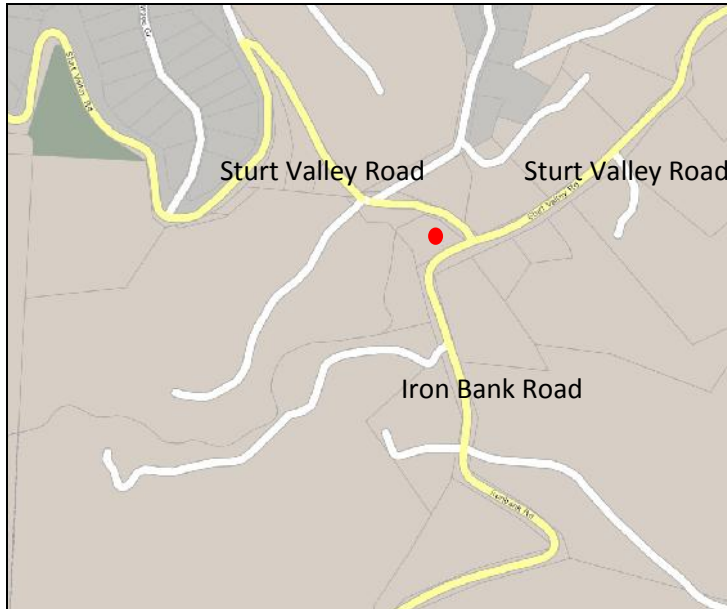
Site: Upper Sturt Dog Off Leash Area

Address: Iron Bank Road, Upper Sturt (corner Sturt Valley Road)

Maximum Food Trucks allowed at any one time: Two

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:



Proposed Initial Food Truck Operating Area: Location 2

Site: Tregarthen Reserve

Address: Corner Greenhill Road and Tregarthen Road, Summertown

Maximum Food Trucks allowed at any one time: Three

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:

Food Trucks not to operate in the Tregarthen Reserve Operating Area if carpark is at, or approaching, capacity. Food Trucks must cease operating under these conditions and vacate the area. Food Trucks must give priority of use to vehicles wishing to use car park for Tregarthen Reserve or Summertown Tennis Club purposes.



Proposed Initial Food Truck Operating Area: Location 3

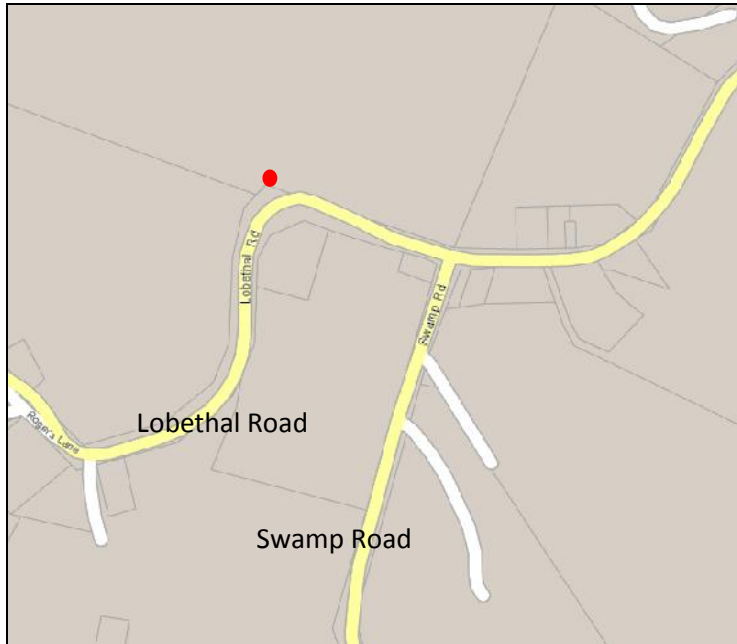
Site: Centennial Park Lenswood

Address: Lobethal Road, Lenswood (Opposite Hills Irrigation Services/Lenswood Gas Centre)Gas Centre)

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:



Proposed Initial Food Truck Operating Area: Location 4

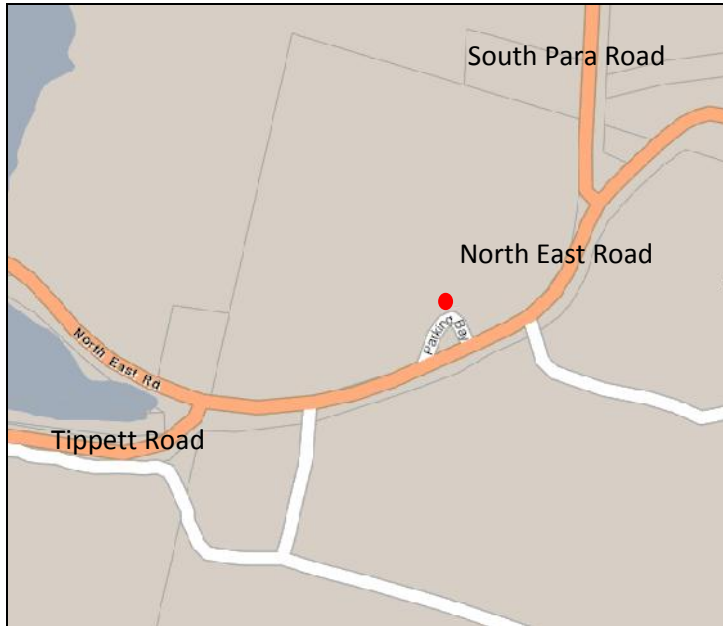
Site: Chain of Ponds Parking Bay

Address: North East Road, Chain of Ponds (east of Tippet Road)

Maximum Food Trucks allowed at any one time: Two

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:

Food Trucks not to hinder or prevent access to information / display boards.



Proposed Initial Food Truck Operating Area: Location 5

Site: Kangaroo Creek Reservoir Parking Bay

Address: Gorge Road, Paracombe

Maximum Food Trucks allowed at any one time: Three

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only

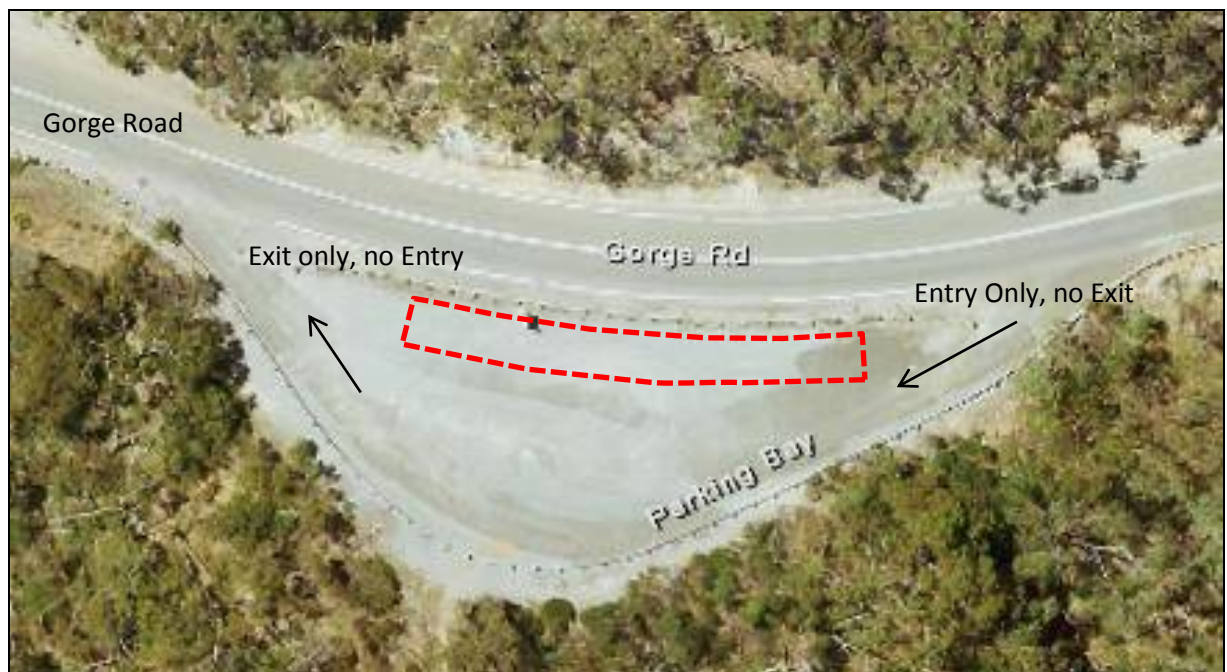


● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:

Food Trucks to only enter from the east and exit to the west



Proposed Initial Food Truck Operating Area: Location 6

Site: Paracombe Oval

Address: Paracombe Road, Paracombe

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Proposed Initial Food Truck Operating Location

□ Proposed Initial Food Truck Operating Area

Notes:

Food Trucks not to operate when Paracombe Hall/Oval canteen is in operation.



Appendix 2

Proposed Mobile Food Vending Business Preliminary Location Rules



Adelaide Hills Council

Mobile Food Vending Business Preliminary Location Rules

Responsible Department:	Waste, Health and Regulatory Services
Relevant Legislation:	Local Government Act 1999
Adoption Authority:	Council
Date of Adoption:	27 February 2018
Effective From:	1 March 2018
Minute Reference for Adoption:	To be inserted
Next Review:	No later than 30 June 2018

1. Introduction

A mobile food vending business requires a permit under section 222 of the *Local Government Act 1999* to operate a business on a public road in the Council area. A condition of a permit authorising a Mobile Food Vending Business (MFVB) to operate on a public road in the Council area is that the permit holder complies with Location Rules adopted by the Council under section 225A of the Local Government Act.

The Adelaide Hills Council has adopted the Location Rules set out in this document.

2. Mobile Food Vending Locations

Council has determined that MFVB may operate from the sites contained within Appendix 1 Mobile Food Vending Business Locations. These sites are located at:

- Upper Sturt Dog Off Leash Area, Upper Sturt
- Tregarthen Reserve, Summertown
- Centennial Park, Lenswood
- Paracombe Hall / Oval, Paracombe

A MFVB holding a permit issued by the Council may operate from the sites contained within Appendix 1 Mobile Food Vending Business Locations subject to complying with these location rules and any other requirements of its permit.

MFVB are not permitted to operate in any other location of the Council.

Access to the Mobile Food Vending Business Locations is strictly on a first come first serve basis.

3. Disputes may be referred to the Small Business Commissioner

If an operator of a food business in the Council area is directly adversely affected by these location rules then the operator may apply to the Small Business Commissioner for a review of the location rules.

4. Amendment of these location rules

The location rules may be amended from time to time by the Council. The location rules may also be amended by the Council if directed to do so by the Small Business Commissioner or to satisfy a requirement of the Minister for Local Government.

Appendix 1

Mobile Food Vending Business Locations

Mobile Food Vending Businesses

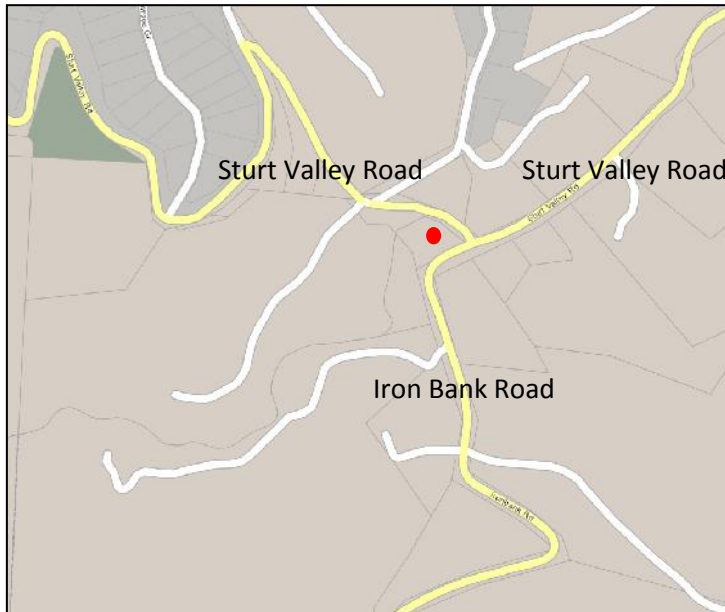
Location: Upper Sturt Dog Off Leash Area

Address: Iron Bank Road, Upper Sturt (corner Sturt Valley Road)

Maximum Food Trucks allowed at any one time: Two

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions: Nil



Mobile Food Vending Businesses

Location: Tregarthen Reserve

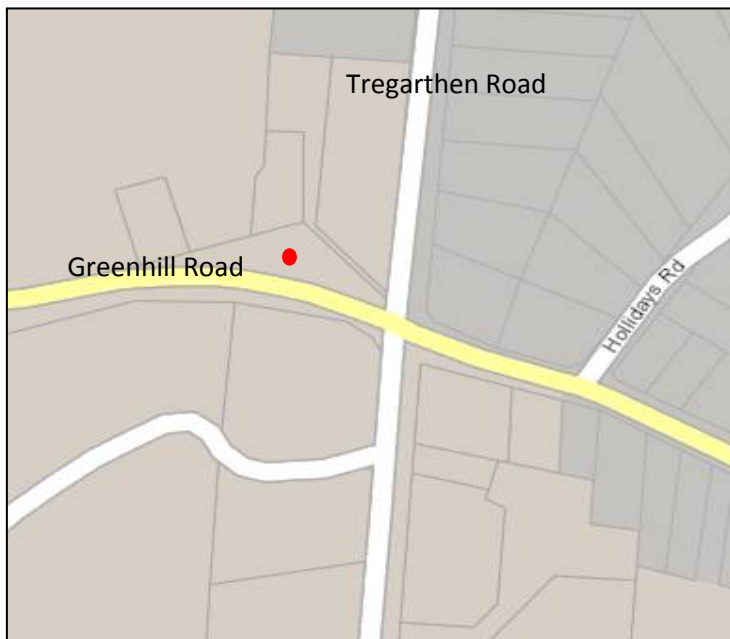
Note: Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

Address: Corner Greenhill Road and Tregarthen Road, Summertown

Maximum Food Trucks allowed at any one time: Two

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions:

Food Trucks not to operate in the Tregarthen Reserve Operating Area if carpark is at, or approaching, capacity. Foodtrucks must cease operating under these conditions and vacate the area. Food Trucks must give priority of use to vehicles wishing to use car park for Tregarthen Reserve or Summertown Community Centre purposes.



Mobile Food Vending Businesses

Location: Centennial Park Lenswood

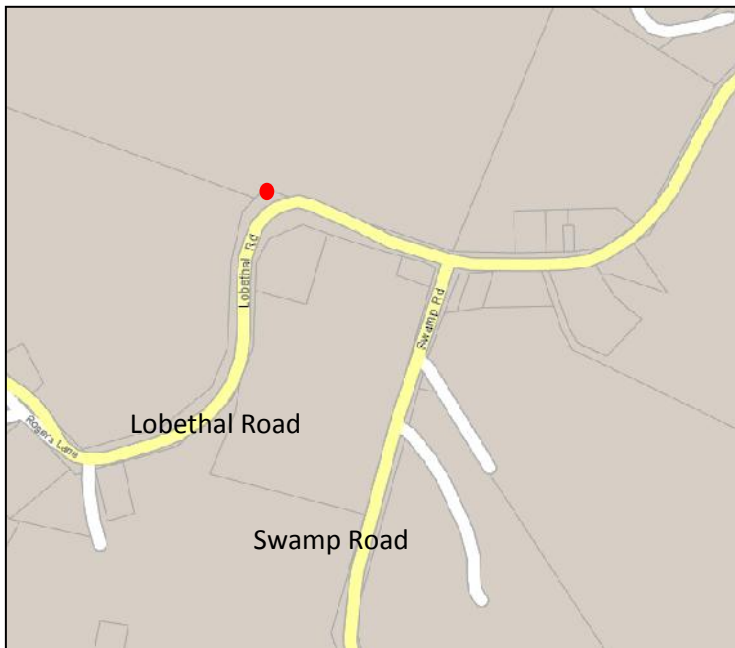
Note: Use of this site by MFVB's is subject to Council obtaining relevant approval (if required) from the Department of Planning, Transport and Infrastructure / Commissioner of Highways

Address: Lobethal Road, Lenswood (Opposite Hills Irrigation Services/Lenswood Gas Centre) Gas Centre)

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions: Nil



Mobile Food Vending Businesses

Location: Paracombe Oval

Address: Paracombe Road, Paracombe

Maximum Food Trucks allowed at any one time: One

Days of Operation: Sunday to Saturday (inclusive)

Hours of Operation: Daylight hours only



● Food Truck Operating Location

□ Food Truck Operating Area

Site Conditions:

Food Trucks not to operate when Paracombe Hall/Oval canteen is in operation.



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.5

Originating Officer: Mike Carey, Manager Financial Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: 2017-18 Budget Review 2

For: Decision

SUMMARY

The *Local Government (Financial Management) Regulations 2011* (the Regulations) requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to the budget during the year.

This report presents Budget Review 2 to Council for consideration after being considered by the Audit Committee on 20 February 2018.

The proposed budget changes do not change the Operating Surplus from \$1.986m. Due largely changes to estimates of AHBTC capital expenditure and revenues, and adopted capital changes from Council's 23 January Meeting, Council's Net Borrowing Result for the year reduces to \$4.0m from the previously adopted \$9.4m.

RECOMMENDATION

Council resolves to:

1. Receive and note the report.
 2. Adopt the Operating Budget variations presented in Budget Review 2, which have no impact on the overall budget and continue to provide for an adjusted Operating Surplus for the 2017-18 financial year of \$1.986m.
 3. Adopt the proposed Capital Program amendments that reduce net capital expenditure by \$1.536m and together with the amendments adopted by Council at its meeting on 23 January 2018 result in a revised Capital Works Program totalling \$16.703m.
 4. Adopt a reduced Net Borrowings amount of \$4.030m for 2017-18 as a result of operating budget and capital program amendments.
-

1. GOVERNANCE

Goal	Organisational Sustainability
Key Issue	Financial Sustainability

A key aspect of Council's formal budget reviews is to review and monitor Council's Annual Budget with reference to its overall financial position and its Long Term Financial Plan (LTFP) to ensure Council continues to be financially sustainable

➤ Legal Implications

The undertaking of formal budget reviews is a requirement of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

➤ Risk Management Implications

Conducting the budget review process as required by the Regulations will assist in mitigating the risk of:

Failure to conduct budget review process as required by the Regulations results in inaccurate budgets and unforecasted deficits leading to inadequate resourcing for current and future activities.

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

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and support Council's Long Term Financial Plan.

➤ Financial and Resource Implications

The proposed variations have no net impact on the operating budget as a result of increasing the CEO contingency by \$174k. In addition, largely as a result of changes to estimates of AHBTC capital expenditure and revenues, the net decrease in the Capital Program is \$1.536m. This has reduced proposed new borrowings to \$4.071m, resulting in estimated borrowings at 30 June 2018 of \$17.671m.

A separate report on 2017-18 Capital Work Program was presented to Council in January 2018 and considered the capacity and impact on resourcing to deliver a capital works program of this magnitude. At the meeting Council identified 3 projects proposed to be deferred that they wished to be delivered in 2017-18. As such the resolution was amended and adopted on the night to reflect these changes resulting in Council "adopting a program of \$18,501,126 for 2017/18, a reduction of \$3,736,588".

It was identified subsequent to the meeting that due to an additions error the agreed changes to individual projects dollars actually resulted in a reduction of \$3,836,588 in the program and a revised total capital expenditure budget of \$18,601,126.

As such, these corrected numbers have been reflected in the statutory financial statements included with this report and the resolution in this report has taken into account the correct amounts for the total capital expenditure budget.

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

Not applicable.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Budget Review 2 was considered by Audit Committee on 20 February 2018.

Advisory Groups: Not Applicable

Administration: The budget review has been prepared in consultation with Directors and Managers to obtain detailed information for each budget area.

Community: Not Applicable

2. **BACKGROUND**

Regulation 9(1)(b) of the *Local Government (Financial Management) Regulations 2011* requires Council to formally consider its budget three times per year. This statutory requirement recognises the likelihood that events will occur that require, or offer opportunities for changes to the budget during the year.

At the Council meeting held on the 28 November 2017, Council adopted the 2017-18 Budget Review 1 with a Budget Operating Surplus before Capital Revenue of \$1.986m and an estimated Net Borrowings of \$9.401m.

At the Council meeting held on 23 January 2018 Council approved a reduction/deferment in the Capital Works Program of \$3.836m which has been reflected in the statutory financial statements included with this report.

Council's Original Annual Business Plan and Budget was adopted on 26 June 2017.

3. **ANALYSIS**

This budget review and quarterly reports have been prepared in consultation with Managers and Directors to obtain information for each budget area.

Council's customary practice is to include Budget Reviews as an agenda item at Audit Committee meetings. The Audit Committee considered Budget Review 2 at its meeting on 20 February 2018, and resolved to:

1. *Receive and note the report.*
2. *Notes that the Operating Budget variations presented in Budget Review 2 have no impact on the Operating Surplus for the 2017-18 year of \$1.986m.*
3. *Notes the proposed Capital Program amendments that reduce net capital expenditure by \$1.536m resulting in a reduced Net Borrowings of \$4.030m for 2017-18.*

a. Operating

Key operating variations included in this review are as follows:

Revenue \$264k increase

- NRM Rates levy adjustment of \$16k to reflect annual contribution required by NRM Board contra'd by the same amount in expenditure.
- Statutory Income increase of \$15k relating to additional Food Safety Income above budget
- User charges income changes relates to an increase in budgeted Adelaide Hills Business & Tourism Centre (AHBTC) Rent of \$48k offset by a reduction in Retirement Village income of \$42k
- A proposed Grants (& Contributions) increase related to unbudgeted contributions received for CWMS Connections of \$22k
- Reimbursement income increases largely relates to the grossing up of AHBTC Utilities Reimbursements (now invoiced internally)
- \$75k of the Other income increase relates to the East Waste 2016-17 Waste Collection fee rebate received late last calendar year

Expenses \$264k increase

- For employee costs the proposed increase of \$40k relates a correction of budgeted salary compensation claims that were overstated in Council's approved budget. This was offset by employee savings in vacant positions including governance and procurement.
- There is a reallocation of \$135k between Materials, Contract & Other and Finance costs to align bank fees in accordance with the Model Set of Accounts definitions.
- Other than the bank fee reallocation there is a net increase in Materials, Contract & Other of \$50k across a number of items including \$16k relating to NRM expenditure as a contra to income as mentioned above. The more material items include an increase of power and water costs for AHBTC (contra'd by an increase in revenue) and an increase in governance costs largely relating to the Electoral Representation Review

As a result of the net impact of the above operating variations, the CEO contingency has increased by \$174k to \$232k after accounting for the above variations. Together with the proposed changes to Materials, Contract & Other disclosed above, this results in the overall increase in this expense category of \$359k as disclosed in the Uniform Presentation of Finances.

b. **Capital**

The net impact resulting from proposed changes in the capital works program reduce capital income by \$362k and total capital expenditure by \$1.899m as summarised below:

Capital Budget Requests

Capital Expenditure –reduction of \$1.898m

- As an outcome of a Council Workshop updating progress on Council's divestment in the Adelaide Hills Business & Tourism Centre (AHBTC) it is proposed to reduce capital project expenditure for the both the AHBTC Divestment project (\$1.515m reduction, relating largely to the transfer of expenditure relating to civil, infrastructure and building compliance works on the Northern site to future years) and the Activation of the Community Space \$438k reduction
- As a result of a successful grant funding application in relation to a Gumeracha "Residents Win" from DPTI of \$32,500, Council's contribution to the Main Street Stage 1 Project will be \$22,500 and as such a request for an expenditure budget of \$55,000 has been included in Budget Review 2

Capital Grants for New & Upgraded Assets - \$32,500 increase

- Grant funding has been confirmed from DPTI in relation to a Gumeracha "Residents Win" Main Street Stage 1 Project involving Grant funding as well as an in kind contribution. Council's contribution is \$22,500

Proceeds from Sale of Surplus Assets - \$395k reduction

- Included in Council's Budgeted Proceeds from Surplus Assets of \$1.68m is an estimate for AHBTC proceeds which is spread across a number of years. As a result of valuations obtained and an increased understanding of tenant improvement undertaken, it is proposed to reduce the proceeds on sale by \$395k for the 2017-18 year. This is more than offset by the reduction in expenditure relating to preparing the site and buildings for sale discussed above

Project Name		BR1 BUDGET	BR2	Proposed Revised Budget BR2
Buildings				
3505	AHBTC Masterplan and Divestment Project Capital Expenditure	\$2,364,722	(\$1,514,722)	\$850,000
	AHBTC Masterplan and Divestment Project – Proceeds	(\$1,605,000)	\$395,250	(\$1,209,750)
3506	AHBTC Masterplan and Divestment Project – activation of Community Space	\$488,000	(\$438,000)	\$50,000
Traffic Management				
New	Gumeracha Residents Win Main Street Stage 1 – Capital Grant	Nil	(\$32,500)	(\$32,500)
New	Gumeracha Residents Win Main Street Stage 1 – Capital Expenditure	Nil	\$55,000	\$55,000
<u>CAPITAL BUDGET REQUESTS</u>			(\$1,534,972)	

c. Financial Indicator Analysis

Financial Indicator	Target	Original Adopted Budget for 2017-18	Current Adopted Budget for 2017-18 (Nov 2017)	Proposed Revised Budget 2017-18
Operating Surplus Ratio	0% to 10%	0.4%	4.5%	4.5%
Net Financial Liabilities Ratio	0% to 100%	59.7%	66.9%	54.2%
Asset Sustainability Ratio	90% to 110%	146%	188%	149%

The BR2 Revised Budget Financial Indicators are shown with reference to both the 2017-18 Original Budget adopted in June 2017 and the Current Adopted Budget for 2017-18 adopted in November 2017.

Contributing factors that have impacted on the changes in ratios are as follows:

Operating Surplus Ratio

Whilst no change in the Operating Surplus Ratio from Budget Review 1 to Budget Review 2, the increase from the original budget operating surplus ratio related to the reallocation of capital income to operating income in line with accounting principles. Of this, the majority relates to the once off receipt of monies from the National Disaster Recovery Fund as well as a reallocation of Roads to Recovery funding.

Net Financial Liabilities

There has been a decrease in the ratio from the currently adopted budget as a result of a revision of the Capital Works Program downwards from the January 2018 review of Capital Works Delivery as well as a further reduction, largely due to in estimates of net AHBTC capital expenditure from Budget Review 2.

The increase in this ratio between the Original Budget and the Current Adopted Budget was as a result of accounting for the carry forward of capital projects to 2017-2018.

Asset Sustainability Ratio

This ratio increased from the Original Budget to BR1 as a result of accounting for the carry forwards to 2017-18 which included over \$2.6m of renewals. The reduction in capital expenditure as part of the January 2018 Capital Review for renewals and the BR2 reduction for AHBTC has adjusted the ratio back to 149%, being a similar amount to the Original Budget.

d. Movements in Budgeted Borrowings

As a result of proposed Budget Review 2 changes forecast borrowings have been revised downwards to \$17.6m.

The borrowing movements are shown below.

Borrowings	Opening Balance July 2017 \$'000s	New Borrowings \$'000s	Repayments \$'000s	Forecast June 2018 \$'000s
CAD (Short Term Drawdown)	3,600	-	-	3,600
Current Fixed Term Borrowings	51	4,001	(34)	4,018
Non-Current Fixed Term Borrowings	10,000	-	-	10,000
Total Borrowings	\$13,651	4,001	(34)	\$17,618

e. Summary

The proposed budget changes do not change the Operating Surplus from \$1.986m, as the net favourable operating budget changes result in an increase in the CEO contingency line by \$174k. The net impact resulting from proposed adjustments from Budget Review 2 for capital is \$1.536m, being a reduction in capital income of \$362k and a reduction in total capital expenditure of \$1.899m.

A summary of the impact on Council's Net Borrowing is shown below:

	\$'000
Current Adopted Budget Net Borrowings	9 401
Impact of Capital Review adopted by Council January 2018	(3,836)
Second Quarter Budget Review impact	(1 536)
Second Quarter Budget Review Revised Net Borrowings	4 030

4. OPTIONS:

Council has a range of options in relation to this report.

- i. It can adopt the budget review as prepared without making any further amendment to the adopted budget.
- ii. It can determine required changes to the review and adopt a revised Budget Review 2, recognising the likely impact upon future Budget Reviews and Council's Long Term Financial Plan.
- iii. It can refuse to adopt the review, in which case it will risk breaching the requirements of the Local Government Financial Management Regulations (2011) unless an alternative review is adopted.

5. APPENDIX

- (1) Budget Review 2 Statutory Financial Statements

Appendix 1

Budget Review 2 Statutory Financial Statements

Adelaide Hills Council

BUDGETED UNIFORM PRESENTATION OF FINANCES 2017-18 Budget Review 2

2016-17 Actual		2017-18 Original	BR1	CF	Capital Review	BR2	2017-18 Revised
\$'000		\$'000					\$'000
INCOME							
34,301	Rates	35,520	0			16	35,536
1,022	Statutory charges	975	0			16	991
1,337	User charges	1,352	5			6	1,363
5,048	Grants, subsidies and contributions	2,870	2,502			22	5,394
36	Investment income	58	0			0	58
265	Reimbursements	342	0			151	493
483	Other income	319	0			52	371
57	Net gain - equity accounted Council businesses	125	(125)			0	0
42,549	Total Income	41,561	2,382	0		264	44,206
EXPENSES							
14,505	Employee costs	15,833	58			40	15,931
18,687	Materials, contracts & other expenses	16,737	499			359	17,595
7,792	Depreciation, amortisation & impairment	8,027	0			0	8,027
781	Finance costs	803	0			(135)	668
334	Net loss - equity accounted Council businesses	0	0			0	0
42,099	Total Expenses	41,400	557	0		264	42,221
450	NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS	161	1,825	0		0	1,986
Net Outlays on Existing Assets							
(6,580)	Capital Expenditure on Renewal and Replacement of Existing Assets	(12,751)	(464)	(2,644)	2,024	1,136	(12,699)
754	Proceeds from Sale of Replaced Assets	0	459	0		0	459
7,792	Depreciation	8,027	0	0		0	8,027
1,966	NET OUTLAYS ON EXISTING ASSETS	(4,724)	(5)	(2,644)	2,024	1,136	(4,213)
Net Outlays on new and Upgraded Assets							
(3,423)	Capital Expenditure on New and Upgraded Assets & Remediation costs	(5,363)	(87)	(1,129)	1,812	763	(4,004)
672	Capital Grants and Monetary Contributions for New and Upgraded Assets	2,600	(1,716)			33	917
-	- Proceeds from Sale of Surplus Assets	1,680	0			(395)	1,285
(2,751)	NET OUTLAYS ON NEW AND UPGRADED ASSETS	(1,083)	(1,803)	(1,129)	1,812	400	(1,803)
(335)	Net Lending/ (Borrowing) for Financial Year	(5,646)	17	(3,773)	3,836	1,536	(4,030)

Adelaide Hills Council

STATEMENT OF COMPREHENSIVE INCOME
2017-18 Budget Review 2

2016-17 Actual \$'000		2017-18 Original \$'000	BR1	BR2	2017-18 Revised \$'000
INCOME					
34,301	Rates	35,520		16	35,536
1,022	Statutory charges	975		16	991
1,337	User charges	1,352	5	6	1,363
5,048	Grants, subsidies and contributions	2,870	2,502	22	5,394
36	Investment income	58			58
265	Reimbursements	342		151	493
483	Other income	319		52	371
57	Net gain - equity accounted Council businesses	125	(125)		-
42,549	Total Income	41,561	2,382	264	44,206
EXPENSES					
14,505	Employee costs	15,833	58	40	15,931
18,687	Materials, contracts & other expenses	16,737	499	359	17,595
7,792	Depreciation, amortisation & impairment	8,027			8,027
781	Finance costs	803		(135)	668
334	Net loss - equity accounted Council businesses				-
42,099	Total Expenses	41,400	557	264	42,221
450	OPERATING SURPLUS / (DEFICIT)	161	1,825	-	1,986
(1,325)	Asset disposal & fair value adjustments	-			-
672	Amounts received specifically for new or upgraded assets	2,600	(1,716)	33	917
118	Physical Resources Received Free of Charge	-			
(85)	NET SURPLUS / (DEFICIT)	2,761	109	33	2,902
8,631	Changes in revaluation surplus - infrastructure, property, plant & equipment	5,069			5,069
<i>Amounts which will be reclassified subsequently to operating result</i>					
-	Other Comprehensive Income				-
(2)	Share of Other Comprehensive Income JV	-			-
8,629	Total Other Comprehensive Income	5,069	-	-	5,069
8,544	TOTAL COMPREHENSIVE INCOME	7,830	109	33	7,971

Adelaide Hills Council
STATEMENT OF FINANCIAL POSITION
2017-18 Budget Review 2

2016-17 Actual \$'000		2017-18 Revised \$'000
	ASSETS	
	Current Assets	
966	Cash and cash equivalents	1,000
2,709	Trade & other receivables	2,709
44	Other financial assets	44
14	Inventories	14
3,733		3,767
	- Non-current Assets held for Sale	-
3,733	Total Current Assets	3,767
	Non-current Assets	
71	Financial assets	27
984	Equity accounted investments in Council businesses	984
311,033	Infrastructure, property, plant & equipment	323,034
312,088	Total Non-current Assets	324,045
315,821	Total Assets	327,812
	LIABILITIES	
	Current Liabilities	
8,493	Trade & other payables	8,493
3,600	Borrowings - Short Term Draw Down	3,600
51	Borrowings - Other	4,071
1,357	Provisions	1,357
	- Other current liabilities	-
13,501	Total Current Liabilities	17,521
	Non-current Liabilities	
10,000	Borrowings	10,000
141	Provisions	141
133	Other Non-current Liabilities	133
10,274	Total Non-current Liabilities	10,274
23,775	Total Liabilities	27,795
292,046	NET ASSETS	300,017
	EQUITY	
135,571	Accumulated Surplus	138,473
154,633	Asset Revaluation Reserves	159,702
1,842	Other Reserves	1,842
292,046	TOTAL EQUITY	300,017
19,985	NET FINANCIAL LIABILITIES	24,015

Adelaide Hills Council

STATEMENT OF CHANGES IN EQUITY AND FINANCIAL RATIOS 2017-18 Budget Review 2

	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	TOTAL EQUITY
2017-18	\$'000	\$'000	\$'000	\$'000
Balance at end of previous reporting period	135,571	154,633	1,842	292,046
Net Surplus / (Deficit) for Year	2,902	-	-	2,902
Other Comprehensive Income				
Gain on revaluation of infrastructure, property, plant & equipment	-	5,069	-	5,069
Transfers between reserves	-	-	-	-
Balance at end of period	138,473	159,702	1,842	300,017

2016-17 Actual

Balance at end of previous reporting period	135,298	146,002	2,202	283,502
Restated opening balance				
Net Surplus / (Deficit) for Year	(85)			(85)
Other Comprehensive Income				-
Changes in revaluation surplus - infrastructure, property, plant & equipment		8,631		8,631
Share of Other Comprehensive Income JV	(2)			(2)
Transfers between reserves	360		(360)	-
Balance at end of period	135,571	154,633	1,842	292,046

FINANCIAL RATIOS

	2017-18 Budget Review 2
Operating Surplus Ratio	
<u>Operating Surplus</u>	4.5%
Total Operating Revenue	
Net Financial Liabilities Ratio	
<u>Net Financial Liabilities</u>	54%
Total Operating Revenue	
Asset Sustainability Ratio	
<u>Net Asset Renewals</u>	149%
Infrastructure & Asset Management Plan required expenditure	

Adelaide Hills Council

CASH FLOW STATEMENT

2017-18 Budget Review 2

**2016-17
Actual**

**2017-18
Revised**

\$'000

CASH FLOWS FROM OPERATING ACTIVITIES

\$'000

Receipts

34,477	Rates - general & other	35,536
1,022	Fees & other charges	991
1,337	User charges	1,363
4,856	Grants	5,394
36	Investments	58
265	Reimbursements	493
545	Other revenues	371

Payments

(14,389)	Employee costs	(15,931)
(18,662)	Materials, contracts & other expenses	(17,595)
(781)	Finance payments	(668)

8,706 NET CASH USED IN OPERATING ACTIVITIES

10,013

CASH FLOWS FROM FINANCING ACTIVITIES

Receipts

-	Proceeds from Borrowings	4,054
3	Proceeds from Bonds & Deposits deposits	-
124	Proceeds from Aged Care facility deposits	-

Payments

(81)	Repayment from Borrowings	(34)
-	Repayments of Aged Care facility deposits	

46 NET CASH USED IN FINANCING ACTIVITIES

4,020

CASH FLOWS FROM INVESTING ACTIVITIES

Receipts

672	Grants for new or upgraded assets	917
754	Sale of replaced assets	459
-	Sale of surplus assets	1,285
42	Repayment of loans to Community Groups	44
-	Distributions received from Equity Accounted Businesses	-

Payments

(6,580)	Expenditure on new/ upgraded assets	(4,004)
(3,423)	Expenditure on renewal/ replacement of assets	(12,699)
-	Loans Made to Community Group loans	-
(18)	Capital Contributed to Equity Accounted Businesses	-

(8,553) NET CASH USED IN INVESTING ACTIVITIES

(13,999)

199 NET INCREASE / (DECREASE) IN CASH HELD

34

(2,833) CASH AT BEGINNING OF YEAR

(2,634)

(2,634) CASH AT END OF YEAR

(2,600)

966 Cash & Investments

1,000

(3,600) Short Term Drawdown

(3,600)

(2,634)

(2,600)

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.6

Originating Officer: Mike Carey, Manager Financial Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Long Term Financial Plan Update

For: Decision

SUMMARY

Each year Council is required under Section 122(4) of the *Local Government Act 1999* to undertake a review of its Long Term Financial Plan (LTFP) taking into account the provisions of the council's annual business plan and strategic management plans.

On 20 February 2018 the Audit Committee reviewed an updated version of Council's Long Term Financial Plan (LTFP) and recommended in part that *"Council endorse the Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with Section 122 of the Local Government Act 1999."*

A workshop of Council was held on 13 February 2018 to enable a review the parameters and assumptions used in developing the draft LTFP prior to consideration by Council.

This report provides the updated LTFP to Council for consideration.

RECOMMENDATION

That Council:

- 1. Receives and notes the report.**
 - 2. Endorse the Draft Long Term Financial Plan, as contained in Appendix 1 for community consultation in accordance with *Section 122 of the Local Government Act 1999*.**
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Key Issue	Risk and Responsibility

➤ **Legal Implications**

The Long Term Financial Plan is prepared as a part of the Strategic Management Plan and in accordance with Section 122(1)(a) of the *Local Government Act 1999*.

➤ **Risk Management Implications**

Preparing a Long Term Financial Plan as required by the Act and Regulations will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	High (5E)	High (5E)

It ensures that financial resources are deployed in areas that align with Council's Strategic Management Plans, are affordable and supported within the Council's Long Term Financial Plan.

➤ **Financial and Resource Implications**

Satisfactory internal financial controls provide the foundation for all of Council's financial sustainability.

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

There is an expectation that Council has appropriate corporate governance processes in place including an effective internal control environment.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not applicable

Advisory Groups: Not Applicable

Administration: The Executive Leadership Team (ELT) has reviewed and endorsed the updated LTFP for presentation to Council.

Community: Public consultation will be undertaken following consideration by Council on 27 February 2018.

2. BACKGROUND

The Local Government Act requires Council to prepare a Long Term Financial Plan (LTFP) as part of its Strategic Management Plan, and to update it on the same basis. Members of the public are to be given a reasonable opportunity to be involved in the development and review of the Council's plan.

Council considers that its Long Term Financial Plan (LTFP) is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its Strategic Plan and Corporate Plans. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The purpose of this plan is not to provide specific detail about individual works or services. The LTFP provides a decision making tool that allows various assumptions and sensitivity analysis to be carried out that will indicate the ability of Council to deliver cost effective services to our community in the future in a financially sustainable manner.

A Council's LTFP must contain a summary of the proposed operating and capital investment activities in the Uniform Presentation of Finance format for a period of at least ten years. It should include estimates of the key ratios, operating surplus, net financial liabilities and asset sustainability. This illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a fluid document, continually reviewed, modified and refined as new information is discovered, usually at each Budget Review and during the construction and adoption of the annual budget.

3. ANALYSIS

The 10 year LTFP is prepared using a number of assumptions, with regard to projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure. Given that long term financial plans are derived from an estimate of future performance, it should be appreciated that actual results are likely to vary from the information contained in the LTFP.

The Long Term Financial Plan will continue to be amended to incorporate feedback from different sources (Management, Council Members, Public, new initiatives, new legislation and identified savings).

The LTFP is based upon 2017/18 Adopted Budget that has been revised for amendments required by Budget Review 1 (BR1) and BR2 considerations. Indices have been applied to categories within the LTFP to produce an uplifted 2018/19 LTFP budget that is capable of being used as a "target" for the 2018/19 budget setting process.

Intuitively, if the LTFP demonstrates sustainability over a ten year period, and the 2018/19 LTFP target budget is embedded within the LTFP then the development of a 2018/19 budget that aligns with the LTFP target also demonstrates financial sustainability.

Key Outcomes:

Importantly the current LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan.

This includes:

- Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- Meeting the ongoing expectations of service delivery to our community
- Managing the impact of cost shifting from other levels of government
- The appropriate use of debt as a means of funding asset renewal
- Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

- Operating Surplus Ratio, target range 0% to 10%
- Net Financial Liabilities Ratio, target range 0% to 100%
- Asset sustainability Ratio, target range 90% to 110%

In achieving these targets, which are explained in more detail within the LTFP, there is a level of certainty provided to the community that financial sustainability will be maintained.

4. OPTIONS

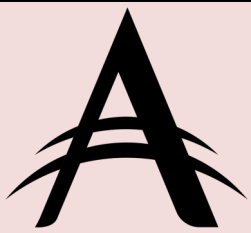
1. To endorse the Draft Long Term Financial Plan as prepared without making any further amendments to enable community consultation to be undertaken
2. Decline to adopt the Long Term Financial Plan, and make further amendments prior to consultation.

5. APPENDIX

- (1) Long Term Financial Plan (February 2018)

Appendix 1

*Long Term Financial Plan
(February 2018)*



Adelaide Hills
COUNCIL

Long Term Financial Plan Draft 2018-2019

Draft Long Term Financial Plan

February 2018



Why does Council prepare a Long Term Financial Plan?

The *Local Government Act 1999* requires Council to prepare a Long Term Financial Plan (LTFP) as part of its Strategic Management Plan. This means that members of the public are to be given a reasonable opportunity to be involved in the development and review of the Council's plan.

Council considers that its Long Term Financial Plan (LTFP) is a fundamental instrument of accountability and provides projections for Council's planned activities over a ten year timeframe.

The key objective of Council's LTFP is financial sustainability in the medium to long term, while still achieving Council's corporate objectives as specified in its Strategic Plan, Corporate Plans and Functional Strategies. At the same time the LTFP ensures that there is an understanding of the impact of decisions made today on future sustainability. This means ensuring the cost effective delivery of works and services, and the appropriate maintenance and renewal of our asset base in a financially sustainable manner.

The purpose of this plan is not to provide specific detail about individual works or services. The LTFP provides a decision making tool that allows various assumptions and sensitivity analysis to be carried out that will indicate the ability of Council to deliver cost effective services to our community in the future in a financially sustainable manner.

A Council LTFP must contain estimated financial for a period of at least ten years. It should include estimates of the key ratios, operating surplus, net financial liabilities and asset sustainability. This illustrates the expected long term financial performance of the Council, and hence whether financial sustainability is being achieved.

The model is a fluid document, continually reviewed, modified and refined as new information is discovered, usually at each Budget Review and during the construction and adoption of the annual budget.

How does Council prepare the plan?

The 10 year LTFP is prepared using a number of assumptions, with regard to projected rate income, projected fees, charges and grants and also includes assumptions about future operational and capital expenditure. Given that long term financial plans are derived from an estimate of future performance, it should be appreciated that actual results are likely to vary from the information contained in the LTFP.

The LTFP is based on a spreadsheet model which projects Council's future financial performance based on a very large range of variables applied to its performance in recent years. Because there are a large number of variables the model is quite complex. In order to use it to guide each year's budget setting process, the key variables have been divided into two groups:

- » Controllable variables – items that Council can control such as service levels, capital expenditure, rate increases and wage increases
- » Non-controllable variables – items outside Council's control, such as interest rates, inflation and economic growth (eg. residential development, new businesses, etc).

For controllable variables, Council is able to model different levels of activity and increase to see what effect they have on financial performance. The long term effects of each decision can then be assessed.

For non-controllable variables, the plan uses reasonable long term estimates which do not change (except to update them at the beginning of each budget cycle). In this way the impact of different choices about the controllable variables can be assessed. For instance, inflation measured by CPI has fluctuated substantially in recent years. Because inflation works differently on different elements of Council's income and expense it can quickly and materially distort the LTFP, especially in its later years.

What key conclusions may be drawn from the plan?

Importantly the current LTFP demonstrates that the Council is financially sustainable over the 10 year term of the LTFP, whilst achieving the objectives outlined in the Strategic Plan. This includes:

- » Implementation and funding of the appropriate level of maintenance and renewal of the portfolio of infrastructure assets
- » Meeting the ongoing expectations of service delivery to our community
- » Managing the impact of cost shifting from other levels of government
- » Enabling the delivery of strategies identified within the Strategic Plan as well as other endorsed Functional Strategies
- » The appropriate use of debt as a means of funding new capital expenditure
- » Ensuring the financial sustainability of Council's operations.

Financial sustainability has been demonstrated through adherence to the agreed target ranges in all of the following three key ratios:

1. **Operating Surplus Ratio, target range 0% to 10%**
2. **Net Financial Liabilities Ratio, target range 0% to 100%**
3. **Asset sustainability Ratio, target range 90% to 110%**

In achieving these targets, which are explained in more detail below, there is a level of certainty provided to the community that financial sustainability will be maintained.

How to provide feedback....

Feedback can be provided by email to mail@ahc.sa.gov.au or by written submission to Adelaide Hills Council, PO Box 44, Woodside SA 5244.

The results of the feedback provided will be discussed with Council and incorporated into the Final Long Term Financial Plan prior to consideration of the 2018/19 Annual Business Plan and Budget.

Ratios

Operating Surplus Ratio

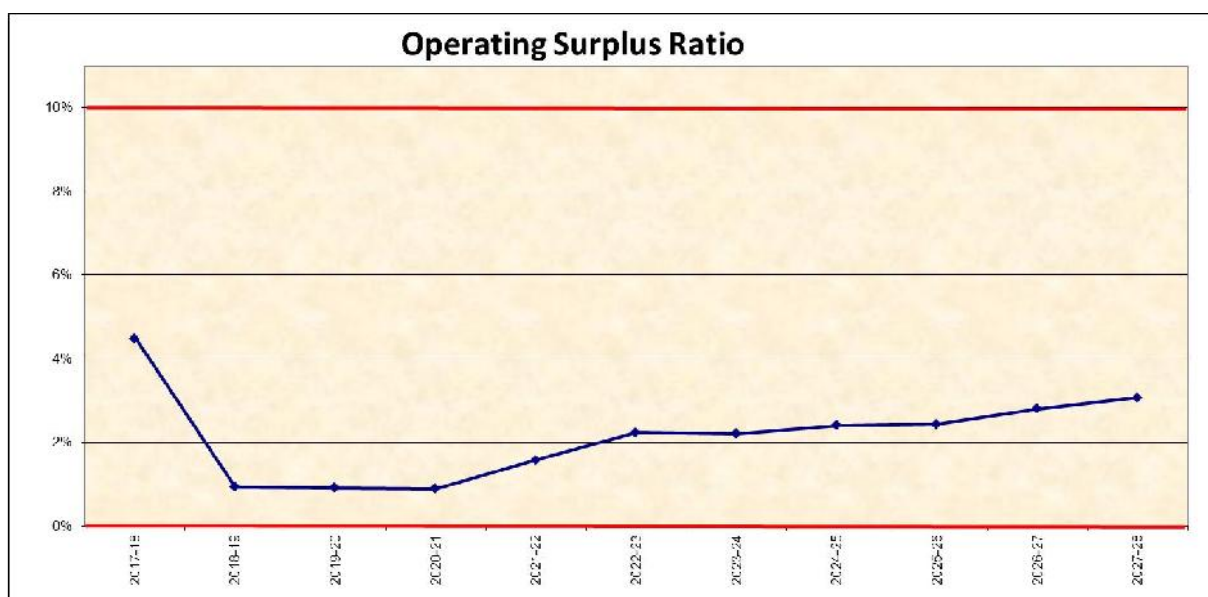
The operating surplus ratio indicates the extent to which operating revenue is sufficient to meet all operating expenses and whether current ratepayers are paying for their consumption of resources.

The Operating Surplus ratio expresses the operating surplus as a percentage of total operating income. A negative ratio indicates the percentage increase in total operating income required to achieve a break-even operating result. A positive ratio indicates the percentage of total rates available to fund capital expenditure over and above the level of depreciation expense without increasing council's level of net financial liabilities.

Target: 0–10%

10 Year Result Range: 1.0% - 3.2%

The ratio indicates the cost of services provided to ratepayers is being met from operating revenues with surplus's being used to fund infrastructure works in line with our LTFP projections.



Net Financial Liabilities Ratio

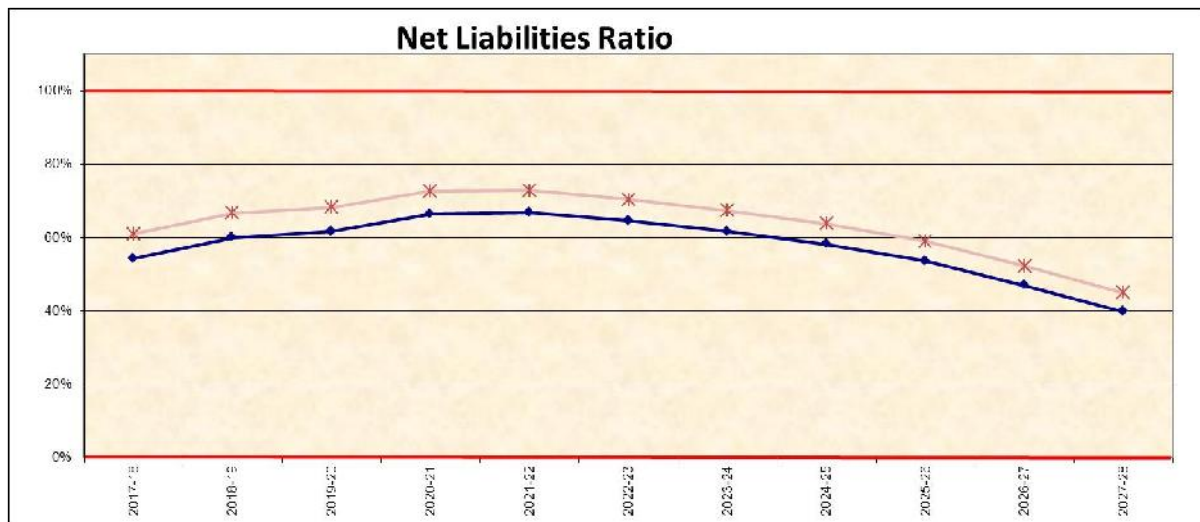
Net Financial Liabilities is an indicator of the Council's total indebtedness and includes all of a council's obligations including provisions for employee entitlements and creditors.

This ratio indicates the extent to which the net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling, it indicates that the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is increasing, it indicates that a greater amount of Council's operating revenues is required to service its financial obligations.

Target: 0–100%

10 Year Result Range: 38% - 66%

This ratio demonstrates that council's total indebtedness (including borrowings) can be met by operating revenue.



Note: The additional liabilities ratio included above in 'red' projects the financial impact should a significant event (i.e. fire or storm) in the order of \$10m impact on the region.

Asset Sustainability Ratio

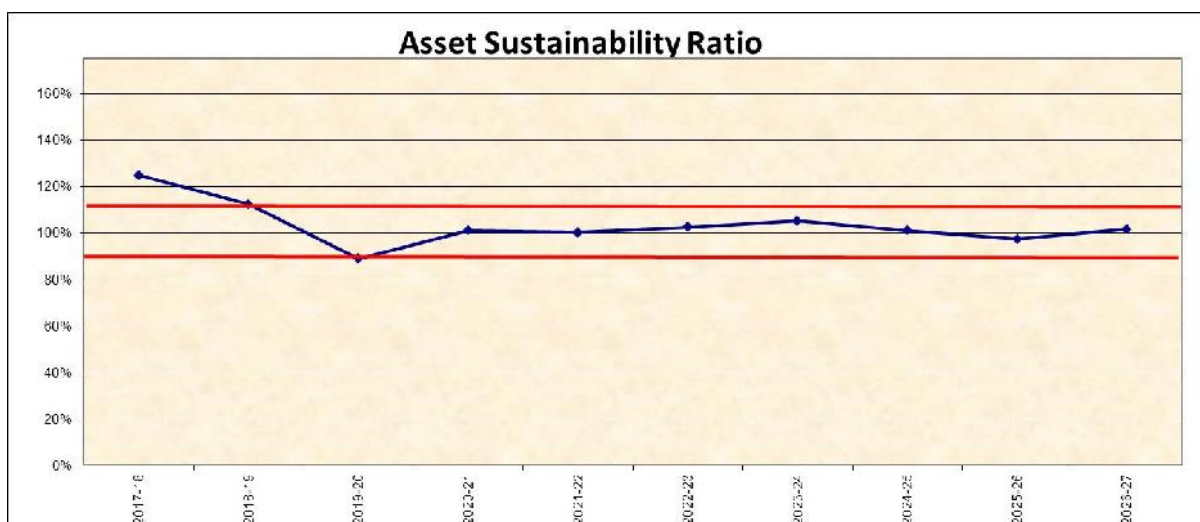
This ratio indicates whether a Council is renewing or replacing existing infrastructure assets at the same rate that its asset management plan requires.

The target for this ratio is to be between 90% and 110% in any given year, with 100% on average over five years. This would mean that Council is replacing 100% (or all) of the assets that require renewal.

Target: 90–110%

10 Year Result Range: 89 - 112%

The result achieved for this measure varies throughout the 10 year horizon of the LTFP. This variation is largely driven by a deliberate smoothing of expenditure across financial years to match project delivery resources against the capital expenditure program



Key sections explained.....

Uniform Presentation of Finances

In accordance with the *Local Government (Financial Management) Regulations 2011* this section of the LTFP presents the financial position for the next 10 years in a manner consistent with the note in the *Model Financial Statements* entitled “Uniform Presentation of Finances”.

This section of the LTFP is broken into three key elements as follows:

- » A summary of all operating income and expenditure to highlight the Net Operating Surplus
- » Net Outlays on Existing Assets after providing for depreciation and proceeds from any replacement asset sales
- » Net outlays on new and upgraded assets after providing for grants received and proceeds from any surplus asset sales

The result of these three elements for each forecast year represents the impact on Council’s net financial liabilities whereby a net lending result reduces net financial liabilities, and a net borrowing result increasing net financial liabilities.

Statement of Comprehensive Income

This Statement provides a 10 year projection of operating income and expenditure using the 2017/18 adjusted Budget as the base year. The projections result from the application of the indices mentioned in a subsequent section of this Plan.

Key points of note include:

- » Rates revenue is shown to increase by CPI +1.75% from 2018/19 through 2022/23. The 1.75% in initial years is attributable to growth from new development of 0.75% in addition to a 1% increase to support increased levels of renewal of capital works as forecast within current Asset Management Plans. After 2022/23 the increase applied is CPI + 0.5% (growth).
- » Rate growth in excess of ‘normal’ levels as a result of developments at Woodforde and Inverbrackie have not been provided for at this time, nor has any additional operating expenditure to provide services. This growth and expenditure is captured as part of the annual budget process.
- » Projected Grant income falls significantly during 2018/19 and 2019/20 as a result of the following:
 - Reduced levels of Roads to Recovery Funding based on current expectations
 - Reduced levels of Supplementary Local Roads Funding
 - Removal of ‘once off’ disaster recovery funding received as a result of storm damage that occurred during 2016/17
- » Employee costs increase by 2.7% throughout the 10 years in line with forecasts for average weekly earnings and a provision for revaluation of current provisions and grade step increases.
- » Materials, Contractors and Other increases increased by CPI as well as being driven by Insurance, Power, Water and Waste.

Statement of Financial Position

This Statement provides a 10 year projection of Council's assets and liabilities using the projected 30 June 2018 Budget as the base year. The projections result from proposed capital expenditure emanating from the Asset Management Plans and adopted strategies, together with borrowings necessary to meet those capital requirements, and net funding generated by operations.

Key points of note include:

- » The Written Down Value (WDV) of Infrastructure and Fixed Assets increases from \$327m to \$338m over the ten year term.
- » Borrowings (short term and long term) peak at \$22.6m in 2022/23.

Capital Program

The Asset Management Plans are currently being reviewed given the previous adopted Plans were completed six years ago in 2012 (refer to Council's website for details).

This review has recently highlighted the need for additional renewal expenditure in some of the infrastructure categories which has been provided for within the current LFTP.

Key points of note include:

- » Total capital expenditure projected over the 10 year period totals \$112m of which \$100m has been allocated to the renewal of current assets.
- » The majority of the \$12m allocated to new and upgraded assets is derived from the adopted Strategic Plan and endorsed Functional Strategies. A separate summary of this amount broken down into each goal or strategic is provided in a subsequent section of the LFTP.

Detailed Revenue and Expenditure Adjustment Summaries

These sections of the LFTP have been included to provide detailed calculations of how the movements between years have occurred for income and expenditure. Totals for each category of income or expenditure (i.e. Employees costs, Materials, etc) will equal the amounts shown within the Statement of Comprehensive Income.

Summary of New Strategic Expenditure

This section provides a detailed breakdown of all new expenditure that has been included within the LFTP to ensure that the current Strategic Plan and Functional Strategies can be delivered. Information is broken down into each goal area and strategic objective within the Plan, as well as each Functional Strategy.

At the end of this section the amounts that have been brought into each year of the LFTP for both operating and capital expenditure are provided and show that the 10 year forecast requires \$8.8m in operating and \$8.5m in capital.

Summary of Savings Initiatives

This section represent a new addition to the LTFP and reflects the need to establish ongoing efficiencies within the organisation to enable the funding of new strategies without offsetting increases in the level of rate revenue required.

Key strategies have been developed to deliver ongoing savings of \$455k in 2018/19 related to the following areas:

- » Organisational
- » Service Reviews
- » Contract Management
- » Infrastructure and Maintenance
- » Revenue Generation
- » People Management

Indices

A key element of the LTFP relates to the indices used to project future year's income and expenditure. All the indices are changeable, and the effects of any amendment will flow through to the financial projections and associated graphs.

A summary of these indices is as follows:

- » Consumer Price Index (CPI) is used as a primary driver for income and expenditure in the model.
- » 'Rates' indices are adjustable for growth (new development) or rate increase over CPI. As previously indicated rates revenue is shown to increase by CPI +1.75% from 2018/19 through 2022/23. The 1.75% in initial years is attributable to growth from new development of 0.75% in addition to a 1% increase to support increased levels of renewal of capital works as forecast within current Asset Management Plans. After 2022/23 the increase applied is CPI + 0.5% (growth).
- » Employee costs increase by 2.7% throughout the 10 years in line with forecasts for average weekly earnings and a provision for revaluation of current provisions and grade step increases. Unique indices have been applied where it is expected costs will vary significantly from CPI. In the current model separate indices have been included for waste collection, power and water.

Risks Associated with the Long Term Financial Plan

The LTFP has been developed based on the best information and assumptions available at the time. However, users of this information should be aware that there are risks associated with using estimated increases to Consumer Price Index (CPI), Local Government Price Index (LGPI), Average Weekly Earnings (AWE) and predictions in finance costs and interest rates. In addition, the LTFP may be impacted by future changes such as new legislation that could materially affect the projected outcomes and results of the LTFP.

In order to reduce risk the plan is reviewed and updated annually to incorporate the best available information for a given point in time. In addition, the LTFP and its assumptions are reviewed by Council's Audit Committee.

Adelaide Hills Council - 10 Year Financial Plan
Forecast Uniform Presentation of Finances
for the year ended 30 June

UNIFORM PRESENTATION OF FINANCES	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
Income	44,239	44,502	45,600	47,197	48,945	50,810	52,233	53,592	54,987	56,582	58,134
less Expenses	42,254	44,089	45,185	46,777	48,174	49,674	51,083	52,305	53,648	54,999	56,351
Operating Surplus	1,986	413	416	419	771	1,136	1,150	1,287	1,339	1,583	1,783
Net Outlays on Existing Assets											
Capital Expenditure on renewal and replacement of existing assets	(12,699)	(10,853)	(9,615)	(10,515)	(10,650)	(10,240)	(10,107)	(10,111)	(9,713)	(9,345)	(9,247)
Depreciation, amortisation & impairment	8,027	8,443	8,700	8,960	9,274	9,572	9,862	10,133	10,411	10,727	11,031
Proceeds from the Sale of Replaced Assets	459	0	0	0	0	0	0	0	0	0	0
	(4,213)	(2,410)	(914)	(1,554)	(1,376)	(668)	(246)	22	698	1,382	1,784
Net Outlays in New and Upgraded Assets											
Capital Expenditure on New or Upgraded Assets	(4,004)	(1,596)	(1,813)	(2,965)	(1,673)	(975)	(713)	(703)	(697)	(495)	(503)
Proceeds from Sale of Surplus Assets	1,285	0	0	0	0	0	0	0	0	0	0
Grants specifically for new or upgraded assets	917	1,000	1,000	1,000	1,000	500	500	500	500	500	500
	(1,802)	(596)	(813)	(1,965)	(673)	(475)	(213)	(203)	(197)	5	(3)
Net Lending/ (Borrowing) for Financial Year	(4,029)	(2,593)	(1,312)	(3,100)	(1,278)	(6)	692	1,107	1,840	2,970	3,564

Adelaide Hills Council - 10 Year Financial Plan
Forecast Statement of Comprehensive Income
for the year ended 30 June

STATEMENT OF COMPREHENSIVE INCOME	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
Income											
Rates General & Other	34,052	35,227	36,618	38,028	39,568	41,210	42,405	43,550	44,726	46,068	47,376
Separate Rates including CWMS	1,484	1,632	1,795	1,833	1,875	1,920	1,966	2,009	2,054	2,105	2,154
Statutory Charges	991	1,008	1,030	1,052	1,076	1,102	1,128	1,153	1,178	1,208	1,236
User Charges	1,363	1,416	1,447	1,478	1,512	1,548	1,585	1,620	1,656	1,697	1,737
Grants, subsidies and contributions	5,394	4,148	3,617	3,693	3,778	3,869	3,961	4,049	4,138	4,241	4,340
Investment Income	58	59	60	62	63	64	66	67	69	71	72
Reimbursements	526	535	547	558	571	585	599	612	625	641	656
Other Income	371	377	386	394	403	412	422	432	441	452	463
Operating Project Income	0	0	0	0	0	0	0	0	0	0	0
Net gain - joint ventures & associates	0	100	100	100	100	100	100	100	100	100	100
Total Income	44,239	44,502	45,600	47,197	48,945	50,810	52,233	53,592	54,987	56,582	58,134
Expenses											
Employee Costs	15,931	16,343	16,769	17,252	17,708	18,191	18,686	19,184	19,699	20,230	20,779
Materials, contracts & other expenses	17,628	18,435	18,761	19,531	20,046	20,675	21,289	21,771	22,305	22,931	23,560
Finance Costs	668	868	955	1,034	1,146	1,235	1,246	1,217	1,232	1,110	982
Depreciation, amortisation & impairment	8,027	8,443	8,700	8,960	9,274	9,572	9,862	10,133	10,411	10,727	11,031
Net loss - joint ventures & associates	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	42,254	44,089	45,185	46,777	48,174	49,674	51,083	52,305	53,648	54,999	56,351
Operating Surplus/(Deficit)	1,985	413	416	419	771	1,136	1,150	1,287	1,339	1,583	1,783
Asset disposal & fair value adjustments	0	0	0	0	0	0	0	0	0	0	0
Amounts specifically for new or upgraded assets	917	1,000	1,000	1,000	1,000	500	500	500	500	500	500
Physical Resources Received Free of Charge	0	0	0	0	0	0	0	0	0	0	0
Net Surplus/(Deficit)	2,902	1,413	1,416	1,419	1,771	1,636	1,650	1,787	1,839	2,083	2,283

Adelaide Hills Council - 10 Year Financial Plan
Forecast Statement of Financial Position
as at 30 June

STATEMENT OF FINANCIAL POSITION	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
CURRENT ASSETS											
Cash & Cash Equivalents	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Trade & Other Receivables	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709	2,709
Inventories	14	14	14	14	14	14	14	14	14	14	14
Other Financial Assets	22	16	17	17	0	0	0	0	0	0	0
Total Current Assets	3,745	3,739	3,740	3,740	3,723	3,723	3,723	3,723	3,723	3,723	3,723
NON-CURRENT ASSETS											
Financial Assets	50	34	17	0	0	0	0	0	0	0	0
Equity Accounted Investments in Council businesses	984	1,084	1,184	1,284	1,384	1,484	1,584	1,684	1,784	1,884	1,984
Infrastructure, Property, Plant & Equipment	323,034	327,040	329,767	334,287	337,336	338,978	339,937	340,617	340,617	339,729	338,449
Other Non-current Assets	0	0	0	0	0	0	0	0	0	0	0
Total Non-Current Assets	324,068	328,158	330,969	335,571	338,720	340,462	341,521	342,301	342,401	341,613	340,433
TOTAL ASSETS	327,813	331,897	334,708	339,311	342,443	344,185	345,244	346,024	346,124	345,336	344,156
CURRENT LIABILITIES											
Bank Overdraft (Draw Down Facility)	3,600	3,687	3,724	3,742	3,721	3,796	3,850	3,839	4,316	3,784	2,787
Trade & Other Payables	8,493	8,493	8,493	8,493	8,493	8,493	8,493	8,493	8,493	8,493	8,493
Borrowings Fixed	216	341	5,434	1,119	1,368	1,546	6,696	2,217	2,338	2,467	2,602
Liabilities arising from current financial assets	0	0	0	0	0	0	0	0	0	0	0
Provisions	1,357	1,357	1,357	1,357	1,357	1,357	1,357	1,357	1,357	1,357	1,357
Total Current Liabilities	13,666	13,878	19,008	14,711	14,940	15,192	20,395	15,905	16,504	16,101	15,239
NON-CURRENT LIABILITIES											
Borrowings	13,856	16,315	12,581	20,062	21,194	21,048	15,252	18,735	16,397	13,930	11,327
Provisions	274	274	274	274	274	274	274	274	274	274	274
Other Non-current liabilities	0	0	0	0	0	0	0	0	0	0	0
Total Non-Current Liabilities	14,130	16,589	12,855	20,336	21,468	21,322	15,526	19,009	16,671	14,204	11,601
TOTAL LIABILITIES	27,796	30,467	31,863	35,047	36,407	36,514	35,922	34,915	33,175	30,305	26,841
NET ASSETS	300,017	301,429	302,845	304,264	306,036	307,672	309,322	311,110	312,949	315,032	317,315
EQUITY											
Accumulated Surplus	138,473	139,885	141,301	142,720	144,492	146,128	147,778	149,566	151,404	153,488	155,771
Asset Revaluation Reserves	159,702	159,702	159,702	159,702	159,702	159,702	159,702	159,702	159,702	159,702	159,702
Other Reserves	1,842	1,842	1,842	1,842	1,842	1,842	1,842	1,842	1,842	1,842	1,842
TOTAL EQUITY	300,017	301,429	302,845	304,264	306,036	307,672	309,322	311,110	312,948	315,032	317,315

Adelaide Hills Council - 10 Year Financial Plan
Forecast Statement Of Cash Flows For the Year ended 30 June

STATEMENT OF CASHFLOWS	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES											
Receipts											
Rate	35,536	36,859	38,413	39,861	41,443	43,130	44,371	45,560	46,780	48,173	49,530
Statutory Charges	991	1,008	1,030	1,052	1,076	1,102	1,128	1,153	1,178	1,208	1,236
User Charges	1,363	1,416	1,447	1,478	1,512	1,548	1,585	1,620	1,656	1,697	1,737
Operating Grants & Subsidies	5,394	4,148	3,617	3,693	3,778	3,869	3,961	4,049	4,138	4,241	4,340
Reimbursements	526	535	547	558	571	585	599	612	625	641	656
Other Revenue	371	377	386	394	403	412	422	432	441	452	463
Receipts											
Operating Receipts	44,181	44,343	45,440	47,035	48,782	50,646	52,067	53,425	54,818	56,412	57,962
Investment Receipts	58	59	60	62	63	64	66	67	69	71	72
Less Payments											
Employee Costs	15,931	16,343	16,769	17,252	17,708	18,191	18,686	19,184	19,699	20,230	20,779
Materials, contracts & other expenses	17,628	18,435	18,761	19,531	20,046	20,675	21,289	21,771	22,305	22,931	23,560
Operating Initiatives	0	0	0	0	0	0	0	0	0	0	0
Carry Forwards	0	0	0	0	0	0	0	0	0	0	0
Payments											
Operating Payments to suppliers & employees	33,559	34,778	35,530	36,783	37,754	38,866	39,975	40,955	42,005	43,162	44,339
Finance Payments	668	868	955	1,034	1,146	1,235	1,246	1,217	1,232	1,110	982
Net Cash Provided by (or used in) Operating Activities	10,012	8,756	9,016	9,280	9,945	10,609	10,912	11,321	11,650	12,211	12,714
CASH FLOWS FROM INVESTMENT ACTIVITIES											
Receipts											
Amounts specifically for new or upgraded assets	917	1,000	1,000	1,000	1,000	500	500	500	500	500	500
Sale of replaced assets	459	0	0	0	0	0	0	0	0	0	0
Sale of Surplus Assets	1,285	0	0	0	0	0	0	0	0	0	0
Repayments of loans by community groups	44	22	16	17	17	0	0	0	0	0	0
Distributions Received from Equity Businesses	0	0	0	0	0	0	0	0	0	0	0
Payments											
Expenditure on renewal/ replacement assets	(12,699)	(10,853)	(9,615)	(10,515)	(10,650)	(10,240)	(10,107)	(10,111)	(9,713)	(9,345)	(9,247)
Expenditure on new/upgraded assets	(4,004)	(1,596)	(1,813)	(2,965)	(1,673)	(975)	(713)	(703)	(697)	(495)	(503)
Capital Contributed to Equity Businesses	0	0	0	0	0	0	0	0	0	0	0
Net Cash Provided by (or used in) Investing Activities	(13,998)	(11,427)	(10,412)	(12,463)	(11,306)	(10,715)	(10,320)	(10,314)	(9,910)	(9,340)	(9,250)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Proceeds from Borrowings	4,054	2,800	1,700	8,600	2,500	1,400	900	5,700	0	0	0
Proceeds from Bonds & Deposits	0										
Proceeds from Aged Care Facility Deposits											
Payments											
Repayment of Borrowings	(34)	(216)	(341)	(5,434)	(1,119)	(1,368)	(1,546)	(6,696)	(2,217)	(2,338)	(2,467)
Net Cash Provided by (or used in) Financing Activities	4,020	2,584	1,359	3,166	1,381	32	(646)	(996)	(2,217)	(2,338)	(2,467)
Net Increase (Decrease) in cash held	34	(87)	(37)	(18)	20	(75)	(54)	11	(477)	532	997
Cash & cash equivalents at beginning of period	(2,634)	(2,600)	(2,687)	(2,724)	(2,742)	(2,721)	(2,796)	(2,850)	(2,838)	(3,316)	(2,784)
Cash & cash equivalents at end of period	(2,600)	(2,687)	(2,724)	(2,742)	(2,721)	(2,796)	(2,850)	(2,838)	(3,316)	(2,784)	(1,787)

Summary of Project and Capital Expenditure by Asset Category

Asset Category	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
RENEWAL CAPITAL WORKS										
Bridges	130	55	218	218	246	164	164	82	80	100
Buildings	705	580	1,071	919	622	519	805	758	882	702
CWMS	527	478	612	579	405	582	400	391	373	200
Footpaths	580	580	400	400	400	400	400	400	400	400
Kerb & Water	500	300	300	300	300	300	300	300	300	300
Other (Guardrail/RetWalls/Cemetries/SFurniture/Traffic Cont)	150	150	150	150	150	150	150	150	150	150
Road Pavement	1,128	625	957	1,054	875	1,122	921	1,149	398	613
Road Seal	1,200	1,200	1,200	1,500	1,500	1,500	1,900	1,900	1,900	1,900
Shoulders	500	500	500	400	400	400	400	400	400	400
Sport and Recreation	844	825	728	783	625	408	157	150	210	207
Playgrounds	200	400	400	700	600	600	400	400	400	400
Stormwater	310	290	240	210	370	610	430	300	300	300
Unsealed Roads	1,500	1,500	1,500	1,400	1,300	1,300	1,300	1,300	1,300	1,300
Plant and Fleet	1,225	777	883	682	1,092	698	1,029	679	897	920
Information, Communication & Technology	200	200	200	200	200	200	200	200	200	200
Minor Plant & Equipment (including Library fittings)	60	60	60	60	60	60	60	60	60	60
Project Management Costs	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095
TOTAL RENEWAL WORKS:	10,853	9,615	10,515	10,650	10,240	10,107	10,111	9,713	9,345	9,247
CAPACITY / UPGRADE CAPITAL WORKS										
Bridges	250	0	0	0	0	0	0	0	0	0
Buildings	100	100	100	100	100	100	100	100	100	100
CWMS	0	0	0	0	0	0	0	0	0	0
Footpaths	200	200	200	200	200	200	200	200	200	200
Kerb & Water	0	0	0	0	0	0	0	0	0	0
Other (Guardrail/RetWalls/Cemetries/SFurniture/Traffic Cont)	0	0	0	0	0	0	0	0	0	0
Road Pavement	0	0	0	0	0	0	0	0	0	0
Road Seal	81	0	0	0	0	0	0	0	0	0
Shoulders	0	0	0	0	0	0	0	0	0	0
Sport and Recreation	0	0	0	0	0	0	0	0	0	0
Playgrounds	0	0	0	0	0	0	0	0	0	0
Stormwater	150	150	0	0	0	0	0	0	0	0
Unsealed Roads	0	0	0	0	0	0	0	0	0	0
Plant and Fleet	0	0	0	0	0	0	0	0	0	0
Information, Communication & Technology	0	0	0	0	0	0	0	0	0	0
Minor Plant & Equipment (including Library fittings)	0	0	0	0	0	0	0	0	0	0
Project Management Costs	0	0	0	0	0	0	0	0	0	0
TOTAL CAPACITY / UPGRADE CAPITAL WORKS:	781	450	300	300	300	300	300	300	300	300
NEW CAPITAL WORKS (as per Strategies schedule)	815	1,363	2,665	1,373	675	413	403	397	195	203
TOTAL CAPITAL WORKS	12,449	11,428	13,480	12,323	11,215	10,820	10,814	10,410	9,840	9,750
DEPRECIATION PROVISION (NEW ASSETS)	50	40	45	74	42	24	18	18	17	12
MAINTENANCE PROVISION (NEW ASSETS)	100	53	60	99	56	33	24	23	23	17
DEPRECIATION REVIEWS AFTER REVALUATION:										
Bridges	0	0	0	0	0	0	0	0	0	0
Buildings	200	0	0	0	0	0	0	0	0	0
CWMS	(50)	0	0	0	0	0	0	0	0	0
Footpaths	0	0	0	0	0	0	0	0	0	0
Kerb & Water	0	0	0	0	0	0	0	0	0	0
Retaining Walls Etc	0	0	0	0	0	0	0	0	0	0
Road Pavement	0	0	0	0	0	0	0	0	0	0
Road Seal	0	0	0	0	0	0	0	0	0	0
Shoulders	0	0	0	0	0	0	0	0	0	0
Sport and Recreation	50	0	0	0	0	0	0	0	0	0
Stormwater	0	0	0	0	0	0	0	0	0	0
Unsealed Roads	0	0	0	0	0	0	0	0	0	0
Plant and Fleet	0	0	0	0	0	0	0	0	0	0
Information, Communication & Technology	0	0	0	0	0	0	0	0	0	0
Minor Plant & Equipment	0	0	0	0	0	0	0	0	0	0
Depreciation Adjustment - Asset Category Reviews	200	0	0	0	0	0	0	0	0	0

Summary of NEW Strategy Expenditure

STRATEGY	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
PROSPER										
1.01 World Heritage	0	0	0	0	0	0	0	0	0	0
1.02 - Pest Free Area Status	0	0	0	0	0	0	0	0	0	0
1.03 - Favoured Tourism Destination	0	0	0	0	0	0	0	0	0	0
1.04 - International Mountain Bikes	10	8	5	3	0	0	0	0	0	0
1.05 - Easier to do Business	0	0	0	0	0	0	0	0	0	0
1.06 - Transport Needs for Business	0	0	0	0	0	0	0	0	0	0
1.07 - Key Walking & Cycling Trails	150	150	75	75	75	75	75	75	75	75
1.08 - Easier Farming through Development Plan	0	0	0	0	0	0	0	0	0	0
1.09 - Age friendly	0	0	0	0	20	0	0	0	0	0
1.10 - More Housing opportunities	0	0	0	0	0	0	0	0	0	0
1.11 - Nature Play Concepts	0	0	0	0	0	0	0	0	0	0
1.12 - Community Wellbeing & Resilience	25	85	85	85	85	85	85	85	85	85
1.13 - Road Users Safety	100	100	300	300	300	300	300	300	100	100
NET EXPENDITURE FOR PROSPER	285	343	465	463	480	460	460	460	260	260
CONNECT										
2.01 - Reconciliation Actions	0	0	15	15	15	15	15	15	15	15
2.02 - Social Inclusion & Diversity	0	0	15	15	15	105	115	115	115	115
2.03 - Community Leadership Program	0	0	0	0	0	0	0	0	0	0
2.04 - AHBTC Masterplan	35	(212)	998	609	317	311	293	293	293	293
2.05 - Community Learning	47	41	39	47	41	39	47	41	39	47
2.06 - Events	20	20	20	40	40	40	40	40	40	40
2.07 - Improve Transport Options	0	0	0	0	0	0	0	0	0	0
2.08 - Youth Participation & Engagement	10	10	5	10	5	10	5	10	5	10
NET EXPENDITURE FOR CONNECT	112	(141)	1,092	736	433	520	515	514	507	520
PLACE										
3.01 - Sustainable Living	53	58	51	30	30	30	30	30	30	30
3.02 - Carbon Neutrality	30	115	350	150	60	0	0	0	0	0
3.03 - Conservation & biodiversity management	0	0	0	0	0	0	0	0	0	0
3.04 - Amy Gillett Bikeway	500	0	500	0	0	0	0	0	0	0
3.05 - Infrastructure Maintenance & Renewal	100	100	100	100	100	100	100	100	100	100
3.06 - Cat impact reduction	0	0	30	30	30	30	30	30	30	30
3.07 - Landfill waste reduction	10	10	10	0	0	0	0	0	0	0
3.08 - Northern Freight Train Bypass Options	0	0	0	0	0	0	0	0	0	0
3.09 - Community-led place making	50	570	150	100	0	0	0	0	0	0
3.10 - Off grid Power Opportunities	15	0	0	0	0	0	0	0	0	0
NET EXPENDITURE FOR PLACE	758	853	1,191	410	220	160	160	160	160	160
EXPLORE										
4.01 - Engagement	0	0	0	0	0	0	0	0	0	0
4.02 - Emerging Technologies	0	0	0	0	0	0	0	0	0	0
4.03 - Service Access including On line	25	300	60	60	60	60	60	60	60	60
4.04 - Creativity	5	5	0	0	0	0	0	0	0	0
4.05 - Council boundaries serving community	0	20	20	0	0	0	0	0	0	0
4.06 - Partnering & Resource Sharing	0	0	0	0	0	0	0	0	0	0
NET EXPENDITURE FOR EXPLORE	30	325	80	60	60	60	60	60	60	60
ORGANISATIONAL SUSTAINABILITY										
5.01 - Our organisation	78	48	30	30	30	30	30	30	30	30
5.02 - Work health and safety	18	9	0	0	0	0	0	0	0	0
5.03 - Financial sustainability	0	0	0	0	0	0	0	0	0	0
5.04 - Customer service commitment	75	0	0	25	0	0	25	0	0	25
5.05 - Risk and responsibility	0	0	0	0	0	0	0	0	0	0
5.06 - Collaboration on public policy setting	0	0	0	0	0	0	0	0	0	0
5.07 - Governance	30	40	0	20	30	10	0	20	30	10
NET EXPENDITURE FOR ORGANISATIONAL	201	97	30	75	60	40	55	50	60	65
STRATEGIC PLAN TOTAL	1,386	1,477	2,858	1,744	1,253	1,240	1,250	1,244	1,047	1,065
FUNCTIONAL STRATEGIES										
Asset Management Plan	0	0	0	0	0	0	0	0	0	0
Communications & Marketing Plan	90	80	93	83	83	83	83	83	83	83
Positive Ageing Strategy	0	0	0	0	0	0	0	0	0	0
Waste Management Strategy	(57)	(57)	(57)	(57)	(57)	(57)	(57)	(57)	(57)	(57)
Animal Management Plan	0	0	0	0	0	0	0	0	0	0
Corporate Plan	25	25	15	10	10	15	10	10	15	10
Emergency Management Plan	40	30	25	30	10	10	30	10	10	30
Economic Development Strategy	0	0	100	100	100	100	100	100	100	100
Community Strategy	0	0	0	0	0	0	0	0	0	0
Biodiversity Strategy	55	46	45	45	45	29	26	24	6	6
Sport & Recreation Strategy	0	0	0	0	0	0	0	0	0	0
Trails Strategy	0	0	0	0	0	0	0	0	0	0
Climate Change Adaptation Plan	130	130	150	280	200	100	0	0	0	0
Water Management Plan	110	450	550	160	100	0	0	0	0	0
FUNCTIONAL STRATEGIES TOTALS	393	704	921	651	491	280	192	170	157	172
GRAND TOTAL	1,779	2,181	3,779	2,395	1,744	1,520	1,442	1,414	1,204	1,237
ALLOCATION TO LTFF	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Capital include in above	815	1,363	2,665	1,373	675	413	403	397	195	203
Employee Costs at 10%	96	82	111	102	107	111	104	102	101	103
Contractors, Materials & Other Costs at 90%	868	736	1,003	919	962	996	935	915	908	931
GRAND TOTAL	1,779	2,181	3,779	2,395	1,744	1,520	1,442	1,414	1,204	1,237

Summary of Savings Initiatives (Cumulative)

STRATEGY	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
Organisational										
Future Year impacts following BR2	50	50	50	50	50	50	50	50	50	50
Initiative B										
Initiative C										
	50	50	50	50	50	50	50	50	50	50
Service Reviews										
General allocation (minimum 3 reviews)	150	150	150	150	150	150	150	150	150	150
Initiative B										
Initiative C										
	150	150	150	150	150	150	150	150	150	150
Contract Management										
Review following appointment of Procurement Coordinator	100	100	100	100	100	100	100	100	100	100
Initiative B										
Initiative C										
	100	100	100	100	100	100	100	100	100	100
Infrastructure and Maintenance										
Additional Mtce to be achieved at no cost	0	0	0	0	0	0	0	0	0	0
Fleet review (including GST)	25	25	25	25	25	25	25	25	25	25
Initiative C										
	25	25	25	25	25	25	25	25	25	25
Revenue Generation										
Review of Compliance area (including wasps)	30	30	30	30	30	30	30	30	30	30
Initiative B										
Initiative C										
	30	30	30	30	30	30	30	30	30	30
People Management										
General Allocation (O/Time, Allowances, Leave Accruals)	100	100	100	100	100	100	100	100	100	100
Initiative B										
Initiative C										
	100	100	100	100	100	100	100	100	100	100
GRAND TOTAL	455	455	455	455	455	455	455	455	455	455
ALLOCATION TO LTFP	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Capital include in above	0	0	0	0	0	0	0	0	0	0
Revenue	30	30	30	30	30	30	30	30	30	30
Employee Costs at 10%	100	100	100	100	100	100	100	100	100	100
Contractors, Materials & Other Costs at 90%	325	325	325	325	325	325	325	325	325	325
GRAND TOTAL	455	455	455	455	455	455	455	455	455	455

Adelaide Hills Council - 10 Year Financial Plan

Revenue Adjustment Summary
as at 30 June

REVENUE ADJUSTMENT SUMMARY	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
General Rate Revenue (previous year)											
General Rate Revenue (previous year)		33,960	35,132	36,519	37,925	39,461	41,099	42,291	43,433	44,605	45,943
Increase in line with Economic Indicators		1,172	1,388	1,406	1,536	1,638	1,192	1,142	1,173	1,338	1,305
Other Adjustments:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		1,172	1,388	1,406	1,536	1,638	1,192	1,142	1,173	1,338	1,305
Revised General Rate Revenue	33,960	35,132	36,519	37,925	39,461	41,099	42,291	43,433	44,605	45,943	47,248
Separate Rate Revenue											
Separate Rate Revenue (previous year)		1,484	1,632	1,795	1,833	1,875	1,920	1,966	2,009	2,054	2,105
Increase in line with Economic Indicators		148	163	38	42	45	46	43	44	51	49
Other Adjustments:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		148	163	38	42	45	46	43	44	51	49
Revised Rates Other Revenue	1,484	1,632	1,795	1,833	1,875	1,920	1,966	2,009	2,054	2,105	2,154
Other Rate Revenue											
Rates Other Revenue (previous year)		92	95	99	103	107	111	115	118	121	124
Increase in line with Economic Indicators		3	4	4	4	4	3	3	3	4	4
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		3	4	4	4	4	3	3	3	4	4
Revised Rates Other Revenue	92	95	99	103	107	111	115	118	121	124	128
Statutory Charges Revenue											
Statutory Charges Revenue (previous year)		991	1,008	1,030	1,052	1,076	1,102	1,128	1,153	1,178	1,208
Increase in line with Economic Indicators		17	22	22	24	26	26	25	25	29	28
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		17	22	22	24	26	26	25	25	29	28
Revised Statutory Charges Revenue	991	1,008	1,030	1,052	1,076	1,102	1,128	1,153	1,178	1,208	1,236
User Charges Revenue (previous year)											
User Charges Revenue (previous year)		1,363	1,416	1,447	1,478	1,512	1,548	1,585	1,620	1,656	1,697
Increase in line with Economic Indicators		23	31	30	34	36	37	35	36	41	40
Other Adjustments:											
<i>Efficiency Measures (see Schedule)</i>		30	0	0	0	0	0	0	0	0	0
Net Movement		53	31	30	34	36	37	35	36	41	40
Revised User Charges Revenue	1,363	1,416	1,447	1,478	1,512	1,548	1,585	1,620	1,656	1,697	1,737
Grants and Subsidies											
Grants & Subsidies Revenue (previous year)		5,394	4,148	3,617	3,693	3,778	3,869	3,961	4,049	4,138	4,241
Increase in line with Economic Indicators		92	91	76	85	91	93	87	89	103	99
Adjustments to base year:											
<i>R2R</i>		-656	137	0	0	0	0	0	0	0	0
<i>Supplementary LRP Reduction</i>		0	-353	0	0	0	0	0	0	0	0
<i>NDRF Once Off</i>		-682	-406	0	0	0	0	0	0	0	0
Net Movement		(1,246)	(531)	76	85	91	93	87	89	103	99
Revised Grants & Subsidies Revenue	5,394	4,148	3,617	3,693	3,778	3,869	3,961	4,049	4,138	4,241	4,340
Investment Revenue											
Investment Revenue (previous year)		58	59	60	62	63	64	66	67	69	71
Increase in line with Economic Indicators		1	1	1	1	2	2	1	1	2	2
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		1	1	1	1	2	2	1	1	2	2
Revised Investment Revenue	58	59	60	62	63	64	66	67	69	71	72
Reimbursements											
Reimbursements Revenue (previous year)		526	535	547	558	571	585	599	612	625	641
Increase in line with Economic Indicators		9	12	11	13	14	14	13	13	16	15
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		9	12	11	13	14	14	13	13	16	15
Revised Reimbursement Revenue	526	535	547	558	571	585	599	612	625	641	656
Other Revenue											
Other Revenue (previous year)		371	377	386	394	403	412	422	432	441	452
Increase in line with Economic Indicators		6	8	8	9	10	10	9	9	11	11
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		6	8	8	9	10	10	9	9	11	11
Revised Other Income	371	377	386	394	403	412	422	432	441	452	463
Operating Project Revenue											
Operating Project Revenue (previous year)		0	0	0	0	0	0	0	0	0	0
Increase in line with Economic Indicators		0	0	0	0	0	0	0	0	0	0
Adjustments to base year:											
<i>Other</i>		0	0	0	0	0	0	0	0	0	0
Net Movement		0	0	0	0	0	0	0	0	0	0
Revised Project Income Revenue	0	0	0	0	0	0	0	0	0	0	0
Joint Venture Income											
Operating Project Revenue (previous year)		0	100	100	100	100	100	100	100	100	100
Increase in line with Economic Indicators		0	0	0	0	0	0	0	0	0	0
Adjustments to base year:											
<i>Annual provision based on prior years average</i>		100	0	0	0	0	0	0	0	0	0
Net Movement		100	0	0	0	0	0	0	0	0	0
Revised Project Income Revenue	0	100	100	100	100	100	100	100	100	100	100

Expenditure Adjustment Summary

	2017-18 Year 0 \$'000	2018-19 Year 1 \$'000	2019-20 Year 2 \$'000	2020-21 Year 3 \$'000	2021-22 Year 4 \$'000	2022-23 Year 5 \$'000	2023-24 Year 6 \$'000	2024-25 Year 7 \$'000	2025-26 Year 8 \$'000	2026-27 Year 9 \$'000	2027-28 Year 10 \$'000
Employee Costs											
Previous Year's Value		15,931	16,343	16,769	17,252	17,708	18,191	18,686	19,184	19,699	20,230
Increase in line with Economic Indicators		430	441	453	466	478	491	505	518	532	546
Adjustments to base year:											
Efficiency Measures (see Schedule)		(100)	0	0	0	0	0	0	0	0	0
Strategic Plan & Functional Strategies (Net Movement)		81	(15)	30	(9)	5	4	(7)	(2)	(1)	3
Other		0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Movement in Employee Costs		412	427	482	457	483	495	498	516	531	549
Revised Employee Costs as per the LTFP	15,931	16,343	16,769	17,252	17,708	18,191	18,686	19,184	19,699	20,230	20,779
Material Contracts and Other											
Previous Year's Value		17,628	18,435	18,761	19,531	20,046	20,675	21,289	21,771	22,305	22,931
Increase in line with Economic Indicators		300	406	394	449	481	496	468	479	558	537
Adjusted for Key Expenditure Items (See below):											
Electricity		(44)	(46)	5	6	6	6	6	6	6	6
Water		2	2	1	1	1	1	1	1	1	1
Waste		42	42	43	43	44	44	44	45	45	46
Adjustments to base year:											
Efficiency Measures (see Schedule)		(325)	0	0	0	0	0	0	0	0	0
Strategic Plan & Functional Strategies (Net Movement)		733	(132)	267	(83)	43	34	(61)	(20)	(7)	23
Increased Maintenance from New Assets		100	53	60	99	56	33	24	23	23	17
Other		0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Movement in Materials, Contractual Service & Other		808	325	770	514	630	614	482	534	626	628
Revised Materials, Contracts, Other Costs as per LTFP	17,628	18,435	18,761	19,531	20,046	20,675	21,289	21,771	22,305	22,931	23,560
Finance Costs											
Finance Costs (previous year)		668	868	955	1,034	1,146	1,235	1,246	1,217	1,232	1,110
Variations in line with Cashflow		200	87	80	112	89	11	(29)	15	(122)	(128)
Adjustments to base year:											
Other		0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Movement in Finance Costs		200	87	80	112	89	11	(29)	15	(122)	(128)
Finance Charges as per LTFP	668	868	955	1,034	1,146	1,235	1,246	1,217	1,232	1,110	982
Depreciation											
Depreciation (previous year)		8,027	8,443	8,700	8,960	9,274	9,572	9,862	10,133	10,411	10,727
Increase in line with Economic Indicators		166	217	215	239	257	265	253	260	299	291
Variations in line with new capex		50	40	45	74	42	24	18	18	17	12
Adjustments to base year:											
As per AMP Review		200	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0	0	0	0
Movement in Depreciation Cost		416	257	260	313	299	290	271	278	316	303
Depreciation Charges as per LTFP	8,027	8,443	8,700	8,960	9,274	9,572	9,862	10,133	10,411	10,727	11,031
KEY EXPENDITURE ITEMS:											
Electricity charges											
Electricity charges (previous year)		638	594	548	554	560	565	571	576	582	588
Adjustment Factor (as per Economic Indicators)		-6.90%	-7.70%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Adjustment in Dollars included above		-44	-46	5	6	6	6	6	6	6	6
Revised Electricity charges	638	594	548	554	560	565	571	576	582	588	594
Water costs											
Water costs (previous year)		198	200	202	203	204	205	207	208	209	210
Growth factors (input)		1.00%	1.00%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Increases in line with growth factor		2	2	1	1	1	1	1	1	1	1
Revised Water costs	198	200	202	203	204	205	207	208	209	210	211
Waste costs											
Waste costs (previous year)		4,185	4,227	4,269	4,312	4,355	4,398	4,442	4,487	4,532	4,577
Adjustment Factor (as per Economic Indicators)		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Adjustment in Dollars included above		42	42	43	43	44	44	44	45	45	46
Revised Waste costs	4,185	4,227	4,269	4,312	4,355	4,398	4,442	4,487	4,532	4,577	4,623

Economic Indicators

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
GENERAL INDEXATION:											
CPI - Adelaide	1.30%	1.70%	2.20%	2.10%	2.30%	2.40%	2.40%	2.20%	2.20%	2.50%	2.34%
LGPI - Operating	1.60%	2.07%	2.57%	2.47%	2.67%	2.77%	2.77%	2.57%	2.57%	2.87%	2.71%
CPI - LGPI diff	0.30%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%
LGPI - recurrent	1.60%	2.07%	2.57%	2.47%	2.67%	2.77%	2.77%	2.57%	2.57%	2.87%	2.71%
LGPI - Capital	1.60%	2.07%	2.57%	2.47%	2.67%	2.77%	2.77%	2.57%	2.57%	2.87%	2.71%
Index Applied to General Revenue	1.30%	1.70%	2.20%	2.10%	2.30%	2.40%	2.40%	2.20%	2.20%	2.50%	2.34%
Index Applied to General Expenditure	1.30%	1.70%	2.20%	2.10%	2.30%	2.40%	2.40%	2.20%	2.20%	2.50%	2.34%
Index Applied to Depreciation & Capital	1.60%	2.07%	2.57%	2.47%	2.67%	2.77%	2.77%	2.57%	2.57%	2.87%	2.71%
RATES INCOME											
CPI - Adelaide	1.30%	1.70%	2.20%	2.10%	2.30%	2.40%	2.40%	2.20%	2.20%	2.50%	2.34%
Renewal Catch Up	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Growth	0.00%	0.75%	0.75%	0.75%	0.75%	0.75%	0.50%	0.50%	0.50%	0.50%	0.50%
Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Index Applied to Rates Revenue	2.30%	3.45%	3.95%	3.85%	4.05%	4.15%	2.90%	2.70%	2.70%	3.00%	2.84%
Index Applied to CWMS Revenue	0.80%	10.00%	10.00%	2.10%	2.30%	2.40%	2.40%	2.20%	2.20%	2.50%	2.34%
EMPLOYMENT COSTS:											
AWE - Australia	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Enterprise Agreement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Leave Revaluation	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%
Grade Step Increases	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%
Index Applied to LTFP	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%	2.70%
ELECTRICITY COSTS											
Anticipated price variation to CPI	15.00%	-6.90%	-7.70%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Anticipated change in consumption	-5.00%	0.00%	0.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%
Index Applied to LTFP (excl CPI)	10.00%	-6.90%	-7.70%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
WATER COSTS											
Anticipated price variation to CPI	15.00%	0.00%	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Anticipated change in consumption	-5.00%	1.00%	1.00%	-0.50%	-0.50%	-0.50%	-0.50%	-0.50%	-0.50%	-0.50%	-0.50%
Index Applied to LTFP (excl CPI)	10.00%	1.00%	1.00%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
WASTE COSTS											
Anticipated price variation to CPI	15.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Anticipated change in consumption	-5.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%	-1.00%
Index Applied to LTFP (excl CPI)	10.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Estimate Loan rate	4.3%	4.50%	5.00%	5.50%	5.75%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Estimate Cash Advance Rate	3.8%	4.25%	4.75%	5.25%	5.50%	5.75%	5.75%	5.75%	5.75%	5.75%	5.75%
Average diff		0.3%	0.3%	0.3%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.7

Originating Officer: Natalie Westover, Manager Property Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Gale Street Woodside – CWMS Easement

For: Decision

SUMMARY

The purpose of this report is to rescind a previous resolution in relation to obtaining a grant of easement over portion of the land at 2 Gale Street Woodside for CWMS infrastructure.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. That resolution 2a of 10/2017 be rescinded
 3. No further action be taken to secure the registration of an easement for sewerage purposes over 2 Gale Street Woodside.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Risk and Responsibility – legal compliance & asset sustainability

➤ **Legal Implications**

Council is a ‘water industry entity’ under Part 4 of the *Water Industry Act 2012* (WIA).

As an ‘authorised entity’ under the WIA, Council has extensive powers over private land for purposes associated with the installation and/or maintenance of its CWMS infrastructure.

➤ **Risk Management Implications**

The reliance on the provisions of the *Water Industry Act 2012* for CWMS infrastructure on private land will assist in mitigating the risk of:

Non engagement by land owners to negotiate an easement for CWMS purposes leading to CWMS Infrastructure not secured by easement or cost and administrative burden of a compulsory acquisition process.

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

The risk assessment undertaken results in the creation of a new mitigation action to ensure that all easements are finalised prior to infrastructure project commencement or to note the existence of infrastructure and notify land owner of its location.

➤ **Financial and Resource Implications**

Compensation is not required to be paid to a landowner for infrastructure covered by the WIA.

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

Not Applicable

➤ **Environmental Implications**

Not Applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Director Engineering & Assets

Community: Not Applicable

2. **BACKGROUND**

There was an existing CWMS pipe on the land at the rear of the properties at 2, 4 and 6 Gale Street through which these properties were connected to the Council's CWMS however it was not secured by a registered easement ("Prior Location"). Refer to **Appendix 1** for details.

The then owner of that Prior Location requested Council change the location of the CWMS infrastructure to within the boundaries of 2, 4 and 6 Gale Street to facilitate development of their land on the basis that they did not connect with that infrastructure.

The Council approached the owners of the land at 2, 4 and 6 Gale Street and 10 Tolmer Road to secure approval to install new CWMS infrastructure along their rear boundaries to service their allotments and to grant an easement to Council for that purpose. Council likewise approached the owner of 8 Tolmer Road to obtain an easement for the existing CWMS infrastructure on their land.

All owners, with the exception of the owner of 10 Tolmer Road, agreed to the proposal and signed a simple agreement to that effect. The agreement included a statement that the infrastructure would be relocated at Council's cost and that the easement would be granted to Council at no cost other than the easement establishment and construction costs.

At the Council meeting of 6 July 2010, Council resolved:

10.3 Approval to Register Drainage Easements Over Properties at 8 Tolmer Road and 2, 4 and 6 Gale Street Woodside
14.16.54 Alana Faber

**Moved Cr David Paschke
S/- Cr Ron Nelson**

**Carried Unanimously
B177**

That:

- 1. Drainage easements over 8 Tolmer Road and 2, 4 and 6 Gale Street, Woodside in favour of Council, being land owned by Mr Aubrey, Ms Brunialti, Ms Hall and Housing SA respectively, be secured at no fee with Council meeting all legal and title production costs of approximately \$3000.**
- 2. Once approval has been secured from Mr Bellwood for the property at 10 Tolmer Road, Woodside for an easement in favour of Council over these existing pipes that Council proceed with executing this easement at no cost to the owner. If the easement is not granted then Council approve that the process for compulsory acquiring this easement be granted.**
- 3. The Mayor and CEO be authorised sign and to affix the Council seal to all necessary documentation.**

A valuation was obtained in relation to 10 Tolmer Road for the purposes of a compulsory acquisition and upon an offer of \$3,500 compensation, the land owner signed the easement documentation and this has been registered with the Lands Titles Office.

The Council engaged Mellor Olsson Lawyers to prepare the necessary easement documentation in relation to 2, 4 and 6 Gale Street and 8 Tolmer Road and liaise with the land owners to arrange execution and lodgement.

The owner of 6 Gale Street (South Australian Housing Trust) executed the easement documentation and this has been registered with the Lands Titles Office. No consideration was paid for the easement.

At the meeting of 24 January 2017, Council resolved:

14.4. Tolmer Road CWMS Easements

Moved Cr Ian Bailey
S/- Cr Lynton Vonow

10

Council resolves that:

1. the report be received and noted
2. resolution no. 1 of B177/2010 of 6 July 2010 be rescinded.
Consideration for the creation of the CWMS easements be paid to the affected land owners as follows:
 - a. 2 Gale Street \$8,600
 - b. 4 Gale Street \$8,700
 - c. 8 Tolmer Road \$10,060
3. The Mayor and CEO be authorised to sign all necessary documents to effect the grant of easements.

Carried Unanimously

Easements over 4 Gale Street and 8 Tolmer Road have been registered. The owner of 2 Gale Street has not responded to a number of attempts by Mellor Olsson to have easement documents signed.

3. ANALYSIS

The introduction of the *Water Industry Act 2012* provided Council, as a 'water industry entity', extensive powers over private land for purposes connected with the installation and/or maintenance of its CWMS infrastructure.

Whilst registered easements are preferable and beneficial to both the Council and the land owner as they clearly define the location of the easement infrastructure, they are not essential for CWMS infrastructure.

In the absence of land owner consent to register an easement, the option available to Council to secure a registered easement is by compulsory acquisition. Traditionally, compulsory acquisitions are lengthy and expensive.

As the Council's CWMS infrastructure and its rights to access private land for the purposes of accessing its CWMS infrastructure are protected under the provisions of the WIA, the progression of a compulsory acquisition process to obtain a registered easement over 2 Gale Street Woodside is not considered necessary.

4. OPTIONS

Council has the following options:

- I. Resolve to rescind resolution 2a of 10/2017 and take no further action to secure an easement over 2 Gale Street (Recommended)
- II. Resolve to compulsory acquire an easement over 2 Gale Street Woodside (Not Recommended)

5. APPENDIX

- (1) Site Plan

Appendix 1
Site Plan



Existing pipes that
were removed

New pipes installed
and easements

Existing pipe and
easement

Existing pipe and new
easement

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.8

Originating Officer: Natalie Westover, Manager Property Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Sale of Closed Road – Kenton Valley

For: Decision

SUMMARY

The purpose of this report is to seek a resolution to sell the land known as Closed Road A in Road Plan No. 1793 contained in Certificate of Title Volume 6191 Folio 686 (Land) to the adjoining land owner, Mr Iain Ross and Ms Valerie Hunt.

The Council has previously undertaken a revocation of the community land classification for this Land.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. To sell the land comprised in Certificate of Title Volume 6191 Folio 686 known as Closed Road A in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$9,640 (exclusive of GST) to the adjoining land owner Iain Ross Hunt and Valerie Ann Hunt
 3. To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Financial Sustainability
	Risk and responsibility

Assessment of the Land as being surplus to Council's community land requirements is part of the Council's Strategic Property Review framework and meets the objectives for long term asset retention and management.

➤ **Legal Implications**

The sale of the Land will be undertaken in accordance with the Council's *Disposal of Land Policy*.

The native vegetation on the Land is protected under the *Native Vegetation Act 1991*.

➤ **Risk Management Implications**

The sale of the land will assist in mitigating the risk of:

Unutilised Council assets surplus to community requirements leading to the loss of economic and social returns for Council and the community.

Inherent Risk	Residual Risk	Target Risk
High (4C)	Medium (2C)	Medium (2C)

➤ **Financial and Resource Implications**

The Land has been valued by an independent Valuer and attributed a value of \$9,640.

The valuation costs to Council for the Land was \$500 exclusive of GST.

Each party will pay its own costs associated with the sale and purchase. The Council's costs for the sale will be approximately \$1,000.

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

Not Applicable

➤ **Environmental Implications**

The Land is Identified under the Native Vegetation Marker Scheme and contains vegetation that is of a high biodiversity standard.

The native vegetation on the Land is protected under the *Native Vegetation Act 1991*.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Property Advisory Group

Administration: Biodiversity Officer – Open Spaces has been consulted in relation to this proposed sale. Due to the location of the Land within the

Watershed Primary Production Zone and the protection offered by the *Native Vegetation Act 1991*, a Land Management Agreement is not considered necessary in this instance.

Community: Public Consultation was undertaken in relation to the revocation of community land process which included the Council's intention to dispose of the land

2. BACKGROUND

Council was approached in early 2017 by Mr Iain Ross of 84 Lee Road Kenton Valley on behalf of himself and his partner, Valerie Hunt, who wished to purchase the land defined as "A" in Road Plan No. 1793 being a closed road adjacent to his property refer **Appendix 1**.

The applicant, Mr Ross, has used the parcel marked "A" to access his property since he constructed his house and shed in approximately 1992. The driveway and the shed are constructed on the closed road land. Mr Ross has believed that that the closed road land formed part of his property until recently when searches and surveys were undertaken for the purpose of the sale of his property.

Council agreed to commence a revocation of community land process to enable the Land to be sold to Mr Ross at market value.

At the meeting of 26 April 2007, Council resolved to:

14.3. Revocation Community Land Kenton Valley

Moved Cr John Kemp
S/- Cr Lynton Vonow

86/17

Council resolves

1. That the report be received and noted
2. To commence a revocation of community land process for the land described as "A", "B", portion of "U" and "S" in Road Plan No. 1793 (now identified as "AU" & "AS" on the aerial plans attached as Appendix 3) ("Closed Road") including consultation in accordance with Council's Public Consultation Policy and the Local Government Act 1999 with the intention of selling the Closed Road to the adjoining owners.
3. That a further report be presented to Council at the completion of the consultation.

Carried Unanimously

At the meeting of 22 August 2017, Council resolved to:

14.4. Revocation of Community Land Closed Roads in RP 1793

Moved Cr Ian Bailey
S/- Cr John Kemp

182/17

Council resolves:

1. That the report be received and noted
2. A report be prepared and submitted to the Minister for Planning seeking approval for the revocation of the community land classification of the land identified as:
 - Closed Road A in Road Plan No. 1793 contained in Certificate of Title Volume 6191 Folio 686 located at Kenton Valley *Appendix 1*
 - Closed Road B in Road Plan No. 1793 contained in Certificate of Title Volume 6191 Folio 687 located at Kenton Valley *Appendix 1*
 - Closed Road S in Road Plan No. 1793 contained in Certificate of Title Volume 6193 Folio 468 located at Birdwood *Appendix 3*
 - Closed Road U in Road Plan No. 1793 contained in Certificate of Title Volume 6191 Folio 688 located at Mount Torrens *Appendix 4*

Carried Unanimously

At the meeting of 28 November 2017, Council resolved as per the following:

12.7. Revocation of Community Land – Closed Roads in Kenton Valley, Birdwood & Mt Torrens

Moved Cr Lynton Vonow
S/- Cr Malcolm Herrmann

283/17

Council resolves:

1. That the report be received and noted
2. That the community land classification over the land listed below be revoked:
 - Closed Road A in Road Plan No. 1793 in the area named Kenton Valley contained in Certificate of Title Volume 6191 Folio 686
 - Closed Road B in Road Plan No. 1793 in the area named Kenton Valley contained in Certificate of Title Volume 6191 Folio 687
 - Closed Road S in Road Plan No. 1793 in the area named Mount Torrens contained in Certificate of Title Volume 6191 Folio 688
 - Closed Road U in Road Plan No. 1793 in the area named Birdwood contained in Certificate of Title Volume 6193 Folio 468

Carried Unanimously

The community land classification has been revoked and the Land is now able to be sold to Mr Ross.

3. ANALYSIS

The Land forms part of Mr Ross' property and includes his driveway, sheds and water tanks. The land is surplus to Council's requirements.

A valuation has been undertaken and it has attributed a value of \$9,640 to the Land. Mr Ross has agreed to pay the market value determined by the valuation.

The Land is identified under the Native Vegetation Marker Scheme and contains vegetation that is of a high biodiversity standard. The land owned by the proposed purchaser likewise has vegetation of a high biodiversity standard.

The native vegetation on the Land is protected under the *Native Vegetation Act 1991*.

The Land is within the Watershed Primary Production zone and not suitable for separate development.

In line with the Council's objective to assess its land holdings and rationalise where appropriate, the Land is deemed suitable for disposal.

4. OPTIONS

Council has the following options:

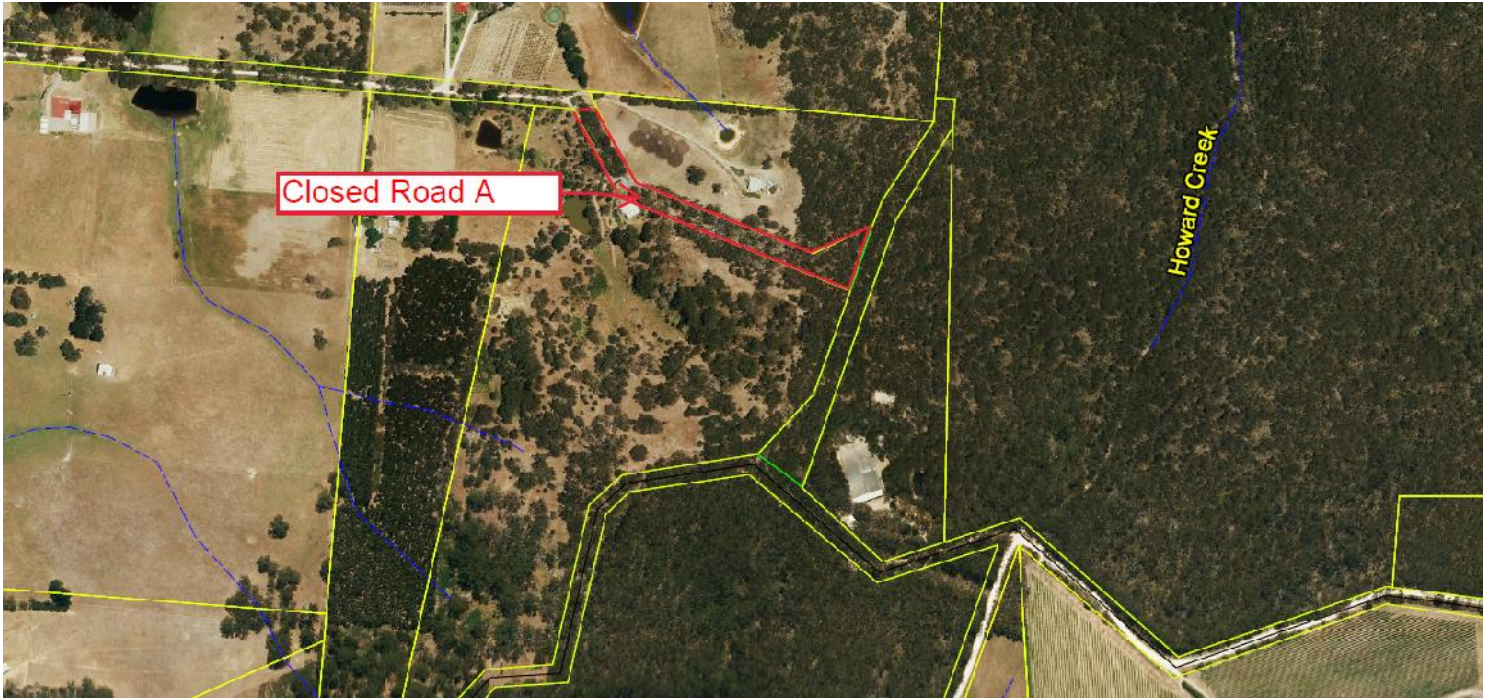
- I. Resolve to sell the Land to Mr Ross & Ms Hunt (Recommended)
- II. Resolve to retain the Land as a Council asset (Not Recommended)

5. APPENDIX

- (1) Identification of Closed Road A

Appendix 1

Identification of Closed Road A



REAL PROPERTY ACT, 1885



The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.



Certificate of Title - Volume 6191 Folio 686

Parent Title(s)

Creating Dealing(s) VM 12730147

Title Issued	29/05/2017	Edition	1	Edition Issued	29/05/2017
--------------	------------	---------	---	----------------	------------

Estate Type

FEE SIMPLE

Registered Proprietor

ADELAIDE HILLS COUNCIL
OF PO BOX 44 WOODSIDE SA 5244

Description of Land

CLOSED ROAD MARKED A ROAD PLAN 1793
IN THE AREA NAMED KENTON VALLEY
HUNDRED OF TALUNGA

Easements

NIL

Schedule of Dealings

NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL
Notations on Plan	NIL
Registrar-General's Notes	NIL
Administrative Interests	NIL

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.9

Originating Officer: Terry Crackett, Director Corporate Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Community Loans Policy

For: Decision

SUMMARY

Council has recently received requests from two separate community groups seeking to borrow funds to enable improvements to their facilities. Whilst such requests have been limited in recent times, there have been a number of occasions in the past where loan funds have been sought from Council to enable projects to proceed.

In order to ensure future requests are assessed within a strategic context this report provides a draft Community Loans Policy (**Appendix 1**) and recommends endorsement prior to consideration by Council on 27 February 2018.

This draft Policy was considered by the Audit Committee on 20 February 2018.

The purpose of the report is twofold:

- To seek Council's consideration of the request for a loan by the Mt Torrens Centenary Park for the completion of drainage works; and
- To seek Council's direction on the establishment of a policy position with respect to the lending of monies to community groups.

RECOMMENDATION

Council resolves that:

1. The report be received and noted
 2. The Community Loans Policy as provided at Appendix 1 be endorsed for community consultation.
 3. A loan of \$15,000 be provided to Mt Torrens Centenary Park Incorporated for the completion of drainage works subject to the finalisation of a loan agreement with Council that is executed under Council's seal.
 4. That the Mayor and Chief Executive Officer be authorised to execute all documents necessary, including applying the Council Seal (as required), for the establishment of a loan agreement with Mt Torrens Centenary Park Incorporated.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 5 Organisational Sustainability
Strategy 5.3 Financial Sustainability

➤ Legal Implications

Section 139 of the *Local Government Act 1999* precludes Council from making investments into businesses or operations of a business for profit nature, and consequently Council will only consider applications that support the community at large. Council is also not in the business of providing financial security to third parties through the lending of finances, nor is it a registered financial institution.

➤ Risk Management Implications

The development of Policy and Procedures to guide the provision of loans to community groups will assist in mitigating the risk that:

Loans are provided to Community Groups in an inconsistent manner without consideration of either the strategic context or associated financial risks.

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

The draft Community Loans Policy will ensure any loans approved will consider the strategic context for the loans as well as potential financial obligations. If endorsed the Policy will be supported by procedures that will include a robust application process to minimise potential default on agreed repayments.

It is however important to note that whilst Council has staff that are competent finance managers, these staff are generally not experienced in the assessment of credit worthiness. As such there is an increased risk associated with lending over that of the finance sector.

It should also be recognised that the ability to undertake legal processes to recover from community groups that default on the payment of loans can be challenging given potential community implications.

➤ Financial and Resource Implications

There are no immediate financial implications associated with the development of a Community Loans Policy.

➤ Customer Service and Community/Cultural Implications

The development of a policy position with regards to community loans will provide clarity and certainty to community groups in relation to the terms and conditions under which Council will consider making loans available. This may assist these groups in their long-term financial planning.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Workshops: A workshop of Council was held on 30 January 2018 where key issues associated with the development of a Community Loans Policy were discussed.

Advisory Groups: Not Applicable.

Administration: The Executive Leadership Team has reviewed the draft Policy and endorses it for consideration by Council.

Community: If the draft Policy is endorsed by Council community consultation will be undertaken prior to the adoption of the final Policy.

2. **BACKGROUND**

Council has recently received requests from two separate community groups seeking to borrow funds to enable improvements to their facilities. These requests relate to the following:

- Uraidla Bowling Club seeking \$150k to support the installation of synthetic bowling greens
- Mt Torrens Centenary Park Incorporated seeking approx. \$10-15k to support drainage works around the oval.

Note: Since making application to Council the Uraidla Bowling Club has been advised it was successful in the recent grant program from Recreation and Sport for the majority, though not all, of the funds they were seeking.

Whilst such requests have been limited in recent times, there have been a number of occasions in the past where loan funds have been sought from Council to enable projects to proceed.

These requests have traditionally been approved to enable improvements to proceed that would otherwise not have. Whilst it has not been possible to locate a formal position of Council in relation to the lending of funds, the following extract from the Council minutes for the meeting held on 23 October 2001 would indicate past endorsement.

16.2.5 Community Recreation and Sporting Facilities Program Grants

1/05/020

1. That the Finance and Policy Committee agrees in principal to making available to community groups, loan funds for the purpose of improving sport and recreation facilities in the district, providing they are able to support the full repayment of the debt including interest.

The most recent loan was made in 2015 and at present there are four loans outstanding with a total residual amount owing of approximately \$130k.

Prior to the development of a draft Community Loans Policy, a workshop of Council was held on 30 January 2018 to discuss the potential risks and opportunities, at which time it was proposed that a formal policy position be provided to Council for consideration.

Prior to finalisation of this report the draft Policy was provided to the Audit Committee on 20 February 2018 for consideration. Whilst the majority of the Committee members questioned the role of Council in acting as a lending authority to Community Groups, on the basis that Council proceeded, the draft Policy was endorsed as appropriate with minor amendments as per the following:

6.2. Community Loans Policy

Moved Peter Brass
S/- Cr John Kemp

AC18/3

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. That the Community Loans Policy as provided at Appendix 1 be endorsed for consideration by Council, with the addition of criteria regarding registration with the Australian Charities and Not-for-profit Commission (ACNC) and compliance with all governance requirements.**

Carried

This report provides a draft Community Loans Policy (**Appendix 1**) and recommends adoption subject to community consultation.

3. ANALYSIS

Following receipt of two requests for loan funds as identified above, the Administration has undertaken a review of the practices of other councils to ascertain if such a position is common practice. This review has confirmed that a number of councils have existing policy positions in place that support lending in certain circumstances.

The draft Community Loans Policy included as **Appendix 1** has been developed taking into account feedback provided by Council at the workshop as well as relevant elements included in the policies developed by other Councils.

The following points highlight key elements that have been captured within the draft Policy:

- The objective of the policy is to provide a loan funding mechanism to support projects that have community benefit.
- The offering of loans to community groups will only be considered as a last resort, once all other funding options have been fully exhausted and compliance with the requirements of the policy have been met. These other funding options include:
 - Government grants
 - Sponsorship
 - Fundraising
 - Application for credit from a lending institution.
- The minimum value of an individual loan will be set at \$10,000 to ensure the cost of administering do not outweigh the benefits achieved through facilitating the loan.

- The community group will provide a minimum contribution of 25% of the capital cost of the project excluding government grants and other external funding. This contribution can be through the provision of in-kind support in the delivery of the project.
- No requirement has been included to state that the asset is on Council land.
- Loans must predominantly be used for capital improvements and the construction and/or acquisition of capital assets with the repayment period not exceeding the life of the asset.
- The community group must clearly demonstrate that it has the capacity to repay the loan funds to Council without the need for a 'balloon' payment at the end of the loan period.
- The application must provide evidence that the loan has been approved by a majority of the Community Group's members (i.e. minutes of a committee meeting to show evidence of consultation with all members).
- Should Council agree to provide a loan or act as guarantor, any terms and conditions must be specified in an agreement between Council and the relevant party that is executed under Council's seal.
- The community group will be responsible for interest and principal repayments with the interest rate applied to loans based on market rates applicable to community groups at the time and not the rate that Council is able to borrow at.

It should also be noted that at this time further investigation are still required to ensure there are no potential requirements associated with competitive neutrality. This investigation would be undertaken during the consultation process should Council endorse the draft Policy.

Request for Loans pending finalisation of the Policy

As indicated previously within this report Council has recently received requests from two separate community groups seeking to borrow funds to enable improvements to their facilities as per the following:

- Uraidla Bowling Club seeking \$150k to support the installation of synthetic bowling greens (noting that in excess of \$100k was recently provided by way of a Recreation and Sport grant)
- Mt Torrens Centenary Park seeking \$15k to support drainage works around the oval. This would involve the construction of barriers, drains and pipework to divert runoff water from entering the oval from the western side; the raising of the cricket pitch; the spreading of loam onto the surface; the creation of contours that will allow rainwater to gravitationally flow off the surface; and the seeding and establishment of grass.

Both groups have also advised that their requests are time critical and that a decision is required prior to the end of February to enable works to be completed to minimise seasonal utilisation.

Based on meeting the key criteria outlined within this report it is proposed that a loan \$15k would be offered to the Mt Torrens Centenary Park subject to the finalisation of a loan agreement with Council that is executed under Council's seal.

Given that the Uraidla Bowling Club has recently been advised of the grant, and has also confirmed that loan funds are available from one of the major banks, it is not proposed to offer a loan from Council for the residual amount owing.

4. OPTIONS

The Council has the following options:

In relation of the Community Loans Policy:

- I. Approve the draft Policy, with any proposed amendments, for community consultation (Recommended)
- II. Not approve the draft Policy (Not Recommended)


In relation to the loan request from the Mt Torrens Centenary Park

- I. Approve the loan (Recommended)
- II. Not the loan (Not Recommended)

5. APPENDIX

- (1) Draft Community Loans Policy

COUNCIL POLICY

 Adelaide Hills COUNCIL	COMMUNITY LOANS
---	------------------------

Policy Number:	FIN-06
Responsible Department(s):	Financial Services
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999.</i>
Policies and Procedures Superseded by this policy on its Adoption:	None
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	<i>To be entered administratively</i>
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than February 2020 or as required by legislation or changed circumstances

COMMUNITY LOANS POLICY

1. INTRODUCTION

Adelaide Hills Council values and recognises the role of community and sporting groups within the Council area and endeavours to support them in a variety of ways. The objective of this policy is to provide a loan funding mechanism to support projects that have community benefit.

2. POLICY OBJECTIVES

This policy provides a framework for Council to:

- consider requests from community groups including sporting clubs, seeking assistance by way of direct loan, and
- ensures that medium to longer term objectives of the *Long Term Financial Plan* are not compromised.

3. DEFINITIONS

“Incorporated community group” is a group that is formally incorporated under relevant state or national legislation.

“Community Loans” are support loans made by Council to community groups and sporting organisations to self fund infrastructure projects.

4. POLICY

4.1 PRINCIPLES

Council is not in the business of providing financial security to third parties through the lending of finances, nor is it a registered financial institution. The *Local Government Act 1999 Section 139* also precludes council from making investments into businesses or operations of a business for profit nature, and consequently Council will only consider applications that support the community at large.

The offering of loans or loan guarantees to community groups will only be considered as a last resort, once all other funding options have been fully exhausted and compliance with the requirements of the policy have been met. These other funding options include:

- Government grants
- Sponsorship
- Fundraising
- Application for credit from a lending institution.

Supporting evidence will be required to show that all other funding options have been fully exhausted.

The minimum value of an individual loan will be set at \$10,000 and Council will allocate loans/loan guarantees to a combined maximum value of \$1 million at any one time to ensure the financial sustainability of Council's financial position can be managed appropriately.

Council may agree to:

- Act as guarantor for the organisation
- Borrow funds from the Local Government Finance Authority (LGFA) on behalf of the organisation
- Loan funds from existing Council cash reserves with interest applicable.

4.2 CRITERIA

Adelaide Hills Council will consider providing support to community groups based on the following criteria:

- The proposed project must be supported by Council's Strategic Management Plan or supporting strategies
- The project must have demonstrated community benefit
- Applications will only be considered by groups who are resident in the Adelaide Hills Council district or provide a significant benefit to the Adelaide Hills Council community
- Loans will predominantly be used for capital improvements and the construction and/or acquisition of capital assets
- Requests associated with meeting ongoing salary, rent, day to day operating costs or commercial undertakings will not be considered
- The repayment period should not exceed, the life of the asset or the term of the existing lease agreement and will generally not be greater than 10 years
- The community group will provide a minimum contribution of 25% of the capital cost of the project excluding government grants and other external funding. This contribution can be through the provision of in-kind support in the delivery of the project.
- The community group must be a 'not for profit' organisation registered with the Australian Charities and Not-for-profit Commission (ACNC) and have an incorporated status.
- Demonstrate that suitably qualified and experienced people are involved in the proposal to ensure compliance with all governance requirements.
- The community group must be a 'not for profit' organisation and have an incorporated status.
- Demonstrate that suitably qualified and experienced people are involved in the proposal to ensure compliance with all WHS requirements
- The community group will be responsible for interest and principal repayments.
- The interest rate applied to loans would be based on market rates applicable to community groups at the time and not the rate that Council is able to borrow at.
- The community group must clearly demonstrate that it has the capacity to repay the loan funds to Council, this will include the provision of:
 - Audited financial statements for the two (2) prior years
 - An independently prepared business plan for the term of the loan including detailed income and expenditure forecasts
 - Forecast repayment schedule for the term of the loan
 - Additional fundraising and income generating activities.

- All capital projects must be consistent with any Masterplan that has been developed for the site
- The application must provide evidence that the loan has been approved by a majority of the Community Group's members (i.e. minutes of a committee meeting).

4.3 CONDITIONS OF APPLICATION AND OFFER

- Only one active loan per community or sporting group will be considered, preference may be given to community groups who haven't had a loan previously.
- Applications must be received on the prescribed application form which is available for download from Council's website.
- Loans will not be approved retrospectively.
- Each application will be decided on its merit and in accordance with the general eligibility criteria outlined in this policy.
- Should Council agree to provide a loan or act as guarantor, any terms and conditions must be specified in an agreement between Council and the relevant party that is executed under Council's seal
- An annual administration fee will be applicable as set out in the Fees and Charges Schedule.
- The applicant must be willing to pay all legal costs associated with establishing the loan and drafting the loan agreement including mortgage registration costs if applicable.

4.4 REPORTING

At least once a year the Audit Committee shall receive a specific report regarding the level of outstanding Community Loans relative to this policy document.

This report shall highlight:

- For each entity - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report, and
- Full details and explanation of any instances of deviation from this policy during the year.

5. DELEGATION

Section 44(3)(c) of the Act provides that a council cannot delegate the power to borrow money or to obtain other forms of financial accommodation. and as such each request received for a loan would go to Council for approval.

The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

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

DRAFT

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.10

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Council Member Allowances and Benefits Policy

For: Decision

SUMMARY

Council has had an Allowances and Benefits Policy (the Policy) in place since October 2002.

The Policy has been reviewed a number of times since that date to reflect both changes in legislation and the elected body's position on allowance and benefit matters. The current Policy was adopted on 9 December 2014 for a three-year period.

The attached Policy for approval is based on the revised template published by the Local Government Association.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. With an effective date of 13 March 2018, to revoke the 9 December 2014 Council Member Allowances and Benefits Policy and to adopt the Council Member Allowances and Benefits Policy, as contained in Appendix 1.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Governance

Council's Policy Framework is a key component of the wider Governance Framework.

➤ **Legal Implications**

Sections 76 - 80 of the *Local Government Act 1999* (the Act) and the *Local Government (Members Allowances and Benefits) Regulations 2010* (the Regulations) set out the provisions regarding the mandatory and Council-approved allowances and benefits that a Council member is entitled to.

➤ **Risk Management Implications**

Maintenance of a contemporary and legislatively compliant Policy Framework 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 (3D)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

Council makes a budget allocation each year for the expenses associated with Council Member allowances and benefits.

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

There is a high expectation that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Consultation on the review of the Policy was as follows:

<i>Council Committees:</i>	Not Applicable
<i>Workshops:</i>	A workshop was conducted with Council Members in November 2017 to discuss the provisions of the Policy.
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Lachlan Miller, Executive Manager Governance & Performance Kylie Hopkins, Governance & Performance Project Officer Pam Williams, Executive Assistant James Sinden, Manager ICT
<i>Community:</i>	Not Applicable

2. BACKGROUND

Council first adopted the Policy in October 2002.

In accordance with s77(2) of the Act, reimbursement of expenses policies (such as the Allowance and Benefits Policy) lapse at the general election of the council.

At its 9 December 2014 meeting, Council adopted the current Policy based on a template developed by the Local Government Association.

3. ANALYSIS

In undertaking the policy review, the requirements of applicable legislation, Local Government Association guidance/templates and the policies of other councils were reviewed to determine any required/desirable changes.

In general, the current Policy has served the Council well and only minor changes have been proposed which are shown using Track Changes in **Appendix 1**.

The key changes proposed are as follows:

- a) Clause 5 – Definitions – clarification and expansion of a *'function or activity on the business of the Council'*.
- b) Clause 5 – Definitions – inclusion of the definition of eligible journey.
- c) Clause 6 - Allowances – addition of Council's position to have allowances paid monthly in arrears.
- d) Clause 7 – Prescribed (Mandatory) Reimbursements – change in nomenclature and the inclusion of a contextual paragraph to explain the operation of s77(1)(a).
- e) Clause 9 - Council Approved Reimbursements - change in nomenclature to more accurately describe the nature of the category.
- f) Clause 10 – Facilities and Support – removal of clauses relating to iPad usage as these are contained in the Usage Agreement.
- g) Clause 10 – Facilities and Support – addition of mobile phones, paper, stationery and meals and beverages to reflect feedback received in the review of the Policy.
- h) Clause 10 – Facilities and Support – recognition of media and communications support provided to the Principal Member.
- i) 17 – Delegation – inclusion of standard delegations clause.

4. OPTIONS

Council has the following options:

- I. Adopt the revised draft Council Member Allowances and Benefits Policy, in its current or amended form, and to revoke the current Policy (Recommended)
- II. To determine not to adopt a revised Council Member Allowances and Benefits Policy at this time. Doing so would not have any serious negative consequences as the current Policy was not scheduled for review until December 2018.

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

5. APPENDIX

- (1) Council Member Allowances and Benefits Policy (draft)

Appendix 1

Council Member Allowances and Benefits Policy (draft)

COUNCIL POLICY



COUNCIL MEMBER ALLOWANCE AND BENEFITS

Policy Number:	CM-02
Responsible Department(s):	Governance & Performance Risk
Relevant Delegations:	None
Other Relevant Policies:	Council Member Conduct Policy Code of Practice for Meeting Procedures Council Member Training & Development Policy
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Local Government (Members Allowances and Benefits) Regulations 2010</i>
Policies and Procedures Superseded by this policy on its Adoption:	Elected Member Allowances & Support Policy, 22/5/12, Item 10.7, 125 Council Member Allowances and Benefits, 9 December 2014,
Adoption Authority:	Council
Date of Adoption:	9-December-2014 To be updated administratively
Effective From:	9-December-2014 To be updated administratively
Minute Reference for Adoption:	Item 14.6, 272 To be updated administratively
Next Review:	No later than December 2018 This policy lapses at the Local Government General election in November 2018

COUNCIL MEMBER ALLOWANCE AND BENEFITS

1. INTRODUCTION

Adelaide Hills Council will ensure that the payment of Council Members' allowances, the reimbursement of expenses and the provision of benefits by the Council is accountable and transparent and in accordance with the *Local Government Act 1999* ("the LG Act") and the *Local Government (Members Allowances and Benefits) Regulations 2010* ("the Regulations").

This Policy sets out the provisions of the LG Act and Regulations in respect of Council Member allowances, expenses and support. This Policy is also provided in accordance with Section 77(1)(b) of the LG Act by specifying the types of expenses that will be reimbursed without the need for specific approval of Council every time a claim is made.

Council Members are paid an allowance for performing and discharging their functions and duties on Council. Section 59 of the LG Act provides (in part) that the role of a Council Member, as a member of the governing body of the Council, is to:

- (i) participate in the deliberations and civic activities of the Council;
- (ii) keep the Council's objectives and policies under review to ensure that they are appropriate and effective; and
- (iii) keep the Council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review.

This Policy also explains the information that must be recorded within the Council's Register of Allowances and Benefits to ensure compliance with section 79 of the LG Act.

This Policy, in its entirety, will automatically lapse at the next general election of this Council, which is 10 November 2018.

2. POLICY OBJECTIVE

To ensure Council Member allowances, the reimbursement of expenses and the provision of benefits, facilities and support by the Council are compliant with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010*.

3. SCOPE & RESPONSIBILITIES

This Policy applies to all Council Members, who each have an obligation to abide by this Policy.

The Council's Chief Executive Officer has the duty to:

1. maintain the Register of Allowances and Benefits;
2. initiate a Consumer Price Index ('CPI') review of allowances paid to Council Members (to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the CPI under the scheme prescribed by the Regulations); and

3. ensure copies of this Policy are available for inspection by the public at the principal office of the Council.

In addition, the Chief Executive Officer is responsible for:

4. implementing and monitoring expense reimbursement procedures in accordance with the LG Act, the Regulations this Policy ~~and any associated procedure~~; and
5. ensuring a copy of this Policy is provided to all Council Members.

The Council Member Allowances and Support Policy has primacy over any other Council policies regarding allowances and/or benefits payable to Council Members. Those policies will be invalid to the extent that they are inconsistent with the provisions of this Policy.

4. POLICY STATEMENT

This Policy is underpinned by the following principles:

- a) Council Members should not be out-of-pocket as a result of performing and discharging their Council functions and duties.
- b) To assist Council Members in performing or discharging their official functions and duties they are entitled to be provided with a range of necessary facilities and support and to be reimbursed for expenses as specified in this policy.
- c) Any reimbursements claimed by Council Members must be for expenses actually and necessarily incurred in performing and discharging their official Council functions and duties, which will be assessed according to the role of a Council Member under the LG Act.
- d) Council encourages continued professional training and development for Council Members. This is seen as being necessary in terms of good governance and to the improved performance of their functions and duties.
- e) The accountability of the Council to its community for the use of public monies.
- f) That the fees paid, civic expenses reimbursed and facilities and support provided to the Mayor, Deputy Mayor and Councillors are appropriate to the importance of the Office and are consistently applied and transparent.

5. DEFINITIONS

A **'prescribed meeting'** is defined under the Regulations to mean a meeting of the Council or Council committee, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

A **'function or activity on the business of the Council'** includes the following official Council functions:

- ~~including Mayoral Council-organised~~ receptions, opening ceremonies, dinners, citizenship ceremonies, celebration events, remembrance ceremonies and official visits etc.;
- inspection of sites within the Council area which relate to current Council or Committee agenda items;
- meetings and functions of boards/committees to which the Council Member has been appointed by Council (unless it is a remunerated position);

- meetings related to the local government governance (i.e. ALGA, LGASA, LGFA, LGAMLS, LGAWCS, SHLGA, etc);
- meetings of community groups and organisations as an invited Council representative – but not to attend meetings of community groups or organisations when fulfilling the role as a member of the Board of any such community group or organisation.

An 'eligible journey' means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.

6. ALLOWANCES

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis before the designated day in relation to each set of periodic elections held under the *Local Government (Elections) Act 1999*.

An allowance determined by the Remuneration Tribunal will take effect from the first ordinary meeting of the Council held after the conclusion of the relevant periodic election. Council Member allowances are to be adjusted on the first, second and third anniversaries of the relevant periodic elections to reflect changes in the Consumer Price Index ("CPI") under a scheme prescribed by the Regulations.

In accordance with regulation 4 of the Regulations, (and for the purposes of section 76 of the LG Act), an allowance may be paid in instalments up to 3 months in advance or 3 months in arrears of each month in respect of which an instalment is payable.

Council has determined that allowances will be paid monthly in arrears.

The annual allowance for a Council Member is determined according to the relevant Council group. There are six Council Groups which are each explained within the determination of the Remuneration Tribunal. The annual allowance for:

- principal members, is equal to four times the annual allowances for Council Members of that council;
- deputy mayor or deputy chairperson or a Council Member who is the presiding member of one or more prescribed committees is equal to one and a quarter (1.25) times the annual allowances for Council Members of that Council;

An additional allowance in the form of a sitting fee is also payable for Councillors who are presiding members of other committees (who are not deputy mayors, deputy chairpersons or presiding members of prescribed committees).

A member of a council who holds office for part only of the period in respect of which an allowance is payable is entitled to the proportion of the allowance that the period for which the member held the office bears to the total period (section 76(11) of the LG Act).

An allowance under this section is to be paid in accordance with any requirement set out in the Regulations (unless the member declines to accept payment of an allowance section 76(12) of the LG Act).

Council Members finishing their term of office should receive their allowances until their term expires – this is at the conclusion of the elections (i.e. when the Electoral Commissioner of South Australia makes the final declaration of the results of the elections).

7. ~~PREScribed (MANDATORY) REIMBURSEMENTS – TRAVEL~~ (SECTION 77(1)(a))

Section 77(1)(a) of the LG Act provides that a Council Member is entitled to receive reimbursement of expenses of the kind prescribed in the Regulations incurred in performing or discharging official functions and duties related to ‘prescribed meetings’.

~~7.1~~ TRAVEL

Council Members are entitled to receive reimbursement for travelling expenses actually and necessarily incurred by the Council Member for travel within the Council area and associated with attendance at a “prescribed meeting” (section 77(1)(a) of the LG Act).

The following conditions apply to these reimbursements:

- a) reimbursement for travel expenses is restricted to ‘eligible journeys’ (as defined in Regulation 3) provided the journey is by the shortest or most practicable route and to that part of the journey within the Council area (i.e. any travelling outside the Council area in order to attend Council or Council committee meetings is not reimbursable under section 77(1)(a) of the LG Act. For reimbursement for travel outside the Council area refer to “~~Prescribed and Council~~ Approved Reimbursements” below).
- ~~b) an ‘eligible’ journey means a journey (in either direction) between the principal place of residence, or a place of work, of a Council Member, and the place of a prescribed meeting.~~
- ~~c) where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the *Income Tax Assessment Act 1997* of the Commonwealth.~~
- ~~d) travelling by taxi, bus or other means of public transport is reimbursed on the basis of expenses ‘actually and necessarily incurred’, but is still limited to ‘eligible journeys’ by the shortest or most practicable route and to the part of the journey that is within the Council area.~~
- ~~e) the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis.~~
- ~~f) claims for accident damage to Council Member’s private vehicles will not be met by Council, however Council will reimburse the insurance excess.~~

~~8. MANDATORY REIMBURSEMENTS – CHILD/DEPENDANT CARE (SECTION 77(1)(a))~~

~~7.2~~ CHILD/DEPENDANT CARE

Council Members are entitled to reimbursement for child/dependant care expenses actually and necessarily incurred by the Council Member as a consequence of the Council Member’s attendance at a prescribed meeting. Child/dependant care is not reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

~~To receive reimbursement for such prescribed expenses (travel and child/dependant care) each Council Member is required to complete a Form 1 and submit it to Executive Assistant to Mayor & CEO. For the purposes of administrative efficiency Council Members are requested to submit these forms on a quarterly basis.~~

9.8. TRAVEL TIME PAYMENT

Pursuant to the determination made by the Remuneration Tribunal, Council Members (excluding Principal Members) of non-metropolitan Councils (which includes the Adelaide Hills Council) are eligible for payment for a travel time payment where the Council Member's:

- a) usual place of residence is within the relevant Council area and is located **at least 30kms but less than 50km** distance from their Council's principal office, via the nearest route by road - \$336 per annum
 - b) usual place of residence is within the relevant Council area and is located **at least 50km but less than 100km** distance from their Council's principal office, via the nearest route by road - \$560 per annum;
 - c) usual place of residence is within the relevant Council area and is located **100km or more** distance from their Council's principal office, via the nearest route by road - \$1120 per annum;
- If eligible, this payment is made to a Council Member in addition to any entitlement to reimbursement of expenses incurred.

10.9. ~~PREScribed AND~~COUNCIL APPROVED REIMBURSEMENTS (SECTION 77(1)(b))

There are additional prescribed expenses incurred by Council Members, that can be reimbursed by the Council that do not fall within the category of mandatory reimbursement outlined above.

Section 77(1)(b) of the LG Act provides that the Council (meaning the Council as the governing body) may approve the reimbursement of additional expenses as set out in the Regulations incurred by Council Members, either on a case-by-case basis or under a policy adopted by Council. This Policy sets out the types of approved expenses that may be reimbursed.

These additional types of reimbursed expenses are distinguished from the payment of allowances and from the mandatory reimbursement of travel and child/dependant care expenses associated with attendance at a prescribed meeting.

Regulation 6 of the Regulations sets out the types of additional expenses that may be reimbursed under section 77(1)(b) with the approval of the Council. These are:

- a) an expense incurred in the use of a telephone, facsimile or other telecommunications device, or in the use of a form of electronic communication, on the business of the Council;
- b) travelling expenses incurred by the Council Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act);
- c) travelling expenses incurred by the Member in undertaking an eligible journey to the extent that those expenses are attributable to travel outside the area of the Council;
- d) expenses for the care of:
 - (i) a child of the Member; or
 - (ii) a dependant of the Member requiring full-time care

incurred by the Member as a consequence of the Member's attendance at a function or activity on the business of the Council (other than for which the member is reimbursed under section 77(1)(a) of the LG Act); and

- e) expenses incurred by the Member as a consequence of the Member's attendance at a conference, seminar, training course or other similar activity which is directly or closely related to the performance or discharge of the roles and duties of a Council Member (other than for which the member is reimbursed under section 77(1)(a) of the LG Act).

For the purposes of this Policy, and pursuant to section 77(1)(b) of the LG Act, the Council approves the reimbursement of additional expenses of Council Members as described below.

10.1 Telecommunications

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in the use of a telephone on the business of the Council. The following conditions apply to these expenses:

- a) Mobile or home phone costs will be considered for reimbursement on production of itemised accounts for call charges only.
- b) Line rental fees are specifically excluded.

10.2 Travel

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in travelling to a function or activity on Council business. The following conditions apply to these expenses:

- a) travel both within and outside the Council area must be incurred by the Council Member as a consequence of attendance at a function or activity on the business of Council;
- b) reimbursement is restricted to the shortest or most practicable route;
- c) Council Members are encouraged to actively pursue cost-saving measure such as car-pooling;
- d) where a Council Member travels by private motor vehicle, the rate of reimbursement is at a rate equal to the appropriate rate per kilometre (determined according to the engine capacity of the vehicle) prescribed for the purposes of calculating deductions for car expenses under section 28.25 of the Income Tax Assessment Act 1997 of the Commonwealth;
- e) car parking fees will be reimbursed (where they are a consequence of a Council Member attending a function or activity on the business of the Council);
- f) travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Member's attendance at a function or activity on the business of the Council however such travel must still be by the shortest or most practicable route;
- g) where the cost of the travel for a return trip to a function or activity is anticipated to be in excess of \$500, prior approval of the Chief Executive Officer will be required;
- h) the Council may aggregate claims for reimbursement of expenses that relate to journeys that do not exceed 20 kilometres and then pay them on either a quarterly or monthly basis;
- i) claims for accident damage to Council Member's private vehicles will not be met by Council however Council will reimburse the insurance excess.

10.3 Child/Dependant Care

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred for the care of a child of a Council Member or a dependant of the Council Member requiring full time care as a consequence of the Council Member's attendance at a function or activity on the business of Council (other than expenses for which the Member is reimbursed under section 77 (1)(a) of the LG Act). The following conditions apply to these expenses:

- Child/dependant care is not reimbursed if the care is provided by a person who ordinarily resides with the Council Member.

10.4 Professional Development, Seminars and Conferences

Pursuant to section 77(1)(b) of the LG Act the Council approves reimbursement of expenses incurred in the attendance of professional development, seminars or conferences. The following conditions apply to these expenses:

- Expenses will only be reimbursed for attendance at professional development, conferences, seminars, etc. which have been approved under delegation/policy, e.g. under the Council Member Training and Development Policy.
- Expenses will normally be restricted to:
 - **Registration** – course/seminar/conference registration fees including official luncheons, dinners and tours relevant to the conference;
 - **Travel** – see clause 10.3 of this Policy;
 - **Meals** – Council will meet the cost of main meals for Council members where any of these meals are not provided as part of the conference.
 - **Accommodation** – delegates will be accommodated in the hotel where the conference, seminar or training course is held or another nearby hotel of a suitable standard. Council will provide financial support for accommodation of a suitable standard, at the rate of a private room, for each Council member attending.
- For clarity, Council will not meet the cost of:
 - **laundry or dry cleaning expenses;**
 - **any tips or gratuities paid by Council Members;**
 - **expenses incurred for the use of a bar fridge provided in a hotel room;**
 - **any expenses incurred at bars (including the bar located at the hotel); any expense incurred by any person accompanying a Member at any conference, seminar or training course.**

~~11.10.~~ FACILITIES AND SUPPORT

In addition to allowances and the reimbursement of expenses, the LG Act provides that the Council can provide facilities and forms of support for use by its Council Members to assist them to perform or discharge their official functions and duties (section 78).

The Council must consider and specifically approve the particular facility and support as necessary or expedient to the performance or discharge of all Council Members' official functions or duties. In

approving the provision of facilities and support section 78 requires that any such services and facilities must be made available to all Council Members on a uniform basis, other than those facilities or support specifically provided to the Principal Member set out below (if any).

Pursuant to section 78 of the LG Act, Council has considered and is satisfied that the following facilities and support are necessary or expedient for all Council Members to assist them in performing or discharging their official functions and duties:

- a) iPads (or similar tablet computer device) will be provided subject to the following conditions: compliance with the terms and conditions contained in the Usage Agreement, which must be signed prior to the issuing of the device.
 - i) ~~iPads are to be used primarily for Council business, such as document management (including Council Agenda and Minutes), communication and research (both Council Workspace and Internet). Limited and reasonable private use is permitted within the limits of Council's pre-paid data allocation for each iPad and the Council member Conduct Policy. Staff will monitor usage and alert Council Members if data exceeds limits;~~
 - ii) ~~use of Council devices is not private or confidential. As such all data sent, received and stored remains the property of Council;~~
 - iii) ~~Council Members are responsible for all activities which originate from accounts in their name and devices assigned to them;~~
 - iv) ~~Council Members must comply with s62(3) of the Local Government Act 1999 which states that Council Members must not make improper use of information acquired by virtue of being a Council Member to gain, directly or indirectly, a benefit for themselves or another person or to cause detriment to the council;~~
 - v) ~~Council Members should be aware when accessing internet sites and their visit will be sourced and recorded as coming from AHC. Council Members must refrain from accessing any offensive, objectionable or illegal materials;~~
 - vi) ~~any applications used on a Council provided Device must be approved for use by the CEO. The iPad will be loaded with a standard suite of software appropriate to the use for which it is provided;~~
 - vii) ~~Council Members must comply with Australian and International Copyright Laws. Council Members must not download material from the internet or otherwise receive and use information that is owned by a third party unless they have the written permission of that party;~~
 - viii) ~~it is the responsibility of each Council Member to maintain the confidentiality and security of their own password. Please only ever disclose your password if requested by the CEO, ICT or Information Systems staff;~~
 - ix) ~~Any change requests must be approved by the CEO; and~~
 - x) ~~Council Members may seek reimbursement for the purchase of a hard case for the iPad (to a level as advised by the CEO).~~
- b) Internet access via a 43G connection provided with Council Member's iPads.
- c) A Council email address for Council business which should not be used for personal business. Email access to be via the 43G connection on Council Members iPads. Note: Email access can be made via a standard home internet connection, however, Council will not reimburse Elected Members for the cost of this internet connection.
- d) Mobile Phones (including SIM) will be provided subject to compliance with the terms and conditions contained in the Usage Agreement, which must be signed prior to the issuing of the device.
- e) Reams of paper for printing
- f) Stationery (such as pads, pens, diaries, etc)

~~e)g)~~ Meals and beverages provided in association with attendance at 'prescribed meetings'.

The provision of these facilities and support are made available to all Council Members (including the Principal Member) under the LG Act on the following basis:

- they are necessary or expedient for the Council member to perform or discharge his/her official functions or duties; and
- the facilities remain the Council's property regardless of whether they are used off site or not.

In addition to the above, Council has resolved to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence) the following additional facilities and support to assist them in performing and discharging their official functions and duties:

- ~~d)a)~~ a laptop computer with appropriate software;
- ~~e)~~ ~~a mobile phone for Council business use. Council will supply and maintain all costs incurred, or alternatively reimburse the Mayor for the costs of mobile phone calls made through his/her own personal phone;~~
- ~~f)b)~~ Council will supply and maintain a motor vehicle for Council business use by the Mayor;
- ~~c)~~ a Mayoral Office accessible 24/7 providing desk and meeting facilities;
- ~~g)d)~~ provision of media and communications support and
- ~~h)e)~~ access to administrative officer services.

In addition, although not required by the LG Act, the Council has determined that the provision of the above facilities and support are made available to Council Members on the following terms:

- each Council Member is solely responsible for those facilities released into their care and/or control for the duration of their term in office;
- all facilities must be returned to the Council at the end of each term in office, upon the office of a Member of a Council becoming vacant, or earlier at the request of the Chief Executive Officer;
- if the facilities provided to the Council Member are damaged or lost the Council Member must lodge a written report with the Council officer responsible for this Policy.
- Council Members may be held responsible for loss/damage of facilities in the absence of a satisfactory explanation.

The use of Council facilities, support and/or services by Council Members for campaign or election purposes is not permitted under any circumstances on the basis it is not necessary or expedient to the performance or discharge of a Council Member's official functions or duties under the LG Act. The use of such facilities for electoral purposes during the election period would be a breach of section 78(3) of the LG Act.

~~12.11.~~ **OTHER REIMBURSEMENTS**

Any additional reimbursements and facilities and support not detailed in this Policy will require the specific approval of Council prior to any reimbursements being paid, benefits being received and facilities and/or support being provided.

~~13.12.~~ **INSURANCE OF MEMBERS (SECTION 80)**

Council will take out policies of insurance insuring every Council Member and a spouse, domestic partner or another person who may be accompanying Council Member, against risk associated with the performance or discharge of official functions or duties by members.

14.13. CLAIMS FOR REIMBURSEMENT

Reimbursements are to be claimed using the Council Member Expense Claim Form and submitting to the CEO's Office with relevant receipts and invoices, no later than 3 months after the expenses are incurred, and by the first week in July each year.

15.14. DISPUTE RESOLUTION/APEAL PROCESS

In the event that a Council ~~for~~ Member disputes a payment, a panel consisting of the Mayor, Deputy Mayor (in circumstances where the mayor or Deputy Mayor is the complainant, they will not form part of the panel) and Chief Executive Officer will make a final determination on the reimbursement of expenses for official duties. Decisions of this panel, which must be by consensus, shall be final.

16.15. REGISTER OF ALLOWANCES AND BENEFITS

Pursuant to section 79(1) and (2) of the LG Act, the Chief Executive Officer must maintain a Register in which he or she shall ensure that a record is kept of—

- a) the annual allowance payable to a Council Member (in the case of section 79 (1)(a)); and
- b) details of any expenses reimbursed under section 77(1)(b) of the LG Act (in the case of section 79(1)(b)); and
- c) details of other benefits paid or provided for the benefit of the Member by the Council (in the case of section 79(1)(c)); or
- d) to make a record of the provision of a reimbursement or benefit not previously recorded in the Register (in the case of section 79(2)(b)),
on a quarterly basis (see regulation 7 of the Regulations).

Reimbursements paid under section 77(1)(a) of the LG Act are not required to be recorded in the Register, however Council has taken the position that all reimbursements will be recorded in the register.

The Chief Executive Officer is required to record in the Register any changes in the allowance or a benefit payable to, or provided for the benefit of, Council Members. Accordingly, the Chief Executive Officer will update the Register each quarter ~~and therefore each Council Member is required to provide his or her claim form for reimbursement to the CEO's Office on the last business day of each quarter.~~

The Register of Allowances and Benefits is available for inspection by members of the public, free of charge, at the Council's office during ordinary business hours. Copies or extracts of the Register are available for purchase upon payment of a fixed fee. The policy is also available on Council's website www.ahc.sa.gov.au.

17.16. REVIEW AND EVALUATION

Council Member allowances are determined by the Remuneration Tribunal on a 4 yearly basis.

This Policy will lapse at the next general election at which time the newly elected Council will be required to adopt a new policy dealing with Council Member's allowances, reimbursements and benefits for their term in office (section 77(2) LG Act).

17. DELEGATION

The CEO has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

18. AVAILABILITY OF THE COUNCIL MEMBERS' ALLOWANCES AND BENEFITS POLICY

The public may inspect a copy of this policy, without charge, at the offices of council during office hours, and may obtain a copy for a fee as per Council's Fees & Charges Register. The policy is also available on Council's website www.ahc.sa.gov.au.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.11

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Terry Crackett, Director Corporate Services

Subject: 2018 Local Government Election Schedule

For: Decision

SUMMARY

Local Government general (or periodic) elections are held every four years in November. Polling day for the 2018 Local Government Election is Friday 9 November 2018 with postal voting closing at 5.00pm.

Council will need to put a number of arrangements in place to prepare for the election. In contrast to the 2014 Local Government Election, Council will not be managing the voting counting process as this will revert to the responsibility of the Electoral Commission of South Australia (ECSA).

The purpose of this report is to outline of the key actions and considerations which will be undertaken in the coming months

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. Council adopts the indicative 2018 Local Government Election Schedule as contained in the report.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Governance

Encouraging maximum participation in the enrolment, nomination and voting processes are key drivers to facilitating the Governance strategy.

➤ **Legal Implications**

Local Government (Elections) Act 1999

➤ **Risk Management Implications**

Conducting an election process in a manner that is compliant with legislation and maximises participation 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 (3D)

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

Council has provided for the costs of conducting the election in the three previous, and the current, financial years. A budget will be sought in the 2018/19 year for the cost of the count process.

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

There is a high expectation that that Council facilitates an inclusive and compliant election process.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Lachlan Miller, Executive Manager Governance & Performance
Kylie Hopkins, Governance & Performance Project Officer
Pam Williams, Executive Assistant
Jennifer Blake, Communications Coordinator
Ann-Marie Putland, Senior Rates Officer

Community: Not Applicable

2. BACKGROUND

Polling day for the 2014 Local Government Election was Friday 7 November 2014.

Voter turnout in the 2014 Local Government Election was 35.0% (2010 – 36.2%) for AHC with a range across all councils of 21.7 – 77.7% with the higher participation rates for non-metropolitan councils.

While there was some variation in the voter participation between wards, the table below shows that the variations were not significant.

Ward	Mailout	Returns	Turnout %
Manoah	4934	1751	35.49
Mount Lofty	7998	2994	37.43
Marble Hill	4522	1590	35.16
Torrens Valley	5050	1656	32.79
Onkaparinga Valley	6590	2191	33.25
<i>Total</i>	29094	10182	35.00

The recently completed and certified Elector Representation Review has resulted in a change in ward structure from the five existing wards to two wards (Ranges and Valleys).

3. ANALYSIS

The indicative key dates associated with the 2018 Local Government Election are:

2018 Local Government Elections Timetable	
Roll Close	5.00pm Friday 10 August 2018
Nominations Open	Tuesday 4 September 2018
Nominations Close	Midday Tuesday 18 September 2018
Caretaker Period	18 September 2018 – close of election
Mail out of voting materials	Monday 22 – Friday 26 October 2018
Close of voting	5.00pm Friday 9 November
Counting	9.00am Saturday 10 November 2018
Provisional declaration	Immediately after the completion of each count
Request for a recount	Within 72 hours of provisional declaration
Public notice of election result	No later than Thursday 6 December 2018
Informal welcome and induction	6.30pm Tuesday 20 November 2018 (indicative)
Council Meeting (to be called by the CEO)	6.30pm Tuesday 20 November 2018 (indicative)

In preparation for the election a detailed project plan of the activities, timeframes and responsible officers is being developed for use at the Administration level.

The Local Government Association (LGA) is assisting councils with a comprehensive communications/public awareness campaign focusing on the three key stages being ENROL,

NOMINATE and VOTE. An example of the promotional material available to Council is at ***Appendix 1***.

The following are some, but not all of the key activities will occur over the coming months.

Appointment of Council Liaison Officer (CLO)

The CLO coordinates the Council's activities in relation to the enrolment, nomination and voting phases in close cooperation with the Electoral Commission of South Australia (ECSA). The CEO will nominate the Executive Manager Governance & Performance (EMGP) as the CLO

For the 2014 election, the EMGP also took on the role as the Local Deputy Returning Officer (LDRO). This role coordinates the vote counting process under the auspices of ECSA. In addition AHC staff took on role as Electoral Officers to count the votes.

For the 2018 election, Council will advise ECSA that it will not be undertaking the count process and ECSA will need to manage these processes themselves (as occurs with many other councils).

The responsibilities of the CLO and the DLRO are at ***Appendix 2***.

Voters Roll

The voters roll is an integral part of the election process.

The roll consists of two categories of voters:

1. Natural persons are entitled to be enrolled on the voters roll for that area if they are enrolled on the House of Assembly roll for their place of residence in that ward (once on the HOA roll, enrolment on the council roll is automatic). Pleasingly the timing of the State Election in March 2018 has prompted many potential electors to update their details on the HOA roll; and
2. Natural persons (who are not on the HOA for that ward), businesses, organisations and groups that satisfy specific requirements as set out in the *Local Government (Elections) Act 1999*. A summary of the eligibility criteria is at ***Appendix 3***.

Enrolment of the bodies in part 2 above is on the Council Roll. Section 15(5a) of the *Local Government (Elections) Act 1999* mandates that this Roll expires on 1 January in the year in which the period election is held and that a fresh roll must be prepared.

On this basis, a key task for Council is to promote enrolment for those eligible bodies onto the Council Roll prior to the close of enrolment on 10 August 2018. As part of Council's election planning, a promotional campaign will be initiated to encourage enrolment at both a state (ECSA-responsibility) and local (AHC responsibility) level.

Nominations

The period for nominations is 4 -18 September 2018.

The CLO will be responsible for distributing nomination kits, providing training sessions for intending candidates and displaying valid nominations at the Council Office.

Again, a promotional campaign as described above will be undertaken to encourage nominations.

The conduct of electoral campaigns in accordance with the requirements of the Act is obviously a candidate responsibility.

Caretaker Period

The caretaker period commences from the close of nominations (18 September 2018) until the conclusion of the election.

During this period Council is prohibited from making a designated decision.

A Caretaker Policy, setting out the caretaker provisions, will be brought to Council in the coming months for adoption.

4. OPTIONS

Council has the following options:

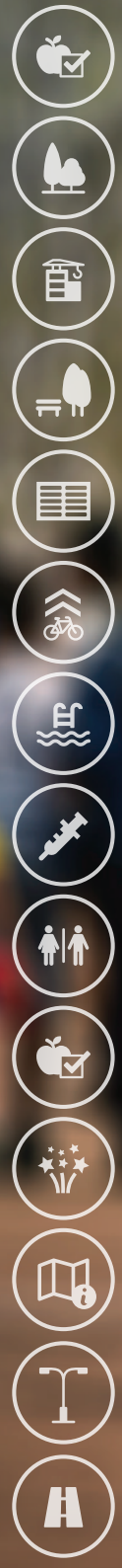
- I. To adopt the indicative 2018 Local Government Elections Schedule in its current or amended form (Recommended)
- II. To not adopt the 2018 Local Government Elections Schedule However given that a number of the milestones are set by legislation, Council does not have the ability to influence or amend these timeframes. (Not Recommended)

5. APPENDICES

- (1) 2018 Local Government Elections Flyer
- (2) Deputy Returning Officer and Council Liaison Officer Roles
- (3) Council Roll Eligibility Criteria

Appendix 1

2018 Local Government Elections Flyer



Participating in your local council election is one of the most direct ways you can make a difference to everyday life in your community.

Consider for a moment how everyday life is improved by the many services that councils provide. Imagine your community without street lighting, rubbish collection, footpaths, libraries, playgrounds and sports club facilities, community halls, seniors services – and the list goes on.

Decisions about council services, policies and projects are made by people just like you, who represent the views of local residents.

- SA councils -
PART
- of your -
EVERY DAY.



Local Government Association
of South Australia

Authorised by Matt Pinnegar
148 Frome Street, Adelaide SA 5000
Email: lgasa@lga.sa.gov.au
Phone: (08) 8224 2000

- make a difference -

ENROL

by Friday 10 August 2018

NOMINATE

by Tuesday 18 September 2018

VOTE

before Friday 9 November 2018

- 2018 -
**COUNCIL
ELECTIONS**



ENROL

by 5pm Friday 10 August 2018



NOMINATE

by 12noon Tuesday 18 September 2018



VOTE

before Friday 9 November 2018



How can you make a difference?

You can influence what happens in your local community in two ways – by nominating for a position on council, or by voting for a candidate who represents your views.

Enrolling to vote

Voting in council elections is open to a broader range of people than state and federal elections. Even if you are not an Australian citizen, and not on the state (House of Assembly) electoral roll you can vote in a council election, as long as you are above 18 years of age and have lived in the council area for more than one month. You can also vote in a council election if you own a rateable property in the area, regardless of whether you live in it.

Another important difference is that businesses and bodies corporate can vote in council elections.

For more information about eligibility and to obtain a voter registration form for the supplementary roll go to www.lga.sa.gov.au/councilelections

Enrolments close 5pm Friday 10 August 2018.

Nominating for a position on council

If you are eligible to vote in your local council elections, you are probably also eligible to stand for a position on council. With very few exceptions (such as being an undischarged bankrupt, or being disqualified from holding office by a court order), you can nominate for a position on council regardless of qualifications, religion, race, gender, experience or profession. In fact, councils actively encourage nominations from people from diverse backgrounds to ensure that a wide range of views are being represented.

The Local Government Association and many councils run information sessions for potential candidates. To find out more about these sessions or how to nominate go to www.lga.sa.gov.au/councilelections.

Nominations for council elections open Tuesday 4 September and close 12noon Tuesday 18 September 2018.

Becoming a council member enables you to influence important decisions, address issues that concern you and directly affect the quality of life in your community. Being a councillor can be rewarding and satisfying. You will learn a lot and make valuable personal connections.

Voting in the 2018 council elections

Voting in council elections is done by post. If you are on the state (House of Assembly) electoral roll or have completed a enrolment to join the supplementary roll, you will receive a voting pack in the mail in late October 2018.

The ballot paper in your voting pack will show the candidates standing for election in your council ward. To find out more about each of the candidates and what they stand for go to www.lga.sa.gov.au/councilelections, then complete your ballot paper and return it in the reply paid envelope.

Votes must be received before 5pm Friday 9 November 2018.

Get involved and make a difference

Local democracy is an important feature of life in Australia, and councils have a far greater influence on communities than most people appreciate. Make a difference by participating in your council election.

For more information

For more information go to your council website or visit www.lga.sa.gov.au/councilelections.

Appendix 2

*Deputy Returning Officer and
Council Liaison Officer Roles*

Delegations and Responsibilities for Election Conduct

ECSA Responsibilities

- appointing all staff required for the conduct of the election including Council Liaison Officers and Electoral Officers
- preparing and placing statutory notices
- forwarding all relevant electoral material to the Council Liaison Officer
- processing nominations and withdrawals of nominations
- advising candidates, in writing, of the receipt of their nomination and where the draw for position of the ballot paper will be held
- conducting the procedures for the close of nominations and ballot paper draw
- notifying each candidate and the Council Chief Executive Officer of the result of close of nominations
- determining the scrutiny location
- arranging the production and printing of ballot material for the mailout
- arranging the mailout of ballot material to electors
- processing returned ballot material
- issuing/re-issuing ballot material to electors
- conducting the scrutiny and count
- provisionally declaring the election results
- conducting any recounts necessary
- formally declaring the election result
- writing to the Council Chief Executive Officer and all candidates confirming final election results
- referring complaints to the Returning Officer

Council Liaison Officer Responsibilities

- distributing nomination kits and nomination forms to intending candidates
- receiving nominations, candidate profiles and photographs
- emailing or faxing a copy of nomination forms and candidates' profiles to the appropriate ECSA DRO
- displaying a copy of each valid nomination received at the council office/s
- arranging for final day nominations, candidate profiles, photographs to be posted using the express courier bag to the Electoral Commission SA as soon as possible
- handling routine election enquiries
- arranging for the provision and security of a ballot box at the council office/s for electors who wish to personally deliver completed voting material during office hours
- issuing/reissuing voting material to electors when required during the final week prior to close of voting
- organising the collection and return to ECSA, of completed voting material (deposited in ballot boxes) as required
- assisting with the scrutiny and count if required
- returning voting material and equipment to ECSA when advised

Local DRO Responsibilities

- attending training programs conducted by the Returning Officer
- responding to requests made by the returning officer
- attending the council office from 11am on nomination close day to receive nominations
- announce the final nominations and conduct the draw/s for position of candidate names on the ballot paper/s as soon as practicable after 4pm
- declaring candidates elected to uncontested vacancies
- notifying the Electoral Commission SA of the final nominations received and the results of the draw/s for position of candidate names on the ballot paper/s
- recruiting and appointing staff for the scrutiny and count
- receiving processed voting material to conduct the scrutiny and count
- briefing staff on the scrutiny and count procedures
- receiving scrutineer authority forms and briefing scrutineers on the scrutiny procedures to be followed
- managing the scrutiny including showing scrutineers the rejected ballot paper envelopes and explaining the reasons for rejection
- arranging for the secure dispatch of ballot papers to the central processing centre - if required
- provisionally declaring election results
- forwarding the council and ECSA the provisional result count sheets
- conducting a recount if advised by the Electoral Commissioner
- formally declaring election results (if required by council)
- return required accounting forms and completed LG 50 to ECSA.

Appendix 3

Council Roll Eligibility Criteria

Eligibility to vote in council elections

Form 1 - Eligibility for Natural Person: Resident, Sole Owner or Sole Occupier (non-residential tenant) who is of the age of 18 or over and is a:

Resident A resident is a person who: <ul style="list-style-type: none"> lives in the Council area; and has lived in the property for at least one month; and is not on the State Electoral Roll (i.e. House of Assembly Roll). 	Sole Owner A sole owner is a person who: <ul style="list-style-type: none"> owns property in the Council area; and is the only owner of the relevant property. 	Sole Occupier A sole occupier is a person who: <ul style="list-style-type: none"> occupies property in the Council area as a tenant; and does not live in that property (a non-resident occupier/operates a business).
Or		

Form 2 - Eligibility by a Business or Organisation (i.e. a body corporate) which is either:

A Sole Owner A body corporate sole owner is an individual business or organisation that owns any type of rateable property in the Council area.	A Sole Occupier A body corporate sole occupier is an individual business or organisation that occupies any type of rateable property in the Council area as a tenant.
or	

Form 3 – Eligibility by a Group Owners or Group Occupiers

Group Owner When a rateable property is owned by more than one owner the right to vote belongs to the group of owners (group owner) not to each member of the group. The individual members who make up the group owner can be: <ul style="list-style-type: none"> businesses or organisations (bodies corporate); or individual people (natural persons); or a combination of businesses, organisations and people (bodies corporate and natural persons). 	Group Occupier When a rateable property is occupied by more than one occupier/tenant the right to vote belongs to the group of occupiers/tenants (group occupier) and not to each member of the group. The individual members who make up the group occupier can be: <ul style="list-style-type: none"> businesses or organisations (bodies corporate); or individual people (natural persons); or a combination of businesses, organisations and people (bodies corporate and natural persons).
Or	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.12

Originating Officer: Peter Bice, Director Engineering and Assets

Responsible Director: Peter Bice, Director Engineering and Assets

Subject: Rural Property Addressing – Range Road North, Range Road South and Churchett Road Outcomes Report

For: Decision

SUMMARY

The purpose of this report is to provide Council with the outcomes of the Community Engagement regarding the proposal to change Range Road North, Range Road South and Churchett Road to Rural Property Addressing.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
2. That in keeping with the City of Tea Tree Gully Council resolution dated 13 February 2018, and having considered the Adelaide Hills Council report entitled “Rural Property Addressing – Range Road North, Range Road South and Churchett Road Outcomes Report” and dated 27 February 2018, which includes the feedback from the residents, Council resolves to implement the rural property addressing system to the Adelaide Hills Council residents to ensure that the numbering is consistent and the correct numbers are displayed to assist emergency services, service providers and the general public locating properties.

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal 3 Places for People and Nature

➤ Legal Implications

Nil

➤ **Risk Management Implications**

Having consistent Rural Property addressing on the identified roads helps to mitigate the risk of:

Emergency services may not be able to locate the property in a timely manner in the event of an emergency leading to compromised public safety.

Inherent Risk	Residual Risk	Target Risk
High (4C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

The provision and installation of the numbers will be at a cost to Council of approximately \$3,500 and will be allocated within this current year's budget. Council staff will install the numbers for all Adelaide Hills Council residents, we will liaise with City of Tea Tree Gully to coordinate implementation.

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

The Rural Property Addressing will benefit the affected Residents through the provision of improved ability for property location to occur by Emergency Services and other agencies.

➤ **Environmental Implications**

Not Applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Andrew Aitken, CEO
 Peter Bice, Director Engineering and Assets
 David Collins, Manager Sustainable Assets
 Ari Wilkinson, Asset Management Officer

Community: Community consultation was undertaken with affected Adelaide Hills Council and City of Tea Tree Gully residents, as per the 'Rural Property Addressing – Range Road North, Range Road South and Churchett Road Outcomes Report' in appendix 1. Additionally, a Community meeting was held on 30 January 2018

2. BACKGROUND

In 2011 Adelaide Hills Council (AHC) rolled out the Rural Addressing system across the AHC rural properties, DPTI's Rural Addressing Section notified AHC of Range Road North & South already being Street Numbered.

AHC approached the City of Tea Tree Gully (CTTG) to Rural Address their side of the road; however at that stage (2011), CCTTG replied that their residents were satisfied with their street numbers. AHC then street numbered the eastern sides of Range Roads North and South to be more consistent with CTTG (Feb 2012).

As time went by many residents (both on the CTTG & AHC) sides of Range Roads North & South began to see the benefits of Rural Addressing and CTTG decided to take action in 2017.

Subsequently the City of Tea Tree Gully Chief Executive Officer (CEO) wrote to the Adelaide Hills Council CEO and it was agreed to consult with all residents by way of a survey to request feedback on the option to change to rural property addressing.

From 20 November to 15 December 2017 the owners and occupiers of Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road* (Paracombe) were invited to provide feedback about a proposed change to the addressing system of their properties.

**NOTE: As per the feedback, Churchett Rd has already been Rural Property Addressed.*

3. ANALYSIS

This community engagement process was undertaken jointly by CTTG and AHC by sending a letter, feedback form and information sheet to all affected properties within the City of Tea Tree Gully and Adelaide Hills Councils.

During the consultation period there was information on the AHC and CTTG websites, including a detailed information sheet and link to the online survey.

A total of 70 people provided feedback regarding the proposal to change the property numbering systems on Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe).

The overall feedback received indicates that majority of the respondents (86%) support the proposal while 10% oppose and 4% were neutral.

Additionally, a Community meeting was held on 30 January 2018 where a number of questions and concerns were addressed by the City of Tea Tree Gully and Adelaide Hills Council representatives.

Following this meeting, the City of Tea Tree Gully Council carried unanimously a motion to proceed with the Rural Property Addressing at their 13 February 2018 Council Meeting.

The resolution below was passed unanimously:

1. That having considered the report entitled “Rural Property Addressing - Range Road North, Range Road South and Churchett Road - Outcomes Report” and dated 13 February 2018, which includes the feedback from the residents, Council resolves to implement the rural property addressing system to the City of Tea Tree Gully Council residents to ensure that the numbering is consistent and the correct numbers are displayed to assist emergency services, service providers and the general public locating properties:
 - providing the Adelaide Hills Council resolving to implement rural property addressing to the Adelaide Hills residents along these three roads; and
 - that all urban street and lot numbering systems are removed from the relevant City of Tea Tree Gully property frontages within 6 months of the completion of the installation of the rural property addressing system to minimise the risk of confusion.
2. That the Chief Executive Officer provides a copy of the abovementioned outcomes report and this resolution to Adelaide Hills Council to consider at their Council meeting.

Carried Unanimously (978)

4. OPTIONS

Council has the following options:

- I. Proceed with the Rural Property Addressing of Range Rd North and Range Rd South (Recommended)
- II. Make no change to the Property Addressing (Not Recommended)

5. APPENDIX

- (1) Rural Property Addressing - Community Engagement Outcomes Report

Appendix 1

Rural Property Addressing - Community Engagement Outcomes Report

Community Engagement Outcomes Report

Proposed Change to Rural Property Address System
Range Road (North/South) and Churchett Road

November/December 2017

Report prepared by:
Donna Mijatovic
Community Engagement Officer

January 2018



CITY OF
TEA TREE GULLY
Naturally Better

Contents

Background.....3

Overview of Community Engagement Activities.....4

Community Engagement Outcomes5

Tabled Responses6

Evaluation of Community Engagement Strategy Objectives8

Next Steps8

Verbatim Comments9

Attachments (3)..... 14

Background

Both the City of Tea Tree Gully Council and Adelaide Hills Council on 10 October 2017 resolved to investigate the property numbering systems on Range Road North (Upper Hermitage) and Range Road South (Houghton). Adelaide Hills Council also resolved to include investigation of Churchett Road (Paracombe).

Some residents that reside on Range Road North have advised both Tea Tree Gully Council and Adelaide Hills Council that the numbering on their road is inconsistent and confusing. Some of the current property numbering includes properties that are using numbering systems such as Road Side Delivery (RSD), RAPID system (which is no longer used), lot numbers and urban numbering systems.

With all these various systems in place it is somewhat confusing to visitors and, most importantly, emergency services.

Both councils are working collaboratively to ensure that all residents have a consistent numbering system for these roads (and on both sides) in order to ensure that they can be located in the case of emergency, as well a simple day to day access and property identification.

The Rural Property Addressing project was a joint state and local government initiative aimed to provide rural properties with a national numbered addressing system. The Rural Property Addressing project was rolled out to councils commencing in 2011.

At the time it was determined that these two roads (Range Road North and Range Road South) should retain the then existing urban property addresses, however a considerable number of residents have not applied the correct numbers to their properties.

At the request of residents our councils have agreed to revisit this position and seek feedback as to whether residents would prefer rural property addresses or the urban property addressing system.

If this proposal goes ahead, and Range Road North, Range Road South and Churchett Road change to a Rural Property Address system, then each property owner and/or resident would need to have their address details amended for things such as Driver's Licences, registrations, insurances and service providers etc.

Overview of Community Engagement Activities

From 20 November to 15 December 2017 the owners and occupiers of Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe) were invited to provide feedback about a proposed change to the addressing system of their properties.

This community engagement process was undertaken jointly with the City of Tea Tree Gully and Adelaide Hills Council.

To let people know about the opportunity to make comment a letter, feedback form and information sheet was sent to all affected properties within the City of Tea Tree Gully and Adelaide Hills Councils.

During the consultation period there was information on the City of Tea Tree Gully's website, including a detailed information sheet and link to the online survey.

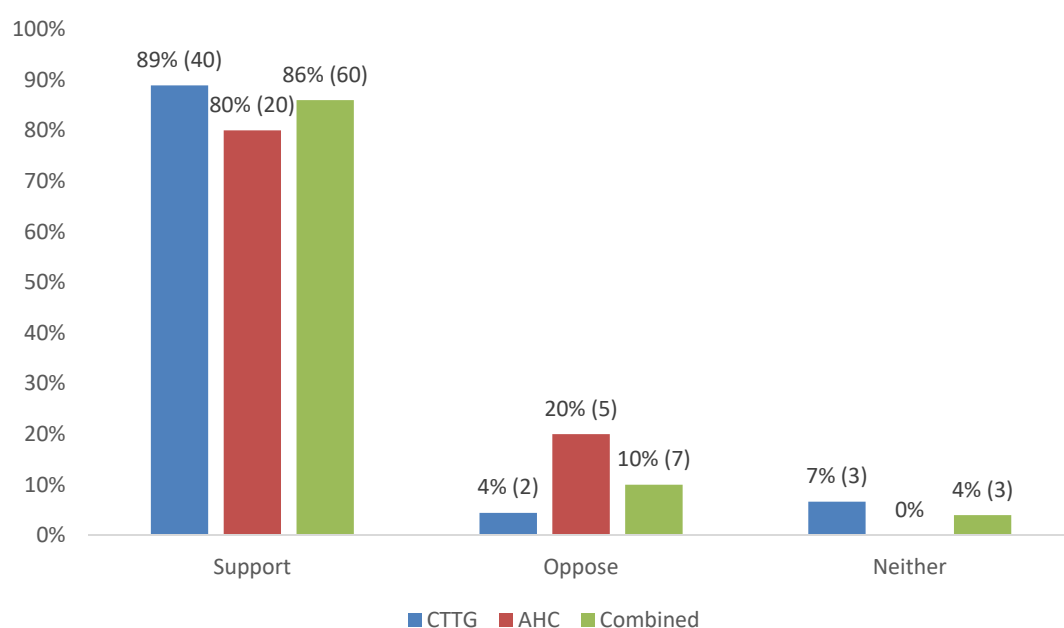
Community Engagement Outcomes

During the consultation period a total of 70 people provided feedback regarding the proposal to change the property numbering systems on Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe).

Of the 70 people who provided feedback, 45 are from properties within the City of Tea Tree Gully Council area and 25 from Adelaide Hills Council.

The overall combined feedback from both Councils areas indicates that majority of the respondents (86%) support the proposal while 10% oppose and 4% were neutral.

The below graph shows the support/oppose feedback received from both Council's and combined with the number in brackets representing the number of respondents.



The reasons for support were generally related to the view that the proposal makes sense, is the right thing, will be good for emergency services and is logical. Of those who opposed most said they do not want another change. There were comments from both those who support and oppose to indicate that they have already been changed to the Rural Property Address numbering system.

Tabled Responses

Question 1 - Respondent location by Council		n	%
Which Council is your property within?	City of Tea Tree Gully	45	64
	Adelaide Hills Council	25	36
	Total	70	100

Question 1 - Respondent location by Road		n	%
Road Address Break down	Range Road North	33	47
	Range Road South	30	43
	Churchett Road	7	10
	Total	70	100

Question 2 - Councils Combined		n	%
Do you support or oppose the proposal?	Support	60	86
	Oppose	7	10
	Neither / nor (neutral)	3	4
	Total	70	100

Question 2 - City of Tea Tree Gully Council		n	%
Do you support or oppose the proposal?	Support	40	89
	Oppose	2	4
	Neither / nor (neutral)	3	7
	Total	45	100

Question 2 - Adelaide Hills Council		n	%
Do you support or oppose the proposal?	Support	20	80
	Oppose	5	20
	Neither / nor (neutral)	0	0
	Total	25	100

Question 3 - Response from those who support		n	%
Why do you say that?	Makes sense/right thing/good for emergency services/universal system/less confusion/logical	48	69
	No reason given	7	10
	Already changed to rural property address numbering	5	7
	Total	60	86

Question 3 - Response from those who oppose		n	%
Why do you say that?	Do not want another change/happy with current system/No benefit/too much work/affect life/affect business	5	7
	Already changed to rural property address numbering	2	3
	Total	7	10

Question 3 - Response from those who said neither/nor		n	%
Why do you say that?	No reason given (question left blank)	2	3
	Do not want another change/happy with current system/No benefit/too much work/affect life/affect business	1	1
	Total	3	4

Evaluation of Community Engagement Strategy Objectives

The key objectives/purpose of the community engagement are tabled below:

Objectives	Comment
To inform the residents of the properties on Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe) of the proposed changed to the property addressing system.	A direct mail out (including a letter, feedback form, information sheet and reply paid envelope) was sent to 187 properties (128 in CTTG & 59 in AHC) along the affected roads to let people know about the proposal and opportunity to comment.
To seek feedback from local residents/owners of residents of the properties on Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe) about the proposal.	<p>The opportunity for those affected to provide feedback was provided during the consultation period:</p> <ul style="list-style-type: none"> • Hard copy feedback forms sent to 187 properties/owners • Online survey on Councils website <p>In total 70 people provided feedback (45 from CTTG & 25 from AHC) during the consultation period. Based on the letters sent, this represents a combined 37% participation rate.</p>

Next Steps

Those who provided feedback will be notified of the outcome following Council's decision on the proposal.

Verbatim Comments

Reasons why from those who support:

- Makes more sense. But mainly we need to have one universal system used by everyone on these roads to make finding properties easier, especially by emergency services and in bush fires. And the rural numbering system makes more sense to me.
- We have already been changed to the rural property addressing numbering system.
- I guess I support this but it is already in place and works well
- It is confusing
- Eliminate the confusion of all other forms of addressing. Quicker response from emergency services. Ease of identification for deliveries Uniformity with rest of Australia in Rural ID
- Consistent numbering will help emergency services
- TTG side is numbered in logical sequence - Adelaide Hills is not
- Ease of identification Emergency services quicker response Eliminate all other forms of addressing
- As it will increase the rate of response for emergency services
- Because it's logical, lifesaving. All emergency services support RPA including the SA Government, SES, CFS, MFS, SA Police , SA Ambulance, LGA, CWA & Aust Post
- Will be great for emergency services but not happy that I have to change my address everywhere
- It seems a more sensible numbering system because these roads are very rural and it will make finding properties much easier
- Clearer property identification
- Easier for people looking for an address. Easy for vets/doctors/emergency response
- I already have the number you are talking about. I am 1.64 km from the beginning of Churchett Road
- For the reasons stated in your correspondence. We would retain our current address for postal
- It is very important to have both a consistent and reliable numbering system for properties. The current system is irregular, with all sorts of half-baked numbers on letter boxes that confuse people
- It is the right thing to do
- We have used the Rural Property Address since 2011 and find it of great benefit. When travelling on rural roads in any location in Australia it is so much better to be able to advise of your location
- Bush fire safety
- We have for years used the rural property address number system. Why include Churchett Road in this feedback?? Wasting time and money
- To enable all emergency services to locate our property promptly (in the fairly recent past an emergency ambulance was delayed for some time whilst trying to locate us. It was only after this incident that TTG Council gave us an urban No. in place of our lot No.) 2. Day to day access and property location has many times proved difficult and GPS systems regularly direct people to the wrong location. We always try to provide our telephone numbers so we can be called to give directions when people get lost. As phone reception in our hills area is notoriously unpredictable this is not always very successful. 3. Deliveries to us can also be very 'hit & miss' as to whether they are delivered at all or left at the wrong address

- So that emergency services can locate us easily & correctly considering we are in a fire prone area. The worst thing to happen is for someone to die unnecessarily because we don't have a proper system in place
- Uniform and clear addressing is common sense
- Address not clear re numbers - confusing
- Since we have lived here we have had 3 number changes, still without consistency and confusing for visitors to the area. And without consistency its dangerous for emergency services.
- Common, logical method of addressing as in other roads in the district outside of defines township boundaries.
- Always very confusing - we have had emergency vehicles unable to find our house. Uniformity along the road
- We use number 15 which works for us but are all for change if it will help emergency services locate homes quicker & easier
- Ease of location for Emergency Services However - would like to retain postal address
- Rural property addressing will make it safer for these street in times of disasters
- It will make property identification so much easier & quicker for emergency services & other services/ trades / friends / relations etc
- As far as safety for all concerned I see it as essential for emergency time is a big factor whether it be a heart attack or any medical emergency, fire or road accident, people need to be able to get exact locations swiftly. At present on our road especially with all sorts of numbers it is very confusing, even for couriers and repair people.
- Lot 1 Range Road North Houghton RSD 7 Range Road North Houghton 31 Range Road North Lower Hermitage These are the 3 addresses which sees mail come to us. Just one would be nice and no more poorly marked properties along RRN
- I don't think it affects us directly. Makes sense based on Facebook conversations in local groups, things I've read, it seems to affect those on RRN a fair bit.
- Due to the many benefits it will provide
- As long as our street number doesn't change. The new number system is to help in emergency situation, there should be no need to change our postal address or street number. We could have both systems
- An address for emergency vehicles to attend
- When an emergency situation arises I would like to receive emergency services in a timely and accurate fashion, every second counts in a life & death situation. The current system has failed in the past and needs to be rectified
- All emergency services support SES, CFS, Fire Services. SA Ambulance, LGA, CWA & Aust. Post. I don't want to have a heart attack & wait 1 hour because the ambulance went down the wrong access road. This happened recently to my neighbour
- I support this because all emergency services support it even the local Government Association! It will save lives! This will improve the delivery regular services, it will protect our family in an emergency.
- Logical to do this to assist 1) Emergency services 2) Deliveries 3) taxis
- Should assist emergency services
- It makes perfect sense. Get on with it and stop procrastinating/wasting time and money. also I am NOT paying \$50 for a number - I can so that myself
- It makes Sense!
- I think it will serve emergency services well in aiding them to find properties easier

- Assist with postal delivery and emergency services. Stop confusion in locating properties.
- Why would TTG Council not support what the emergency services want? It will save lives. Stop the confusion
- All properties in the hills should have a consistent numbering system
- The club that I represent currently has no identifiable street number shown on the gate or fence. The rural property numbering system will allow visitors and emergency crews to find the property quickly and easily
- So emergency services can find me. Also service providers. The grid reference or rapid system could accurately locate us now its been abandoned & we can't be located with GPS. Residents have RSD, RAPID, Lot numbers & ordinary non chronological numbers because service providers can't find us & the more information er give them the chances of them finding us is greater! The RPS system will fix the current problem. It's concerning for my family that ambulances can't find us. I worry about my dad who lives down an access road with 3 properties first 31 second 42 44 & he is the last & numbered no. 40. No logic at all
- Over the past 30 years there has been problems with the numbering of Range Road Nth. At one stage there was "3" number 1 properties. This made an issue due to the boundary of both councils
- We have already been allocated the Rural Property Addressing numbering system, so we don't want this reversed.

Reasons why from those who oppose:

- We have already acquired this urban numbering system and although initially it was very annoying having to change our details which took over a year and there are still bills that have our rsd details. I am constantly updating. If you change this back again then we will have to go through the changes again.
- On a commercial basis I am strongly opposed, I have just completed an advertising campaign where I have distributed fridge magnets with my address on them to the local neighborhood, this will make them redundant a cost to rectify. Personally we are also strongly opposed to this going ahead, we have lived here for nearly 32 years now in that time we have had four or maybe five address changes enough is enough. Leave it alone. We have never had any trouble with people finding our premises because we choose to clearly display our number on our front fence, rather than spend all this money with this survey and then the extra expense of signage and continuing maintenance, which we will no doubt be charged for with increased council rates it would of been far more prudent for the councils to put more pressure on land owners to clearly identify their properties. As for emergency services it would seem to me that emergency services liaison to become familiar with the community, continuing emergency service text messages and mandatory clear signage of properties. It doesn't matter what system you use as long as it is clear and consistent. This is just another huge waste of money that could be better used in the community than maintaining star pickets with numbers on them.
- After living at this address for over 27 years, I see no benefit to change to a different addressing system. I am not prepared to spend time or pay for changes for something which works at present.. I have 3 signs on my property gate indicating its address, but I constantly get lost souls looking for other addresses because other properties are not clearly marked, that is where any problems may arise from . RRN should remain urban, total waste of time and money, both for me and the councils.
- Changing our address will mean informing hundreds of people

- Our address has already been changed three times (RSD, Lot 4 & Street No.) Emergency services have been to our residence three times in last 12 months without any problem finding it
- All properties should display a clear house number so that it is easy to locate a specific address. If this was done then finding a particular property by its house number would be easy
- Since we've lived here we had 3 different numbers. Am happy with the current street numbering system

Reasons why from those said neither/nor:

- Provided that we do NOT have to change our postal or street address, I would be in favour of the proposal. I would support the use of the RPA system for use by emergency services only, i.e. fire, ambulance, police and SES. Otherwise I would oppose the proposal.

Other comments from those who support:

- Even though it was annoying to have to change our address with numerous people & providers, I believe the rural property addressing numbering system makes sense and is a great identification system particularly in an emergency situation.
- Churchett road already has RPA so I'm a bit confused why we are receiving this?
- It would be good to retain urban numbers TTG side - Even and charge Adelaide Hills side to odds. This will be less work
- It's not a problem for me as it's already in place
- I completely support this initiative as it will make emergency service attendance much more reliable
- I have been here since 1970 and have had a number of address changes eg Lot V, Lot IV, Lot 5, No 148 Rapid No and at present 63 over the years it has been very inconvenient informing all relevant people of each change. Maybe this will be the last time - do get it right this time
- I think that because of immense safety issues and the general all round improvement and convenience to enable our property to be universally recognised and located, it is a matter of common sense and logic that we have the Rural Property Address numbering system implemented as soon as possible.
- Why was this not done before?
- Why was this not done years ago? There should be more co-operation between the Councils
- The sooner the better.
- I supported this method at the initial change about 6 years ago because of its advantages where simple sequential numbering is not suitable, and where the address is directly related and measurable to its location on the road. I understand that there were difficulties with one side of Range Rd South having "urban property addresses" and that changing was not universally accepted. I also believe that the last 6 years experience with Rural Property Addressing shows that it is better suited to the environment, particularly for those not familiar with the area, who need to respond to urgent calls for assistance. It does mean a second "Change of Address" for me, but it will ultimately be for the better.
- If people have concerns then make the change. Safety is more important than the inconvenience of change

- I want it - go forward!
- DISAPPOINTED: it wasn't implemented when it was first rolled out 6yrs ago and now being left up to residents deciding "Have your say" knowing our hard work could be "hit on the head". It's about time councils worked together especially 2 large councils!
- As above. Lot numbers are confusing
- This will save lives!
- The rapid system was used in emergency vehicles as an accurate location map! It is now obsolete & was replaced by the RPA system. I can't understand why it wasn't automatically replaced
- logical undertaking for emergency services 2) Taxis 3) Deliveries
- Yes, I don't want to be ripped off with a charge for you to put up a crappy number on a post. We can put our own numbers up thank you. Like this form with is folded in such a way that it didn't fit in the envelope!!!
- Not to go with this system in the first place seemed confusing. Perhaps TTG Council would consider selling the properties that border the two councils to Adelaide Hills council, saving them the effort of collecting rubbish from that side of the road!!
- We shouldn't be wasting rate payers money with this survey. It should have been in place like the rest of the district & Hills. How can you determine us urban, we have stock on most properties & NO footpaths, no curbing, no stormwater, drainage, no mainswater, no cable, no gas lines, no nbn, poor telephone reception, no public transport etc etc. I am not complaining! don't want the above, but you can't classify us as URBAN!
- As far as we know, everyone on Churchett Rd has already been allocated the RPA numbering system so why have we been sent this letter? Did the Adelaide Hills Council not know this? If not, why not?

Other comments from those who oppose:

- Churchett rd has already been through the changes . Leave as is please. I am not changing my paperwork again. The new system works better for safety and postal reasons.
- Scrap it !
- Maybe people who do not use their urban numbers should be asked to do so instead of us having to change our numbers. The current works well and there is no necessity for change
- Mistakes in house numbering should be corrected. For example we are No 33, our neighbour is No 29 and his neighbour 31. (They were given the wrong numbering by Council a few years ago! Stick with correct house numbers and strongly encourage house owners to display their house number clearly

Other comments from those who said neither/nor:

- I currently have 3 numbers displayed - RAPID number, RSD number and street number, as do others along RRS. I would have no objection to the placement of a 4th number (RPA) subject to my comments above.

Attachments (3)

- Letter
- Feedback Form
- Information Sheet

15 November 2017
Refer Enquiries: Karen Pedley
Our Ref: 17/890



Owner
Address 1
Address 2

Dear Owner

Have your say – Proposed property addressing change Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe)

We are seeking your feedback regarding a request from some residents on Range Road North, Range Road South and Churchett Road to change the current urban property address numbering system to a Rural Property Address numbering system along these three roads. We note that these three roads are the common boundary between Adelaide Hills Council and the City of Tea Tree Gully, so we are acting jointly in this consultation process.

Background

Both the City of Tea Tree Gully Council and Adelaide Hills Council on 10 October 2017 resolved to investigate the property numbering systems on Range Road North and Range Road South. Adelaide Hills Council also resolved to include investigation of Churchett Road.

Some residents that reside on Range Road North have advised both Tea Tree Gully Council and Adelaide Hills Council that the numbering on this road is inconsistent and confusing. Some of the current property numbering includes properties that are using numbering systems such as:

- Road Side Delivery (RSD),
- RAPID system (which is no longer used)
- Lot numbers and
- Urban numbering systems.

With all these various systems in place it is somewhat confusing to visitors and, most importantly, emergency services.

Both councils are working collaboratively to ensure that all residents have a consistent numbering system for these roads (and on both sides) in order to ensure that they can be located in the case of emergency, as well a simple day to day access and property identification.

A Rural Property Addressing project was rolled out to councils across the state commencing in 2011, which was a joint State and Local Government initiative aimed to provide rural properties with a national numbered addressing system.

At the time it was determined that these two roads (Range Road North and Range Road South) should retain the then existing urban property addresses, however a considerable number of residents have not applied the correct numbers to their properties.

At the request of these residents our councils have agreed to revisit this position and seek feedback as to whether residents would prefer rural property addresses or the urban property addressing system.

If this proposal goes ahead, and Range Road North, Range Road South and Churchett Road change to a Rural Property Address system, then each property owner and/or resident would need to have their address details amended for things such as Drivers Licences, registrations, insurances and service providers etc.

Our two councils will endeavour to notify all government agencies and provide our residents with support through this change if this option proceeds, along with providing you more information when we advise of our councils' decisions after receiving the consultation feedback.

Further information regarding Rural Property Addressing can be found at the following South Australian Government website: go to www.sa.gov.au and search for 'Rural Property Addressing'. Information is also available in the enclosed information sheet.

Have your say

Before the councils make a decision about changing Range Road North, Range Road South and Churchett Road to the Rural Property Addressing system, we want to better understand how affected residents view the proposal.

To have your say, please complete a feedback form online at cttg.sa.gov.au/haveyoursay or fill in the enclosed hardcopy feedback form and return it using the reply paid envelope. Please note the consultation process is being coordinated by the City of Tea Tree Gully, with the feedback being considered by both Councils.

We value your comments and would appreciate your feedback by 5pm on Friday 15 December 2017. A report will be presented to both councils in early 2018 outlining the consultation results. We will advise you of the outcome in writing.

If you have any questions regarding this change, please contact Karen Pedley, Team Leader Rating and Finance Operations at City of Tea Tree Gully on 8397 7260 or email karen.pedley@cttg.sa.gov.au.

Yours sincerely



Andrew Aitken
Chief Executive Officer
Adelaide Hills Council



John Moyle
Chief Executive Officer
City of Tea Tree Gully

Feedback Form

Proposed Property Addressing Change: Range Road North, Range Road South & Churchett Road



This feedback form can be also completed online at:

www.cttg.sa.gov.au/haveyoursay

Your details (please print clearly):

Name:

Address:.....

Email:.....

Phone:

Please note: For your feedback to be included, your name and contact details must be provided. Your personal details will not be made public or published in any Council reports. By providing your email address you are agreeing to future communication from us by email in relation to this consultation (email is our preferred method of contact). Please ensure you check your 'junk mail' folder.

Introduction:

We are seeking your feedback regarding a proposal to change the current urban addressing numbering on Range Road North (Upper Hermitage), Range Road South (Houghton) and Churchett Road (Paracombe) to the Rural Property Addressing numbering system.

1. Which Council is your property within?

City of Tea Tree Gully ☐

Adelaide Hills ☐

2. Do you support or oppose the above proposal to change the current urban addressing system for Range Road North, Range Road South and Churchett Road to Rural Property Addressing numbering system?

Support ☐

Oppose ☐

Neither/nor (neutral) ☐

3. Why do you say that?

.....

.....

.....

.....

.....

4. Do you have any other comments about this proposal?

.....

.....

.....

.....

.....

.....

If you have any questions, please contact Karen Pedley, Team Leader Rating and Finance Operations at City of Tea Tree Gully on 8397 7260 or email karen.pedley@cttg.sa.gov.au

Please complete and return your feedback form to Council using the reply-paid envelope provided (or completed online at www.cttg.sa.gov.au/haveyoursay) **by 5pm, Friday 15 December 2017.**

Thank you for your feedback.



The benefits of your new Rural Property Address.

Rural property numbers are a clear and logical way of locating your property and provide significant benefits.

Emergency Services

In an emergency, every second counts. A Rural Property Address will help emergency services locate your property more quickly and precisely.

Remember: the people who come to help you might not be locals and could be directed from a radio base unfamiliar with your district.

Visitors

Anyone unfamiliar with your district will find you more easily if your property is clearly numbered and they understand your number equates to the distance along your road.

Deliveries

Urgent parcels, machinery and computer parts should now get to you without delay. Directions for pick-ups will also be less of a headache.

Vets and livestock officers

When it's easier to locate your property, assistance can get to you more quickly, possibly saving your valuable livestock.

Statistical information

Your new Rural Property Address will help governments plan for the future through national census and statistical collection.



Jim Marshall, General Manager, Mail and Networks Division, Australia Post.
Rural road numbering is a strong platform for Australia Post to meet the future needs of our customers in rural and regional Australia.

Graeme Adcock, Superintendent, South Australia Police.
A standardised and easily identifiable rural addressing system will ensure all emergency services, including police, will be able to provide a timely response to any call for assistance.

Steve Cameron, Director, Operational Services, SA Ambulance Service.
Finding patients in emergency situations will be made much easier as a result of the new rural addressing system. In a medical emergency, every minute counts, so being able to quickly and accurately identify rural locations will literally help SA Ambulance Service paramedics and ambulance officers save lives.

Roselie Crocker, President, South Australian Country Women's Association Incorporated.
In an emergency, time is vital. The South Australian Country Women's Association Incorporated fully endorses the implementation of the SA Rural Property Addressing project as a uniform system to quickly and easily identify the exact location where emergency service vehicles are required.

Euan Ferguson, Chief Officer, SA Country Fire Service.
The new rural addressing system is a very positive step in the right direction. This initiative will make finding isolated rural properties much easier for all the emergency services.



Want to know more?

To find out when Rural Property Addressing is coming to your area, contact your local council.

Australia Post will continue to deliver your mail, using your new Rural Property Address once it has been issued. If you have any specific questions, however, about how Rural Property Addressing will affect your mail delivery, please contact Australia Post on **13 13 18**.

You will also find answers to frequently asked questions about Rural Property Addressing at our website:
www.sa.gov.au/landservices

This could save valuable time.

(Not to mention your life.)



Rural Property Addressing.
A sign of things to come.



Introducing Rural Property Addressing.

Together, we can address a serious problem.

By 2011, every occupied rural property in South Australia will have a nationally recognised address, based on a simple location system. Not only will this improve the delivery of regular services, it will protect your family in an emergency.

What is your new Rural Property Address?

Following the national standard now used in all other states, your property will become one of 50,000 properties across rural South Australia to receive an official number, road name, locality or suburb, and postcode for the first time. If your property has a name, naturally you can still choose to make that part of your property address. This major state-wide program will roll out progressively and should be completed in 2011.

How will you be advised of your new address?

Your council will advise when your new official address will be available for use and, from this time, you should immediately begin using this address.

What will your postal address be?

Australia Post supports the State Government's standard for Rural Property Addressing to replace the current RSD, RMB and Lot number for roadside letterbox deliveries.

You should adopt your new Rural Property Address as your postal address **unless**:

- you use an address such as PO Box, Locked or Private Bag; **or**
- you collect your mail at the local post office counter using a Care PO address.

What do you have to do?

Once council has notified you, you should advise you family, friends and business contacts of these new details. You should also use your new address for communications with emergency services, government and service providers, and ensure your property address signage is maintained.

All service utilities including power, gas, water, phone and Australia Post will automatically be notified for you.



Your number is the distance in metres from the start of the road to your entrance, divided by 10. So number 508 is 5,080 metres (5.08 kilometres) along Taplan Road.

From the start of the road, odd numbers are always on the left; even numbers are on the right.

This sign quickly identifies your property for emergency services, deliverers, utility services and visitors.

Your sign will be provided at a small cost and your council will provide you with supply and installation details.

AN INITIATIVE OF



Government
of South Australia

WITH THE SUPPORT OF



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.13

Originating Officer: Marc Salver, Director Strategy & Development

Responsible Director: Marc Salver, Director Strategy & Development

Subject: Reappointment of the Independent Chairperson of the Gawler River Floodplain Management Authority

For: Decision

SUMMARY

In March 2015 the Gawler River Floodplain Management Authority (GRFMA) revised its charter following approval from each of the Constituent Councils. One of the key changes was to allow for the appointment of an independent chairperson of the Board. On 19 January 2016 (Item 19.1), Council resolved to endorse the recommendation of the GRFMA for the appointment of Mr Ian Baldwin for a two (2) year term effective from the 18 February 2016.

At the GRFMA Board meeting held on 15 February 2018, the Board considered a report in this regard and resolved to recommend to the Constituent Councils that Mr Baldwin be reappointed for another two years. The Charter requires that the recommendation for appointment of the independent chairperson is supported by the absolute majority of the Constituent Councils. Staff are recommending that Council endorses the recommendation to reappoint Mr Baldwin for a period of two years with effect from 15 February 2018.

RECOMMENDATION

Council resolves:

1. That the report be received and noted.
 2. That Council endorses the recommendation of the Gawler River Floodplain Management Authority Board to reappoint Mr Ian Baldwin to the position of Chairperson of the GRFMA for a period of two years with effect from 15 February 2018.
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability
Strategy: Governance

Council's consideration and endorsement of the appointment of the GRFMA Board chairperson is required by the GRFMA Charter to ensure the effective and efficient operation and management of the Board's activities.

➤ **Legal Implications**

The GRFMA is established pursuant to Section 43 and Schedule 2 of the *Local Government Act 1999*.

Clause 4.3.1 of the Charter states that the Board will comprise:

One independent person who is not an officer, employee or elected member of a Constituent Council appointed by absolute majority of the Constituent Councils as the Chairperson for a term of two years and who has expertise in one or more of the following areas:

- a) *Environmental management*
- b) *Corporate financial management*
- c) *General management*
- d) *Public sector governance*

Council's endorsement of the reappointment of the independent chairperson is recommended noting that an absolute majority decision of Constituent Councils is required before the Board's recommendation can be implemented.

➤ **Risk Management Implications**

Appointing a well-qualified independent chairperson will assist in managing the risk of:

Poor governance practices occurring 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 (3D)

There are many controls that assist in mitigating this risk and the reappointment of the recommended and experienced chairperson to the GRFMA Board will reduce the above risk and may materially reduce the Residual Risk rating.

➤ **Financial and Resource Implications**

There are no direct financial implications to Adelaide Hills Council regarding the appointment of the chairperson.

With regard to remuneration of the Board chairperson, clause 4.3.7 of the Charter provides for a maximum payment of \$7,000 per annum. This amount aligns with the amount set within the current approved GRFMA budget. Remuneration paid is calculated on the basis of sitting fees of \$400 per GRFMA meeting (which occur bimonthly) and \$200 per Technical Assessment Panel attendance (as and when required) and attendance at other appropriate key stakeholder meetings (State & Federal Government, Constituent Councils meetings)

when officially representing the GRFMA. It is noted that this is similar to the payment structures of other s41 and s43 independent presiding members.

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

Not applicable.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Mr Baldwin was initially appointed to the GRFMA Board via an open recruitment and selection process which culminated in the Board recommending his appointment on 9 December 2015. At its meeting held on 15 February 2018, the Board considered Mr Baldwin's tenure over the past two years and resolved unanimously that he be reappointed for a further two year period and seek Constituent Councils endorsement of this resolution.

<i>Council Committees:</i>	Not Applicable
<i>Council Workshops:</i>	Not Applicable
<i>Advisory Groups:</i>	Not Applicable
<i>Administration:</i>	Cr Herrmann, GRFMA Board Member Lachlan Miller, Executive Manager Governance & Performance Andrew Aitken, CEO
<i>Community:</i>	Not Applicable

2. BACKGROUND

The Gawler River Floodplain Management Authority (GRFMA) was formed in 2002 and is a Regional Subsidiary established pursuant to Section 43 and Schedule 2 of the Local Government Act 1999.

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

Following an open recruitment and selection process, Council considered the 9 December 2015 resolution of the GRFMA Board at its 19 January 2016 (Item 19.1) where Council resolved:

19.1.1. Gawler River Floodplain Management Authority (GRFMA) Chairperson – Confidential Item

RELEASED 18 FEBRUARY 2016

Moved Cr Malcolm Herrmann

17

S/- Cr John Kemp

Council resolves:

- 1. That the report be received and noted.**
- 2. To endorse the recommendation of the Gawler River Floodplain Management Authority Board for the appointment of Mr Ian Baldwin for a two (2) year term effective from the 18 February 2016 Board meeting.**
- 3. Appointment of Gawler River Floodplain Management Authority Chairperson – Period of Confidentiality**
That having considered at Agenda Item 17.1 in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the appointment of the Gawler River Floodplain Management Authority Chairperson has been confirmed but not longer than six months from the date of this resolution.
- 4. Pursuant to section 91(9) (a) of the Local Government Act 1999, that Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or his sub-delegate.**
- 5. Pursuant to section 91(9)(c) of the Local Government Act 1999, that Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.**

Carried Unanimously

A report regarding completion of Mr. Baldwin's two year tenure as GRFMA Chairman was considered at the 15 February 2018 GRFMA Board meeting where the Board subsequently resolved unanimously:

"That Mr. Ian Baldwin be reappointed to the position of Chairperson for the Gawler River Floodplain Management Authority and that the Board seek support from Constituent Councils that Mr. Baldwin be reappointed as Chairperson for a period of two years."

Correspondence from the Board in this regard was received by Council on the same day (refer to **Appendix 1**) seeking our Council's endorsement of this resolution.

On 15 February 2018 Council received a copy of a letter from the Minister for Local Government, Hon. Geoff Brock, from the GRFMA advising in short, that he had considered the information provided from all Constituent Councils regarding the request from the Adelaide Plains Council (APC) to withdraw from the GRFMA. Based on this information, the Minister advised that he has decided to not approve the APC's request to withdraw from the GRFMA. The GRFMA Board will now progress the review of its Charter which may address the concerns of the APC in relation to the equity of contributions.

3. ANALYSIS

Ian Baldwin was appointed by the Board in February 2016 following an open recruitment and selection process and has performed very well as independent chairperson over the past two years. It is for this reason that the Board at its recent meeting unanimously resolved that he be reappointed for a further two year period. It is therefore recommended that Council should endorse his reappointment for a two year period, effective from 15 February 2018.

Pursuant to clause 4.3.1 of the GRFMA Charter, an absolute majority of Constituent Councils is required to appoint the chairperson which equates to four of the six members.

4. OPTIONS

Council has the following options:

1. To determine to endorse the recommendation of the GRFMA Board to reappoint Ian Baldwin as independent chairperson for a further two year period (Recommended), or
2. To determine not to endorse the recommendation of the GRFMA Board to appoint Ian Baldwin as independent chairperson (Not Recommended).

If Council resolves to proceed with Option 2 and if more than one other Constituent Council resolves to also not support the Board's recommendation, then a recruitment and selection process will be undertaken by the Board in order to appoint a new chairperson.

5. APPENDIX

- (1) Correspondence from the GRFMA dated 15 February 2018

Appendix 1

*Correspondence from the GRFMA dated 15 February
2018*

Gawler River Floodplain Management Authority
266 Seacombe Road, Seacliff Park, SA 5049
Telephone: 0407717368 Email: davidehitchcock@bigpond.com
Website: www.gawler.sa.gov.au/grfma

Andrew Aitken
Chief Executive Officer
Adelaide Hills Council
28 Onkaparinga Valley Road
Woodside SA 5244

15/2/18

Dear Andrew

Reappointment of GRFMA Chairperson.

I am writing to seek Councils support for reappointment of Mr. Ian Baldwin to the position of GRFMA Chairperson for a term of two years.

The GRFMA Charter provides;

4.3 The Board will comprise:

4.3.1 One independent person who is not an officer, employee or elected member of a Constituent Council appointed by absolute majority of the Constituent Councils as the Chairperson for a term of two years and who has expertise in one or more of the following areas:

- *environmental management*
- *corporate financial management*
- *general management*
- *public sector governance*

4.3.2 The Chairperson is, at the expiry of his or her term of office, eligible for reappointment.

4.3.7 The Board may pay a sitting fee to the Chairperson in such amount as determined by the Board.

Following the 2015 process of public advertisement of vacancy of the position and interview of candidates, Mr. Ian Baldwin was appointed GRFMA Chairperson for a period of two years via GRB 15/0063.

Following subsequent endorsement from Constituent Councils Mr. Baldwin commenced duties effective for the 18 February 2016 GRFMA Board meeting.

This was Mr. Baldwin's first term of appointment as GRFMA Chairperson.

A report regarding completion of Mr. Baldwin's two-year tenure as GRFMA Chairman was considered at the 15/2/18 GRFMA meeting.

The Board considered the report in confidence pursuant to Section 90(3)(a) of the Local Government Act 1999 on the basis that discussion included information the disclosure of

which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The Board subsequently resolved unanimously:

That Mr. Ian Baldwin be reappointed to the position of Chairperson for the Gawler River Floodplain Management Authority and that the Board seek support from Constituent Councils that Mr. Baldwin be reappointed as Chairperson for a period of two years.

With regard to remuneration (clause 4.3.7) a maximum payment of \$7,000 per annum has been set. (This aligns with the amount set within the approved current GRFMA budget).

Remuneration paid is calculated on the basis of sitting fees of \$400 per GRFMA meeting and \$200 per Technical Assessment Panel attendance and attendance at other appropriate key stakeholder meetings (State & Federal Government, Constituent Councils meetings) when officially representing the GRFMA.

In accordance with the 15/2/18 GRFMA resolution I now seek indication of Council support for reappointment of Mr. Ian Baldwin as Chairperson of the Gawler River Floodplain Management Authority for a further term of two years, commencing February 2018.

I would be pleased if this matter could be included in the next available Council Meeting Agenda and subsequent indication of Councils consideration of this matter being provided to davidehitchcock@bigpond.com.

Yours Sincerely

A handwritten signature in dark ink, appearing to read 'David Hitchcock', with a stylized flourish extending to the right.

David Hitchcock
Executive Officer

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 12.14

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Council Resolutions Update including 2 year update to outstanding resolutions

For: Decision

SUMMARY

The Action List is updated each month and outlines actions taken on resolutions passed at Council meetings. The completed items are removed from the list each month. In some cases actions can take months or years to be completed.

In March 2015, Council resolved that outstanding resolutions passed before 31 March 2013 would be the subject of a report outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

RECOMMENDATION

That Council resolves:

- 1. The Council Action List be received and noted**
- 2. The following completed items be removed from the Action List:**

Date	Meeting	No	Heading
22/09/2015	Ordinary Council	140/15	Highercombe Golf Course - relocating 5 Allotments
26/04/2017	Ordinary Council	84/17	Arts & Heritage Hub
22/08/2017	Ordinary Council	188/17	Code of Conduct Complaint - Cr Val Hall
12/12/2017	Ordinary Council	299/17	Draft Waste & Resource Recovery Service Policy
12/12/2017	Ordinary Council	311/17	Australia Day Awards 2018 - Confidential Item
12/12/2017	Ordinary Council	312/17	Australia Day Awards 2018 - Period of Confidentiality
23/01/2018	Ordinary Council	6/18	Section 43 Members - Southern & Hills LGA Board Member position until November 2019
23/01/2018	Ordinary Council	7/18	Section 43 Members - Southern & Hills LGA Board Member position until November 2018
23/01/2018	Ordinary Council	8/18	Section 43 Members - Southern & Southern & Hills LGA - Deputy Board Member position until 9 November 2018
23/01/2018	Ordinary Council	10/18	By-Law Review
23/01/2018	Ordinary Council	12/18	Highercombe Golf Course
23/01/2018	Ordinary Council	13/18	ICT & IS Strategic Plan 2017 - 2020
23/01/2018	Ordinary Council	21/18	Confidential - Independent Members Audit Committee & CEO PRP
23/01/2018	Ordinary Council	22/18	Confidential - Presiding Member Audit Committee
23/01/2018	Ordinary Council	23/18	Period of Confidentiality - Independent Members Audit Committee & CEO PRP

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal Organisational Sustainability
Strategy Governance

The timely completion of Council resolutions assists in meeting legislative and good governance responsibilities and obligations.

➤ Legal Implications

Not applicable

➤ Risk Management Implications

Regular reporting on outstanding action items will assist in mitigating the risk of:

Actions arising from Council resolutions may not be completed in a timely manner

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

➤ **Financial and Resource Implications**

Not applicable

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

Not applicable

➤ **Environmental Implications**

Not applicable

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Not applicable

2. BACKGROUND

At its meeting of 24 March 2015 Council resolved:

That the CEO provides a report to the 28 April 2015 Council meeting in relation to outstanding resolutions passed before 31 March 2013 outlining the reasons why the resolutions have not been completed, detailing what actions have been taken and an estimated date of completion.

The contents of this report formed a workshop discussion with Council Members on 3 May 2017.

While the above resolution referred to a date, the duration was two (2) years and the intent of the Council's resolution has been carried forward as a prudent accountability mechanism.

3. ANALYSIS

The Action list has been updated to provide Council with information regarding outstanding actions. Completed resolutions are identified in the recommendation for removal from the Action List.

4. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
6/07/2010	Ordinary Council	B177/10	Approval to Register Drainage Easements Over Properties at 8 Tolmer Road and 2, 4 and 6 Gale Street Woodside	That Drainage easements over 8 Tolmer Road and 2, 4 and 6 Gale Street, Woodside in favour of Council, being land owned by Mr Aubrey, Ms Brunialti, Ms Hall and Housing SA respectively, be secured at no fee with Council meeting all legal and title production costs of approximately \$3000. Once approval has been secured from Mr Bellwood for the property at 10 Tolmer Road, Woodside for an easement in favour of Council over these existing pipes that Council proceed with executing this easement at no cost to the owner. If the easement is not granted then Council approve that the process for compulsory acquiring this easement be granted. The Mayor and CEO be authorised sign and to affix the Council seal to all necessary documentation	Terry Crackett	In Progress	12/02/2018		Easements for 4 & 6 Gale St and 8 & 10 Tolmer Rd have been completed and registered. Owner of 2 Gale Street has not responded to any requests for the signing of documents. Recent advice has informed that CWMS infrastructure is covered by the Water Industry Act 2012 and easements to protect Council's rights to access and maintain this infrastructure are not essential, it is proposed to rely on the WIA provisions in relation to 2 Gale Street rather than progress a compulsory acquisition process. A report is being presented to Council in February 28/02/2018
28/08/2012	Ordinary Council	214/12	Kersbrook Stone Reserve – Heritage Agreement	Chief Executive Officer, or delegate, be authorised to take all necessary actions to bring the Heritage Agreement into effect	Peter Bice	In Progress	8/01/2018		Land has been rededicated with an effective date of 30.6.17. 30/06/2018 Heritage Agreement notation will now be progressed.
13/05/2014	SPDPC	30/14	Adelaide Hills Trails Network Strategy	1. The Adelaide Hills 20 Year Trail Network Strategy & Action Plan be adopted; 2. An implementation plan be prepared by staff in 2014 to inform spending priorities for consideration in future budgets	Peter Bice	In Progress	8/01/2018		An Implementation plan is currently being developed, with key priorities to be identified. This should be 30/04/2018 completed early 2018.
27/05/2014	Ordinary Council	95/14	William St Birdwood Street Furniture, plaque	That Council, as a consequence of the SPDPC resolution No 29 dated 13 May 2014, approves: 1. The construction of a piece of street furniture and installation in William Street Birdwood, in the vicinity of where the trees will be removed, provided suitable timber is available from those trees. 2. The erection of a plaque acknowledging the residents who donated funds to plant the initial avenue. 3. Place a memorial with names in the Birdwood Institute in consultation with the Friends of the Birdwood Institute. 4. Suitable timber to be made available to the Friends of the Birdwood Institute (FBI) to enable the Committee to make some small wood pieces (e.g. bowls) to display in the Institute. 5. The CEO investigate a source of funds for the projects. 1 and 2 to be undertaken in consultation with the community.	Peter Bice	In Progress	8/01/2018		We are currently seeking advice to see if the timber is seasoned and ready to be used. Met residents and ward councillor on site. Currently awaiting further information from Birdwood Institute, and we will schedule works once the logistics of installation are finalised. Pending material suitability A budget bid will be put in 18/19 budget to build a seat. 30/04/2018
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	13/02/2018		30/03/2018 Report to Council in April 2018 outlining options.
22/09/2015	Ordinary Council	140/15	Highercombe Golf Course - relocating 5 Allotments	That no further action be taken in relation to the sale or relocation of the five (5) land titles that form part of the Highercombe Golf Course until a review of the Golf Course, which may form a part of the Sport and Recreation Strategy 2009-19 Review is completed	Terry Crackett	Completed	12/02/2018		Council information report of 23 January 2018 recommended to not take any further action until the current lease is due for expiration in either 2019 (if lessee does not renew) or 2024. Resolution of Council 23.1.2018 - Council resolves that the report be received and notes the existing lease until 2019 with a right to renew until 2024 and that application was submitted for Round 2 (for the Mt Torrens to Birdwood section). The successful projects should be announced in February 2018. Council is also exploring a joint application with neighbouring this FY with construction intended for 2018/19. Preliminary design indicates current budget of \$250,000 is insufficient, and more time is required to review possible solutions. Design costs plus embankment stabilisation required this FY, estimated at \$50,000.
19/01/2016	Ordinary Council	6a/16	Amy Gillett Bikeway Extension	The CEO investigates all funding options including how the Jack Bobridge Bikeway in the Barossa Valley was funded.	Peter Bice	In Progress	8/01/2018		27/02/2018
22/03/2016	Ordinary Council	59/16	Sturt Valley Road reconstruction	2. That a capital budget allocation of \$160,000 be provided in the 2015/16 financial year for the reconstruction of a 230m section of Sturt Valley Road, Stirling. 3. That a further report be presented to Council for consideration regarding the possible placement of a footpath or walking trail along sections of Sturt Valley	Peter Bice	In Progress	8/01/2018		30/06/2018

22/03/2016	Ordinary Council	69/16	Land Acquisition Colonial Drive Norton Summit	Negotiate with the Anglican Church and CFS regarding the proposed boundary realignment and the preparation of preliminary plans	Terry Crackett	In Progress	12/02/2018	realignment plans being prepared for further discussion between the parties. Plans have been provided to the relevant parties for consideration and negotiation. A valuation of land has been received and information provided to the Norton Summit Anglican Church for consideration. This item has been released from confidentiality. The Norton Summit Anglican Church has requested amendments to the draft plan of division which have been undertaken by the surveyor and an updated valuation is being obtained.
26/04/2016	Ordinary Council	83/16	Croft & Harris Road Precinct, Lenswood	2. That the Office for Recreation and Sport and Department of Planning, Transport and Infrastructure be approached to discuss any potential funding opportunities to undertake bituminising works up to where the bicycle access occurs. 3. That a further report be presented on potential road treatments for Croft Road Lenswood and the surrounding road network once additional data has been collected on peak traffic numbers generated through a major event and staff continue negotiations with ForestrySA regarding infrastructure improvements for Cudlee Creek Forest Reserve.	Peter Bice	In Progress	8/01/2018	A Building Better Regions Fund application was submitted in round 2 (which closed December 19). This was in partnership with Bicycle SA, and Forestry SA. There was also in principle support from DEWNR towards the project. We anticipate hearing whether it has been successful in February 2018.
24/05/2016	Ordinary Council	91/16	Road Closure portion Sinkinson Road Mt Torrens	2. To make a Road Process Order to the Surveyor-General to close and then merge a portion of road into the adjoining property at 20 Sinkinson Road, Mount Torrens, being Allotment 53 in Filed Plan 155968, Certificate of Title 5779/569. The portion of road is more particularly delineated and marked 'A' on Preliminary Plan No. 15/0040, as detailed in Appendix 1 to this report. 3. Subject to closure of the above mentioned portion of unformed public road, that: a. It not to be placed on the Community Land Register; and b. It be sold to Mr and Mrs Hort, the owners of the property at 20 Sinkinson Road, Mt Torrens, for market value plus all other fees, charges and GST that may be applied. A Land Management Agreement be entered into with consideration to be given to limiting the mature height of trees at the start of the unmade road and to planting fire resistant native trees on the southern boundary. 4. To authorise the Mayor and Chief Executive Officer to finalise and sign all	Terry Crackett	In Progress	12/02/2018	Final plan has been prepared. Land owner has obtained a valuation which is considered acceptable. Final documents have been executed and provided to conveyancer for lodgement with the Surveyor General.
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	The acquisition of the land described as CT 5363/842 and CT 5363/452 consisting of two parcels of land, one 819m2 the other 36m2 respectively, and currently owned by R J Day and B E Day for nil consideration. Council to pay all transfer fees, charges and GST that may be applied. To undertake a Section 210 process for the conversion of private road to public road for the land described as CT 5343/355 of 27m2 currently owned by Marinus Maughan and Alick Stephen Robinson. To negotiate and accept a transfer of the land described as CT 5343/354 of 476m2 from the City of Tea Tree Gully for nil consideration. To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport & Infrastructure for nil consideration.	Terry Crackett	In Progress	12/02/2018	The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office. The Section 210 process is yet to be commenced. City of Tea Tree Gully have confirmed their agreement for the transfer of land however a revocation of community land process is required. Staff are investigating if the land can be vested rather than transferred. The request to DPTI for the transfer of land has been made and awaiting a response.
12/07/2016	SPDPC	29/16	MON - Woodforde Road and Reserve Naming	1. Staff pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages 2. A progress report be made to Council or the Strategic Planning & Development Policy Committee within 3 months	Peter Bice	In Progress	8/01/2018	Council staff are still working with the developers in regard to final reserve designs, and will then meet on site with the Kaurna Elders to consider the appropriate naming.
26/07/2016	Ordinary Council	133/16	Future of Harms Avenue Birdwood	That the CEO investigates the future of Harms Avenue East of Wegener Road Birdwood, including consultation with adjoining land owners and DPTI and provides a report to Council /SPDPC by December 2016	Terry Crackett	In Progress	12/02/2018	encroachments onto Harms Road with none detected. Has been discussed with Property Advisory Group, difficulty in closing the road for sale to adjoining land owners unless all land owners are in agreement. Investigations to determine if there are any DA or other restrictions on access from the Main Road to be undertaken. Road Officer commenced on 6 November and will

23/08/2016	Ordinary Council	163/16	Piccadilly CFS Relocation	<p>2. To delegate to the Chief Executive Officer , following consultation with the CFS, to determine the area of the portion of Atkinson Reserve to be used as the site of the Proposed CFS Location</p> <p>3. To commence a community consultation process, for a minimum period of 21 clear days in accordance with AHC's public consultation policy, in relation to the proposed:</p> <p>3.1 amendment of the Community Land Management Plan for that portion of Atkinson Reserve identified as the Proposed CFS Location from the current Category 4 Recreation and Sport to Category 6 – CFS</p> <p>3.2 lease to the CFS for use as a CFS station (the proposed term being 21 years with an option to renew for another 21 years) of the Proposed CFS Location</p> <p>3.3 road closure of an area of unmade road reserve adjacent to Atkinson Reserve as identified in Appendix 2 ("Road Closure Land") to provide overflow car-parking for both the CFS station and users of Atkinson Reserve</p> <p>3.4 the adoption of a community land management plan for the Road Closure Land for use as car parking conditional upon the Council issuing a Road Process Order</p> <p>4. That Council's approval (as land owner) be given to the CFS to submit a Development Application for the construction of a fire station on the Proposed CFS Location noting that a Development Approval is conditional upon:</p> <ul style="list-style-type: none"> • Council resolving to amend the Community Land Management Plan as detailed in 2.1 above • Council resolving to enter into a lease for the Proposed CFS Location in a form consistent with existing lease agreements for CFS sites in AHC area • Council resolving to issue a Road Process Order under the Roads (Opening and Closing) Act 1991 for the Road Closure Land and to develop a Community Land Management Plan for the Closed Road Land and addition of the Closed Road Land 	Terry Crackett	In Progress	12/02/2018	DA granted by DPTI on 15 December 2017. 31/12/2018 Council awaiting receipt of draft lease from CFS.
27/09/2016	Ordinary Council	183/16	MON Undergrounding Power in Gumeracha	<p>1. That the Chief Executive Officer, after consultation with Gumeracha Community Association or its representatives, explore the potential for under grounding the power lines in the main street (Albert Street), Gumeracha with the Power Lines Environment Committee (PLEC), and report to council on or before 31 March 2017.</p> <p>2. That the outcomes of the investigation be considered as part of the normal budgetary processes for the future Capital Works Programs</p>	Peter Bice	In Progress	8/01/2018	Follow up discussions held with State Government Agency. Further discussions with the Power Line Environment Committee (PLEC) have demonstrated willingness to consider the project as a potential inclusion for 2020/21. Intended to be included in Year 3 of the Capital Program to be developed as part of the 2018/19 Annual Business Plan. 30/06/2018
25/10/2016	Ordinary Council	220	CWMS Expression of Interest – Period of Confidentiality	That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2017 except public statements which outline the rationale and process for seeking a review of options related to Council's CWMS	Marc Salver	In Progress	6/02/2018	Retain in confidence. CWMS Expression of Interest process still being progressed - Confidentiality period extended on 12/12/17 to remain confidential until 26/09/2018 26/09/2018.
7/12/2016	Special Council	272/16	Contract for Sale Portion of AHBTC site	<p>A Contract for Sale and Purchase for the sale of proposed Lot 301 in the draft community plan attached as Appendix 2 be negotiated and entered into between the Council and Adelaide Hills Craft Brewing Company Pty Ltd for a sale price of ##### subject to the following conditions:</p> <p>Issuance of an approval for the land division application (community title) of the draft community plans attached as Appendices 3a and 3bDeposit by the Registrar-General of the primary and secondary community plans substantially in accordance with the draft community plans attached as Appendices 3a and</p>	Terry Crackett	In Progress	12/02/2018	Resolution has been fully released from confidentiality. Contract being finalised including draft scheme documents for the new community corporation with Purchaser and Council's lawyers. Purchaser's lawyers are to provide comments on the final Contract before signing. 30/06/2018
7/12/2016	Special Council	276/16	Retirement Villages Review	As per confidential minute	Terry Crackett	In Progress	12/02/2018	Expression of Interest period closed on 31 August 2017. A confidential workshop was presented to Council on 6 December 2017 to discuss the EOI's received and options for consideration. 27/02/2018

7/12/2016	Special Council	267/16	Woorabinda Bushland Reserves Heritage Agreement	<p>2. That the Chief Executive Officer, or delegate, be authorised to commence discussions with DEWNR in regard to entering into individual Heritage Agreements, over the following Council properties:</p> <p>a. Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381</p> <p>b. Council owned land located at 9 Ethel Street , Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98</p> <p>c. Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715</p> <p>d. Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219</p> <p>3. That following the assessment by DEWNR, a further report be brought back to Council prior to approval to enter into the Heritage Agreements</p>	Peter Bice	In Progress	8/01/2018	<p>The Woorabinda Heritage Agreement applications are in draft, the process for application is now underway. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 30/06/2018 2017. Currently in assessment with DEWNR.</p>
13/12/2016	Ordinary Council	281/16	Piccadilly CFS Relocation	<p>2. Pursuant to s202 of the Local Government Act 1999, a lease be granted to the CFS for the portion of Atkinson Reserve identified as "Proposed Lease Area" in the plan attached as Appendix 1 for a term of 21 years with a right of renewal for a further 21 years subject to the following conditions:</p> <p>a. lease terms being substantially in accordance with and consistent with other leases of Council land to the CFS</p> <p>b. receipt of development approval for the construction of a station building substantially in accordance with the building plan attached as Appendix 1</p> <p>c. partial surrender of the existing lease from the Piccadilly Valley Community Recreation Centre (PVCRC)</p> <p>3. Subject to a lease being granted under item 2 above, the Community Land Management Plan for Atkinson Reserve be amended to reflect that the use of that portion of the land identified as Proposed Lease Area in Appendix 1 is changed from Category 4 Recreation & Sport Facilities to Category 6 CFS Purposes.</p> <p>4. The CEO and Mayor be authorised to sign all necessary documentation to give effect to this resolution.</p>	Terry Crackett	In Progress	12/02/2018	<p>DA granted by DPI 15 December 2017. Council awaiting receipt of draft lease from CFS. Refer 163/16 resolution</p> <p>30/06/2018</p>
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	<p>a report be prepared and submitted to the Minister for Local Government seeking approval for the revocation of the community land classification of a portion of the land contained in Certificate of Title Volume 5880 Folio 219 identified in red on the plan attached as Appendix 1.</p>	Terry Crackett	In Progress	12/02/2018	<p>DEWNR have requested that the revocation be put on hold whilst they investigate the requirements to alter the trust affecting the land and undertake an assesment of the native vegetation on the land, this is likely to take some months.</p> <p>31/12/2018</p>
24/01/2017	Ordinary Council	10/17	Tolmer Road CWMS Easements	<p>resolution no. 1 of B177/2010 of 6 July 2010 be rescinded.</p> <p>Consideration for the creation of the CWMS easements be paid to the affected land owners as follows:</p> <p>a. 2 Gale Street \$8,600</p> <p>b. 4 Gale Street \$8,700</p> <p>c. 8 Tolmer Road \$10,060</p> <p>3. The Mayor and CEO be authorised to sign all necessary documents to effect the grant of easements.</p>	Terry Crackett	In Progress	12/02/2018	<p>Easement for 4 Gale Street has been completed. Easement for 8 Tolmer Road has been completed.. Land owner of 2 Gale Street has not responded to any requests to sign and return easement documentation.</p> <p>27/02/2018 Refer resolution B177/10</p>
13/02/2017	Audit Committee	AC16/17	ICT Security Risk Assessment Action Implementation Update - Period of Confidentiality	<p>That the report, related attachments, the minutes of Committee and the discussion of the subject matter be retained in confidence until ICT Security Risk Assessment actions have been addressed</p>	Terry Crackett	In Progress	2/02/2018	<p>Retain in confidence until additional security measures are undertaken. Work continues to progress with activities to close out recommendations from the assessment. Confidentiality period extended on 12/12/17 to remain 30/04/2018 confidential until 06/11/2018.</p>
28/02/2017	Ordinary Council	53/17	Community Wastewater Management Systems Review – Period of Confidentiality	<p>That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 30 June 2018</p>	Marc Salver	In Progress	6/02/2018	<p>Retain in confidence. CWMS Expression of Interest 30/06/2018 process still being progressed</p>

28/03/2017	Ordinary Council	71/17	Celebrating 20 Years of AHC	<p>That in recognition of the 20th anniversary of the formation of the Adelaide Hills Council, and subject to confirmation of funding as part of the budget setting process, the following initiatives be planned for the second half of 2017:</p> <p>a. A Special Council Meeting, to be held at Lobethal Bushland Park (the site of the first meeting of the newly formed Adelaide Hills Council), with a plaque unveiled to recognise the site and the first Council Members.</p> <p>b. A casual function, to which former Council Members of the Adelaide Hills Council and the antecedent councils are invited, to be held in conjunction with the Special Council Meeting, with local history groups invited to make a short presentation.</p> <p>c. A once-off community art exhibition be held for people resident or active in the Adelaide Hills Council community, at a location generally central to the Hills, with an acquisitive prize to be awarded to the winner in commemoration of the anniversary.</p> <p>d. The Council's Playford Trust Scholarship be promoted as a 20th anniversary scholarship, with an emphasis on awarding it to a local young person pursuing further study, who has demonstrated community involvement and who has future leadership potential.</p> <p>e. Low-key amendments to branding and communication elements to recognise the 20 year anniversary for the remainder of 2017.</p> <p>f. Investigate an honour roll for identifying Adelaide Hills Council Citizens of the Year</p> <p>3. That the Chief Executive Officer is authorised to make final arrangements with respect to this matter, including the finalisation of dates and venues where necessary.</p>	David Waters	In Progress	10/02/2018	<p>The art exhibition and prize was opened on 24 November 2017.</p> <p>The Special Council Meeting was held on 21 November at Lobethal Bushland Park.</p> <p>Playford Trust Scholarship will be awarded in late Feb 2017.</p> <p>The honour roll concept being developed is based on an online gallery of past winners of the Citizen, Young Citizen and Community Event of the Year awards. Each winner's profile will include a photo and brief citation. Civic Award winners will also be listed. Due to commitments with events over the events season, progress with this element has been delayed.</p>
26/04/2017	Ordinary Council	84/17	Arts & Heritage Hub	<p>1. That Council receives and notes the Arts and Heritage Hub Report produced by the Task Group as contained in Appendix 2.</p> <p>2. That the Council notes the aspirations and goals as communicated by the community through the consultation process and interpreted by the appointed task group, and adopts them as the vision for the Arts and Heritage Hub.</p> <p>3. That a suitably qualified consultant with expertise in the area of heritage and arts planning be engaged to develop a Business Plan for the evolution of the Arts and Heritage Hub in line with the vision, which accommodates the identified heritage and arts outcomes and incorporates:</p> <ul style="list-style-type: none"> • Short, medium and long term goals • Optimum use of space • Community capacity building • Program and exhibition planning • Financial viability and modelling ongoing costs. <p>4. That the Business Plan be referred back to the Council for consideration prior to further funding commitments or significant decisions being made.</p> <p>5. That while the Business Plan is being developed, considered and implemented, activation of the Arts and Heritage Hub site continues, with uses compatible with the vision for the site.</p> <p>6. That the members of the Task Group appointed to undertake community engagement and develop a vision for the Arts and Heritage Hub be thanked and commended for their efforts.</p>	David Waters	Completed	10/02/2018	<p>31/03/2018 Expecting completion in March 2018.</p> <p>The Council is considering the Business Development Framework at its February 2018 meeting.</p>
27/06/2017	Ordinary Council	138/17	Review of Rating Policy re Differential Rate for Commercial Property	<p>That Council consider as part of its review of the Rating Policy the appropriateness of the current higher differential rate for commercial property.</p>	Terry Crackett	In Progress	14/02/2018	<p>28/02/2018 later this financial year. This review will consider the appropriateness of the current higher differential rate for commercial property and be presented to the</p> <p>24/04/2018 Annual Business Plan and Budget Workshop currently</p>

25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	Subject to the approval of the land division variation application 473/D38/2011 by the Development Assessment Commission and the required Council engineering approvals for the infrastructure, being obtained: 1. That council accepts from Paul & Michele Edwards (the Developer), the donation of additional reserve land as described in Appendix 6 – Amended Plan of Division rev K dated 16.06.2017 Agenda Item 14.1, subject to the following conditions: The Council specified construction standards are metThe cost of all works are to be met by the DeveloperThe Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) yearsThe landscaping works are completed within two (2) years from the date of final approval. 2. That, in the event that there is a dispute between the Council and the	Peter Bice	In Progress	8/01/2018	In the process of drafting a maintenance agreement to 30/03/2018 work through with the Developer.
25/07/2017	Ordinary Council	157/17	Sport & Recreation Facility Grants - Guidelines Review	To adopt the Sport and Recreation Facility Grant Guidelines as contained in Appendix 1 To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the Guidelines during the period of its currency	Peter Bice	In Progress	8/01/2018	28/08/2018 Guidelines will be reviewed by 31 August 2018.
25/07/2017	Ordinary Council	159b/17	Lobethal Recreation Ground - Transfer of Land	That the Subject Land be transferred to the Lobethal Recreation Ground Sports Club Inc (LRGSCI) for the consideration of one (1) dollar subject to the following: Each party meeting their own costs and expenses for the transfer LRGSCI granting the Council a first right of refusal to repurchase the land for one (1) dollar should the Subject Land cease to be owned by the LRGSCI and/or used for community recreation purposes LRGSCI be responsible for the day to day maintenance and cleaning of the public toilets and public playground and associated infrastructure to the standard required by Council The LRGSCI, if requested, grant a long term lease to Council for the area identified in Appendix 7 for one (1) dollar per annum The LRGSCI granting the Council a long term licence over the site of the public toilets and public playground for the purposes of structural maintenance, audit and insurance.	Terry Crackett	In Progress	12/02/2018	Draft contract and transfer documents have been provided to LRGSCI for review. LRGSCI have advised that they want to get planning approval for the boundary realignment before they 30/06/2018 complete the transfer transaction.
8/08/2017	SPDPC	SP39/17	Update on Primary Production Lands DPA	That as a result of the implementation of the new planning reforms and the introduction of the <i>Planning, Development & Infrastructure Act 2016</i> , Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning & Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA That reports be prepared for future SPDPC meetings as milestones are reached and notable work is released for comment.	Marc Salver	In Progress	16/01/2018	A draft Collaborative Work Program regarding the development of the Planning & Design Code has been prepared and will be executed shortly and staff will provide further updates as this work progresses this 21/12/2018 year
8/08/2017	SPDPC	SP42/17	Public Liability Insurance for Community Owned & Managed Halls	That the costs of public liability insurance for community owned and managed halls be referred to the Chief Executive Officer for consideration with the preparation of the Community and Recreation Facilities Framework.	Terry Crackett	In Progress	12/02/2018	public liability insurance on 13 October. Association information provided to LGRS for assessment. Information to be included as part of the Community & Recreation Facility Framework workshop being 30/04/2018
22/08/2017	Ordinary Council	188/17	Code of Conduct Complaint - Cr Val Hall	To note that having investigated the alleged breach of the Council Member Conduct Policy (incorporating the Code of Conduct for Council Members), the Local Government Governance Panel finds that Cr Val Hall has breached clause 2.2 of the Code of Conduct for Council Members and clauses AH1, AH3, AH5 of the Council Member Conduct Policy. To take no action against Cr Hall for an alleged breach of Part 2.5 of the Code (and associated Council Member Conduct Policy). To request that Cr Val Hall make a public apology for breaching clause 2.2 of the Code of Conduct for Council Members and clauses AH1, AH3, AH5 of the Council	Terry Crackett	Completed	14/02/2018	Apology provided at the 23 January 2018 Council 23/01/2018 meeting..
26/09/2017	Ordinary Council	205/17	Rural Property Addressing	That, in consultation with the City of Tea Tree Gully and affected residents, the Chief Executive Officer provides a report by 27 March 2018 on the proposal submitted by residents, that Rural Property Addresses be provided to properties on Range Roads North and South, Upper Hermitage and Churchett Road Paracombe, being boundary roads between the City of Tea Tree Gully and the	Peter Bice	In Progress	13/02/2018	Rural Property Addressing being provided on the stated roads. A report summarising the Community Consultation outcomes will be presented to Council at the February 2018 Meeting. The results of CTTG's Council meeting on this matter will also be provided at 27/03/2018 that time.

26/09/2017	Ordinary Council	207a/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	1. That Heritage Agreements be entered into between the Council and the Minister for Sustainability, Environment and Conservation pursuant to section 23(5) of the <i>Native Vegetation Act 1991</i> for the conservation, management and protection of native flora and fauna in relation to the following properties: Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381 Council owned land located at 9 Ethel Street, Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98 Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219	Peter Bice	In Progress	8/01/2018	The Woorabinda Heritage Agreement applications are in draft, the process for application is now underway. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 30/06/2018 2017. Currently in assessment with DEWNR.
26/09/2017	Ordinary Council	207b/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That the Heritage Agreements retain the existing Dog Access Arrangements currently in place in each of those properties. That the Heritage Agreements be registered with the Lands Titles Office pursuant to section 23b of the Native Vegetation Act 1999.	Peter Bice	In Progress	8/01/2018	Existing dog access arrangements within a Heritage Agreement will be requested during HA application. The implementation of legislation to sit with Health and Regulatory Services and Lands Title Office registration for AHC Property action. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR. 30/06/2018
26/09/2017	Ordinary Council	207c/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That the Community Land Management Plans for the above properties be reviewed and updated to reflect the provisions of the Heritage Agreements including community consultation (where necessary) as required under section 197 of the Local Government Act 1999. That the Chief Executive Officer be authorised to sign all necessary documentation to effect this resolution.	Peter Bice	In Progress	8/01/2018	Community Land Management Plan review and update is in readiness. On receipt of Heritage Agreement notification over the Woorabinda Bushland Reserves, we will then initiate the CLMP review and the CEO to then authorise (sign) as required. Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR. 30/06/2018
26/09/2017	Ordinary Council	207d/17	Heritage Agreement Reports - Woorabinda Bushland Reserves	That a separate report be brought back to Council in relation to a Heritage Agreement for the land under the care, control and management of Council located at 71 Longwood Road, Heathfield (Hender Reserve) in Crown Record 5753 Folio 715 following receipt of further advice from the Land Titles Office and Native Vegetation Branch of the Department of Environment, Water and Natural Resources regarding the dedicated purpose of the land and options for registration of the Heritage Agreement over Crown Land.	Peter Bice	In Progress	8/01/2018	A separate Council report will be provided following clarification on the Heritage Application process in respect to the Crown Land status of Hender Reserve. 27/03/2018
26/09/2017	Ordinary Council	209/17	Road Realignment - Bonython Road Summertown	To purchase the area of land being 105m2 identified in red on the plan attached as Appendix 1 from Linda Marie Ferrari for the consideration of \$2,000 (excl. GST) plus all reasonable costs to vest as public road. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.	Terry Crackett	In Progress	12/02/2018	Documentation signed by parties and is being processed through Lands Titles Office. 31/03/2018
26/09/2017	Ordinary Council	226/17	Supporting the Arts Action Plan	That a report come back to Council with an Action Plan in Supporting the Arts by the Council meeting in March 2018.	David Waters	In Progress	10/02/2018	Plan. Due to unplanned personal leave being taken by the Community Cultural Development Officer, this matter is now expected to come back to Council in 30/04/2018
26/09/2017	Ordinary Council	233c/17	CWMS Review Update	The CEO undertake an open market expression of interest process for the divestment of Council's CWMS assets and if relevant incorporating other councils Probity advice services are maintained throughout the open market expression of interest process	Marc Salver	In Progress	6/02/2018	Probity services are to be maintained through open market expression of interest process. 21/09/2018
26/09/2017	Ordinary Council	233d/17	CWMS Review Update	A further report be provided to Council outlining the outcome of the open market process undertaken.	Marc Salver	In Progress	6/02/2018	Action to commence following completion of resolution 233c/17. 21/09/2018
26/09/2017	Ordinary Council	234/17	CWMS Review Update - Period of Confidentiality	An order be made that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 26 September 2018.	Marc Salver	In Progress	6/02/2018	Report, related attachments and the minutes of Council held in confidence. 26/09/2018

24/10/2017	Ordinary Council	242/17	Mobile Food Vending Businesses	<p>That community and stakeholder engagement in relation to Council's location rules commence once the <i>Local Government (General) (Mobile Food Vendors) Variation Regulations 2017</i> are confirmed as final.</p> <p>The community and stakeholder engagement include:</p> <p>Seeking input from those residents and food businesses located near the preliminary locations proposed in the Mobile Food Vending Businesses report for the operation of Mobile Food Vending Businesses Seeking input and feedback from business associations and local markets and community events identified by the CEO to inform development of Council's location rules Undertaking community wide engagement to obtain input and feedback to inform development of Council's location rules</p>	Marc Salver	In Progress	6/02/2018	<p>Stage 1 community consultation completed.</p> <p>Preliminary Location Rules to be presented to Council for adoption in February 2018. Stage 2 consultation to commence March / April 2018 to engage with key stakeholders to refine location rules adopted in</p>
24/10/2017	Ordinary Council	242/17	Mobile Food Vending Businesses	<p>1. In the event that the draft <i>Local Government (General) (Mobile Food Vendors) Variation Regulations 2017</i> change substantially to a point determined by the CEO where the preliminary proposed locations outlined in this Mobile Food Vending Businesses report are no longer suitable for the operation of Mobile Food Vending Businesses, the CEO be delegated to identify alternative preliminary locations for the community engagement process proposed by the Mobile Food Vending Businesses report for the purposes of Council's location rules.</p> <p>2. Following completion of the community and stakeholder engagement, a further report be provided to Council outlining the results of the engagement undertaken and make recommendations in relation to adoption of location rules</p>	Marc Salver	In Progress	6/02/2018	<p>1/03/2018 February.</p> <p>Stage 1 consultation on Food Trucks completed. Feedback to be considered and where appropriate incorporated into preliminary draft Location Rules for Council consideration and adoption at February 2018</p>
24/10/2017	Ordinary Council	246/17	Road Closure and Disposal – Schapel Road, Lobethal	<p>To make a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to close and merge the land identified as "A" in Preliminary Plan No 16/0020 (<i>Appendix 3</i>) with Allotment 28 in Filed Plan No 155743 comprised in Certificate of Title Volume 5502 Folio 372 create an easement for transmission of electricity in favour of Distribution Lessor Corporation create a free and unrestricted right of way in favour of Allotment 13 being the land in CT Volume 5502 Folio 373 accept consideration in the amount of \$40,000 (excl. GST) as detailed in <i>Appendix 3</i> of this report. The issuing of the Road Process Order is subject to: Boral Resources (SA) Ltd agreeing to enter into a Land Management Agreement with Council for the preservation of the native vegetation for the protection of native flora and fauna on the areas identified in the report attached as <i>Appendix 7</i> which is to be lodged with the Land Titles Office in conjunction with the Road Process Order. Boral Resources (SA) Ltd paying all fees and charges associated with the road closure process. The closed road be excluded as Community Land pursuant to the <i>Local Government Act 1999</i>. To authorise the Chief Executive Officer (or delegate) to finalise and sign all necessary documentation to close and sell the above portion of</p>	Terry Crackett	In Progress	12/02/2018	<p>30/04/2018</p> <p>Draft Land Management Agreement is being reviewed by Boral. Surveyor has been instructed to prepare final plan and road process order. Boral is investigating the option of a Heritage Agreement rather than a Land Management Agreement, if formally requested then a report will come to Council for consideration.</p>
24/10/2017	Ordinary Council	250/17	DEWNR Fuel Reduction on Private Lands Program	<p>That DEWNR's Strategic Fuel Reduction program is approved for the Adelaide Hills Council region</p>	Peter Bice	In Progress	9/01/2018	<p>31/05/2018</p> <p>Fuel Reduction program on the 24/10/2017, the ongoing program has commenced, with prescribed burns completed at Heathfield Stone Reserve on the 10/10/2017 and the Crafers West site on the 9/11/2017. Both burns were successful according to the DEWNR Fire Management Unit. Additional AHC sites intended for spring 2018 include Mylor Parklands,</p>
24/10/2017	Ordinary Council	261/17	Sale of Land at Adelaide Hills Business and Tourism Centre - CONFIDENTIAL ITEM	<p>As per confidential minute</p>	Terry Crackett	In Progress	12/02/2018	<p>30/06/2018</p> <p>Progressing per confidential minutes</p>
24/10/2017	Ordinary Council	262/17	Sale of Land at Adelaide Hills Business and Tourism Centre - Period of Confidentiality	<p>Review confidential item for release - the subject matter be retained in confidence until the earlier of settlement of the property transactions or 12 months.</p>	Terry Crackett	In Progress	12/02/2018	<p>30/06/2018</p>
6/11/2017	Audit Committee	AC60/17	Internal Audit Actions Implementation - Period of Confidentiality	<p>That the report, related attachments, the minutes of Committee and the discussion of the subject matter be retained in confidence until the Internal Audit Actions have been addressed.</p>	Terry Crackett	In Progress	2/02/2018	<p>30/04/2018</p> <p>Retain in confidence until additional security measures are undertaken. Work continues to progress with activities to close out recommendations from the assessment.</p>

14/11/2017	Special Council	268/17	Review of Advisory Groups	<p>To cease the Hills Voice Reference Panel Nominations for Australia Day awards to be assessed only by staff and a report for decision to come to Council Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council To 'in principle' retain Council and Community/Independent Members on Advisory Groups That the Chief Executive Officer prepares a report for the Council's consideration at a future meeting regarding the appropriateness of the current governance arrangements for the Advisory Groups including, but not limited to, whether they would benefit from an alternate structure (such as a s41 Committee), a revised Terms of Reference in their current form, or to be ceased.</p>	Terry Crackett	In Progress	14/02/2018	Further consultation occurring with Council Members, ELT and AG EOS. 27/03/2018 Council report scheduled for 27 March 2018 meeting.
28/11/2017	Ordinary Council	275/17	Adelaide Hills (War Memorial) Swimming Centre Progress Report	<p>That the CEO continue the consultation and engagement process with stakeholders, to further inform a broader master planning exercise at the Woodside Recreation Ground, including the Adelaide Hills (War Memorial) Swimming Pool That a further report to Council be provided once the Master Plan is completed.</p>	Peter Bice	In Progress	8/01/2018	We are continuing to engage and consult key stakeholders. 30/06/2018
28/11/2017	Ordinary Council	280/17	Draft Play Space Policy	<p>That the draft Play Space Policy contained in Appendix 1 be endorsed for consultation for a period of nine weeks, commencing 30 November, 2017, with the inclusion of a definition of Crown Land and the concept of a local playspace be refined.</p>	Peter Bice	In Progress	8/01/2018	2/02/2018 Consultation underway.
28/11/2017	Ordinary Council	281/17	LED Streetlight Review	<p>That Council awaits on the outcomes from the LGASA process and for the outcomes of this report to inform a transition to LED street lighting A further report to Council to be provided following the completion of the LGASA process and subsequent review of the most appropriate model for Adelaide Hills Council to adopt</p>	Peter Bice	In Progress	8/01/2018	22/05/2018 Council is awaiting the outcome of the LGASA process.
28/11/2017	Ordinary Council	282/17	Rededication of Crown Land - Hender Reserve	<p>To apply to the Department of Environment, Water and Natural Resources to revoke the existing dedication of the land contained in Crown Record Volume 5753 Folio 715 described as Section 1527 Hundred of Noarlunga in the area named Heathfield known as Hender Reserve ("Land") for recreation purposes To apply to the Department of Environment, Water and Natural Resources to dedicate the Land for Recreation and Conservation Purposes – Heritage Agreement subject to the draft conditions that are attached as <i>Appendix 2</i> To authorise the CEO to finalise the conditions of dedication subject to them being substantially in accordance with the draft conditions attached as <i>Appendix 2</i> To authorise the CEO to sign all necessary documents to effect this resolution</p>	Terry Crackett	In Progress	12/02/2018	Application for rededication has been lodged with DEWNR. 30/06/2018
28/11/2017	Ordinary Council	284/17	Revocation of Community Land - Dunnfield Development Mt Torrens	<p>A report be prepared and submitted to the Minister for Planning seeking approval to revoke the community land classification of Allotment 1 in Filed Plan No. 252674 contained in Certificate of Title Volume 6193 Folio 572 being a closed road ("Land").</p>	Terry Crackett	In Progress	12/02/2018	Draft report being reviewed to be sent to Minister in February 2018 30/04/2018
28/11/2017	Ordinary Council	285/17	Road Widening - Murray Road Inglewood	<p>To purchase the area of land, being 124m2, identified in red on the plan attached as Appendix 1 ("Land") from Bruce William MacGillivray and Julie Meredith MacGillivray for the consideration of \$1,168.36 (excl. GST) plus all reasonable costs to vest the Land as public road That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution</p>	Terry Crackett	In Progress	12/02/2018	Final road widening plan being drafted by surveyor. Documentation prepared and being circulated for signing by Conveyancer 30/06/2018

12/12/2017	Ordinary Council	298/17	Road Closures and Mergers with Adelaide Hills Business and Tourism Centre Land at Lobethal	To make Road Process Orders pursuant to the <i>Roads (Opening and Closing) Act 1991</i> to: in relation to Preliminary Plan No 17/44 (<i>Appendix 1</i>), close and merge the land identified as "A" with Allotment 202 in Deposited Plan No 65382 comprised in Certificate of Title Volume 5933 Folio 649, close and merge the land identified as "B" with Allotment 87 in Filed Plan No 4620 comprised in Certificate of Title Volume 5897 Folio 5199, and close and merge the land identified as "C" with Allotment 201 in Deposited plan No 60535 comprised in Certificate of Title Volume 5897 Folio 516 in relation to Preliminary Plan No 17/45 (<i>Appendix 2</i>), close and merge the land identified as "E" with Allotment 62 in Deposited Plan No 74988 comprised in Certificate of Title Volume 6004 Folio 394 in relation to Preliminary Plan No 17/45, create an easement for sewer purposes in favour of SA Water for a distance of approximately one metre across the narrowest portion of "E". The closed roads be excluded as Community Land pursuant to section 193(4a) of the Local Government Act 1999. To authorise the Chief Executive Officer (or delegate) to finalise and sign all necessary documentation to close the above portions of closed road pursuant to	Terry Crackett	In Progress	12/02/2018	Road closure documentation signed and returned to 30/04/2018 surveyor for lodgement with Surveyor General.
12/12/2017	Ordinary Council	299/17	Draft Waste & Resource Recovery Service Policy	To approve the draft <i>Waste and Resource Recovery Service Policy</i> at Appendix 1 for public consultation in accordance with the provisions of <i>Council's Public Consultation Policy</i> . That the CEO be authorised to make any formatting, nomenclature or other minor changes to the policy prior to being released for public consultation.	Marc Salver	Completed	6/02/2018	Preparing consultation material for community engagement in February 2018.
12/12/2017	Ordinary Council	299/17	Draft Waste & Resource Recovery Service Policy	Following community consultation, a follow up report be provided to Council for consideration and adoption of a final Waste and Resource Recovery Service Policy	Marc Salver	In Progress	6/02/2018	Preparing consultation material for community 31/03/2018 engagement in February 2018.
12/12/2017	Ordinary Council	301b/17	12.4.Determination of Time and Place of Council Meetings, Workshop Sessions, Professional Development Sessions and Community Forums in 2018	That regarding Community Forums: Community Forums to be held in 2018 in accordance with the following indicative schedule: Tuesday, 13 March 2018 – Kersbrook Tuesday, 8 May 2018 – Bradbury/Longwood Tuesday, 14 August 2018 - Montacute The Chief Executive Officer be delegated to make changes to the Community Forum schedule and locations.	David Waters	In Progress	10/02/2018	Bookings have been made for venues at each of the nominated locations for the following dates: Kersbrook - Wed 21 March. Bradbury/Longwood - Tue 1 May. 31/08/2018 Montacute (TBC August).
12/12/2017	Ordinary Council	302/17	Code of Conduct Complaint	To note that having investigated the alleged breach of the Council Member Conduct Policy (incorporating the Code of Conduct for Council Members), the Local Government Governance Panel finds that Cr Malcolm Herrmann has breached clauses 2.6, 2.7, and 2.8 of the Code of Conduct for Council Members and clause AH8 of the Council Member Conduct Policy. To censure Cr Malcolm Herrmann for breaching clauses 2.6, 2.7, and 2.8 of the Code of Conduct for Council Members and clause AH8 of the Council Member Conduct Policy. To request that Cr Malcolm Herrmann make a written and public apology for breaching clauses 2.6, 2.7 and 2.8 of the Code of Conduct for Council Members and clause AH8 of the Council Member Conduct Policy. To submit the suspected breaches of Part 3 of the Code of Conduct for Council Members to the Ombudsman for investigation under Section 263 of the Local Government Act 1999	Terry Crackett	In Progress	14/02/2018	A letter advising of the Council's resolutions has been sent to Cr Herrmann. Apology still to be delivered. The suspected breaches of Part 3 of the Code have 27/02/2018 been referred to the Ombudsman.
12/12/2017	Ordinary Council	311/17	Australia Day Awards 2018 - Confidential Item	As per confidential minute	David Waters	Completed	10/02/2018	26/01/2018
12/12/2017	Ordinary Council	312/17	Australia Day Awards 2018 - Period of Confidentiality	until the presentation of the awards on 26 January 2018.	David Waters	Completed	10/02/2018	26/01/2018
23/01/2018	Ordinary Council	2/18	Petition - Pedestrian Crossing Milan Terrace Stirling	Council resolves that the petition with 60 signatories requesting a pedestrian crossing on Milan Terrace Stirling adjacent to the Stirling Hospital, be received and noted.	Andrew Aitken	In Progress	24/01/2018	Letter to be sent to Petitioners giving details of receipt 25/01/2018 of Petition and Motion without Notice.

23/01/2018	Ordinary Council	3/18	Capital Program Review & Amendments	That the Amended Capital Works Program contained in Appendix 1 be endorsed and deferred projects given priority consideration in development of the 2018-19 Capital Works Program, with the exception that the Basket Range Tennis Courts \$60,000 (line 152) and Balhannah Dog Park \$14,000 (line 151) and the Mt Torrens Township Reserve Scoping Works \$40,000 (line 30) not to be removed from the Amended Capital Works program Adopt the revised Capital Works program totalling \$18,501,126 for 2017/18, a reduction of \$3,736,588, as outlined in Appendix 1.	Peter Bice	Not Started	24/01/2018	
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	To issue a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to: Close and merge the land identified as "A" in Preliminary Plan No 17/0041 (<i>Appendix 1</i>) with Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison The closed road be excluded as Community Land pursuant to the Local Government Act 1999 To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution	Terry Crackett	In Progress	12/02/2018	Mr Willison passed away in late January prior to documents being signed. The road exchange process will be held pending issue 31/10/2018 of Grant of Probate of Mr Willison's estate.
23/01/2018	Ordinary Council	6/18	Section 43 Members - Southern & Hills LGA Board Member position until November 2019	That Council resolves to appoint Andrew Aitken to the board member position until 1 November 2019.	Terry Crackett	Completed	25/01/2018	Letter sent to Executive Officer SHLGA
23/01/2018	Ordinary Council	7/18	Section 43 Members - Southern & Hills LGA Board Member position until November 2018	That Council resolves to appoint Cr Jan-Claire Wisdom to the board member position until 9 November 2018.	Terry Crackett	Completed	25/01/2018	Letter sent to Executive Officer SHLGA
23/01/2018	Ordinary Council	8/18	Section 43 Members - Southern & Southern & Hills LGA - Deputy Board Member position until 9 November 2018	That Council resolves to appoint Cr Linda Green to the deputy board member position until 9 November 2018.	Terry Crackett	Completed	25/01/2018	Letter sent to Executive Officer SHLGA
23/01/2018	Ordinary Council	9/18	Frick Street Lobethal 40kph Zone	That Council endorses the introduction of a 40km/h speed limit on Frick Street for all vehicles for the duration of the interim operations. That the CEO write to DPTI seeking the introduction of a 40km/h speed limit on Frick Street for all vehicles for the duration of the interim operations.	Peter Bice	Not Started	24/01/2018	
23/01/2018	Ordinary Council	10/18	By-Law Review	Council adopts the indicative By-law Review Schedule as contained in Appendix 1.	Terry Crackett	Completed	14/02/2018	By-law workshops and Council reports loaded into Council & Committee Meeting Planner.
23/01/2018	Ordinary Council	12/18	Highercombe Golf Course	Council resolves that the report be received and notes the existing lease until 2019 with a right to renew until 2024 and that any changes would need the support of the lessee and the State Government.	Terry Crackett	Completed	12/02/2018	Suggested to be removed from the action tracker.
23/01/2018	Ordinary Council	13/18	ICT & IS Strategic Plan 2017 - 2020	The report is referred to the Audit Committee for information	Terry Crackett	Completed	14/02/2018	Report completed for Audit Committee agenda of 20 20/02/2018 Feb 2018.
23/01/2018	Ordinary Council	15/18	MWN - Pedestrian Crossing Milan Tce Stirling	That Council resolves that an assessment be undertaken and a report back to the March 2018 Council meeting on the feasibility of installing a zebra crossing on Milan Terrace Stirling, adjacent to the Stirling Hospital and reducing the speed limit in this precinct.	Peter Bice	In Progress	15/02/2018	Report required for 27 March Council meeting. Traffic consultant being engaged to review options for pedestrian crossing. Traffic consultant engaged and traffic survey being undertaken 15/02/2018.
23/01/2018	Ordinary Council	16/18	Balhannah Railway Station - Results of Assessment	That the CEO provide a report to the March Council meeting outlining the results of the assessment made on the disused Balhannah railway station including, but not limited to, building restoration works, size of the land parcel, location, estimated cost to restore the building, likely community benefit and State Heritage Listing status and implications.	Terry Crackett	In Progress	12/02/2018	27/03/2018 Report required for 27 March 2018 Council meeting.
23/01/2018	Ordinary Council	21/18	Confidential - Independent Members Audit Committee & CEO PRP	Refer to confidential minute.	Terry Crackett	Completed	24/01/2018	Independent Members have been advised.
23/01/2018	Ordinary Council	22/18	Confidential - Presiding Member Audit Committee	Refer to confidential minute	Terry Crackett	Completed	24/01/2018	Presiding Member advised & confidentiality order lifted.

23/01/2018	Ordinary Council	23/18	Period of Confidentiality - Independent Members Audit Committee & CEO PRP	that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the appointment have been confirmed with the applicants, but not longer than 2 months.	Terry Crackett	Completed	24/01/2018	Independents have been advised and confidentiality order has been lifted.
20/02/2018	Audit Committee	AC18/3	Community Loans Policy	That the Community Loans Policy as provided at Appendix 1 be endorsed for consideration by Council, with the addition of criteria regarding registration with the Australian Charities and Not-for-profit Commission (ACNC) and compliance with all governance requirements	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/4	Long Term Financial Plan Review	Recommends Council endorse the Long Term Financial Plan, with addition of commentary for key matters not included, as contained in Appendix 1 for community consultation in accordance with Section 122 of the Local Government Act 1999	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/4(2)	Appointment of External Auditor	To recommend to Council the appointment of Galpins Accountants, Auditors and Business Consultants for the provision of external audit services for a period of three (3) years commencing with the audit for the financial year ending 30 June 2018, with an option of a further period of up to two (2) years, with an indicative cost for the initial three (3) years of \$64,000.	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/4(3)	Appointment of External Auditor	To recommend to Council that the proposed fee structure for Galpins Accountants, Auditors and Business Consultants is appropriate to enable an adequate audit to be conducted	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/4(4)	Appointment of External Auditor	To recommend to Council that the Chief Executive Officer be delegated to conduct the final negotiations with regard to the composition and pricing of the external audit contract and to execute all required documentation to give effect to Council's appointment of the external auditor	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/15	7.1 Internal Audit Actions Implementation - Release of Confidentiality Order	That the report, related attachments and the minutes of the Committee and the discussion and considerations of the subject matter be retained in confidence until the Internal Audit actions have been addressed	Terry Crackett	Not Started	21/02/2018	
20/02/2018	Audit Committee	AC18/4(4)	Appointment of External Auditor - Release of Confidentiality Order	That the report and related attachments of the Committee and the discussion and considerations of the subject matter be retained in confidence until the completion of the contract	Terry Crackett	Not Started	21/02/2018	

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 13.1

Originating Officer: Steven Brooks - Biodiversity Officer

Responsible Director: Peter Bice - Director Engineering and Assets

Subject: Heritage Agreement Report - Woorabinda Bushland Reserves
Hender Reserve - High Biodiversity Value Area

For: Information

SUMMARY

This report advises of the Hender Reserve rededication to Conservation - Heritage Agreement and advises Council of the progress in the application of the Heritage Agreement including Rossiter - Unformed Public Road which adjoins the reserve. This will enter this Woorabinda Bushland Reserve along with Woorabinda, Stirling Park and Madurta Reserve under the covenant of a Heritage Agreement, thereby ensuring the protection of the 4 reserves and so enable the leverage of available external funding for ongoing conservation.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 3 Places for people and nature

Strategy We will complete the road reserves and reserve assessments (blue marker project), leading the nation in conservation and biodiversity management practices.

Strategy We will actively pursue opportunities to share resources and partner with others for better community outcomes.

AHC Biodiversity Strategy

Objective: Maintain good quality habitat for flora and fauna.

Strategy: Reduce habitat degradation by protecting and maintaining good quality remnant vegetation, and preserving, enhancing or restoring medium quality vegetation or corridors.

Action: Liaise with DEWNR to identify areas of high conservation value for consideration of entering into Heritage Agreements.

➤ Legal Implications

A Heritage Agreement is a conservation agreement established between a landholder and the Minister for Sustainability, Environment and Conservation under *section 23(5) of the Native Vegetation Act 1991*. Agreements are ongoing and perpetual, and are binding on future landholders, so that even if the property is sold in the future, the conservation status of the land under agreement will continue. Native plants and animals in the specified area must be protected from the time the agreement is made.

➤ Risk Management Implications

Three key processes for threatened flora and fauna identified by the Australian Government are:

- Loss and degradation of native plant and animal habitat by invasion of escaped garden plants, including aquatic plants.
- Land clearance.
- Dieback caused by the root-rot fungus (*Phytophthora cinnamomi*).

Entering the properties presented in this report into Heritage Agreements would leverage access to Federal and State Government funding to assist in mitigating the risk of:

Failure to meet the public expectation that Adelaide Hills Council protects native plant species of conservation significance and successfully manage declared weed species and other key threatening processes.

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

➤ Financial and Resource Implications

There is no cost associated with applying for a Heritage Agreement. Once an Agreement is in place there is an expectation that Council invests in conservation activities on the site. As Council already commits an annual spend to these sites, there would be no further implications to existing operational budgets. If grants become available, which usually match Council's contribution, it may be possible to reduce the annual spend in each of the existing reserves and use savings to broaden the number of reserves with annual conservation budgets. Heritage Agreement Grant allocation has been previously set at \$3,000 per annum for operational works and \$3,500 for the development of management plans.

➤ Customer Service and Community/Cultural Implications

As a Heritage Agreement may have some practical effect on the current land uses, there may be a need to consult with the key stakeholders following Council resolution to define the area placed under the Agreement.

➤ **Environmental Implications**

For many years, Council's existing biodiversity program maintains and monitors a number of sites of conservation value. Volunteer activity and presence at some of these sites identifies and protects species and habitats of conservation significance, as well as the monitoring and management of declared weed species. Expanding the program through entering the properties into Heritage Agreements will protect the investment made by Council and volunteers. Fundamentally a Heritage Agreement will assist in the leverage of further State and Federal funding to help mitigate any environmental threatening processes. Extra resourcing will improve the efficacy of the programs and increase the rate of improvement. The implication of a Heritage Agreement is the expectation that Council demonstrate a commitment toward biodiversity improvement on the nominated site. Through regular investment (which occurs annually at Woorabinda i.e. through weed control, tree management and fire risk (asset protection zone maintenance)).

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Biodiversity Advisory Group

Administration: Renae Eden, Tonia Brown, Biodiversity Officers
Natalie Westover, Property Department
Peter Bice, Director Engineering and Assets

Community: Friends of Woorabinda Bushland Reserves

2. BACKGROUND

Heritage Agreements are helping to maintain important ecosystems in South Australia. Since the scheme was introduced in 1980, more than 2,800 landholders have agreed to ensure the long-term protection of over 1 million hectares of the state's native vegetation.

In consultation with Friends of Woorabinda Bushland Reserves it was clear that this group had a desire to explore a Heritage Agreement over the 4 land parcels, Woorabinda, Stirling Park, Hender and Madurta Reserves. Public interest for the reserves is well documented with the Stirling Park Active Group supporting the conservation of the land in 1989. The years following have seen continued community engagement and biodiversity interest through the former Stirling Linear Park Advisory Group and the Friends of Stirling Linear Park. This has resulted in countless volunteer hours (operational and strategic) along with grant funding which has been invested into the 4 parcels over the 26 years. Council has supported and partnered through operational funding and in-kind action.

During the years from 2007 until 2014 the Stirling Linear Park Advisory Group played a key role in supporting and influencing the direction of then Stirling Linear Park (Woorabinda Bushland Reserves). The group discussed in detail the future of the reserves in respect to community values and the need to balance biodiversity conservation and recreation. Similar to the influence of a Heritage Agreement, environmental areas were highlighted in balance with current and potential recreational pursuits.

Council has a close and productive relationship with the Friends of Woorabinda Bushland Reserves and conserving the land under a Heritage Agreement would be a positive step toward securing regional biodiversity. An agreement would offer increased security and protection for this area which is noted for high biodiversity value with species of conservation significance. The Biodiversity Officer would also have accessibility to the DEWNR District Ecologist to identify environmental improvement over the Heritage Agreement. In example, a Heritage Agreement would allow access to leverage from the State or Federal Government (grant funding pool) which supports natural resource management.

Additionally numerous reports and independent studies over the years have noted the high biodiversity of Woorabinda Bushland Reserves from the Ecological Values Report of Stirling Linear Park in 2005 through to the AHC Biodiversity Strategy of 2013, therefore acknowledging the environmental importance of the Council land parcels through the recorded documentation.

The Council meeting of 26 September 2017 approved Heritage Agreement Application over Woorabinda, Stirling and Madurta reserves. Heritage Agreement status updates have been provided to the Friends of Woorabinda Bushland Reserves (FWBR) following the Council resolution on 7 December 2016 which recommended the Heritage Agreement assessment commence. This action in follow up to the FWBR meeting held on the 21 June 2016 and the subsequent Friends correspondence to Council in April 2016, which requested a Heritage Agreement over the Woorabinda Bushland Reserves be considered.

As per resolution 12.2.7 on 26 September 2017, attached is the Heritage Agreement assessment report for Hender Reserve. The Property Department has under direction from the Lands Titles Office and Native Vegetation Branch of the Department of Environment, Water and Natural Resources progressed the land re-dedication, which now allows for the application of the Heritage Agreement over the Crown Land. This application is to include Rossiter Unformed Public Road which adjoins Hender reserve.

This action of re-dedication to Conservation Heritage Agreement was confirmed at a meeting with the State Minister for Sustainability, Environment and Conservation Mr Ian Hunter MLC on 12 December 2017. Present at the discussions were Minister Hunter, CEO - Andrew Aitken (AHC), Adelaide Hills Councillor John Kemp, Richard Fox - Senior Property Project Officer (AHC) and Brian Donaghy, David Ragless and Lorri Ragless representing the Friends of Woorabinda Bushland Reserves.

Hender Reserve HA assessment report -

In summary the report advises:

Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715 -

‘This reserve scores moderate Unit Biodiversity Scores and is part of a large remnant in an area critical for biodiversity conservation due to continual threat from weeds, pathogens and development/fragmentation.

T & M Ecologists therefore requests that the Native Vegetation Management Unit advises that:

The Native Vegetation Council recommends to the Minister for Environment & Conservation that a Heritage Agreement be entered into with Adelaide Hills Council over 8.2 hectares of native vegetation contained in Section 1527, Hundred of Noarlunga.'

3. ANALYSIS

A Heritage Agreement is a covenant on the title which binds the landholder to protect indigenous flora and fauna in the subject area. The agreement is binding on subsequent landholders. The Heritage Agreement Scheme is administered by DEWNR. Implications of a Heritage Agreement are:

- Provides indefinite (perpetual) protection to an asset for the purposes of land conservation management.
- Offers the availability for financial assistance through the Heritage Agreement Grant Scheme for environmental projects (i.e. revegetation, weed control and fencing).
- Improves opportunity to support funding through relevant environmental grants, specific to the reserve.
- Consolidates ongoing access to technical advice through DEWNR.
- May provide levy and charge relief on the land with the Heritage Agreement (generally applicable to private landholdings only).
- Requires the approval of the Minister in relation to activity which would cause damage or change to native flora and fauna.
- May restrict public access in specific areas (to prevent trampling of threatened species - not envisaged for the majority of the areas).
- The covenant remains on the land title when and if sold.
- The responsibility of maintaining the Heritage Agreement conditions and abide by the respective legislation is responsibility of the land owner.
- Provides perpetual protection to federally listed Environmental Protection Biodiversity Conservation (EPBC) threatened species.

The process requires application, then assessment through aerial photography review and biological/ecological site survey. On the Ministers approval the HA is completed in consultation with Council and a registered plan is prepared with the HA registered on the title.

Despite development and other key threatening processes and activities occurring around them, these sites have retained their biodiversity value, offering important, valuable habitat expansion and connectivity. Protection of the sites presented in this report will ensure indirect protection of the threatened species which are currently at risk.

Currently Adelaide Hills Council has 4 Heritage Agreements in effect. They include Lenswood Recreation Reserve, Lobethal Bushland Park, Bradwood Reserve and Camp Gooden (Mylor Parklands). Council has received support funding for the sites through the Heritage Agreement Grant Scheme (HAGS). The \$3,000 (per site) annual allocation and availability which is subject to application and conditioned with matched funding from the land owner (Adelaide Hills Council). DEWNR stipulates a report on completion of the annual project works. Woorabinda Bushland Reserves and the Heritage Agreement funding would be subject to this application process.

Additional HA sites which have been recently endorsed by the Adelaide Hills Council include an extension to Lobethal Bushland Park, Yanagin and Red Hill Road Reserves. Each reserve is currently with the Department of Environment, Water and Natural Resources and awaiting ratification.

Clearly there are social benefits in having a Heritage Agreement. In example, Lenswood Recreation Reserve and Lobethal Bushland Park; these sites contain remnant and significant vegetation set aside for conservation, amongst areas of passive recreation. This provides an opportunity for the public to enjoy informal activity (i.e. picnics, barbeques and walking) with exposure and appreciation of the surrounding natural areas. Visitor facilities are presently maintained at sites already under a Heritage Agreement (i.e. interpretive signage, walking trails).

Woorabinda Bushland Reserves would offer a similar community opportunity with areas set aside for conservation and passive recreation. The reserves have recently received new signage which support activities focussed on low impact nature based recreation. A covenant of Heritage Agreement on the title would complement WBR reserves direction and emphasise the commitment of Adelaide Hills Council toward the long term conservation of each property. Proceeding with the HA application over Hender Reserve will consolidate and amalgamate the 4 land parcels so that all Woorabinda Bushland Reserves are managed into the future under a conservation covenant.

4. OPTIONS

Council has the following option:

1. Receive the report (Recommended)

5. APPENDICES

- (1) Location of the Heritage Agreement - Hender Reserve.
- (2) Assessment of the Heritage Agreement - Hender Reserve

Appendix 1

*Location of the Heritage Agreement
Hender Reserve*

Proposed Heritage Agreement - Hender Reserve, Stirling



DISCLAIMER
Agreed from any use permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission obtained from the Adelaide Hills Council. Requests and enquiries concerning reproduction and rights should be directed to the Chief Executive Officer, The Adelaide Hills Council, PO Box 44, Woodside SA 5244. The Adelaide Hills Council, its employees and servants do not warrant or make any representations regarding the use, or results of use of the information contained herein as to its correctness, accuracy, currency or otherwise. In particular, it should be noted that the accuracy of property boundaries when displayed over aerial photography cannot be considered to be accurate, and that the only certain method of determining boundary locations is to use the services of a licensed Surveyor. The Adelaide Hills Council, its employees and servants expressly disclaim all liability or responsibility to any person using the information or advice contained herein. ©



Appendix 2

*Assessment of the Heritage Agreement
Hender Reserve*

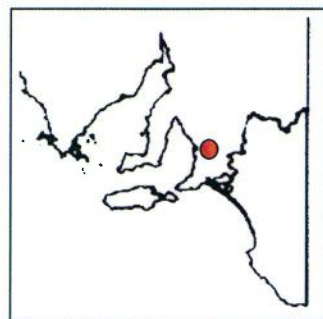
ASSESSMENT OF PROPOSED HERITAGE AGREEMENT AREA

To:	Native Vegetation Council
From:	Executive Officer, NVC

Subject:	Heritage Agreement
Application No./Reserve Name:	Hender Reserve
Reg't Date:	

Reviewed by:
Manager BAS

Section 1 Application details & Assessment Summary

Applicant:	Adelaide Hills Council		Address:	PO Box 44 Woodside 5244	
Agent:	T & M Ecologists		Address:	5/26 Hack St Mt Barker 5251	
Property Details:	Local Gov. Area:	Hundred:	Section(s):	Title Details:	Area Applied For (ha):
	Adelaide Hills Council	Noarlunga	Sn 1527	CR 5753/715 ¹	8.2
Previous inspections in relation to this application: BushRAT assessments undertaken by EAC Ecological Evaluation in 2011 and T&M Ecologists in 2015.					
Reporting Officer: Sarah Telfer (T & M Ecologists)					
Fencing Reviewed: None required		Major Vegetation Association: <i>Eucalyptus obliqua</i> Woodland / Open Woodland <i>Eucalyptus obliqua</i> mid-Woodland with sparsely present <i>E. fasciculosa</i>			

Assessment	Benchmark
Has several high threat weed species present and ongoing weed control is required.	Disturbance: <i>Relatively undisturbed or has no major management problems or an acceptable plan to deal with existing problem OR</i>
Forms part of a large remnant in the Mount Lofty Ranges – Stirling Linear Park.	Size / Remnancy: <i>A good size for the region or if small, should be a significant remnant in an area that has been extensively cleared or should have a good perimeter to size ratio for fencing OR</i>
Has moderately high plant species diversity, supports a number of plant species of conservation significance and is providing important habitat for several threatened fauna species.	Conservation Value: <i>At least one high conservation value feature –eg good corridor/ high conservation value plants, animals or plant association/ wetland/ grassland/ high species diversity/ good HA Biodiversity score (above 15) AND</i>
Nil.	Fencing costs: <i>less than \$15,000</i>
Yes	Fits criteria for delegated authority from NVC?

T & M Ecologists requests that the NATIVE VEGETATION MANAGEMENT UNIT advises:

¹ It should be noted that Adelaide Hills Council has **gazetted** care and control of this Crown Reserve parcel of land and an agreement to manage it for conservation purposes.

THAT the Native Vegetation Council recommends to the Minister for Environment & Conservation that a Heritage Agreement be entered into with Adelaide Hills Council over 8.2 hectares of native vegetation contained in Section 1527, Hundred of Noarlunga.

Hender Reserve Longwood Road, Heathfield



Source: Esri, DigitalGlobe, GeoEye, IGN, USDA, USGS, Aero
Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

- Hender Reserve Precincts
- Water Course
- Stirling Linear Park Trails
- Asset Protection Zones
- Cadastre

90 45 0 90 Meters

Section 2 Biodiversity Description & BushRAT Score

2.1 SITE DESCRIPTION AND SCORES

(Note that this reserve was assessed and scored using the Bushland Rapid Assessment Technique² in 2010, then rescored in 2012 so that scores were comparable with the most updated version of the method. A second inspection (including scoring) was undertaken in 2015.

General Reserve Description	
Soil, aspect, landform description (from Laut, P. et al., 1977); Remnancy	<p>The reserve is situated within the Clarendon Environmental Association, which retains 34% of its original native vegetation and is described as: 'Hilly uplands with dissected lateritic tableland remnants. There is a cover of mixed open parkland, forest and woodland, with small areas of orchards. Most of the association is used for grazing but also supports forest and woodland areas, and is part of a recreation resource known as Stirling Linear Park.</p> <p>While the percentage of native vegetation remaining does not suggest extensive clearance in the region, it should be borne in mind that continual incremental clearance is occurring throughout the Adelaide Hills for housing, road upgrade, and attempts at fuel load reduction and fire protection. Such clearance is fragmenting important habitats and spreading weeds and pathogens. Reserves such as Hender are therefore critical areas for biodiversity conservation both now and into the future, and should be granted adequate support and funding for immediate on-ground management.</p> <p>Hender Reserve still features extensive areas of native vegetation and some of the largest stringy bark eucalypt trees in the district.</p>
Landscape Context	<p>Hender Reserve is Crown land that is managed by Adelaide Hills Council for the benefit of the community. It is part of a larger area (Stirling Linear Park) that was originally proclaimed 'to be used as a reserve for public convenience, health and enjoyment'.</p> <p>Stirling Linear Park is a 34 ha network of four parks and reserves located in the suburbs of Stirling and Heathfield in the Mount Lofty Ranges. The parks are part of the Aldgate Creek catchment which feeds into the Onkaparinga River. Four kilometres of walking trails connect Stirling Park and Woorabinda to Madurta and Hender Reserves, all of which are open to the general public. The parks contain notable natural and early European heritage value and a network of interpretive signage provides information to park visitors.</p>

² Native Vegetation Management Unit, DEWNR/ Nature Conservation Society of S.A. Inc.).

Precinct 1 description and scores			
Size (ha)	2.35	BushRAT quadrat reference	291213E 6122646N Zone 54 Datum WGS84
General Site Description	Moderate south-east facing slope. Includes a depression area.		
Vegetation Association	<i>Eucalyptus obliqua</i> Woodland. Understorey is dominated by Beaked Hake (<i>Hakea rostrata</i>), Large-leaf Bush-pea (<i>Pultenaea daphnoides</i>), Bracken (<i>Pteridium esculentum</i>), Guinea Flower (<i>Hibbertia crinita</i>) and Holly Flat-pea (<i>Platylobium obtusangulum</i>).		
³ BCM 'Benchmark' Community	The vegetation association has been scored against the following NCSSA 'benchmark' community: SMLR 1 Eucalypt Forests & Woodlands with a dense sclerophyll shrub understorey.		
Management Category (maintain, improve, reconstruct)	Improve		
Vegetation Condition score (VC)	<p>Vegetation Condition score is high and the score improved slightly from 61 to 67 between 2011 and 2015. This appears to be largely due to an increase in the number of native plant species, fallen timber and regeneration recorded. The Native:Exotic Understorey Biomass ratio also improved between 2011 and 2015 – likely due to ongoing active woody weed control in this area.</p> <p>High threat weeds include English Broom, Montpellier Broom, Blackberry and Monadenia.</p>		
Conservation Significance Score (CS)	<p>Conservation Significance score is moderate at 12.</p> <p>No plant associations or plant species of conservation significance were recorded in this precinct.</p> <p>The precinct is providing suitable habitat for the following fauna species of State and/or National conservation significance (refer to Section 2.6):</p> <ul style="list-style-type: none"> • Southern Brown Bandicoot (<i>Isodon obesulus</i>); • Common Brush-tail Possum (<i>Trichosurus vulpecula</i>); • Yellow-footed Antechinus (<i>Antechinus flavipes</i>); • Yellow-tailed Black-cockatoo (<i>Calyptorhynchus funereus</i>); and • Scarlet Robin (<i>Petroica multicolor</i>). 		
Landscape Context Score (LCS)	Landscape Context Score is 10, which is moderately high.		
Unit Biodiversity Score (sum of VC, CS and LCS)	89 (2015)	Total Biodiversity Score (= Unit Biodiversity Score x size (ha))	209.2 (2015)

³ Refer to link above

Precinct 2 description and scores			
Size (ha)	2.42	BushRAT quadrat reference	291211E 6122889N Zone 54 Datum WGS84
General Site Description	This area is in a clearing between Precinct 1 and Precinct 3 and was previously cleared and used for landfill.		
Vegetation Association	Degraded <i>Eucalyptus obliqua</i> Open/Very Open Woodland. Dominant shrub species include Beaked Hake (<i>Hakea rostrata</i>), Large-leaf Bush-pea (<i>Pultenaea daphnoides</i>) and Holly Flat-pea (<i>Platylobium obtusangulum</i>). Groundcover is dominated by introduced grasses, most notably Cocksfoot (<i>Dactylis glomerata</i>), Rough Dog's-tail (<i>Cynosurus echinatus</i>), Panic Veldt-grass (<i>Ehrharta erecta</i>), Yorkshire Fog (<i>Holcus lanatus</i>) and Rice Millet (<i>Piptatherum milliaceum</i>).		
4BCM 'Benchmark' Community	The vegetation association has been scored against the following NCSSA 'benchmark' community: SMLR 1.1 Eucalypt Forest & Woodlands with Dense sclerophyll Shrub Understorey (Trees > 10m tall).		
Management Category (maintain, improve, reconstruct)	Improve		
Vegetation Condition score (VC)	<p>Vegetation Condition score is moderately low, due largely to past clearance and the presence and abundance of high threat weeds. However, there has been an increase in regeneration and Native:Exotic Understorey Biomass scores between 2011 and 2015.</p> <p>High threat weeds include Montpellier Broom (<i>Genista monspessulana</i>), Boneseed (<i>Chrysanthemoides monilifera</i>), Three-cornered Garlic (<i>Allium triquetrum</i>), Periwinkle (<i>Vinca major</i>), Watsonia and Soursob (<i>Oxalis pes-caprae</i>).</p>		
Conservation Significance Score (CS)	<p>Conservation Significance score is moderate at 11.</p> <p>No plant associations or plant species of conservation significance were recorded in this precinct.</p> <p>The precinct is providing suitable habitat for the following fauna species of State and/or National conservation significance (refer to Section 2.6):</p> <ul style="list-style-type: none"> Southern Brown Bandicoot (<i>Isodon obesulus</i>) Common Brush-tail Possum (<i>Trichosurus vulpecula</i>) Yellow-footed Antechinus (<i>Antechinus flavipes</i>) Yellow-tailed Black-cockatoo (<i>Calyptorhynchus funereus</i>) Scarlet Robin (<i>Petroica multicolor</i>). 		
Landscape Context Score (LCS)	Landscape Context Score is 7. Whilst the patch size is small, it does form part of a larger remnant and is situated in the middle of the reserve.		
Unit Biodiversity Score (sum of VC, CS and LCS)	61 (2015)	Total Biodiversity Score (= Unit Biodiversity Score x size (ha))	8.54 (2015)

⁴ Refer to link above

Precinct 3 description and scores			
Size (ha)	2.49	BushRAT quadrat reference	291240E 6122603N Zone 54 Datum WGS84
General Site Description	This precinct comprises slopes in two sections on either side of Hender Road.		
Vegetation Association	<p><i>Eucalyptus obliqua</i> (Messmate Stringybark) Mid-woodland with sparsely present <i>Eucalyptus fasciculosa</i> (Pink Gum). Dominant understorey species in the northern section include Wire Rapiet-sedge (<i>Lepidosperma semiteres</i>), Mount Lofty Mat-rush (<i>Lomandra fibrata</i>), Guinea-flower (<i>Hibbertia crinita</i>) and Mount Lofty Bush-pea (<i>Pultenaea involucreata</i>). Heath Tea-tree (<i>Leptospermum myrsinoides</i>), Yacca (<i>Xanthorrhoea semiplana</i> ssp. <i>semiplana</i>) and Common Heath (<i>Epacris impressa</i>) are sparsely distributed in smaller patches throughout.</p>		
⁵ BCM 'Benchmark' Community	The vegetation association has been scored against the following NCSSA 'benchmark' community: SMLR 1.1 Eucalypt Forest & Woodlands with Dense sclerophyll Shrub Understorey (Trees > 10m tall).		
Management Category (maintain, improve, reconstruct)	Maintain		
Vegetation Condition score (VC)	Vegetation Condition score is moderate. There has been a slight increase in native plant species diversity, regeneration and the amount of fallen timber between 2011 and 2015. Weed scores have remained the same.		
Conservation Significance Score (CS)	<p>Conservation Significance score is considered to be moderately high at 13.</p> <p>One plant species of conservation significance was recorded in this precinct – Pink Gum (<i>Eucalyptus fasciculosa</i>).</p> <p>The precinct is also providing suitable habitat for the following fauna species of State or National conservation significance (refer to Section 2.6):</p> <ul style="list-style-type: none"> • Southern Brown Bandicoot (<i>Isodon obesulus</i>); • Common Brush-tail Possum (<i>Trichosurus vulpecula</i>); • Yellow-footed Antechinus (<i>Antechinus flavipes</i>); • Yellow-tailed Black-cockatoo (<i>Calyptorhynchus funereus</i>); and • Scarlet Robin (<i>Petroica multicolor</i>) 		
Landscape Context Score (LCS)	Landscape Context Score is 7. Whilst the patch size is small, it does form part of a larger remnant.		
Unit Biodiversity Score (sum of VC, CS and LCS)	77 (2015)	Total Biodiversity Score (= Unit Biodiversity Score x size (ha))	191.7 (2015)

⁵ Refer to link above

2.2 PHOTOGRAPHS



Photo 1. Sign at entrance to Hender Reserve.



Photo 2. Hender Reserve – Precinct 1



Photo 3. Hender Reserve - Precinct 2 – a previously cleared area that was used for landfill.



Photo 4, Hender Reserve –Precinct 3 –southern side of Hender Road

2.3 BUSHRAT SUMMARY SCORESHEETS

NVBMU Biodiversity Rapid Assessment Summary Scoresheet			
derived data shaded red			
SITE: Hender Reserve - Precinct 1		RECORDER: S Telfer	DATE: 26/6/201
DESCRIPTION: Eucalyptus obliqua Woodland over shrubs, ferns and sedges		BCM CODE: SMLR 1	
VEGETATION CONDITION SCORE (max in		LANDSCAPE CONTEXT SCORE	score
Native Plant Species Diversity (15)	15	2 pts if site is the only substantial connection between 2 or more remnants ¹	
Weed Score (15)	6	>20 ha, 1 pt if site is degraded (scattered trees in part, fragmented etc)	0
Native Plant Life Forms (10)	10	Site Shape Score	
Regeneration (8)	7	3 pts if Cleared perimeter:Area (km/km ²)<6, 2 pts if P:A 6 to <12, 1pt if P:A 12 to <18	1
Native:exotic Understorey Biomass (10)	10	Size of remnant ¹ patch (incl. native veg on adjacent properties) score	
Bare Ground (3)	3	Patch size less than 2 ha 0 pts	
Tree Health (5)	4	Patch size 2-5 ha 1 pt	
Hollow-bearing trees (5)	4	Patch size 5-10 ha 2 pts	
Fallen timber/debris (5)	4	Patch size 10-20 ha 3 pts	
Grazing Evidence (4)	4	Patch size 20-100 ha 4 pts	
TOTAL (ADD UP ALL POINTS)	67	Patch size 100-500 ha 5 pts	
If community is naturally treeless x TOTAL by 1.23		Patch size >500 ha 6 pts	6
If community is not benchmarked for regen x 1.11		Distance to remnant area of more than 50 hectares score	
ADJUSTED TOTAL SCORE	67	>3km 0 pts	
		1-3km 1 pt	
		<1km 2 pts	3
		contiguous 3 pts	
		LANDSCAPE CONTEXT SCORE	10
		Sum adjusted Vegetation Condition, Conservation significance and Landscape Context Scores for the	
		UNIT BIODIVERSITY SCORE	
		89	
		Total Biodiversity Score (UBS x size)	
		209.2	
Cleared perimeter(m)	Size(ha)	P:A Ratio	
358	2.35	15.23	
Total no. native species	Adjust for Spring ⁴	Environmental Association	
71		Clarendon	
Weed species (Top 5 Cover x Invasiveness, annuals in bold)	Cover (max 6)	Weed Threat Rating (max 5)	C x I
<i>Cytisus scoparius</i>	1	4	4
<i>Genista monspessulana</i>	1	4	4
<i>Rubus sp.</i>	1	5	5
<i>Oxalis pes-caprae</i>	1	4	4
<i>Vinca major</i>	1	4	4
		Total Cover x Threat	21

NVBMU Biodiversity Rapid Assessment Summary Scoresheet

derived data shaded red

SITE: Hender Reserve - Precinct 2 **RECORDER:** S Telfer **DATE:** 26/6/201

DESCRIPTION: Eucalyptus obliqua Open Woodland

BCM CODE: SMLR 1

VEGETATION CONDITION SCORE (max in	score
Native Plant Species Diversity (15)	12
Weed Score (15)	2
Native Plant Life Forms (10)	6
Regeneration (8)	7
Native:exotic Understorey Biomass (10)	4
Bare Ground (3)	3
Tree Health (5)	4
Hollow-bearing trees (5)	0
Fallen timber/debris (5)	1
Grazing Evidence (4)	4
TOTAL (ADD UP ALL POINTS)	43
If community is naturally treeless x TOTAL by 1.23	
If community is not benchmarked for regen x 1.11	
ADJUSTED TOTAL SCORE	43

CONSERVATION SIGNIFICANCE SCORE:	score
2 pts for each State-R, 4 pts for each State-V, 6 pts for each State-E or Nationally-V, 8 pts for each Nationally-E ecosystem/ecological	0
2 pts for each State-R, 4 pts for each State-V, 6 pts for each State-E or Nationally-V, 8 pts for each Nationally-E plant species present ² .	0
1 pt for each State-R, 2 pts for each State-V, 3 pts for each State-E or Nationally-V, 4 pts for each Nationally-E fauna species for which suitable habitat is present. Double points for a sighting. ³	8
% native vegetation remaining in IBRA Assoc. 0-2% = 5 pts; >2-5% = 4 pts; >5-10% = 3 pts; >10-20% = 2 pts; >20-50% = 1 pt; >50% = 0 pts	1
1 pt if Site contains a riparian zone, 2 pts if contains swamp/wetland (+/- riparian zone)	0
CONSERVATION SIGNIFICANCE SCORE	11

LANDSCAPE CONTEXT SCORE	score
2 pts if site is the only substantial connection between 2 or more remnants ¹ >20 ha, 1 pt if site is degraded (scattered trees in part, fragmented etc)	0
Site Shape Score	
3 pts if Cleared perimeter:Area (km/km ²)<6, 2 pts if P:A6 to<12, 1pt if P:A 12 to <18	3
Size of remnant¹ patch (incl. native veg on adjacent properties) score	
Patch size less than 2 ha 0 pts	
Patch size 2-5 ha 1 pt	
Patch size 5-10 ha 2 pts	
Patch size 10-20 ha 3 pts	
Patch size 20-100 ha 4 pts	
Patch size 100-500 ha 5 pts	
Patch size >500 ha 6 pts	2
Distance to remnant area of more than 50 hectares score	
>3km 0 pts	
1-3km 1 pt	
<1km 2 pts	
contiguous 3 pts	2
LANDSCAPE CONTEXT SCORE	7

Sum adjusted Vegetation Condition, Conservation significance and Landscape Context Scores for the

UNIT BIODIVERSITY SCORE

61

Total Biodiversity Score (UBS x size) 8.54

Cleared perimeter(m)	Size(ha)	P:A Ratio	
0	0.14	0.00	
Total no. native species	Adjust for Spring ⁴	Environmental Association	
42		Clarendon	
Weed species (Top 5 Cover x Invasiveness, annuals in bold)	Cover (max. 6)	Weed Threat Rating (max. 5)	C x I
<i>Dacylis glomerata</i>	2	4	8
<i>Genista monspessulana</i>	2	4	8
<i>Rubus</i>	1	5	5
<i>Vinca major</i>	2	4	8
<i>Watsonia meriana</i> var. <i>bulbillifera</i>	1	4	4

derived data shaded red

SITE: Hender Reserve - Precinct 3		RECORDER: S Telfer	DATE: 26/6/201
DESCRIPTION: Eucalyptus obliqua Mid Woodland +/- E. fasciculosa over shrubs and sedges		BCM CODE: SMLR 1	
VEGETATION CONDITION SCORE (max in	score	LANDSCAPE CONTEXT SCORE	score
Native Plant Species Diversity (15)	13	2 pts if site is the only substantial connection between 2 or more remnants ¹	
Weed Score (15)	3	>20 ha, 1 pt if site is degraded (scattered trees in part, fragmented etc)	0
Native Plant Life Forms (10)	10	Site Shape Score	
Regeneration (8)	5	3 pts if Cleared perimeter:Area (km/km ²)<6,	
Native:exotic Understorey Biomass (10)	9	2 pts if P:A 6 to<12, 1pt if P:A 12 to <18	3
Bare Ground (3)	3	Size of remnant¹ patch (incl. native veg on adjacent properties) score	
Tree Health (5)	4	Patch size less than 2 ha 0 pts	
Hollow-bearing trees (5)	3	Patch size 2-5 ha 1 pt	
Fallen timber/debris (5)	3	Patch size 5-10 ha 2 pts	
Grazing Evidence (4)	4	Patch size 10-20 ha 3 pts	
TOTAL (ADD UP ALL POINTS)	57	Patch size 20-100 ha 4 pts	
If community is naturally treeless x TOTAL by 1.23		Patch size 100-500 ha 5 pts	
If community is not benchmarked for regen x 1.11		Patch size >500 ha 6 pts	1
ADJUSTED TOTAL SCORE	57	Distance to remnant area of more than 50 hectares score	
CONSERVATION SIGNIFICANCE SCORE:	score	>3km 0 pts	
2 pts for each State-R, 4 pts for each State-V, 6 pts for each State-E or Nationally-V, 8 pts for each Nationally-E ecosystem/ecological	0	1-3km 1 pt	
2 pts for each State-R, 4 pts for each State-V, 6 pts for each State-E or Nationally-V, 8 pts for each Nationally-E plant species present ² .	2	<1km 2 pts	3
1 pt for each State-R, 2 pts for each State-V, 3 pts for each State-E or Nationally-V, 4 pts for each Nationally-E fauna species for which suitable habitat is present. Double points for a sighting. ³	10	LANDSCAPE CONTEXT SCORE	7
% native vegetation remaining in IBRA Assoc.		Sum adjusted Vegetation Condition, Conservation significance and Landscape Context Scores for the UNIT BIODIVERSITY SCORE Total Biodiversity Score (UBS x size)	
0-2% = 5 pts; >2-5% = 4 pts; >5-10% = 3 pts; >10-20%= 2 pts; >20-50%= 1 pt; >50% = 0 pts	1		
1 pt if Site contains a riparian zone,			
2 pts if contains swamp/wetland (+/- riparian zone)	0		
CONSERVATION SIGNIFICANCE SCORE	13		77
			191.7
Cleared perimeter(m)	Size(ha)	P:A Ratio	
149	2.49	5.98	
Total no. native species	Adjust for Spring⁴	Environmental Association	
62		Clarendon	
Weed species (Top 5 Cover x Invasiveness, annuals in bold)	Cover (max 6)	Weed Threat Rating (max 5)	C x I
<i>Chrysanthemoides monilifera</i>	1	4	4
<i>Genista monspessulana</i>	1	4	4
<i>Rubus</i>	1	5	5
<i>Cytisus scoparius</i>	2	4	8
<i>Watsonia meriana var. bulbillifera</i>	2	4	8
		Total Cover x Threat	29 ¹

2.4 NATIVE PLANT SPECIES LIST

Data sourced from BushRAT inspections undertaken on 26/6/2011 & on 26/6/2015

Name	Common Name	Conservation Status*			Precinct		
		AUS	SA	AD	Hender1	Hender2	Hender3
<i>Acacia melanoxylon</i>	Blackwood				X	X	
<i>Acacia myrtifolia</i>	Myrtle Wattle				X	X	X
<i>Acacia pycnantha</i>	Golden Wattle					X	
<i>Acaena echinata</i>	Sheep's Burr					X	
<i>Acaena sp.</i>							X
<i>Acianthus pusillus</i>	Mosquito Orchid				X		
<i>Acrotriche fasciculiflora</i>	Mount Lofty Ground-berry			RA	X	X	X
<i>Acrotriche serrulata</i>	Cushion Ground-berry				X	X	X
<i>Amphipogon strictus</i>	Spreading Grey-beard Grass				X		X
<i>Arthropodium strictum</i>	Common Vanilla-lily				X	X	X
<i>Austrostipa mollis</i>	Soft Spear-grass						X
<i>Austrostipa muelleri</i>	Tangled Spear-grass			NT	X		
<i>Austrostipa sp. 1</i>	Spear-grass				X	X	X
<i>Banksia marginata</i>	Silver Banksia				X		
<i>Bossiaea prostrata</i>	Creeping Bossiaea						X
<i>Burchardia umbellata</i>	Milkmaids				X	X	X
<i>Caesia calliantha</i>	Blue Grass-lily				X	X	X
<i>Caladenia sp.</i>	Spider-orchid				y		
<i>Carex breviculmis</i>	Short-stem Sedge				y		y
<i>Cassytha glabella f. dispar</i>	Slender Dodder-laurel				X		X
<i>Cassytha pubescens</i>	Downy Dodder-laurel				X	X	X
<i>Centrolepis sp.</i>	Centrolepis				X		
<i>Cheilanthes austrotenuifolia</i>	Annual Rock-fern					X	
<i>Chrysocephalum apiculatum</i>	Common Everlasting				X		X
<i>Clematis microphylla</i>	Old Man's Beard				X		
<i>Craspedia variabilis</i>	Billy-buttons						X
<i>Cyrtostylis reniformis</i>	Small Gnat-orchid				X		
<i>Daviesia brevifolia</i>	Leafless Bitter-pea					X	
<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea				X	X	X
<i>Deyeuxia quadriseta</i>	Reed Bent-grass				X	y	y
<i>Dianella revoluta var. revoluta</i>	Black-anther Flax-lily				X	X	X
<i>Dillwynia hispida</i>	Red Parrot-pea				X		
<i>Dipodium roseum</i>	Pink Hyacinth Orchid			NT			X
<i>Diuris sp.</i>					X		
<i>Epacris impressa</i>	Common Heath				X	X	X
<i>Eucalyptus dalrympleana ssp. dalrympleana</i>	Candlebark Gum		R	VU	X		
<i>Eucalyptus fasciculosa</i>	Pink Gum		R	NT			X
<i>Eucalyptus obliqua</i>	Messmate Stringybark				X	X	X
Name	Common Name	Conservation			Precinct		

		Status*					
		AUS	SA	AD	Hender1	Hender2	Hender3
<i>Exocarpos cupressiformis</i>	Native Cherry				X	X	X
<i>Gahnia sieberiana</i>	Red-fruit Cutting-grass			NT	X		X
<i>Geranium solanderi</i>	Austral Geranium				X		
<i>Gonocarpus tetragynus</i>	Small-leaf Raspwort				X	X	X
<i>Goodenia blackiana</i>	Native Primrose				X	X	X
<i>Grevillea lavandulacea</i> ssp. <i>lavandulacea</i>	Spider-flower				X		X
<i>Hakea carinata</i>	Erect Hakea						X
<i>Hakea rostrata</i>	Beaked Hakea				X	X	X
<i>Helichrysum leucopsidium</i>	Satin Everlasting				X		
<i>Hibbertia crinita</i>					X	y	X
<i>Hibbertia exutiacies</i>	Prickly Guinea-flower				X		
<i>Ixodia achillaeoides</i> ssp. <i>achillaeoides</i>	Coast Ixodia				X	X	X
<i>Kennedia prostrata</i>	Scarlet Runner				X		
<i>Lachnagrostis aemula</i>	Blown-grass			NT	X		
<i>Lagenophora huegelii</i>	Coarse Bottle-daisy						X
<i>Lepidosperma semiteres</i>	Wire Rapier-sedge				X	X	X
<i>Leptospermum continentale</i>	Prickly Tea-tree				X		
<i>Leptospermum myrsinoides</i>	Heath Tea-tree				X	X	X
<i>Lindsaea linearis</i>	Screw Fern			NT	y		
<i>Lomandra fibrata</i>	Mount Lofty Mat-rush				X	X	X
<i>Lomandra micrantha</i>	Small-flower Mat-rush				X	X	X
<i>Lomandra multiflora</i> ssp. <i>dura</i>	Hard Mat-rush						X
<i>Marianthus bignoniaceus</i>	Orange Bell-climber			NT	X	X	
<i>Microlaena stipoides</i> var. <i>stipoides</i>	Weeping Rice-grass				X	X	X
<i>Microtis</i> sp.							X
<i>Orchidaceae</i> sp. 3							X
<i>Oxalis perennans</i>	Native Sorrel				X	X	X
<i>Persoonia juniperina</i>	Prickly Geebung			NT	X		X
<i>Pimelea humilis</i>	Low Riceflower				X		
<i>Pimelea</i> sp.					y		X
<i>Platylobium obtusangulum</i>	Holly Flat-pea				X		X
<i>Poa clelandii</i>	Matted Tussock-grass				y	X	X
<i>Poa labillardieri</i> var. <i>labillardieri</i>	Common Tussock-grass				y		X
<i>Pteridium esculentum</i> ssp. <i>esculentum</i>	Bracken Fern				X	X	X
<i>Pultenaea daphnoides</i>	Large-leaf Bush Pea				X	X	X
<i>Pultenaea involucrata</i>	Mount Lofty Bush-pea			NT	X	X	X
<i>Rytidosperma clelandii</i>	Cleland's Wallaby-grass			RA	y		
<i>Rytidosperma</i> sp.					X	X	X
<i>Scaevola albida</i>	Pale Fanflower				y		
<i>Schoenoplectus pungens</i>	Spiky Club-rush			RA	X		
<i>Schoenus apogon</i>	Common Bog-rush				X	X	X
<i>Senecio quadridentatus</i>	Cotton Groundsel				X	X	
<i>Senecio</i> sp.	Groundsel						X

Name	Common Name	Conservation Status*			Precinct		
		AUS	SA	AD	Hender1	Hender2	Hender3
<i>Stackhousia aspericocca</i> ssp.	Bushy Candles				X		X
<i>Stylidium graminifolium</i>	Grass Trigger-plant				X		X
<i>Tetratheca pilosa</i>	Hairy Pink-bells				X	X	X
<i>Thelymitra</i> sp.							X
<i>Thysanotus patersonii</i>	Twining Fringe-lily				X	y	X
<i>Tricoryne elatior</i>	Yellow Rush-lily					X	X
<i>Viola sieberiana</i>	Tiny Violet						X
<i>Xanthorrhoea semiplana</i> ssp. <i>semiplana</i>	Yacca				X	X	X
<i>Xanthosia huegelii</i>	Hairy Xanthosia				X		X

***Conservation Status:**

AUS=Australia EPBC Act 1999: CR = Critically Endangered, EN = Endangered, VU = Vulnerable

SA=South Australia NPW Act 1972: E = Endangered, V = Vulnerable, R = Rare

AD=Subregional Status categories for Adelaide region (as per Gillam, S. and Urban, R. (2014) *Regional Species Conservation Assessment Project, Phase 1 Report: Regional Species Status Assessments, Adelaide and Mount Lofty Ranges NRM Region*. Department of Environment, Water and Natural Resources, South Australia.):

RE = Regionally Extinct; CR = Critically Endangered; EN = Endangered; VU = Vulnerable; RA = Rare; NT = Near Threatened

2.5 WEED SPECIES LIST

Data sourced from BushRAT inspection (date/s): 2010 & 22/6/2015

Scientific Name	Common Name	Weed Threat Category	Declared	Precinct		
				Hender 1	Hender 2	Hender 3
<i>Acacia dealbata</i> ssp. <i>dealbata</i>	Silver Wattle	?			X	X
<i>Acacia longifolia</i> ssp. <i>longifolia</i>	Sallow Wattle	3		X	X	X
<i>Agapanthus</i> sp.		?			X	
<i>Agrostis gigantea</i>	Red-top Bent	2		X	X	
<i>Aira cupaniana</i>	Small Hair-grass	1		X	X	X
<i>Allium triquetrum</i>	Three-cornered Garlic	3	Declared	X	X	X
<i>Anagallis arvensis</i>	Pimpernel	1			y	
<i>Arbutus unedo</i>	Strawberry Tree	?			X	
<i>Briza maxima</i>	Large Quaking-grass	2		X	X	X
<i>Centaureum erythraea</i>	Common Centaury	1			X	
<i>Centaureum tenuiflorum</i>	Branched Centaury	1		X		
<i>Chrysanthemoides monilifera</i> ssp. <i>monilifera</i>	Boneseed	4	Declared		X	X
<i>Cirsium vulgare</i>	Spear Thistle	2	Declared	X		
<i>Crepis capillaris</i>	Smooth Hawksbeard	1		X		
<i>Cynosurus echinatus</i>	Rough Dog's-tail Grass	2		X	X	X
<i>Cytisus scoparius</i>	English Broom	4	Declared	X	X	X
<i>Dactylis glomerata</i>	Cocksfoot	3		X	X	X
<i>Disa bracteata</i>	South African Weed Orchid	4		X		
<i>Ehrharta erecta</i>	Panic Veldt Grass	?		X	X	X
<i>Erica</i> sp.		4		X		
<i>Erodium</i> sp.		2			X	
<i>Fumaria capreolata</i>	White-flower Fumitory	1		X	X	
<i>Genista monspessulana</i>	Montpellier Broom	4	Declared	X	X	X
<i>Grevillea rosmarinifolia</i> ssp. <i>rosmarinifolia</i>	Rosemary Grevillea	?			X	
<i>Hedera helix</i> ssp. <i>helix</i>	Ivy	4			X	X
<i>Helminthotheca echioides</i>	Ox-tongue	1		X		
<i>Holcus lanatus</i>	Yorkshire Fog	2			X	
<i>Hypochaeris radicata</i>	Rough Cat's Ear	2		X	X	X
<i>Iris albicans</i>	Flag Iris	3		X		
<i>Narcissus jonquilla</i>	Jonquill	3			X	
<i>Oxalis pes-caprae</i>	Soursob	4	Declared	X	X	X
<i>Pinus radiata</i>	Radiata Pine	3			X	X
<i>Piptatherum miliaceum</i>	Rice Millet	2		X	X	X
<i>Pittosporum undulatum</i>	Sweet Pittosporum	3		X	X	X

Scientific Name	Common Name	Weed Threat Category	Declared	Precinct		
				Hender 1	Hender 2	Hender 3
<i>Plantago lanceolata</i> var. <i>lanceolata</i>	Ribwort	2		X	X	X
<i>Rubus</i> sp.		5		X	X	X
<i>Scabiosa atropurpurea</i>	Pincushion	3			X	
<i>Senecio pterophorus</i>	African Daisy	3			X	
<i>Solanum nigrum</i>	Black Nightshade	2		y	X	X
<i>Sonchus oleraceus</i>	Common Sow-thistle	1			X	X
<i>Ulex europaeus</i>	Gorse	4	Declared	X	X	X
<i>Vinca major</i>	Blue Periwinkle	4		X	X	X
<i>Watsonia meriana</i> var. <i>bulbillifera</i>	Bulbil Watsonia	4	Declared	X	X	X
<i>Yucca</i> sp.		?		X		

2.6 FAUNA SPECIES OF CONSERVATION SIGNIFICANCE AND/OR PARTICULAR INTEREST

Source of data:

- Suitable habitat for, as per Graham Carpenter DEWNR (pers. comm)
- Recent database records, as per BDBSA (Biological Databases of South Australia, DEWNR, Adelaide)
- Recorded during survey
- Own knowledge

National Conservation Status	State Conservation Status	Subregional (MLR) Conservation Status
AUS=Australia EPBC Act 1999: CR = Critically Endangered EN = Endangered VU = Vulnerable	A=South Australia NPW Act 1972: E = Endangered V = Vulnerable R = Rare	RE = Regionally Extinct CR = Critically Endangered EN = Endangered VU = Vulnerable RA = Rare NT = Near Threatened

Species	Common Name	Conservation Status			Precinct		
		AUS	SA	MLR	1	2	3
<i>Antechinus flavipes</i>	Yellow-footed Antechinus		V	RA	X	X	X
<i>Calyptorhynchus funereus</i>	Yellow-tailed Black Cockatoo		V	VU	X	X	X
<i>Isodon obesulus</i>	Southern Brown Bandicoot	EN	V	EN	X	X	X
<i>Petroica multicolor</i>	Scarlet Robin		R	VU	X	X	X
<i>Trichosurus vulpecula</i>	Common Brush-tail Possum		R		X	X	X

SECTION 3 FENCING AND MANAGEMENT

3.1 FENCING

Hender Reserve is bounded by house blocks to the north and west and is directly adjacent to the railway line and Woorabinda Reserve on the eastern boundary and Heathfield High School to the south. There is no stock present on surrounding land, therefore fencing is not required.

3.2 EXCLUSIONS, ACCESS TRACKS

There are several informal walking trails which criss-cross the Reserve and form part of the Stirling Linear Park Trails network (see map above for locations).

3.3 MANAGEMENT

An Asset Protection Zone is maintained along the walking trail which bisects the section to the south of Hender Road (see map above for location).

3.4 RECOMMENDATION

This reserve scores moderate Unit Biodiversity Scores and is part of a large remnant in an area critical for biodiversity conservation due to continual threat from weeds, pathogens and development/fragmentation.

T & M Ecologists therefore requests that the Native Vegetation Management Unit advises that:

The Native Vegetation Council recommends to the Minister for Environment & Conservation that a Heritage Agreement be entered into with Adelaide Hills Council over 8.2 hectares of native vegetation contained in Section 1527, Hundred of Noarlunga.

Sarah Telfer
T & M Ecologists

13th June 2017

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
AGENDA BUSINESS ITEM**

Item: 13.2

Originating Officer: Jess Charlton, Coordinator Service Strategy and Innovation

Responsible Director: David Waters, Director Community and Customer Service

Subject: Customer Service Standards Report – Quarter 2, 2017-18

For: Information

SUMMARY

The purpose of this report is to communicate Council's performance against the customer service standards for Quarter 2 2017-18. The report provides an overview of the performance results for each of the service standards. The Service Standards Report is contained in **Appendix 1**.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal: Organisational Sustainability
Strategy: Customer Service Commitment

Measuring and reporting on service standards is a key component of Council's Customer Service Framework and demonstrates our commitment to customer service as outlined in the Strategic Plan.

➤ **Legal Implications**

Not applicable

➤ **Risk Management Implications**

Reporting against our service standards will assist in mitigating the risk of:

Unknown performance against service standards and targets leading to an inability to improve service delivery to the community.

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

➤ **Financial and Resource Implications**

Not applicable.

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

Measuring and reporting on performance against the standards in Council's Customer Service Framework is important to demonstrate how Council is meeting its commitment to customer service. The quarterly report aids in identifying opportunities to improve customer service delivery.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: Executive Leadership Team, Manager Civil Services, Team Leader Statutory Planning, Horticultural Officer

Community: Not applicable

2. BACKGROUND

Service standards are a key component of the Customer Service Framework, providing a commitment to specific service targets. The collation and reporting of key identified performance standards demonstrates a commitment to the provision of quality customer service and can be used to directly inform service improvements.

3. ANALYSIS

Time Based Indicators

Of the 16 time-based service standard indicators reported, the target performance was met – or there were no instances – for 14 of them.

Two of the time-based standards did not meet the target performance of 80%: Illegally Dumped Rubbish and Hazardous Stormwater Repairs:

- There was only one hazardous stormwater repair case in the quarter, which was resolved within 48 hours. The allocation of High Risk cases is currently being reviewed in light of the recent structural changes in Civil Services so we can more readily achieve the 24 hour turnaround.

- The lower performance for illegally dumped rubbish may be explained by a number of cases which came in on a Friday, which were completed the following week but missed the standard due to the weekend days.

Wasps

The result for the wasp standard was 100% – an improvement from the previous quarter's result of 55%. The improvement may be due to competing priorities in quarter 1, such as bushfire prevention, and the increased focus on wasp eradication with the wasp season commencing in December.

Bin Repair & Replacement

The volume of bin repair/replacement requests is on par with previous quarters and represents approximately 2% of the domestic waste bin stock. Council has a "run to failure" approach where bins are replaced as and when required, as opposed to a large-scale rollout of new bins.

Other Indicators

Development Applications

The average planning consent time for development applications for the quarter is 16.2 weeks (target 12 weeks) with a median consent time of 8 weeks. This is explained by a longstanding application for land division, which was resolved in the period. Excluding this application from the result gives an average consent time of 12.9 weeks and median of 7.9 weeks.

Low Risk Infrastructure Requests

The number of new low risk infrastructure requests opened in the quarter was 709, a decrease from the Quarter 1 volume of 848. Future reports will be able to shed light on whether this is a downward trend or a pattern in the number of requests, potentially explained by the season and less severe weather events.

Whilst there has been an increase in the 80th Percentile Resolution time which has impacted the other measures, this is due to the work teams now working through a large number of historical cases which were lower in priority than others, but which are now being addressed via the proactive maintenance program. Therefore, over the next 12 months these numbers will decrease, as all the historical cases are completed.

4. OPTIONS

Council has the following options:

- I. To note the report as presented (Recommended)
- II. To determine any additional actions to be undertaken

5. APPENDIX

- (1) Q2 2017-18 Service Standard Report (October – December 2017)

Appendix 1

*Q2 2017-18 Service Standard Report
(October – December 2017)*

Customer Service Standard Report

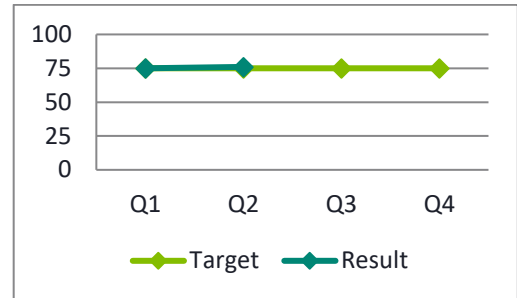
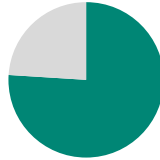
Quarter 2, 2017-18

General Customer Standards

Answering incoming phone calls

We will answer 75% of calls to our contact centre within 30 seconds

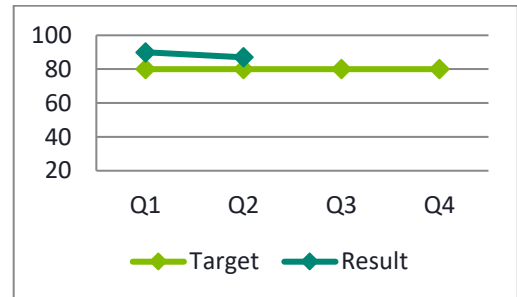
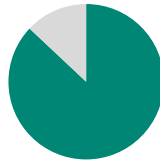
Volume	15 001
Target	75%
Result	76%



Updating customer details

We will update your contact details within 5 days

Volume	102
Target	80%
Result	87%

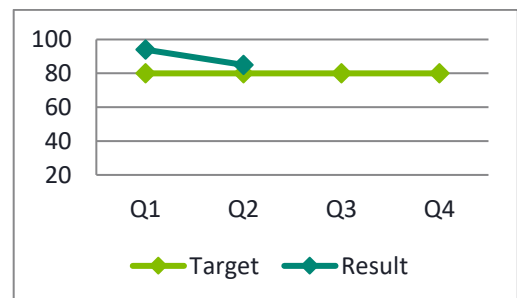
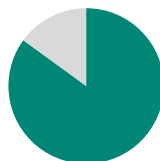


Service Specific Standards – Time Based Indicators

New Event Applications

We will acknowledge receipt of new applications within 5 days

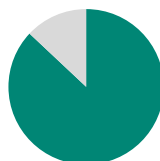
Volume	26
Target	80%
Result	85%



Illegal Burning Complaints

We will investigate reported illegal burning within 24 hours

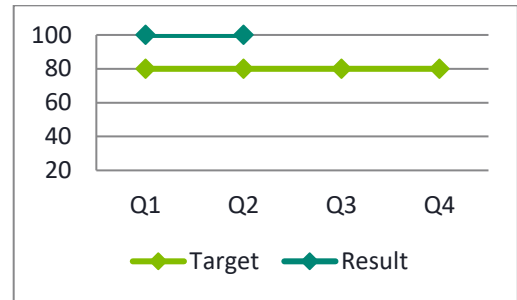
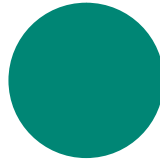
Volume	15
Target	80%
Result	87%



Health Complaints

We will investigate/respond to reported food complaints within 24 hours

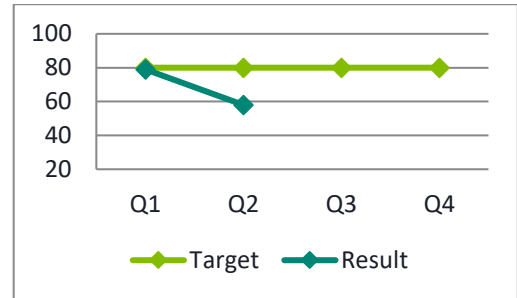
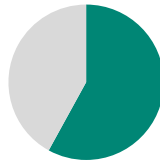
Volume 2
Target 80%
Result 100%



Illegally Dumped Rubbish

We will remove illegally dumped rubbish within 3 days

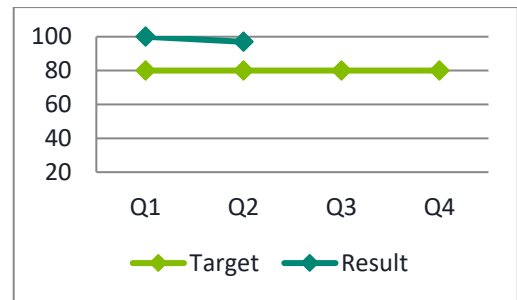
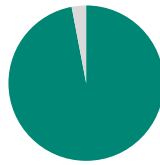
Volume 50
Target 80%
Result 58%



Library Services

We will respond to requests to purchase materials within 10 days

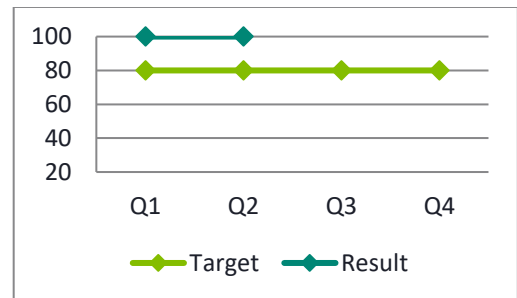
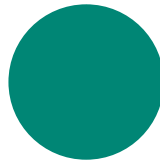
Volume 32
Target 80%
Result 97%



Dog Attacks

We will respond to reported dog attacks within 24 hours

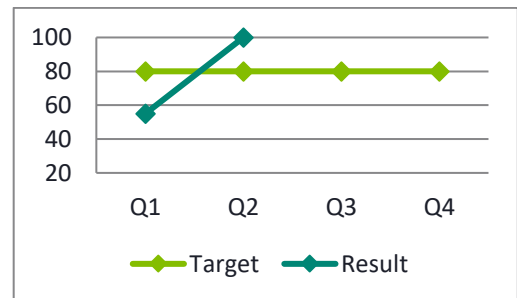
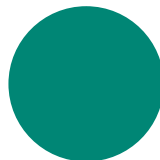
Volume 5
Target 80%
Result 100%



Wasps

We will investigate and action reported European Wasp nests within 7 days

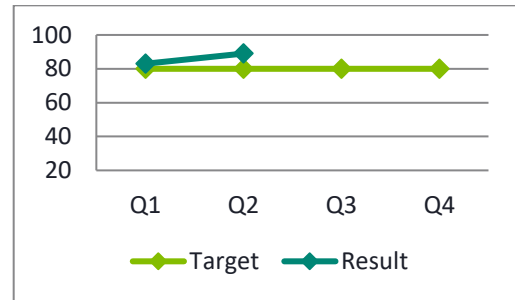
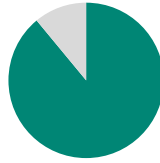
Volume 12
Target 80%
Result 100%



Development Applications

We will approve fast track
Development Applications within
28 days

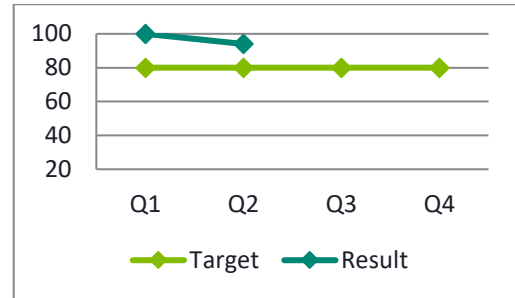
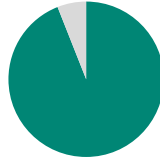
Volume 9
Target 80%
Result 89%



Missed Bins

We will collect missed domestic
bins within 2 days

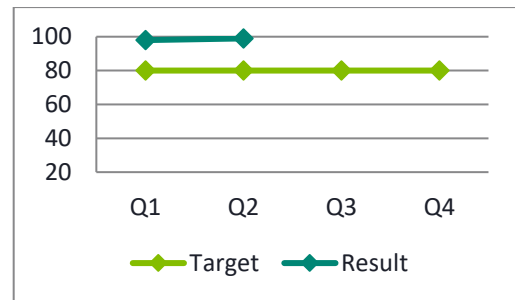
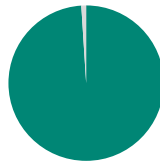
Volume 78
Target 80%
Result 94%



Request for bin repair or replacement

We will action requests for bin
repair or replacement within 7
days

Volume 691
Target 80%
Result 99%

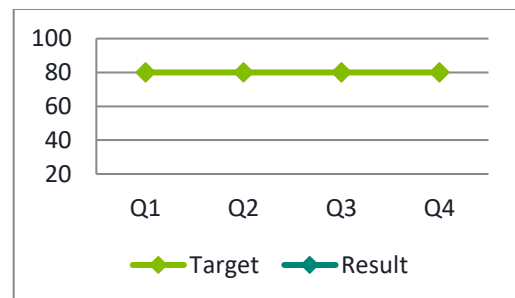


Footpath Repairs – Hazardous

We will respond and make safe
hazardous footpath issues within
24 hours

Volume 0
Target 80%
Result No Incidents

No incidents

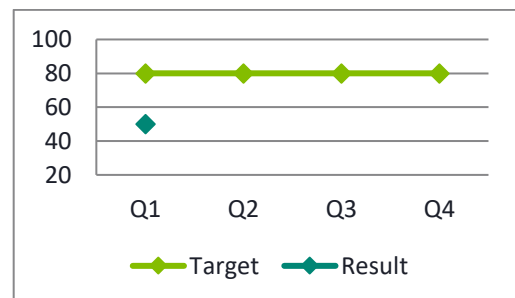


Road Repairs – Hazardous

We will respond and make safe
hazardous road and pothole issues
within 24 hours

Volume 0
Target 80%
Result No Incidents

No incidents



Stormwater Repairs – Hazardous

We will respond and make safe hazardous stormwater and flooding issues within 24 hours



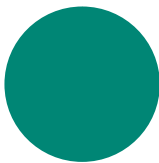
Volume	1
Target	80%
Result	0%



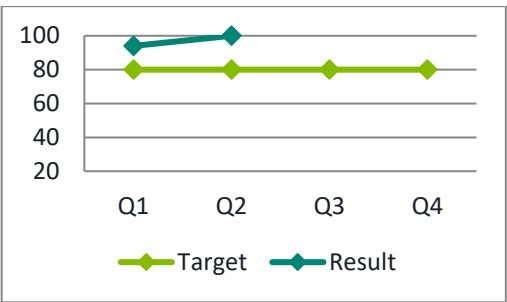
Note: one case only which was resolved within 48 hours

Trees – Hazardous

We will respond and make safe hazardous tree issues within 24 hours



Volume	1
Target	80%
Result	100%

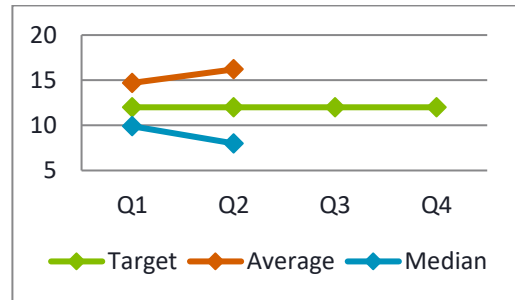


Service Specific Standards – Other Indicators

Development Applications

We will, on average, make a decision on planning consent within 12 weeks of receipt of the application

Volume	202
Target	12 weeks
Average Consent Time	16.2 weeks
Median Consent Time	8 weeks

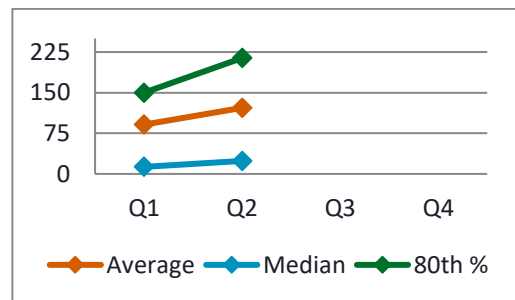


Note: a longstanding application for land division was resolved in this period. Excluding this application from the results gives an average consent time of 12.9 weeks and a median consent time of 7.9 weeks.

Low Risk Infrastructure Requests – Average Time to Resolve

We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

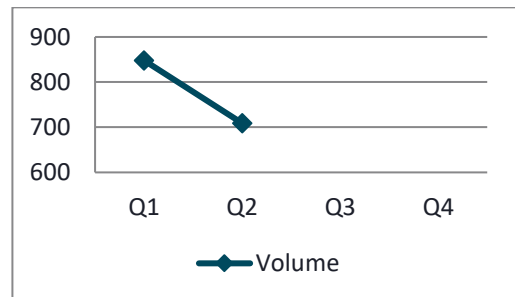
Volume	755
Average Resolution Time	122 days
Median Resolution Time	24 days
80 th Percentile Resolution Time	214 days



Low Risk Infrastructure Requests – Number of New Requests

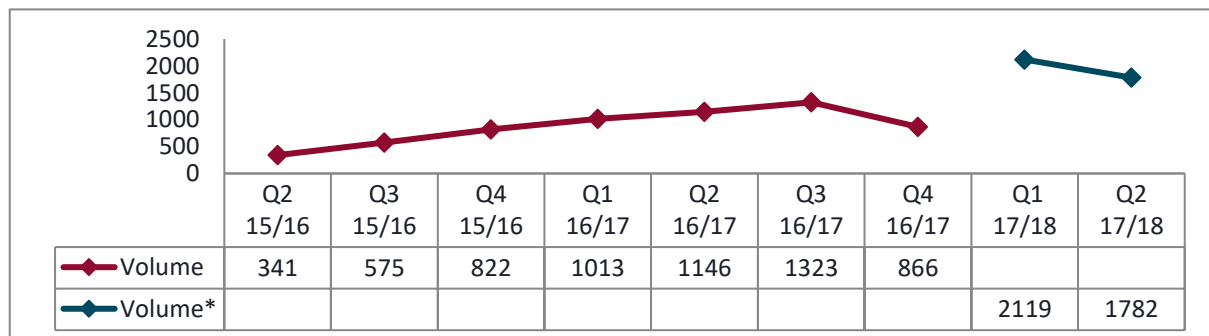
We will resolve other footpath, road, stormwater and tree issues in accordance with our general maintenance program

Number of New Requests	709
------------------------	-----



Overall Volume of Requests

Trend in volume of requests/customer cases for which there is an adopted service standard, excluding the volume of phone calls



* From Q1 17/18 the volume includes requests for bin repair and replacement requests, which were previously not reported

Item 18 Reports of Committees

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

Present

Presiding Member

Professor Stephen Hamnett

Members

Simon Bradley
Piers Brissenden
Linda Green
Rob McBryde

In Attendance

Marc Salver
Deryn Atkinson
Doug Samardzija
Karen Savage

Director Strategy & Development
Assessment Manager
Statutory Planner
Minute Secretary

1. Commencement

The meeting commenced at 6.30pm

2. Apologies/Leave of Absence

2.1 Apologies
Nil

2.2 Leave of Absence
Stephen Hamnett advised he would be on leave in September.

3. Previous Minutes

3.1 Meeting held 10 January 2018

The minutes were adopted by consensus of all members

(11)

That the minutes of the meeting held on 10 January 2018 be confirmed as an accurate record of the proceedings of that meeting.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

4. Delegation of Authority

Decisions of this Panel were determined under delegated authority as adopted by Council on 26 September 2017.

5. Presiding Member's Report

Nil

6. Declaration of Interest by Members of Panel

Nil

7. Matters Lying on the Table/Matters Deferred

7.1 Matters Lying on the Table

Nil

7.2 Matters Deferred

7.2.1 Development Application 16/946/473 by Mataan Dunning for two storey detached dwelling, decks (maximum height 3.3m), 2 x 22,000 litre water storage tanks, 1.8m fence on top of existing retaining wall (maximum combined height 4.1m) and associated earthworks at 1A Atkinson Road, Crafers West

Deferred from meeting 7 November 2017

"That a decision on the matter be deferred to allow the applicant to provide more definitive data and overshadowing diagrams for the 21 June solstice and either the spring or autumn equinox at 3:00pm, using independent expert data sets from Geosciences Australia (Department of Industry, Innovation and Science)."

Application withdrawn by Applicant 25.1.2018

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

8. Development Assessment Applications

8.1 Development Application 17/901/473 by Rivergum Homes Pty Ltd for single storey pole frame detached dwelling, deck (maximum height of 3m), undercroft parking, retaining walls (maximum height 1.1m) and associated earthworks at 6/100A Main Street, Lobethal

8.1.1 Representations

Name of Representor	Address of Representor	Nominated Speaker
Colin Harvey	9 David Street, Lobethal	Janis Bromfield
Janis Bromfield	9A David Street, Lobethal	Janis Bromfield

The applicant's representative, David Bigg, addressed the Panel.

8.1.2 Decision of Panel

Moved	Simon Bradley	Carried
S/-	Piers Brissenden	(12)

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and GRANTS Development Plan Consent to Development Application 17/901/473 by Rivergum Homes Pty Ltd for Single storey pole frame detached dwelling, deck (maximum height of 3m), undercroft parking, retaining walls (maximum height 1.1m) & associated earthworks at 6/100A Main Street Lobethal subject to the following conditions:

1) Development In Accordance With The Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Amended civil plan prepared by FMG Engineering, drawing number HC01 Rev A date stamped received by Council 19/01/2018
- Borehole location plan prepared by FMG Engineering, drawing number BH01 Sheet 1 of 1 dated 03.08.2017 and date stamped received by Council 16/01/2018
- Drainage details sheet prepared by FMG Engineering, drawing number DD1 date stamped received by Council 16/01/2018
- Detail sheet domestic roof stormwater drainage sealed pipe system prepared by FMG Engineering, drawing number DD2 date stamped received by Council 16/01/2018

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

- Floor plan prepared by Rivergum Homes, drawing sheet 2 of 7 dated 22.8.17 and stamped by Council 19 October 2017
- Elevation drawings prepared by Rivergum Homes, drawing sheet 3 of 7 dated 22.8.17 and stamped received by Council 19 October 2017
- External colour schedule prepared by Rivergum Homes, dated 10 October 2017 and stamped received by Council 19 October 2017

REASON: *To ensure the proposed development is undertaken in accordance with the approved plans.*

2) Residential Lighting

All external lighting shall be directed away from residential development and, shielded if necessary to prevent light spill causing nuisance to the occupiers of those residential properties.

REASON: *Lighting shall not detrimentally affect the residential amenity of the locality.*

3) Obscure Glazing To Windows

The south facing windows and door of the dwelling on elevation 3 of the approved plans referred to in condition 1 shall be glazed with fixed obscure glass to a minimum height of 1.7 metres above finished floor level. The glazing shall be maintained in good condition at all times.

REASON: *Buildings should be designed to not cause potential for overlooking of adjoining properties.*

4) External Finishes

The external finishes to the building herein approved shall be as follows:

WALLS: Stratum Contour Cladding in Dulux Milton Moon or similar
 Duragrid Cladding in Dulux White or similar

ROOF: Colorbond Basalt or similar

REASON: *The external materials of buildings should have surfaces which are of a low light-reflective nature and blend with the natural rural landscape and minimise visual intrusion.*

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

5) Stormwater Roof Runoff To Be Dealt With On-Site

All roof runoff generated by the development hereby approved shall be managed on-site to the satisfaction of Council using design techniques such as:

- Rainwater tanks
- Grassed swales
- Stone filled trenches
- Small infiltration basins

Stormwater overflow management shall be designed so as to not permit trespass into the effluent disposal area. Stormwater should be managed on site with no stormwater to trespass onto adjoining properties.

REASON: *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

NOTES

1) Works On Boundary

The development herein approved involves work on the boundary. The onus of ensuring development is in the approved position on the correct allotment is the responsibility of the land owner/applicant. This may necessitate a survey being carried out by a licensed land surveyor prior to the work commencing.

2) Sewer Connection

The dwelling shall be connected to SA Water mains sewer supply in accordance with the approval granted by SA Water. All work shall be to the satisfaction of SA Water.

3) Development Plan Consent Expiry

This Development Plan consent (DPC) is valid for a period of twelve (12) months commencing from the date of the decision (or if an appeal has been commenced the date on which it is determined, whichever is later). Building Rules Consent must be applied for prior to the expiry of the DPC, or a fresh development application will be required. The twelve (12) month time period may be further extended by Council agreement following written request and payment of the relevant fee.

4) EPA Environmental Duty

The applicant is reminded of his/her general environmental duty, as required by Section 25 of the Environment Protection Act 1993, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes, or may cause, environmental harm.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

5) Erosion Control During Construction

Management of the property during construction shall be undertaken in such a manner as to prevent denudation, erosion or pollution of the environment.

8.2 Development Application 17/771/473 by Jan Schroeder for Land Division – boundary realignment (non-complying) at 15/15A Old Norton Summit Road, Teringie

8.2.1 Representations

Nil

8.2.2 Decision of Panel

The following recommendation was adopted by consensus of all members (13)

The Council Assessment Panel considers that the proposal is not seriously at variance with the relevant provisions of the Adelaide Hills Council Development Plan, and seeks the CONCURRENCE of the State Commission Assessment Panel to GRANT Development Plan Consent and Land Division Consent to Development Application 17/771/473 (17/D35/473) by Jan Schroeder for Land Division- Boundary realignment (non-complying) at 15 & 15A Old Norton Summit Road, Teringie subject to the following conditions:

Planning Conditions

1) Development In Accordance With The Plans

The development herein approved shall be undertaken in accordance with the following plans, details and written submissions accompanying the application, unless varied by a separate condition:

- Plan of division prepared by Zaina Stacey Development Consultants, reference 17268 amended 17/08/2017
- Statement of support prepared by Matt Falconer dated 21 December 2017

REASON: *To ensure the proposed development is undertaken in accordance with the approved plans.*

DTPI Conditions

2) Forward Entry And Exit

All vehicles shall enter and exit Old Norton Summit Road in a forward direction.

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

REASON: *For safe and convenient movement of vehicles.*

3) Access To Site

All vehicular access shall be gained via right-of-way 'E' only. No additional access onto Old Norton Summit Road shall be permitted.

REASON: *For safe and convenient movement of vehicles.*

4) Removal Of Redundant Crossovers

Any obsolete vehicle access points shall be permanently closed and fenced-off.

REASON: *For safe and convenient movement of vehicles.*

Council Land Division Notes

1) Land Division Development Approval Expiry

This development approval is valid for a period of three (3) years from the date of the decision notification. This time period may be further extended beyond the 3 year period by written request to, and approval by, Council prior to the approval lapsing. Application for an extension is subject to payment of the relevant fee. Please note that in all circumstances a fresh development application will be required if the above conditions cannot be met within the respective time frames.

SPC Land Division Statement of Requirements

1) Requirement For SA Water Internal Piping Alterations

On approval of the application, all internal water piping that crosses the allotment boundaries must be severed or redirected at the developers/owners cost to ensure that the pipework relating to each allotment is contained within its boundaries to the satisfaction of the SA Water Corporation.

REASON: *Statutory requirement in accordance with Section 33 (1) (c) of the Development Act 1993.*

2) Requirement For SA Water Provisions

The financial and augmentation requirements of the SA Water Corporation shall be met for the provision of water supply and sewerage services (SA Water letter – reference H0063636).

REASON: *Statutory requirement in accordance with Section 33 (1) (c) of the Development Act 1993.*

**ADELAIDE HILLS COUNCIL
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING
WEDNESDAY 14 FEBRUARY 2018
63 MOUNT BARKER ROAD, STIRLING**

[Please Note: These minutes are unconfirmed until 14 March 2018]

3) Requirement For Certified Survey Plan

A final plan complying with the requirements for plans as set out in the Manual of Survey Practice Volume 1 (Plan Presentation and Guidelines) issued by the Registrar General to be lodged with the Development Assessment Commission for Land Division Certificate purposes.

REASON: *Statutory requirement in accordance with Section 51 of the Development Act 1993.*

9. Policy Issues for Advice to Council

That Council staff prepare a draft guideline for the consideration of CAP to assist applicants in the preparation of shadow diagrams, including the necessity to have a scaled site plan, and demonstrate the impact of overshadowing at 9.00am, 12.00midday and 3.00pm on the winter solstice, and the spring or autumn equinox.

10. Other Business

Nil

11. Order for Exclusion of the Public from the Meeting to debate Confidential Matters

Nil

12. Confidential Item

Nil

13. Next Meeting

The next ordinary Development Assessment Panel meeting will be held on Wednesday 14 March 2018.

14. Close meeting

The meeting closed at 7.42pm.

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

Presiding Member: Paula Davies

Members:

Geoff Purdie
Peter Brass
Cr Malcolm Herrmann
Cr John Kemp

In attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Engineering & Assets
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services

1. Commencement

The meeting commenced at 6.00pm. The Chair welcomed Geoff Purdie to his first Audit Committee Meeting as an Independent Member.

2. Apologies/Leave of Absence

2.1. Apology

Nil

2.2. Leave of Absence

Nil

2.3. Absent

Nil

3. Previous Minutes

3.1. Audit Committee Meeting– 6 November 2017

Moved Cr John Kemp
S/- Peter Brass

AC18/1

That the minutes of the Audit Committee meeting held on 6 November 2017, as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

4. Delegation of Authority

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Items 6.2 'Community Loans Policy', 6.3 'Long Term Financial Plan Review' and 7.2 'Appointment of External Auditor' are to be submitted to Council for adoption.

5. Declaration of Interest by Members of the Committee

Nil

6. Officer Reports

6.1. Action Report and 2018 Work Plan Update

Moved Peter Brass

AC18/2

S/- Cr Malcolm Herrmann

The Audit Committee resolves that the:

1. Report be received and noted
2. Status of the Action Report and Work Plan be noted

Carried

6.2. Community Loans Policy

Moved Peter Brass

AC18/3

S/- Cr John Kemp

The Audit Committee resolves:

1. That the report be received and noted
2. That the Community Loans Policy as provided at Appendix 1 be endorsed for consideration by Council, with the addition of criteria regarding registration with the Australian Charities and Not-for-profit Commission (ACNC) and compliance with all governance requirements.

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

6.3. Long Term Financial Plan Review

Moved Cr Malcolm Herrmann
S/- Peter Brass

AC18/4

The Audit Committee:

- 1. Receives and notes the report.**
- 2. Notes the updated Long Term Financial Plan.**
- 3. Recommends Council endorse the Long Term Financial Plan, with addition of commentary for key matters not included, as contained in Appendix 1 for community consultation in accordance with *Section 122 of the Local Government Act 1999*.**

Carried

6.51pm Cr John Kemp left the meeting

6.55pm Cr John Kemp returned to the meeting

6.4. Budget Review 1

Moved Geoff Purdie
S/- Peter Brass

AC18/5

The Audit Committee:

- 1. Resolves that the report be received and noted.**
- 2. Notes that the Operating Budget variations presented in Budget Review 1 resulted in a revised Operating Surplus for the 2017-18 financial year of \$1.986m.**
- 3. Notes that the proposed Capital Works variations provided for in Budget Review 1 included:**
 - a. An increase in Capital Income of \$568k**
 - b. An increase in Capital Expenditure of \$551k.**
- 4. Notes the 2016-17 Capital Works carry forwards, including budget adjustments amounts totalling \$3.773m, as detailed in Appendix 2, were included in the revised 2017-18 Budget.**

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

6.5. Budget Review 2

Moved Peter Brass
S/- Cr John Kemp

AC18/6

The Audit Committee resolves to:

1. Receive and note the report.
2. Notes that the Operating Budget variations presented in Budget Review 2 have no impact on the Operating Surplus for the 2017-18 year of \$1.986m.
3. Notes the proposed Capital Program amendments that reduce net capital expenditure by \$1.536m resulting in a reduced Net Borrowings of \$4.030m for 2017-18.

Carried

6.6. ICT & IS Strategic Plan 2017-2020

Moved Peter Brass
S/- Cr John Kemp

AC18/7

The Audit Committee resolves that the report be received and noted.

Carried

6.7. Risk Management Update

Moved Peter Brass
S/- Geoff Purdie

AC18/8

The Audit Committee resolves that the report be received and noted.

Carried

6.8. Internal Audit Quarterly Update

Moved Peter Brass
S/- Cr John Kemp

AC18/9

The Audit Committee resolves:

1. To receive and note the report.
2. To approve the proposed changes to the Strategic Internal Audit Plan as contained in Appendix 1.

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

6.9. Quarterly Debtors Report

Moved Peter Brass
S/- Cr John Kemp

AC18/10

The Audit Committee resolves that the report be received and noted.

Carried

6.10. Internal Audit Actions Implementation

Moved Geoff Purdie
S/- Cr Malcolm Herrmann

AC18/11

The Audit Committee resolves:

1. To receive and note the report.
2. To note the implementation status of Internal Audit actions.

Carried

6.11. Implementation of External Audit Actions Progress Report

Moved Peter Brass
S/- Cr Malcolm Herrmann

AC18/12

The Audit Committee notes the progress made on the items raised in BDO Completion Report.

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7. Confidential Items

7.1. Internal Audit Actions Implementation – Exclusion of the Public

Moved Cr Malcolm Herrmann
S/- Peter Brass

AC18/13

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

- CEO, Andrew Aitken
- Director Corporate Services, Terry Crackett
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Financial Services, Mike Carey

be excluded from attendance at the meeting for Agenda Item 7.1 Internal Audit Actions Implementation in confidence.

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

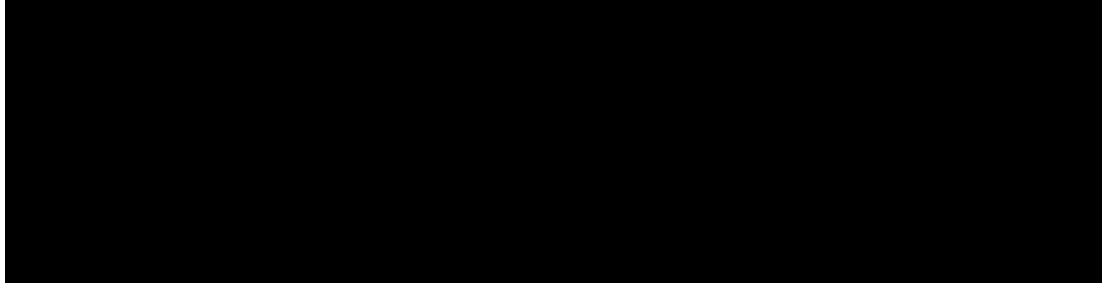
Section 90(3)(e) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is matters affecting the security of the council, council members or employees of the council, or council property, or the safety of any person; the disclosure of which could reasonably be expected to result in vulnerabilities to council's information and communication technology being breached and the security of council property and the safety of council employees and members of the public may be impacted.

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

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7.1.1. Internal Audit Actions Implementation – Confidential Item



**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7.1.2. Internal Audit Actions Implementation – Period of Confidentiality

Moved Cr Malcolm Herrmann
S/- Cr John Kemp

AC18/15

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Committee decision(s) in this matter in the performance of the duties and responsibilities of office, the Committee, having considered Agenda Item 7.1 in confidence under sections 90(2) and 90(3)(e) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the report, related attachments and the minutes of the Committee and the discussion and considerations of the subject matter be retained in confidence until the Internal Audit actions have been addressed.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Audit Committee delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7.2. Appointment of External Auditor – Exclusion of the Public

Moved Peter Brass
S/- Geoff Purdie

AC18/16

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

- CEO, Andrew Aitken
- Director Corporate Services, Terry Crackett
- Executive Manager Governance & Risk, Lachlan Miller
- Manager Financial Services, Mike Carey

be excluded from attendance at the meeting for Agenda Item 7.2: Appointment of External Auditor in confidence.

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

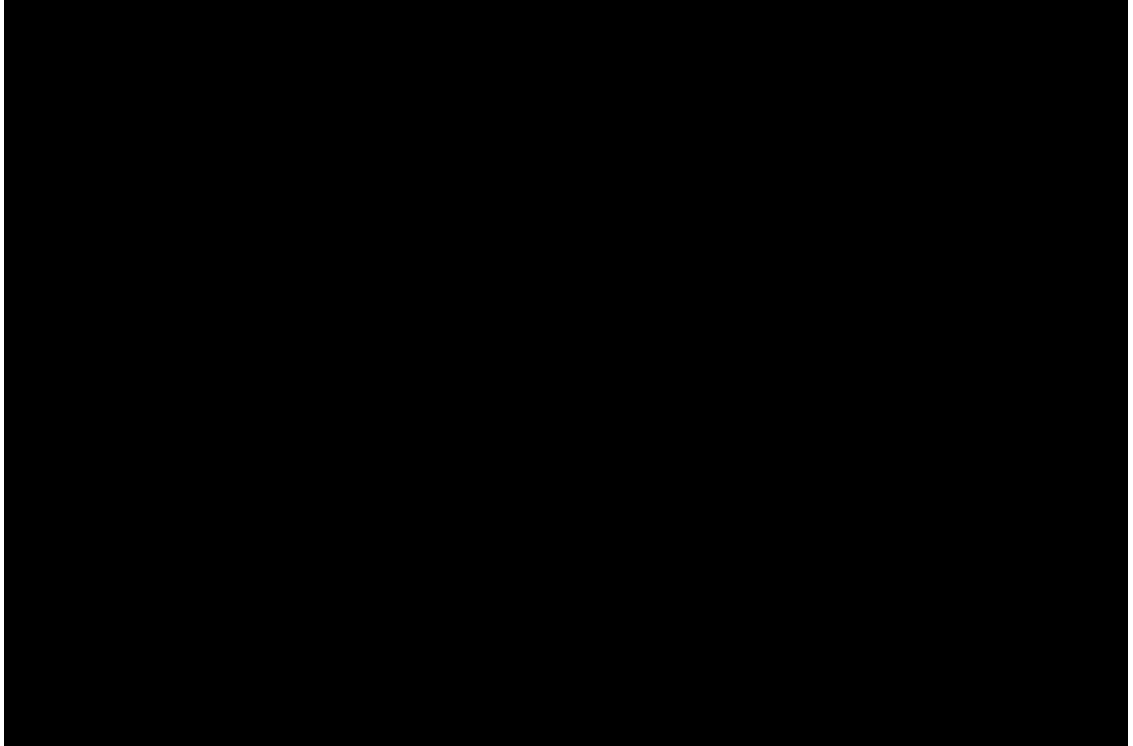
Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and to confer a commercial advantage on a third party.

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

Carried

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7.2.1. Appointment of External Auditor – Confidential Item



**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING 20 FEBRUARY 2018
63 MT BARKER ROAD, STIRLING**

7.2.2. Appointment of External Auditor – Period of Confidentiality

Moved Cr Malcolm Herrmann
S/- Peter Brass

AC18/18

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Committee decision(s) in this matter in the performance of the duties and responsibilities of office, the Committee, having considered Agenda Item 16.1 in confidence under sections 90(2) and 90(3)(d) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report and related attachments of the Committee and the discussion and considerations of the subject matter be retained in confidence until the completion of the contract.

Pursuant to section 91(9)(c) of the Local Government Act 1999, the Audit Committee delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried

8. Next Meeting

The next ordinary meeting of the Audit Committee will be held at 6.00pm on Monday, 30 April, 26 Onkaparinga Valley Road, Woodside.

9. Close Meeting

The meeting closed at 7.58pm.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.1

Originating Officer: Natalie Westover, Manager Property Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Retirement Village Review

For: Decision

1. Retirement Village Review – 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, Andrew Aitken
- Director Engineering & Assets, Peter Bice
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community & Customer Service, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Property Services, Natalie Westover
- Consultant, Justin Hazell from Colliers International
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: (Retirement Village Review) 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 1999*, the information to be received, discussed or considered in relation to this Agenda Item includes commercial information of a confidential nature the disclosure of which could reasonably be expected to confer a commercial advantage on a person with who, the Council is conducting business, or proposing to conduct business, or to prejudice the commercial position of Council and the person who supplied the information by disclosing specific quotes and calculations and would, on balance, be contrary to the public interest.

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

3. Retirement Village Review – Period 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) (b) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the sale has been finalised, but not longer than 12 months.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.2

Originating Officer: Nick Taarnby, Project Coordinator

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Adelaide Hills Swimming Centre, Woodside - Shade Sail

For: Decision

1. Adelaide Hills Swimming Centre, Woodside – Shade Sail – 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, Andrew Aitken
- Director Engineering & Assets, Peter Bice
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community & Customer Service, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Property Services, Natalie Westover
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.2: (Adelaide Hills Swimming Centre, Woodside – Shade Sail) 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) (i) of the *Local Government Act 1999*, 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 or an employee of the council, the disclosure of which could reasonably be expected to prejudice the commercial position of person/agency/business involved with any litigation that may be undertaken.

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.

3. Adelaide Hills Swimming Centre, Woodside – Shade Sail – Period 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) (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* that the report and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the matter is determined but not longer than 12 months.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 27 February 2018
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 19.3

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Appointment of External Auditor

For: Decision

1. Appointment of External Auditor – 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, Andrew Aitken
- Director Engineering & Assets, Peter Bice
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community & Customer Service, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.3: Appointment of External Auditor in confidence.

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

Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and to confer a commercial advantage on a third party.

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.

3. Appointment of External Auditor – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Council's decision(s) in this matter in the performance of the duties and responsibilities of office, the Council, having considered Agenda Item 19.3 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report of the Council and the discussion and considerations of the subject matter be retained in confidence until the completion of the contract.

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.