



## 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 24 April 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 24 April 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

Apologies were received from .....

3.2. Leave of Absence

Mayor Bill Spragg 13 May to 28 May 2018

Cr Malcolm Herrmann 18 May to 15 June 2018

3.3. Absent

**4. MINUTES OF PREVIOUS MEETINGS**

Council Meeting – 27 March 2018

*That the minutes of the ordinary meeting held on 27 March 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  
Nil

8.2. Deputations  
Nil

8.3. Public Forum

**9. PRESENTATIONS (by exception)**  
Nil

**10. QUESTIONS ON NOTICE**  
Nil

**11. MOTIONS ON NOTICE**  
Nil

**12. OFFICER REPORTS – DECISION ITEMS**

12.1. By-Law Making

1. *That the report be received and noted.*
2. *The draft By-laws contained within Appendix 1 through to Appendix 6 (inclusive) of this report be released for community consultation for a period of at least twenty one clear days.*
3. *The draft Dogs By-law No. 5 and draft Cats By-law No. 6 be referred to the Dog and Cat Management Board at least 21 days before being released for community consultation.*
4. *To authorise the Chief Executive Officer to make any minor changes to the draft By-laws that the Chief Executive Officer deems fit prior to the agency referral and commencement of community consultation.*
5. *That the administration undertakes an analysis of introducing a cat registration scheme including options and potential fees and a further report in this regard be provided to Council in July 2018.*

12.2. Local Government Arts Action Plan

1. *That the report be received and noted.*
2. *That the Arts Action Plan, as contained in Appendix 1, be adopted.*
3. *That the Chief Executive Officer be authorised to make any non-significant grammatical, formatting and/or content changes to the Arts Action Plan for publication purposes.*

12.3. Adelaide Hills Tourism 2 year Funding Agreement

1. *That the report be received and noted*
2. *That the two year funding agreement with the Adelaide Hills Tourism be approved*
3. *That the Mayor and CEO be authorised to sign and seal the Agreement on behalf of Council*

12.4. Road Widening Edward Avenue Crafers

1. *That the report be received and noted*
2. *To purchase the area of land, being 45m<sup>2</sup>, identified in red on the plan attached as Appendix 1 ("Land") from Zara Marina Parent and Guy Damien Parent for the consideration of \$9,500 (excl GST) plus all reasonable costs to vest the Land as public road.*
3. *That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.*



- 12.5. Policy Review – Road Rents, Outdoor Dining and Roadside Trading
1. *That the report be received and noted*
  2. *With an effective date of 14 May 2018, to revoke the 4 December 2007 Road Rents Policy and to adopt the Road Rents Policy as contained in Appendix 1*
  3. *With an effective date of 14 May 2018, to revoke the 8 November 2011 Outdoor Dining Policy and to adopt the Outdoor Dining Policy as contained in Appendix 2*
  4. *With an effective date of 14 May 2018, to revoke the 25 March 2015 Roadside Trading (Use of Public Road Verges for Business Purposes) Policy and to adopt the Roadside Trading (Use of Public Road Verges for Business Purposes) Policy as contained in Appendix 3*
- 12.6. Long Term Financial Plan Update
1. *That the report be received and noted.*
  2. *To adopt the Long Term Financial Plan, as contained in Appendix 1 to this report, in accordance with Section 122 of the Local Government Act 1999.*
- 12.7. Draft 2018/19 Fees and Charges
1. *That the report be received and noted.*
  2. *To adopt the 2018/19 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2018.*
  3. *Council notes that the statutory fees will be included on the schedule of fees and charges available for public inspection subsequent to being gazetted*
- 12.8. Draft Annual Business Plan & Budget
1. *That the report be received and noted.*
  2. *The draft 2018/19 Annual Business Plan included as Appendix 1 to this report be endorsed for community consultation.*
  3. *The period of consultation for the draft 2018-19 Annual Business Plan be from 30 April 2018 to 25 May 2018.*
  4. *That the 22 May 2018 Ordinary Council meeting will, in accordance with s123(4)(i)(B) of the Local Government Act 1999, be the meeting at which members of the public may ask questions and make submissions.*
  5. *That the Chief Executive Officer, or delegate, be authorised to make any formatting or other minor content changes to the draft 2018-19 Annual Business Plan prior to its release for community consultation.*
- 12.9. Sport & Recreational Facility Grants
1. *To adopt the Community and Recreation Facility Grant Guidelines as contained in Appendix 1*
  2. *To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the Guidelines during the period of its currency.*

12.10. Community Loans Policy

1. *That the report be received and noted.*
2. *With an effective date of 8 May 2018, to adopt the Community Loans Policy as provided in Appendix 1.*

12.11. Delegations

1. *That the report be received and noted*
2. *To hereby revoke its previous delegations to the Chief Executive Officer of those powers and functions under the Expiation of Offences Act 1996 to take effect from 30 April 2018*
3. *In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Appendices 2 & 3 (each of which is individually identified as indicated below) are hereby delegated this 24th day of April 2018 to the person occupying the office of Chief Executive Officer to take effect from 30 April 2018 subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.*
  - *Expiation of Offences Act 1996 (appendix 2)*
  - *Fines Enforcement and Debt Recovery Act 2017 (appendix 3)*
4. *The powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.*

12.12. Status Report – Council Resolutions Update

*Refer to Agenda*

**13. OFFICER REPORTS – INFORMATION ITEMS**

Nil

**14. MISCELLANEOUS ITEMS**

Nil

**15. QUESTIONS WITHOUT NOTICE**

**16. MOTIONS WITHOUT NOTICE**

**17. REPORTS**

- 17.1. Council Member Reports
- 17.2. Reports of Members as Council/Committee Representatives on External Organisations
- 17.3. CEO Report

**18. REPORTS OF COMMITTEES**

- 18.1. Council Assessment Panel – 11 April 2018  
*That the minutes of the CAP meeting held on 11 April 2018 as supplied, be received and noted.*
- 18.2. Strategic Planning & Development Policy Committee  
*Nil*
- 18.3. Audit Committee  
*Nil*
- 18.4. CEO Performance Review Panel – 12 April 2018  
*That the minutes of the CEO Performance Review Panel meeting held on 12 April 2018 as supplied, be received and noted.*

**19. CONFIDENTIAL ITEMS**

- 19.1. Sale of Land for Non Payment of Rates

**20. NEXT MEETING**

Tuesday 22 May 2018, 6.30pm, 63 Mt Barker Road, Stirling

**21. CLOSE MEETING**



## Council Meeting/Workshop Venues 2018

DATE	TYPE	LOCATION	MINUTE TAKER
<b>MAY 2018</b>			
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
Tues 29 May	CEO PRP	Stirling	TBA
<b>JUNE 2018</b>			
Tues 12 June	Workshop	Woodside	N/A
Wed 13 June	Council Assessment Panel	TBA	Karen Savage
Tues 19 June	Professional Development	Stirling	N/A
Tues 26 June	Council	Stirling	Pam Williams
<b>JULY 2018</b>			
Tues 10 July	Workshop	Woodside	N/A
Wed 11 July	Council Assessment Panel	TBA	Karen Savage
Tues 17 July	Professional Development	Stirling	N/A
Tues 24 July	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
Tuesday 13 March 2018	Kersbrook
Tuesday 1 May 2018	Bradbury/Longwood
Tuesday 7 August 2018	Montacute

## 8. DEPUTATIONS

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

1. A request to make a deputation should be made by submitting a Deputation Request Form, (available on Council's website and at Service and Community Centres) to the CEO seven clear days prior to the Council meeting for inclusion in the agenda.
2. Each deputation is to be no longer than ten (10) minutes 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.

### 8.3 PUBLIC FORUM

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

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

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## **Item 4 Minutes of Council**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

In Attendance:

**Presiding Member:** Mayor Bill Spragg

**Members:**

Councillor	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

In Attendance:

Andrew Aitken	Chief Executive Officer
Marc Salver	Director Strategy & Development
David Waters	Director Community & Customer Service
Natalie Westover	Acting Director Corporate Services
Chris Janssan	Acting Director Engineering & Assets
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Waste Health & Regulatory Services
Ashley Curtis	Manager Civil Services
Dennis Rainsford	Team Leader Regulatory Services
Renee O'Connor	Sport & Recreation Planner
Steven Brooks	Biodiversity Officer
Aliza Fuller	Waste Management Coordinator
Pam Williams	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.31pm.

**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 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**3. APOLOGIES/LEAVE OF ABSENCE**

**3.1. Apology**  
Nil

**3.2. Leave of Absence**  
Nil

**3.3. Absent**  
Nil

**4. MINUTES OF PREVIOUS MEETINGS**

**4.1. Council Meeting – 27 February 2018**

Moved Cr Malcolm Herrmann  
S/- Cr Jan-Claire Wisdom

**63/18**

That the minutes of the ordinary meeting held on 27 February 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

<b>Carried Unanimously</b>
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**4.2. Special Council Meeting – 13 March 2018**

Moved Cr Lynton Vonow  
S/- Cr John Kemp

**64/18**

That the minutes of the special meeting held on 13 March 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

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

**5.1. Conflict of Interest, Cr Jan Loveday, Item 12.1 – Dog Registration Fees & DACO Introduction**

Under Section 74 of the *Local Government Act 1999* Cr Jan Loveday disclosed a Material Conflict of Interest in Item 12.1, Dog Registration Fees & DACO Introduction, the nature of which is as follows:

I am a Board Member of the Dog & Cat Management Board



**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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

Mayor Spragg advised Council that a Code of Conduct complaint has been received and that it has been reviewed with a preliminary determination advised to the complainant and the respondent. A final determination on the matter will likely be made prior to the next meeting.

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

**7.1. Questions Adjourned**

Nil

**7.2. Questions Lying on the Table**

Nil

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

**8.1. Petitions**

Nil

**8.2. Deputations**

Nil

**8.3. Public Forum**

Nil

**9. PRESENTATIONS**

**9.1. Paul Thompson & Greg Marshall Dept of Premier & Cabinet re Mining Lease Bird in Hand Gold Mine Project**

**9.2. Martin Janes, CEO, Terramin Australia Ltd re Bird in Hand Gold Mine Project**

**10. QUESTIONS ON NOTICE**

Nil

**11. MOTIONS ON NOTICE**

**11.1. Memorial for late Cr Val Hall**

Moved Cr Malcolm Herrmann  
S/- Cr Ian Bailey

**65/18**

That in view of the service the late Cr Val Hall rendered to both the Council and the various community groups, Council erects a memorial seat in Federation Park, Gumeracha, with financial support from the community groups with which she was associated.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

**11.2. Speed Limit Reduction, Milan Terrace, Stirling**

Leave of the Meeting was granted to consider this motion at item 12.3, Milan Terrace Pedestrian Safety

**12. OFFICER REPORTS – DECISION ITEMS**

Cr Jan Loveday declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.1, Dog Registration Fees & DACO Introduction.

7.56pm Cr Loveday left the Chamber.

**12.1. Dog Registration Fees & DACO Introduction**

Moved Cr Linda Green  
S/- Cr Ian Bailey

66/18

1. That the report be received and noted.
2. That the following schedule of dog registration fees and concession charges for 2018/19 be adopted and forwarded to the Dog and Cat Management Board.

Proposed Registration Category	Fee
Standard Dog	\$45.00
Concession Standard Dog	\$22.50
Non-standard Dog	\$90.00
Concession Non-standard Dog	\$45.00
Puppy dogs under six months of age	\$35.00
Guide, Hearing or Assistance Dog	\$0.00
Working Dogs	\$35.00
Fee free – other (e.g. SES Search & Rescue Dogs, Military Dogs)	\$0.00
Business involving dogs – all animals at full fee	\$90.00
Late registration payment fee	\$17.50
Transfer of dog with paid registration in another South Australian Council area	\$0.00
Replacement registration disc	\$0.00

- Proposed Concessions
  - DVA "Gold" Card
  - DVA "White" Card
  - Pensioner Card
  - Senior Health Card
  - Health Card

**Carried Unanimously**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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8.01pm Cr Loveday returned to the Chamber.

**12.2. Revocation of Community Land – Lobethal Retirement Village**

**Moved Cr Ron Nelson  
S/- Cr Nathan Daniell**

**67/18**

1. That the report be received and noted.
2. To commence the process to revoke the community land classification of the land located at 3 Jeffrey Street Lobethal contained in Certificate of Title Volume 6017 Folio 705 (Appendix 1) by undertaking community consultation.
3. To report back to Council following completion of the community consultation process.

<b>Carried Unanimously</b>
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**12.3. Milan Terrace Pedestrian Safety**

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

**68/18**

1. That the report be received and noted
2. That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility
3. That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing
4. That Council submits a proposal to the Department of Planning, Transport & Infrastructure to reduce the speed limit on Milan Terrace to 30km/h from a point approximately 80 metres west of the Druid Avenue intersection and approximately 40 metres east of the Johnston Street intersection
5. That a report be brought back to Council to determine whether future budget considerations are applicable including costings for a wombat or zebra crossing.

<b>Carried Unanimously</b>
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**12.3.1. Speed Limit Reduction**

Deferred from Item 11.2, Motion on Notice, Speed Limit Reduction Milan Terrace Stirling

Moved Cr John Kemp  
S/- Cr

I move that Council submits a proposal to the Department of Planning, Transport & Infrastructure to reduce the speed limit on Milan Terrace to 25kph between the intersections of Druid Avenue and Johnston Street, Stirling as shown in Figure 1.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

<b>WITHDRAWN</b>
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**12.4. Play Space Policy**

Moved Cr Malcom Herrmann  
S/- Cr Jan Loveday

**69/18**

1. That the report be received and noted.
2. With an effective date of 2 July, 2018, to adopt the Play Space Policy in Appendix 1.

<b>Carried Unanimously</b>
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8.41pm Cr Kemp left the Chamber

8.43pm Cr Kemp returned to the Chamber

**12.5. Waste and Resource Recovery Service Policy**

Moved Cr Ian Bailey  
S/- Cr Jan Loveday

1. That the report be received and noted.
2. With an effective date of 10 April 2018, to adopt the Waste & Resource Recovery Service Policy, as contained in Appendix 1.
3. With an effective date of 10 April 2018 to revoke the Kerbside Green Organics Service Implementation Policy and the Community Groups Access to Waste Disposal Sites Policy.
4. The Fees and Charges Register be amended, for the remaining 2017/18 financial year, to include the following charges for a commercial or industrial premises for a kerbside green organics service:
  - a. Annual service fee - \$60.00 (per bin)
  - b. Application fee (once off) – Abolished
5. Consideration be given to allocating an additional \$20,000 to the recurrent Waste Management Budget for a kerbside green organics collection service to Inglewood and Houghton as part of setting and adopting the 2018/19 operating budget.

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**AMENDMENT**

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

**70/18**

4. The Fees and Charges Register be amended, for the remaining 2017/18 financial year, to include the following charges for a commercial or industrial premises for a kerbside green organics service:
  - c. Annual service fee – \$0
  - d. Application fee (once off) – Abolished

<b>Carried</b>
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The Motion as Amended

**Moved Cr Ian Bailey**  
**S/- Cr Jan Loveday**

**71/18**

1. That the report be received and noted.
2. With an effective date of 10 April 2018, to adopt the Waste & Resource Recovery Service Policy, as contained in Appendix 1.
3. With an effective date of 10 April 2018 to revoke the Kerbside Green Organics Service Implementation Policy and the Community Groups Access to Waste Disposal Sites Policy.
4. The Fees and Charges Register be amended, for the remaining 2017/18 financial year, to include the following charges for a commercial or industrial premises for a kerbside green organics service:
  - a. Annual service fee – \$0
  - b. Application fee (once off) – Abolished
5. Consideration be given to allocating an additional \$20,000 to the recurrent Waste Management Budget for a kerbside green organics collection service to Inglewood and Houghton as part of setting and adopting the 2018/19 operating budget.

<b>Carried</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**12.6. Council Member Training & Development**

**12.6.1. Formal Motion – Proceed to the next business**

Moved Cr John Kemp **72/18**  
S/- Cr Malcolm Herrmann

That Council proceeds to the next business.

<b>Carried Unanimously</b>
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**12.7. Complaint Handling Policy Amendment**

Moved Cr John Kemp **73/18**  
S/- Cr Linda Green

1. That the report be received and noted.
2. With an effective date of 2 April 2018, to revoke the 13 June 2017 Complaint Handling Policy and adopt Complaint Handling Policy as contained in Appendix 1 with the addition of an ultimate sentence in Clause 4 of “In such circumstances the matter should be dealt with in accordance with the legislative requirements”.

<b>Carried Unanimously</b>
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9.25pm Cr Vonow left the Chamber

ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING

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**12.8. Delegations Review March 2018**

Moved Cr Linda Green  
S/- Cr Ian Bailey

74/18

Council resolves:

1. That the report be received and noted
2. That, having conducted its quarterly review of Council's Delegations Register, in accordance with Section 44(6) of the *Local Government Act 1999*, the Council:

**2.1 Revocation**

Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts:

- 2.1.1 *Burial & Cremation Act 2013 and the Burial and Cremation Regulations 2014*
- 2.1.2 *Development Act 1993 and Development Regulations 2008*
- 2.1.3 *Environment Protection Act 1993 and Environment Protection (Waste Management) Policy 1994*
- 2.1.4 *Expiation of Offences Act 1996*
- 2.1.5 *Food Act 2001*
- 2.1.6 *Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017*
- 2.1.7 *Safe Drinking Water Act 2011*
- 2.1.8 *Supported Residential Facilities Act 1992*
- 2.1.9 *Unclaimed Goods Act 1987*
- 2.1.10 *Water Industry Act 2012 and Water Industry Regulations 2012*

**2.2 Delegations made under the *Local Government Act 1999***

- 2.2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Appendices 3, 5, 6, 8, 9, 10, 11 and 12 (each of which is individually identified as indicated below) are hereby delegated this 27<sup>th</sup> day of March 2018 to the person occupying the office of Chief Executive Officer subject to the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.

- *Burial & Cremation Act 2013 and the Burial and Cremation Regulations 2014 (appendix 3)*

ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING

---

- *Environment Protection Act 1993 and Environment Protection (Waste Management) Policy 1994 (appendix 5)*
- *Expiation of Offences Act 1996 (appendix 6)*
- *Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017 (appendix 8)*
- *Safe Drinking Water Act 2011 (appendix 9)*
- *Supported Residential Facilities Act 1992 (appendix 10)*
- *Unclaimed Goods Act 1987 (appendix 11) with removal of delegations to the SPDPC*
- *Water Industry Act 2012 and Water Industry Regulations 2012 (appendix 12)*

2.2.2 Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.

2.3 Delegations made under the Development Act 1993

2.3.1 In exercise of the power contained in Section 20 and 34(23) of the *Development Act 1993*, the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* and specified in the proposed Instrument of Delegation contained in Appendix 4 are hereby delegated this 27<sup>th</sup> day of March 2018 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation under the *Development Act 1993*.

2.3.2 Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*.

2.3.3 In exercise of the powers contained in Section 20 and 34(23) of the *Development Act 1993* the powers and functions under the *Development Act 1993* and the *Development Regulations 2008* and specified in the proposed Instrument of Delegation contained in Appendix 4, are hereby delegated on this 27<sup>th</sup> day of March 2018 to the Council's Assessment Panel, subject to any conditions specified herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Development Act 1993*:

2.4 Delegations made under Food Act 2001



ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING

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- 2.4.1 In exercise of the powers contained in Section 91 of the *Food Act 2001*, the powers and functions under the *Food Act 2001* and specified in the proposed Instrument of Delegation contained in Appendix 7 are hereby delegated this 27<sup>th</sup> day of March 2018 to the person occupying the office of Chief Executive Officer (“the head of the enforcement agency” for the purposes of the *Food Act 2001*), subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Food Act 2001*.
- 2.4.2 Such powers and functions may be further delegated by the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Food Act 2001*.
- 2.5 Delegations under Safe Drinking Water Act 2011 (of enforcement agency)
- 2.5.1 In exercise of the power contained in Section 43 of the *Safe Drinking Water Act 2011* the powers and functions of the Council as a relevant authority under the *Safe Drinking Water Act 2011* and specified in the proposed Instrument of Delegation contained in Appendix 9 are hereby delegated this 27<sup>th</sup> day of March 2018 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Safe Drinking Water Act 2011*.
- 2.5.2 Such powers and functions may be further delegated by the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Safe Drinking Water Act 2011*.

<b>Carried Unanimously</b>
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9.31pm Cr Vonow returned to the Chamber

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

**12.9. Status Report – Council Resolutions Update**

Moved Cr John Kemp  
S/- Cr Jan Loveday

**75/18**

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
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
24/01/2017	Ordinary Council	10/17	Tolmer Road CWMS Easements
26/04/2017	Ordinary Council	84/17	Arts & Heritage Hub
24/10/2017	Ordinary Council	242/17	Mobile Food Vending Businesses
24/10/2017	Ordinary Council	242/17	Mobile Food Vending Businesses
28/11/2017	Ordinary Council	275/17	Adelaide Hills (War Memorial) Swimming Centre Progress Report
23/01/2018	Ordinary Council	2/18	Petition - Pedestrian Crossing Milan Terrace Stirling
23/01/2018	Ordinary Council	9/18	Frick Street Lobethal 40kph Zone
27/02/2018	Ordinary Council	27/18	Petition Greenhill Tennis Court
27/02/2018	Ordinary Council	28/18	Petition - Reduction of Speed Limit, Jungfer Road Charleston
27/02/2018	Ordinary Council	33/18	DA Fee Waiver Request Johnston Memorial Park Committee
27/02/2018	Ordinary Council	35/18	Budget Review 2
27/02/2018	Ordinary Council	36/18	Long Term Financial Plan 2018 Update
27/02/2018	Ordinary Council	37/18	CWMS Easement, Gale Street, Woodside
27/02/2018	Ordinary Council	40/18	CM Allowances & Benefits Policy
27/02/2018	Ordinary Council	41/18	LG Election Timetable
27/02/2018	Ordinary Council	43/18	Reappointment of Independent Chairperson of GRFMA
27/02/2018	Ordinary Council	61/18	Appointment of External Auditor - Period of Confidentiality

**Carried Unanimously**

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**13. OFFICER REPORTS – INFORMATION ITEMS**

**13.1. Biodiversity Strategy**

Moved Cr Kirrilee Boyd  
S/- Cr Jan-Claire Wisdom

**76/18**

Council resolves that the report be received and noted.

<b>Carried Unanimously</b>
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**13.2. Old Balhannah Railway Station**

Moved Cr Malcolm Herrmann  
S/- Cr Jan Loveday

**77/18**

Council resolves

1. That the report be received and noted
2. That Council does not proceed with the purchase of the disused railway station at Balhannah at this stage.

<b>Carried Unanimously</b>
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**13.3. Risk Management Update**

Moved Cr Malcolm Herrmann  
S/- Cr John Kemp

**78/18**

Council resolves that the report be received and noted.

<b>Carried Unanimously</b>
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**14. MISCELLANEOUS ITEMS**

Nil

**15. QUESTIONS WITHOUT NOTICE**

Nil

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

**16. MOTIONS WITHOUT NOTICE**

**16.1. Congratulations to Members of Parliament for appointment to Ministry**

Moved Cr Malcolm Herrmann

**79/18**

S/- Cr loveday

That Council congratulates the Honourable John Gardner MP and the Honourable Stephan Knoll on their appointments to the inaugural Marshall Ministry.

<b>Carried Unanimously</b>
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**Extension of Time**

Moved Cr Ian Bailey

**80/18**

S/- Cr Linda Green

That the meeting be extended up to 10.30pm.

<b>Carried</b>
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**17. REPORTS**

**17.1. Council Member Activities**

**Mayor Bill Spragg**

Mayor's Activities since 27 February 2018

Friday 1 March 2018

- Clipsal 500 Corporate Day, Adelaide
- City of Campbelltown 150<sup>th</sup> Anniversary dinner, Campbelltown

Wednesday 14 March 2018

- Metropolitan Mayors' Lunch, Adelaide
- Metropolitan Local Government Group meeting, Adelaide

Friday 16 March 2018

- Aldgate Primary School – Way2Go presentation, Aldgate
- Friends of Low Carbon Living forum, Adelaide

Monday 19 March 2018

- Libraries Board visit, Stirling

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

---

**Cr Kirrilee Boyd**

- 1 March, Sustainability Advisory Group
- 6 March, Adelaide Hills Climate Action Group - State Candidate Forum
- 20 March, Heathfield High School Open Night

**Cr Jan-Claire Wisdom**

- 19 March, SA Libraries Board visit to Stirling

**17.1.1. Apology from Cr Malcolm Herrmann for breaches of the Code of Conduct**

Cr Herrmann addressed Council and read out an apology for breaches of the Code of Conduct for Council Members, 2.6, 2.7 and 2.8, and clause AH8 of the Council Member Conduct Policy, and provided a written apology in accordance with the 12 December 2017 Council Meeting resolution 302/17.

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

**Mayor Bill Spragg**

Metropolitan Local Government Group

- MyLocal services app is used by 45 SA councils and has been downloaded more than 40,000 times. It had also been sold to interstate councils.
- A draft revised constitution for the LGA was tabled and discussed.
  - Non-members will not be able to access services
  - Two regional organisations – SAROC & GAROC (greater Adelaide region) for purposes of electing LGA board members. Five from each, the chair and four others.
  - Regional LGA's will appoint 2 members + Executive Officer to the ROC.
  - City of Adelaide will automatically have a member on GAROC.
  - Constitution for GAROC & SAROC are ancillary to the LGA constitution and will be considered later.
  - Regional LGA groups are undefined.

**Cr Nathan Daniell**

- Adelaide Hills Region Waste Management Authority

**Cr Linda Green**

- East Waste Board meeting

**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**17.3. CEO Report**

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

- Footpaths, road reseals, road reconstructions
- Building Services Team award from Australian Institute of Building Surveyors
- Business Month in May
- Wasp Nests
- Dee Francis & Colleen Hampton, Customer Service Officers, are retiring on 20 April 2018
- LGA posthumous recognition of years of service to Cr Val Hall on 12 April

10.09pm Cr Lynton Vonow left the Chamber and did not return

**18. REPORTS OF COMMITTEES**

**18.1. Council Assessment Panel – 14 March 2018**

Moved Cr Linda Green  
S/- Cr Kirrilee Boyd

**81/18**

**That the minutes of the Council Assessment Panel meeting of 14 March 2018 as distributed, be received and noted.**

<b>Carried Unanimously</b>
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**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 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**19. CONFIDENTIAL ITEMS**

**19.1. Adelaide Hills Region Waste Management Authority - Purchase of Hooklift Truck – Exclusion of the Public**

Moved Cr Nathan Daniell  
S/- Cr Kirrilee Boyd

**82/18**

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 Strategy & Development, Marc Salver
- Director Community & Customer Service, David Waters
- Acting Director Corporate Services, Natalie Westover
- Acting Director Engineering & Assets, Chris Janssan
- Executive Manager Governance & Performance, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: (Adelaide Hills Region Waste Management Authority - Purchase of Hooklift Truck) 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)(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) the disclosure of which –

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
- (ii) would, on balance, be contrary to the public interest.

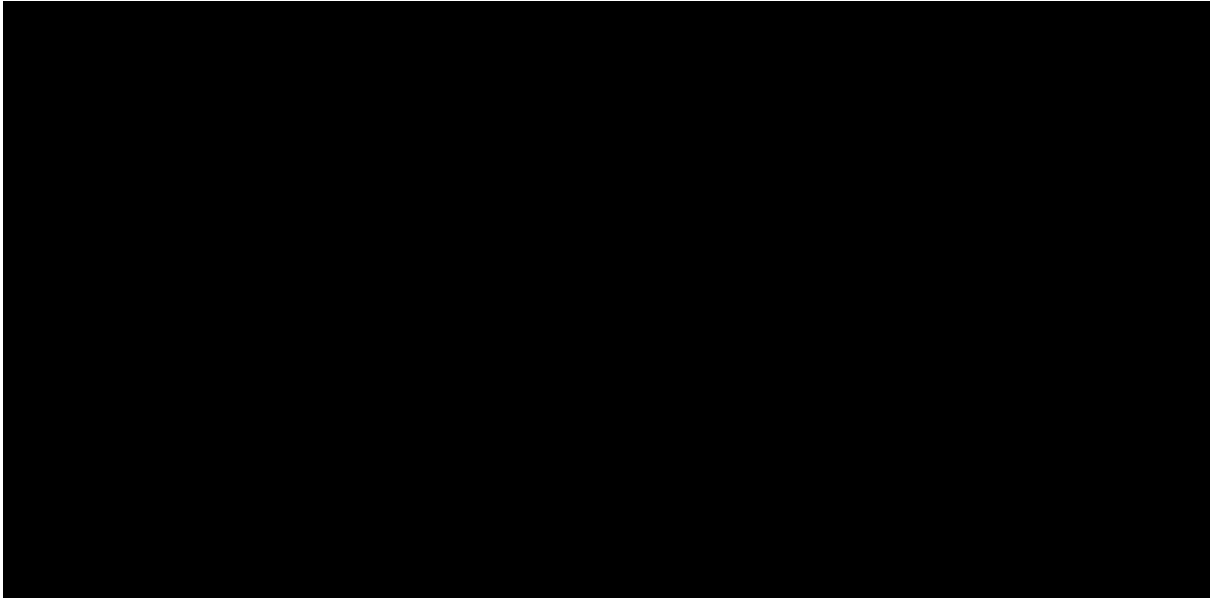
Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

<b>Carried Unanimously</b>
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**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**19.1.1. Adelaide Hills Region Waste Management Authority - Purchase of Hooklift Truck – Confidential Item**





**ADELAIDE HILLS COUNCIL  
MINUTES OF ORDINARY COUNCIL MEETING  
TUESDAY 27 MARCH 2018  
63 MT BARKER ROAD STIRLING**

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**19.1.2. Adelaide Hills Region Waste Management Authority - Purchase of Hooklift Truck – Period of Confidentiality**

Moved Cr Linda Green  
S/- Cr Malcolm Herrmann

**84/18**

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)(d) 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 3 August 2019.

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

<b>Carried Unanimously</b>
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**20. NEXT MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 24 April 2018 from 6.30pm at 63 Mt Barker Road, Stirling.

**21. CLOSE MEETING**

The meeting closed at 10.18pm.

Mr. Bill Spragg  
Mayor  
Elected members  
Adelaide Hills Council  
PO Box 44  
WOODSIDE SA 5244

#### **OFFICIAL APOLOGY**

In accordance with council resolution No. 302/17 dated 12 December 2017, I apologize 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.

I reiterate that I had NO intention to breach any Code.

A handwritten signature in black ink, appearing to read 'MH', with a long, sweeping horizontal line extending to the right.

Malcolm Herrmann  
Councillor  
Torrens Valley Ward  
27 March 2018

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.1

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

**Responsible Director:** Marc Salver, Director Strategy and Development

**Subject:** Making of By-laws

**For:** Decision

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**SUMMARY**

Section 246 of the *Local Government Act 1999* (the Act) allows councils to make by-laws. By-laws are local laws designed for the good rule and government of the council areas, and for the convenience, comfort and safety of the community.

By-laws remain in force for a period of seven years. Council's current suite of By-laws expires on 1 January 2019 and, therefore, there is a need to review them and to adopt new by-laws for the subsequent seven years. Draft By-laws have been developed to replace the existing By-laws which are required to undergo an agency and public consultation process as required by the Act.

The purpose of this report is to seek Council endorsement to release the following draft By-laws to undergo agency and public consultation process:

- No. 1 – Permits and Penalties
- No. 2 – Moveable Signs
- No. 3 – Local Government Land
- No. 4 – Roads
- No. 5 – Dogs
- No. 6 – Cats

Note that the draft Dogs By-law No. 5 and draft Cats By-law No. 6 will need to be referred to the Dog and Cat Management Board at least 21 days (the required referral period for the Board) before being released for community consultation.

## RECOMMENDATION

### Council resolves:

1. That the report be received and noted.
  2. The draft By-laws contained within Appendix 1 through to Appendix 6 (inclusive) of this report be released for community consultation for a period of at least twenty one clear days.
  3. The draft Dogs By-law No. 5 and draft Cats By-law No. 6 be referred to the Dog and Cat Management Board at least 21 days before being released for community consultation.
  4. To authorise the Chief Executive Officer to make any minor changes to the draft By-laws that the Chief Executive Officer deems fit prior to the agency referral and commencement of community consultation.
  5. That the administration undertakes an analysis of introducing a cat registration scheme including options and potential fees and a further report in this regard be provided to Council in July 2018.
- 

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 3	Places for people and nature
Strategy 3.6	We will reduce the impact of cats on native flora and fauna

Proposed amendments to the draft Cats By-law will assist (subject to Council resolution) to reduce the impact of cats on native flora and fauna

Goal 4	Explore
Strategy 4.1	We will embrace contemporary methods of engagement so it's easy for everyone to have their say.

By endorsing the draft By-laws for agency and public consultation Council will ensure the community's views are considered before making a final decision in this regard. Council's Public Consultation Policy provides that Council will consult for at least 21 clear days.

Effective by-laws are essential to ensure the good governance of the Council's area and the comfort, convenience and safety of the community.

### ➤ Legal Implications

Chapter 12, Part 1 of the Act provides councils with the ability to make by-laws for the benefit of the community as a whole. It is noted that councils are not legally obliged to have by-laws in place. However, as by-laws are in place for the benefit of the community, the adoption of by-laws is considered an essential community outcome.

The Act outlines the scope of the Council's by-law making powers and prescribes the procedure that the Council must observe when making by-laws. This includes that any By-laws made by the Council must comply with the rules and principles contained in sections 247 and 248 of the Act.

The *Dog and Cat Management Act 1995* also requires any by-law relating to dogs and cats to be referred to the Dog and Cat Management Board for comment prior to being made by the Council.

➤ **Risk Management Implications**

Council resolving to release the draft By-laws for community consultation will assist in mitigating the risk of:

*Council not resolving to release the draft By-laws for community consultation leading to less desirable community outcomes and delays in the By-law review process.*

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

The report recommendation results in the creation of new draft By-laws to achieve community outcomes in specific service areas and to enable community consultation to occur to alleviate the abovementioned risk. Resolving to release the draft By-laws for community consultation also ensures compliance with the Council's obligations under the Act.

➤ **Financial and Resource Implications**

Adoption of the report recommendations to release the draft By-laws for community consultation and to undertake an analysis of introducing a cat registration scheme do not result in any financial or resource implications at this stage. However, there may be financial and resource implications from the final By-laws that are adopted by Council and in particular, the proposed Cats By-law.

Further information on the financial and resource implications is provided within the Analysis section of this report. The recommendation relating to undertaking an analysis of a cat registration scheme is intended to identify the resource implications of the proposed Cats By-law for Council's consideration at the July 2018 Ordinary Council meeting.

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

Undertaking community consultation on the proposed draft By-laws as recommended by this report will ensure community views are considered and where appropriate, incorporated in the development of the By-laws.

➤ **Environmental Implications**

Community and agency consultation on the draft By-laws does not have any environmental implications. The By-laws themselves, particularly the Local Government Land, Dogs and Cats By-laws, do have provisions that have beneficial environmental outcomes.

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

Council Committees:	23 January Council meeting (By-Law Review Schedule)
Council Workshops:	13 February 2018 (By-law review process) 13 March 2018 (By-law content) 10 April 2018 (By-law content discussion)
Advisory Groups:	Not Applicable
Administration:	Manager Property Services Executive Manager Governance and Performance Team Leader Regulatory Services Director Strategy and Development Manager Development Services Manager Civil Services Manager Open Space
Community:	Feedback received through the two phases of community consultation undertaken in developing Council's Dog and Cat Animal Management Plan has been used to assist develop the draft Dogs By-law and draft Cats By-law recommended to be released by this report for community consultation.

## **2. BACKGROUND**

Council's current By-laws were made by resolution at the 23 August 2011 meeting and expire 1 January 2019 pursuant to the Act. Failure to endorse the new draft By-laws for referral to the Dog and Cat Management Board and community consultation may result in Council not having by-laws in place after 1 January 2019.

A report tabled at the 23 January 2018 Council meeting outlined the key actions and timeframe involved in making the By-laws. At that meeting Council resolved the following:

### **12.5. By-Law Review**

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

**11/18**

**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**

Relevant to the By-law review is Council's Dog and Cat Animal Management Plan 2018-2022 (DCAMP) adopted by Council at the 24 October 2017 meeting. During the review of DCAMP there was support within the community for increased cat control. In response to this feedback, the DCAMP adopted by Council included a strategy to explore tighter cat controls

such as possible confinement and registration of cats in the forthcoming By-law making process.

In accordance with the objectives of DCAMP and the community feedback received, provisions have been included in the draft Cats By-law in relation to nuisance, confinement and registration. This change, along with proposed changes to the other By-laws is discussed below.

### **3. ANALYSIS**

The overarching intent of Council's suite of By-laws is to provide for the good rule and government of the Council area. The By-laws have the following objectives in common:

- Prevent and mitigate nuisance
- Protect the convenience, comfort and safety of members of the public
- Enhance the amenity of an area
- Prevent nuisance, interference and damage.

In addition to the above, each by-law contains subject specific objectives such as encouraging responsible dog ownership within the Dogs By-law and preventing damage to buildings and structures on roads within the Roads By-law.

The enforcement of any breach of the By-laws is at the Council's discretion. If the conduct giving rise to the offence occurred in mitigating circumstances, then this may support a decision not to take any enforcement action or, to simply issue a warning or use the opportunity to educate and inform the persons involved.

Currently, Council has in place a by-law to manage and regulate the prescribed uses of Bird Scarers in the Council area. The regulation of bird scaring devices is now specifically included within the *Local Nuisance and Litter Control Act 2016* and, therefore, a by-law relating to this activity is no longer required.

In regard to the proposed amendments to the each of Council's remaining By-laws, all have undergone legal review resulting in amendments being made relating to legislative changes. Some formatting and administrative changes have also been made. In addition to these legislative and formatting changes, a number of key changes are being proposed to each by-law. These key changes are outlined below along with a brief description of the purpose of the by-law.

#### **By-law No. 1 - Permits and Penalties By-law**

##### *Purpose*

The Permits and Penalties By-law (*refer Appendix 1*) provides a system for the issuing of permits for those activities within the suite of by-laws that require permission and also provides for the enforcement of breaches of Council's By-laws and the fixing of penalties.

##### *Proposed Key Changes*

- An expiation fee clause has been included. The expiation fee for breaches of any Council By-law is fixed as per the fee prescribed by the Act. Inclusion of the expiation fee clause in the By-law provides Council with flexibility to vary the fee by resolution

of the Council. Under the Act, any expiation fee set by the Council cannot exceed \$187.50. Council's current By-law expiation fee is at the maximum level and therefore the fee can only be varied downwards.

- Clause 7.2 of the By-law clarifies that permission of the Council under a by-law may be given by way of a permit (i.e. to an individual) or by way of the Council adopting a policy that applies generally for this purpose.

Once the By-laws have been formally adopted, Council is able to delegate the power to grant, revoke or vary permission to undertake the various activities regulated under its by-laws to Council staff or may otherwise authorise persons (by way of resolution) to exercise these powers.

This approach is recommended to increase operational efficiency and avoids the need for every by-law permit applications to be determined by the Council. A recommendation to this effect will be included in the final report to be presented to Council seeking adoption of the By-laws in July 2018.

A recommendation will also be made in the July 2018 report to Council to develop and adopt a policy to give permission for certain activities, with conditions, under the By-laws. This approach will minimise the need for community members to apply for certain activities as long as they undertake them within the parameters established by the policy and the relevant by-law. Examples to consider in the policy include the placement of real estate directional signage and seasonal fruit sale signs such as cherries on road verges.

#### By-law No. 2 – Moveable Signs

##### *Purpose*

The purpose of the Moveable Signs By-law (***refer Appendix 2***) is to set standards for moveable signs.

The Moveable Signs By-law gives blanket permission for the placement of moveable signs that comply with the requirements of the by-law. The Council can still give permission for the placement of a sign contrary to a requirement of the By-law (e.g. allow a business to display more than one sign), where it is satisfied such permission is appropriate having regard to the location in which the sign is proposed to be placed.

##### *Proposed Key Changes*

- Some additional definitions have been included in clause 6 to assist the public in understanding the By-law and the Council in enforcing it.
- Clause 11.3 (showing as deleted clause 10.1 in the By-law) has been removed because it is redundant. This is because:
  - former clause 10.1.1 is superfluous as the Council cannot adopt a by-law that is inconsistent with existing requirements at law
  - former clause 10.1.2 relates to a sign permanently attached to a vehicle, such a sign forms part of the vehicle and is not within the meaning of a 'moveable sign' under the Act



- former clause 10.1.3 is already covered by clause 12.3 of the By-law, which confirms that the Council may give permission for the display of a moveable sign contrary to the By-law.
- To assist in enforcing clauses relating to moveable signs on vehicles a new clause has been included to enable regulatory staff to pursue either the owner or driver (if known) of a vehicle that is in contravention of this clause. The same clause has also been included in By-laws Nos. 3 and 4 since these By-laws also include provisions creating offences involving vehicles.

### By-law No. 3 – Local Government Land

#### *Purpose*

The purpose of the Local Government Land By-law (**refer Appendix 3**) is to regulate the access to and use of Council land (excluding roads and certain public places). The By-law lists those activities that require Council permission (section 9) and those activities that are prohibited (section 10).

#### *Proposed Key Changes*

Clauses 5.3 and 5.4 list those provisions of the By-law that only apply to areas that the Council has either resolved they apply or don't apply (similar clauses are also contained in By-laws 4 and 5). These provisions are drafted this way to avoid a 'blanket' application (which may be unacceptable to Parliament) and to provide flexibility for the Council so that it has the freedom, at any time, to determine the areas (if any) in respect of which the provisions will (or won't) apply, without the need to amend the By-law itself.

Clause 9.24.4 relating to golf is an amended version of the old clause 9.23.3 and allows golf to be played without permission on a properly constructed golf course or practice fairway and in accordance with any conditions determined by the Council.

Two new clauses, 9.24.5 and 9.26.2, have been included to allow Council, if ever required, to resolve that permission is required to play or practice any game or sport, or fly or operate a model or drone aircraft, boat or model or remote control vehicle on specific areas of Council land.

A new clause has been included in relation to rubbish and rubbish dumps effectively making it an offence to interfere with waste management infrastructure and waste material. Two new clauses (9.34.2 and 9.34.3) have been included in relation to preventing persons from carrying on any business or to set up any structures or equipment for buying and selling of goods on Council land without permission. Note that this By-law does not refer to mobile food trucks/vans as they are covered by separate legislation.

A new provision has been included in the By-law in relation to wheeled recreational devices. A wheeled recreational device means a wheeled device, built to transport a person, propelled by human power or gravity, and ordinarily used for recreation or play. The definition of wheeled recreational devices includes rollerblades, roller-skates, skateboards, scooters, unicycles or similar wheeled devices. Bicycles are not classed as wheeled recreational devices. This new provision would require Council permission to use a wheeled recreational device only in those areas if and where Council resolved that the clause applies.

The clause relating to 'Interference with Land' has been moved from section 10, as a prohibited activity, to section 9 as an activity requiring permission. This adjustment has been made as the actions listed in the clause are activities that the community may need to undertake from time to time and therefore it is appropriate that these activities are not prohibited.

As a result of the introduction of the *Local Nuisance and Litter Control Act 2015* the 'litter', 'waste' and bill posting provisions from the Local Government Land By-law have been removed or refined. These changes were necessary to avoid duplication with the *Local Nuisance and Litter Control Act 2015* and inconsistency with this legislation that would be contrary to the rules and principles that apply to the making of by-laws under the Act.

#### By-law No. 4 – Roads

##### *Purpose*

The Roads By-law (**refer Appendix 4**) provides for the management, control and regulation of the prescribed uses of roads.

##### *Proposed Key Changes*

Under the existing Roads By-law the use of a caravan or motorhome on a road to sleep overnight is an activity requiring permission from Council. A person is otherwise permitted to park a caravan or motorhome on a road as they are 'vehicles' for the purposes of the *Road Traffic Act 1961*. As a result, this means that the parking of a caravan/motorhome on a road does not give rise to an offence under the By-law. For this reason the definition relating to camping has been amended in the proposed Roads By-law to provide clarity that the use of caravans and motorhomes can be parked lawfully on a road in accordance with the *Road Traffic Act 1961*.

The camping clause has been refined to provide the Council with greater powers to more effectively regulate camping on roads by inserting provisions to give Council the flexibility to resolve that permission is not required to camp on certain roads.

A new advertising clause is included in the Roads By-law to regulate the placement of any sign on a road that is not a moveable sign displayed pursuant with Council's Moveable Signs By-law. This would require any person wanting to place a sign or poster on a road to obtain Council's permission. However, as outlined in the section relating to the Permit and Penalties By-law it is intended to recommend to Council to adopt a general policy to permit activities, with conditions, such as the placement of advertising signs.

A provision for Preaching has been included where it is a requirement to seek Council permission to preach, harangue, solicit or canvas for religious or charitable purposes. An existing clause for soliciting has been modified to broaden the scope so as any activity that requests, receives or does anything to indicate a desire for a donation of money, or any other thing, requires Council's permission.

Consistent with the Local Government Land By-law a new clause to prevent the disposal of domestic, commercial or trade waste in to Council street litter bins has been included.

As outlined above with the Local Government Land By-law the ‘litter’, ‘waste’ and bill posting provisions have been removed or refined from the Roads By-law due to the introduction of the *Local Nuisance and Litter Control Act 2015* to avoid duplication and inconsistency with this legislation.

#### By-law No. 5 – Dogs

##### *Purpose*

The Local Government Dogs By-law (**refer Appendix 5**) is to provide for the control and management of dogs in the Council area.

##### *Proposed Key Changes*

Clause 8 has been updated so that it serves to reinforce a person’s obligation under the *Dog and Cat Management Act 1995* to ensure that when exercising a dog in a park, the dog is under effective control (i.e. which may or may not be by means of physical restraint).

The term ‘assistance dog’ has been included as a result of Parliament having passed the *Dog and Cat Management (Miscellaneous) Amendment Act 2016*. The definition of ‘working dog’ has been updated so it is consistent with the definition now contained in the *Dog and Cat Management Act 1995*.

A new provision has been included in the Dogs By-law in response to smaller property sizes that are appearing in some areas of the Council such as apartments, flats and townhouses. This proposed provision restricts the number of dogs allowed on these types of properties to one without Council permission. The provision has been included so as to minimise the potential for nuisance from dogs housed on small allotments, or within apartments or flats.

The Dogs By-law includes a provision to enable the Council to issue an exemption from compliance with any requirements of the By-law should it see fit to do so. For example, if Council wished to exempt the occupier of a small dwelling from compliance with the one dog limit.

#### By-law No. 6 – Cats

##### *Purpose*

The Local Government Cats By-law (**refer Appendix 6**) is to provide for the control and management of cats in the Council area.

The extent of regulation relating to cat management provided in the existing Cats By-law is restricted to limiting the number of cats on a property without permission to two. In assessing applications for additional cats over and above the prescribed amount, the existing By-law requires the administration to consider whether a nuisance would be caused by the additional cat(s).

In considering the proposed change outlined below, Council needs to note that the success or otherwise of any cat management regulation put in place is dependent upon Council regulatory staff being able to catch and then identify an offending cat. Whilst the introduction of mandatory microchipping and the Dogs and Cats Online (DACO) registration system will assist with cat identification, the catching of cats will be an ongoing challenge

given their characteristics as compared to dogs that are relatively easy (in most cases) to seize.

For the above reason, it is considered paramount that education and encouragement is the primary mechanism for achieving Council's cat management objectives ahead of enforcement activity. This will assist to ensure voluntary compliance which is preferable and more effective and efficient than forced compliance through regulation and enforcement.

#### *Proposed Key Changes*

The requirement for cats to be desexed in relation to applications for keeping more than two cats has been removed from the By-law to avoid any future inconsistency with the mandatory desexing provisions under the *Dog and Cat Management Act 1999*.

As with the Dogs By-law, a provision has been included in the Cats By-law to enable the Council to issue an exemption from compliance with any requirements of the By-law.

In response to feedback received during the community engagement undertaken when developing Council's Dog and Cat Animal Management Plan, the knowledge of the damage cats cause to the environment and in particular native fauna, the following changes are proposed to the Cats By-law:

A cat nuisance clause has been included and proposed to be effective in the new By-law from on 1 January 2019. The nuisance clause included in the draft By-law is based on the definition of nuisance in the current By-law (that currently only applies to assessment for additional cats) with additional provisions added in relation to native flora and fauna.

Subject to Council ultimately adopting a Cats By-law that includes the nuisance clause as proposed, it is anticipated there will be an increased community demand to enforce the new provisions. Council's Animal Management area is currently resourced for dog management activities only, funded through dog registrations fees, and has no capacity to undertake any meaningful cat management activities including education and enforcement of the proposed nuisance provisions within the current budget.

Given the above, consideration needs to be given to funding an additional resource to undertake community wide cat education and when required, enforcement with the introduction of the proposed cat nuisance provisions. The introduction of a registration scheme, similar to that in place for dogs, is a mechanism for obtaining revenue to fund and resource increased and meaningful cat management activities.

The draft Cats By-law includes the provision for Council to introduce, by resolution, a cat registration scheme at any time in the future. It is proposed that during the period between the By-law consultation and the final report to Council in July 2018, where all By-laws will be presented for adoption, that an analysis be undertaken regarding the introduction of cat registration requirements. This analysis would explore the cat registration options available to resource the proposed nuisance provisions, and outline a potential registration scheme and fee.

In this manner, when Council considers the adoption of the Cats By-law in July 2018 that may incorporate nuisance provisions (noting community engagement may alter this outcome), Council Members will be made aware of the potential impact to cat owners and

the resourcing impacts to Council. Having this information will allow Council to make an informed decision when considering the adoption or otherwise of a registration scheme to mitigate resourcing impacts from the inclusion of nuisance provisions in the Cats By-law.

The proposed Cats By-law also includes provisions for Council to introduce, by resolution, cat confinement. Noting the remarks made previously relating to the importance of education and encouragement as the primary mechanism for achieving Council's cat management objectives, the introduction of cat confinement is not recommended at this time. However, to provide flexibility in the future to introduce cat confinement, provisions have been included in the draft Cats By-law for this purpose.

Not introducing cat confinement in the first instance provides an opportunity for community education and the proposed nuisance provisions to produce beneficial change in cat management practices undertaken by Council and the community. If the proposed nuisance provisions and community education do not result in sufficient change in cat management, Council can resolve to introduce cat confinement at any time.

#### Community Engagement

The proposed draft By-laws do contain a number of changes, many of which are administrative or as a result of legislative changes, and therefore considered minor in nature. However, some of the proposed changes will have an impact on the community and in particular the proposed Cats By-law. Therefore community feedback should be obtained to inform Council's future decision making in relation to adoption of the draft By-laws. Furthermore, it is a mandatory requirement of the *Local Government Act 1999* that consultation occurs on the draft By-laws.

Apart from undertaking the traditional community consultation process such as public notices, information on Council's website and the E-News electronic newsletter, a number of drop in sessions will be held where members of the community can attend and ask questions and provide feedback on the draft By-laws.

Given that two of the By-laws relate specifically to dogs and cats, those persons who provided feedback on Council's Dog and Cat Animal Management Plan will be informed of the consultation process. Advice will also be sought from Council's Biodiversity Advisory Group on the draft By-laws.

In regard to next steps, and subject to Council resolving to release the draft By-laws for consultation, the Dogs By-law and the Cats By-law will be provided to the Dog and Cat Management Board for review. The By-laws will then be released for public consultation. Feedback received from the consultation will be presented to Council at a Special Council meeting in July 2018 for consideration and, if required, amendment to the by-laws. The By-laws will then undergo certification by a legal practitioner. A final set of draft By-laws will be presented to Council for adoption at the Ordinary Council meeting in July 2018 for adoption. The timeframes outlined above are in accordance with the indicative By-Law Review Schedule adopted by Council at the January 2018 meeting.

Once Council has made the By-laws (by adoption) in July 2018 they will be published in the Government Gazette and will come into effect in December 2018 after a mandatory publication period of not less than four months. The requirement to have by-laws in place for a four month publication period means Council should ideally have adopted the By-laws in July and absolutely no later than the end of August 2018.

#### 4. OPTIONS

Council has the following options:

- I. To resolve that the draft By-laws contained within **Appendix 1 to 6** be referred to the Dog and Cat Management Board (DCMB) and be released for community engagement. This option is recommended as it meets statutory requirements regarding referral to the DCMB and provides the opportunity for community input without delaying the By-law review process.
- II. To resolve that the draft By-laws contained within **Appendix 1 to 6**, with any minor amendments considered necessary by Council, be referred to the DCMB and be released for community engagement.

Should the Council identify the need for substantial amendments to the draft By-laws, 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.

- III. To resolve that the draft By-laws contained within **Appendix 1 to 6** not be referred to the DCMB and not be released for community engagement. This option is not recommended as it places the timely development of the new suite of By-laws at risk.

In considering either Options II or III, Council needs to be mindful of the time line required to have in place adopted By-laws by the end of July 2018. Any significant delays to this process will jeopardise the adoption of by-laws and potentially result in a period where there are no by-laws in effect for the Adelaide Hills Council beyond 1 January 2019.

#### 5. APPENDICES

- (1) Draft By-law 1 Permits and Penalties
- (2) Draft By-law 2 Moveable Signs
- (3) Draft By-law 3 Local Government Land
- (4) Draft By-law 4 Roads
- (5) Draft By-law 5 Dogs
- (6) Draft By-law 6 Cats

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# **Appendix 1**

*Draft By-law 1 Permits and Penalties*

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**ADELAIDE HILLS COUNCIL**  
**PERMITS AND PENALTIES BY-LAW 2018**

**By-law No. 1 of 2018**

This By-law is to create a permit system for Council By-laws, to fix maximum and continuing penalties for offences, and [to clarify](#) the construction of Council By-laws.

**CONTENTS**

<b>PART 1 -PRELIMINARY .....</b>	<b>2</b>
1. Title .....	2
2. Authorising law .....	2
3. Purpose.....	2
4. Commencement, revocation and expiry.....	2
5. Application.....	2
6. Interpretation.....	2
7. Construction of By-laws generally .....	3
<b>PART 2 – PERMITS AND PENALTIES.....</b>	<b>3</b>
8. Permits .....	3
9. Offences and Penalties .....	3



**PART 1 — PRELIMINARY****1. Title**

This By-law may be cited as the *Permits and Penalties By-law 2018* and is By-law No. 1 of the Adelaide Hills Council.

**2. Authorising law**

This By-law is made under section 246 of the Act ~~and sections 667(1) 3.LIV and 9.XVI of the Local Government Act 1934.~~

**3. Purpose**

The objectives of this By-law are to provide for the good rule and government of the Council area, and for the convenience, comfort and safety of its inhabitants by:

- 3.1 creating a permit system for Council By-laws;
- 3.2 providing for the enforcement of breaches of Council By-laws and fixing penalties; and
- 3.3 clarifying the construction of Council By-laws.

**4. Commencement, revocation and expiry**

The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation<sup>1</sup>:

By-Law No.-1 ~~—~~ Permits and Penalties 2010.<sup>2</sup>.

- 4.1 This By-law will expire on 1<sup>st</sup> January 2026.<sup>3</sup>~~2019.~~

**Note**

- 1. Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249(5) of the Act.
- 2. Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.
- 3. Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.

**5. Application**

This By-law applies throughout the Council's area.

**6. Interpretation**

In this By-law, unless the contrary intention appears;

- 6.1 **Act** means the *Local Government Act 1999*;
- 6.2 **Council** means the Adelaide Hills Council; and;

- 6.3 **person** includes a natural person, a body corporate, an incorporated association or an unincorporated association a body corporate.-

**Note-**

Section 14 of the Acts Interpretation Act 1915 provides that an expression used in this By-law has, unless the contrary intention appears, the same meaning as in the Act.

## 7. Construction of By-laws generally

- 7.1 Every By-law of the Council is subject to any Act of Parliament and Regulations made thereunder.
- 7.2 In any By-law of the Council, unless the contrary intention appears **permission** means permission of the Council, or such other person as the Council may authorise, granted in writing (including, by way of the Council adopting a policy for this purpose) granted in writing prior to the act, event or activity to which it relates.

## PART 2 – PERMITS AND PENALTIES

### 8. Permits

- 8.1 Where a By-law requires that permission be obtained any person seeking the grant of permission must submit a written application to the Council in the form (if any) and accompanied by the fee (if any) prescribed by the Council.
- 8.2 The Council (or such other person as the Council may authorise) may attach such conditions as it thinks fit to a grant of permission, and may vary or revoke such conditions or impose new conditions by notice in writing to the person granted permission.
- 8.3 A person granted permission must comply with every such condition. Failure to do so is an offence (to the extent that it gives rise to a contravention of a By-law).
- 8.4 The Council (or such other person authorised by the Council) may suspend or revoke a grant of permission at any time by notice in writing to the person granted permission.

### 9. Offences and Penalties

- 9.1 A person who commits a breach of any By-law of the Council is guilty of an offence and may be is liable to pay:

9.1.1 a maximum penalty being the maximum penalty referred to in the Act that may be fixed by a By-law for any breach of a By-law; or-

9.1.2 subject to any resolution of the Council to the contrary, the expiation fee fixed by the Act for alleged offences against By-laws, being a fee equivalent to 25 per cent of the maximum penalty fixed for any breach of a By-law.

- 9.2 A person who commits a breach of a By-law of the Council of a continuing nature is guilty of an offence and, in addition to any other penalty that may be imposed, is liable to a further penalty for every day on which the offence continues, such penalty being the maximum amount referred to in the Act that may be fixed by a By-law for a breach of a By-law of a continuing nature.

**Note-**

The maximum penalty for a breach of a By-law is currently \$750.00, and the maximum penalty for every day in which a breach of a continuing nature continues is currently \$50.00 – see section 246(3)(g) of the Act.

Pursuant to section 246(5) of the Act expiation fees may be fixed for alleged offences against by-laws either by a by-law or by resolution of the Council. However, an expiation fee fixed by the Council cannot exceed 25 per cent of the maximum penalty for the offence to which it relates.

This By-law was duly made and passed at a meeting of the Adelaide Hills Council held on **INSERT DATE** 2018 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

ANDREW AITKEN  
Chief Executive Officer

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## **Appendix 2**

*Draft By-law 2 Moveable Signs*

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## ADELAIDE HILLS COUNCIL

### MOVEABLE SIGNS BY-LAW 2018

#### By-law No. 2 of 2018

~~This~~ By-law ~~is~~ to set standards for moveable signs on roads and to provide conditions for the placement of such signs for the purpose of protecting visual amenity and public safety.

#### CONTENTS

<b>PART 1 – PRELIMINARY .....</b>	<b>2</b>
1. Title.....	2
2. Authorising law .....	2
3. Purpose.....	2
4. Commencement, revocation and expiry .....	2
5. Application .....	2
6. Interpretation.....	2
<b>PART 2 – MOVEABLE SIGNS .....</b>	<b>3</b>
7. Construction and design .....	3
8. Placement .....	4
9. Banners.....	5
10. Restrictions .....	5
11. Exemptions.....	<del>6</del> <b>5</b>
<b>PART 3- ENFORCEMENT .....</b>	<b>6</b>
12. Removal of moveable signs .....	6
13. Liability of vehicle owners .....	<del>7</del> <b>6</b>

## PART 1 – PRELIMINARY

### 1. Title

This By-law may be cited as the *Moveable Signs By-law 2018* and is By-law No. 2 of the Adelaide Hills Council.

### 2. Authorising law

This By-law is made under sections 226, 238, 239 and 246 of the Act, ~~and sections 667(1), 4.1 and 9.XVI of the Local Government Act 1934.~~

### 3. Purpose

The object of this By-law ~~are~~is to set standards for moveable signs on roads:

3.1 to protect the comfort and safety of road users and members of the public;

~~3.13.2~~ to enhance the amenity of roads and surrounding parts of the Council area;

~~3.23.3~~ to prevent nuisances occurring on roads;

~~3.33.4~~ to prevent unreasonable interference with the use of a road; and

~~3.43.5~~ for the good rule and government of the Council area.

### 4. Commencement, revocation and expiry

4.1 The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation:

4.2 By-Law No.2 - *Moveable Signs* 2011.<sup>2</sup>

4.3 This By-law ~~will~~ expire on 14<sup>th</sup> January 2026.<sup>3</sup>~~2019~~.

#### NOTE -

1. Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249(5) of the Act.

2. Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.

3. Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.

### 5. Application

5.1 This By-law operates subject to the Council's *Permits and Penalties By-law 2018*.

5.2 This By-law applies throughout the Council's area and is subject to the exemptions set out in clause 124.

### 6. Interpretation

In this By-law, unless the contrary intention appears:

6.1 **Act** means the *Local Government Act 1999*;

6.2 **authorised person** means a person appointed as an authorised person pursuant to section 260 of the Act;

6.3 **banner** means a slip of cloth, plastic or other material hung up or carried on a pole, fence or other structure;

6.4 **business premises** means premises from which a business is being conducted excluding any place where a home activity (as defined in the *Development Regulations 2008*) is being conducted;

**Note**—A business premise does not include a place where a home activity (as defined in the *Development Regulations 2008*) is being conducted.

6.5 **Council** means the Adelaide Hills Council;

6.6 **footpath area** means:

6.6.1 that part of a road between the property boundary of the road and the edge of the carriageway on the same side as that boundary;

6.6.2 a footway, lane or other place made or constructed for the use of pedestrians and not for the use of vehicles;

6.7 **Local Government land** has the same meaning as in the Act;

6.8 **moveable sign** has the same meaning as in the Act;

6.9 **road** has the same meaning as in the Act; and

6.10 **vehicle** has the same meaning as in the *Road Traffic Act 1961*.

#### **NOTE-**

Section 14 of the *Acts Interpretation Act 1915* provides that an expression used in this By-law has, unless the contrary intention appears, the same meaning as in the Acts under which the By-law was made.

## **PART 2 – MOVEABLE SIGNS**

### **7. Construction and design**

A moveable sign ~~placed on a footpath area~~ must:

7.1 be of kind known as an 'A' frame or sandwich board sign, an inverted 'T' sign, or a flat sign or, with the permission of the Council (including as may be set out in a Council policy from time to time), a sign of some other kind;

7.2 be designed, constructed and maintained in good quality and condition;

7.3 be of strong construction and sufficiently stable or securely fixed so as to keep its position in ~~any~~ adverse weather conditions;

7.4 have no sharp or jagged edges or corners;

7.5 not be unsightly or offensive in appearance or content;

- 7.6 be constructed of timber, metal, plastic or plastic coated cardboard, or a mixture of such materials;
- 7.7 not exceed 900mm in height, 600mm in width and 600mm in depth;
- 7.8 in the case of an 'A' frame or sandwich board sign:
  - 7.8.1 be hinged or joined at the top;
  - 7.8.2 be of such construction that its sides are securely fixed or locked in position when erected; and
  - 7.8.3 not have a base area in excess of 0.6 square metres; and
- 7.9 in the case of an inverted 'T' sign, not contain struts or members that run between the display area and the base of the sign.

## 8. Placement

A moveable sign must not be:

- 8.1 placed on any part of a road other than~~apart from~~ the footpath area;
- 8.2 placed on a footpath that is less than 2.5 metres wide;
- 8.3 tied, fixed or attached to, or placed closer than 2 metres from another structure, fixed object (including another moveable sign), tree, bush or plant;
- 8.4 placed on a designated parking area or within 1 metre of an entrance to any business or other premises;
- 8.5 placed on the sealed part of a footpath, if there is an unsealed part on which the sign can be placed in accordance with this By-law;
- 8.6 placed so as to interfere with the reasonable movement of persons or vehicles using the footpath or road in the vicinity of where the moveable sign is placed;
- 8.7 placed closer than 1.5 metres to the kerb (or, if there is no kerb, to the edge of the carriageway of a road or the shoulder of the road, whichever~~which ever~~ is the greater);
- 8.8 placed on a landscaped area, other than landscaping that comprises only lawn;
- 8.9 placed within 10 metres of an intersection of two or more roads;
- 8.10 placed on a footpath area with a minimum height clearance from a structure above it of less than 2 metres;
- ~~8.11 placed on a designated parking area or within 1 metre of an entrance to premises;~~
- ~~8.12 tied, fixed or attached to, or placed closer than 2 metres to any other structure, object or thing (including another moveable sign);~~
- ~~8.13~~ 8.11 displayed during the hours of darkness unless it is clearly lit; or
- 8.12 be placed in such a position or in such circumstances that:



8.12.1 ~~it compromises~~ the safety of any person or places a person at risk of harm;  
or

~~8.13.18.12.2~~ it obstructs or impedes (or would be likely to obstruct or impede) a  
vehicle door when opened, provided that user of the vehicle~~footpath area or~~  
~~road~~ is parked lawfully on a road~~at risk.~~

## 9. Appearance

A moveable sign placed on the footpath area of a road must, in the opinion of an authorised person:

- 9.1 be painted or otherwise detailed at a competent and professional manner;
- 9.2 be attractive, legible and simply worded to convey a precise message;
- 9.3 be of such design and contain such colours which are compatible with the architectural design of the premises adjacent to the sign, and which relate well to the town scope and overall amenity of the locality in which it is situated;
- 9.4 contain combinations of colour and typographical styles which blend in with and reinforce the heritage qualities of the locality and the buildings where it is situated;
- 9.5 not have balloons, flags, streamers or other things attached to it; and
- 9.6 not rotate or contain flashing parts.

## 10. Banners

A person must not erect or display a banner on a building or structure on a road without the Council's permission.

### Note-

A person must not erect or display a banner on a public road for a business purpose without a permit from the Council issued under section 222 of the Local Government Act 1999.

## 11. Restrictions

11.1 The owner or operator of a business must not, without the permission of the Council, cause or allow more than one moveable sign for each business premises to be displayed on the footpath area of a road at any time.

11.2 A person must not, without the Council's permission, display a moveable sign on or attached to or adjacent to a vehicle that is parked on Local Government land or a road (including roads) primarily for the purpose of advertising or offering for sale a product (including the vehicle) or business to which the sign relates.

~~10.1~~ For the purposes of clause 11.2, the definition of a "moveable sign on or attached to or adjacent to a vehicle" does not apply to:

~~10.1.1~~ a sign that is required by law to be on or attached to or adjacent to a vehicle;  
or

~~10.1.2~~ any sign which is permanently attached to the chassis or roof of the vehicle;  
or

~~10.1.3 any moveable sign in respect of which an authorisation or permit has been issued by the Council.~~

**11.3** A person must not, without the permission of the Council, cause or allow a moveable sign to be placed on a footpath area unless:

**11.3.1** it only displays material which advertises a business being conducted on premises adjacent to the moveable sign or the goods and services available from that business; and

**11.3.2** the business premises to which it relates is open to the public.

**11.4** If in the opinion of the Council a footpath area is unsafe for a moveable sign to be displayed, the Council may by resolution prohibit or restrict the display of a moveable sign on such conditions as the Council thinks fit.

## **12. Exemptions**

**12.1** Subclauses ~~7, 8 & 11~~ 11.1 and 11.3 of this By-law do not apply to a moveable sign which:

**12.1.1** advertises a garage sale taking place from residential premises;

**12.1.2** is a directional sign to an event run by a community organisation or charitable body;

**12.2** Subclauses ~~7, 8 & 11~~ 11.1 and 11.3 of this By-law do not apply to a flat sign which only contains a newspaper headline and the name of a newspaper or magazine.

**12.3** A requirement of this By-law will not apply where the Council has granted permission (which may include by way of adopting a policy for this purpose) for a for the moveable sign (or class of moveable sign) to be displayed contrary to that requirement.

### **Note-**

This By-law does not apply to moveable signs placed and maintained on a road in accordance with section 226(3) of the Act, which includes any sign:

- placed there pursuant to an authorisation under another Act;
- designed to direct people to the open inspection of any land or building that is available for purchase or lease;
- related to a State or Commonwealth election and is displayed during the period commencing on the issue of the writ ~~or~~ writs for the election and ending at the close of polls on polling day;
- related to an election held under this Act or the *Local Government (Elections) Act 1999* and is displayed during the period commencing four (4) weeks immediately before the date that has been set (either by or under either Act) for polling day and ending at the close of voting on polling day; or
- the sign is of a prescribed class.

## **PART 3— ENFORCEMENT**

### **13. Removal of moveable signs**

**13.1** A person must immediately comply with the order of an authorised person to remove a moveable sign made pursuant to section 227(1) of the Act.

**Note-**

Pursuant to section 227(1) of the Act, an authorised person may order the owner of a moveable sign to remove the sign from the road if:

- the design, construction or positioning of a Moveable Sign does not comply with a requirement of this By-law; or
- any other requirement of this By-law is not complied with; or
- the Moveable Sign unreasonably restricts the use of the Road, or endangers the safety of other persons.

13.2 The owner of or other person entitled to recover a moveable sign removed by an authorised person pursuant to section 227(2) of the Act, may be required to pay to the Council any reasonable costs incurred by the Council in removing, storing, and/or disposing of the moveable sign before being entitled to recover the moveable sign.

13.3 The owner, or other person responsible for a moveable sign must remove or relocate the moveable sign at the request of an authorised person:

13.3.1 if, in the opinion of an authorised person, and notwithstanding compliance with this By-law, there is any hazard or obstruction or there is likely to be a hazard or obstruction arising out of the location of the moveable sign; or

13.3.2 for the purpose of special events, parades, ~~roadworks~~ or in any other circumstances which, in the opinion of the authorised person, require relocation or removal of the moveable sign to protect public safety or to protect or enhance the amenity of a particular locality.

#### 14. Liability of vehicle owners

14.1 For the purposes of this clause 14, **owner** in relation to a vehicle has the same meaning as contained in section 4 of the Act.

~~10.2~~14.2 The owner and the driver of a vehicle driven, parked or standing in contravention of this By-law are each guilty of an offence and liable to the penalty as prescribed for that offence.

This By-law was duly made and passed at a meeting of the Adelaide Hills Council held on the 20 July ~~INSERT DATE 2018~~ by an absolute majority of the members for the time being, constituting the Council, there being at least two thirds of the members present.

.....  
ANDREW AITKEN  
PETER PEPPIN  
Chief Executive Officer

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## **Appendix 3**

*Draft By-law 3 Local Government Land*

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## ADELAIDE HILLS COUNCIL

### LOCAL GOVERNMENT LAND BY-LAW 2018

#### By-law No. 3 of 2018

A By-law to manage and regulate the access to and use of Local Government land (other than roads), and certain public places.

#### CONTENTS

1. Authorising law .....	2
2. Purpose.....	2
3. Commencement, revocation and expiry .....	2
4. Application .....	2
5. Interpretation.....	<u>333</u>
PART 2 – ACCESS TO LOCAL GOVERNMENT LAND .....	<u>445</u>
6. Access .....	<u>445</u>
7. Closed lands .....	<u>555</u>
PART 3 – USE OF LOCAL GOVERNMENT LAND .....	<u>555</u>
8. Activities requiring permission .....	<u>555</u>
9. Prohibited activities.....	<u>111113</u>
PART 4 - ENFORCEMENT .....	<u>141415</u>
10. Directions .....	<u>141415</u>
11. Orders .....	<u>141416</u>
12. Removal of animals and objects .....	<u>151516</u>
PART 5 - MISCELLANEOUS .....	<u>151516</u>
13. Exemptions.....	<u>151516</u>

## PART 1 – PRELIMINARY

### 1. Title

This By-law may be cited as the *Local Government Land By-law 2018* and is By-law No. 3 of the Adelaide Hills Council.

### 2. Authorising law

This By-law is made under sections 238 and 246 of the Act and [section 18A](#) ~~sections 667(1) 4.1 and 9.XVI~~ of the [Harbors and Navigation](#) ~~Local Government Act 1993~~ [1934](#).

### 3. Purpose

The ~~objectives~~ [objects](#) of this By-law are to regulate the access to and use of Local Government land (other than roads), and certain public places:

- [3.1](#) to prevent and mitigate nuisances;
- [3.2](#) to prevent damage to Local Government land;
- [3.3](#) to protect the convenience, comfort and safety of members of the public;
- [3.4](#) to enhance the amenity of the Council area; and
- [3.5](#) for the good rule and government of the [Council's](#) area.

### 4. Commencement, revocation and expiry

The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation<sup>1</sup>:

By-law ~~Law~~ No. 3 – Local Government Land [2010](#).<sup>2</sup>

This By-law will expire on [1<sup>st</sup> January 2026](#).<sup>3</sup> ~~2019~~.

#### Note-

- 1. [Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249\(5\) of the Act.](#)
- 2. [Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.](#)
- 3. [Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.](#)

### 5. Application

- [5.1](#) This By-law operates subject to the Council's Permits and Penalties By-law 2018-
- [5.2](#) Subject to ~~subclauses~~ [clauses](#) 5.3 ~~and~~ 5.4, this By-law applies throughout the Council area.
- [5.3](#) ~~Subclauses~~ [Clauses](#) 9.3, 9.10.1, [9.10.5, 9.14.1, 9.24.1, 9.24.3, 9.24.5, 9.26.2, 9.37, 10.3 and 10.9.38](#) of this By-law only apply in such part or parts of the Council area as the Council may, by resolution direct in accordance with section 246(3)(e) of the Act.

5.4 Subclauses 9.5.3, 9.10.3, 9.14.2 and 9.33 of this By-law apply throughout the Council area except in such parts of the Council area as the Council may by resolution direct in accordance with section 246(3)(e) of the Act.

## 6. Interpretation

In this By-law, unless the contrary intention appears:

6.1 *Act* means the *Local Government Act 1999*;

6.2 *animal or animals* includes birds and insects but does not include a dog;

6.3 *aquatic life* means any animal or plant living or growing in water including but not limited to yabbies, molluscs, fish, insects, insect pupa or larvae and water plants

6.4 *authorised person* is a person appointed by the Council as an authorised person under section 260 of the Act;

6.5 *boat* includes a raft, pontoon, houseboat, ~~or~~ personal watercraft or other similar device;

6.6 *boat ramp* means a facility constructed, maintained and operated for the launching and retrieval of a boat;

6.7 *camp* includes setting up a camp, or causing a tent, swag and/or similar bedding, a caravan or motor home to remain on the land for the purpose of staying overnight, whether or not any person is in attendance or sleeps on the land;

~~1.1 *children's playground* means an enclosed area in which there is equipment or other devices installed for the purpose of children's play (or within 3 metres of such devices if there is no enclosed area);~~

6.8 *Council* means Adelaide Hills Council;

6.9 *electoral matter* has the same meaning as in the Electoral Act 1985 provided that such electoral matter is not capable of causing physical damage or injury to any person within its immediate vicinity;

6.10 *effective control* means a person exercising effective control of an animal either:

6.10.1 by means of a physical restraint; or

6.10.2 by command, the animal being in close proximity to the person and the person being able to see the animal at all times;

6.11 *emergency worker* has the same meaning as in the *Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014* ~~1999~~;

6.12 *foreshore* means land extending from the edge of any other navigable waterway or body of water in the Council's area to the nearest road or section boundary or for a distance of 50 metres (whichever is the lesser);

6.13 *funeral ceremony* means a ceremony only (i.e. a memorial service) and does not include a burial;

6.14 *liquor* has the same meaning as in the *Liquor Licensing Act 1997*;

6.15 *Local Government land* means all land owned by the Council or under the Council's care, control and management (except roads);

~~1.26.~~16 *offensive* includes threatening, abusive, insulting or annoying behaviour and offend has a complementary meaning;

**6.17 open container** means a container which after the contents of the container have been sealed at the time of manufacture:

**6.17.1** being a bottle, it has had its cap, cork or top removed (whether or not it has since been replaced);

**6.17.2** being a can, it has been opened or punctured;

**6.17.3** being a cask, it has had its tap placed in a position to allow it to be used;

**6.17.4** being any other form of container, it has been opened, broken, punctured or manipulated in such a way as to allow access to its contents; or

**6.17.5** is a flask, glass, mug or other container able to contain liquid.

**6.18 personal watercraft** means a device that –

**6.18.1** is propelled by a motor; and

**6.18.2** has a fully enclosed hull; and

**6.18.3** is designed not to retain water if capsized; and

**6.18.4** is designed to be operated by a person who sits astride, stands, or kneels on the device,

and includes the device commonly referred to as a jet ski;

**6.19 tobacco product** has the same meaning as in the *Tobacco Products Regulation Act 1997*;

**6.20 vehicle** has the same meaning as in the *Road Traffic Act 1961*;

**6.21 waters** includes a body of water, including a pond, lake, river, creek or wetlands under the care, control and management of the Council; and

**6.22 wheeled recreational device** has the same meaning as in the *Road Traffic Act 1961*.

**Note-**

Section 14 of the Acts Interpretation Act 1915 provides that an expression used in a By-law has, unless the contrary intention appears, the same meaning as in the Acts under which the By-law was made.

## **PART 2 – ACCESS TO LOCAL GOVERNMENT LAND**

### **7. Access**

**Note-**

Pursuant to section 238(3) of the Act, if a Council makes a By-law about access to or use of a particular piece of Local Government land (under section 238), the Council should erect a sign in a prominent position on, or in the immediate vicinity of, the land to which the By-law applies.

The Council may:

**7.1** close, or regulate or restrict access to, any part of Local Government land to the public for specified times and days; and

**7.2** fix charges or fees payable for entry onto any part of Local Government land.



## **8. Closed lands**

A person must not without permission, enter or remain on any Local Government land:

**8.1** which has been closed, or in respect of which access by the public is regulated or restricted in accordance with ~~subclause~~ clause 7.1;

**8.2** where entry fees or charges are payable, without paying those fees or charges; or

**8.3** where the land has been enclosed by fences and/or walls and gates that have been closed and locked.

## **PART 3 – USE OF LOCAL GOVERNMENT LAND**

## **9. Activities requiring permission**

### **Note**

Pursuant to section 238(3) of the Act, if a Council makes a By-law about access to or use of a particular piece of Local Government land (under section 238), the Council should erect a sign in a prominent position on, or in the immediate vicinity of, the land to which the By-law applies.

A person must not without the permission of the Council, do any of the following on Local Government land or, where stated, the foreshore.

### **9.1 Advertising**

~~Display~~ Subject to clause 14, display, paint or erect or cause to be displayed, painted or erected, on Local Government Land or a structure, building or fixture on Local Government Land any sign, advertising or hoarding for the purpose of commercial advertising or any other purpose.

### **9.2 Aircraft**

Subject to the *Civil Aviation Act 1988*, land any aircraft on, or take off any aircraft from the land.

### **9.3 Alcohol**

Consume, carry or be in possession or in charge of any liquor on Local Government land comprising parks or reserves to which the Council has determined this paragraph applies.

### **9.4 Amplification**

Use an amplifier or other mechanical or electrical device for the purpose of amplifying sound or broadcasting announcements or advertisements ~~sound, or magnifying sound, to an audience.~~

### **9.5 Animals**

~~Cause~~ On Local Government land:

**9.5.1** ~~Ce~~ ause or allow an animal to stray onto, move over, graze or be left unattended on Local Government land, ~~or~~

9.5.2 ~~Cause~~ or allow an animal to enter, swim, bathe or remain in any waters located on Local Government land ~~;~~ or

9.5.3 ~~Lead~~, herd or exercise an animal, except where the Council has set aside a track or other area for use by or in connection with an animal of that kind, and provided that the animal or animals are under effective control.

## 9.6 **Annoyance**

Do anything likely to offend or unreasonably interfere with any other person:

~~1.2.19.6.1~~ 9.6.1 using that land; or

~~1.2.29.6.2~~ 9.6.2 occupying nearby premises,

by making a noise or creating a disturbance.

## 9.7 **Aquatic Life**

Introduce any aquatic life to any waters located on Local Government Land.

## 9.8 **Attachments**

Subject to subclause 9.1 ~~clause 14~~, attach or cause to be attached, hang or fix anything to a tree, plant, equipment, fence, post, structure or fixture on Local Government land.

## 9.9 **Bees**

Place a hive of bees on such land, or allow it to remain thereon.

## 9.10 **Boats & Mooring**

Subject to the provisions of the *Harbors and Navigation Act 1993* and the Marine Safety (Domestic Commercial Vessel) National Law:

9.10.1 launch or retrieve a boat to or from any waters adjacent to or on any Local Government land or foreshore to which ~~where~~ the Council has determined that this subclause ~~sub-clause~~ applies;

9.10.2 launch or retrieve a boat ~~other than from~~ or to the foreshore without using a boat ramp constructed and set aside by the Council for that purpose;

9.10.3 propel, float or otherwise use a boat on or in any waters except;

(a) in an area to which the Council has determined this subclause applies; and

(b) in accordance with any conditions that the Council may have determined by resolution apply to that use.

9.10.4 hire out a boat or otherwise use a boat for commercial purposes; or

9.10.5 moor any a boat on ~~any waters or to a pontoon attached to~~ Local Government land to which the Council has determined this subclause applies.

### 9.11 **Bridge Jumping**

Jump or dive from a bridge on Local Government land.

### 9.12 **Buildings**

Use a building, or structure on Local Government land for a purpose other than its intended purpose.

### 9.13 **Burials and Memorials**

~~1.2.39.13.1~~ 1 Bury, inter or spread the ashes of any human or animal remains.

#### 9.13.2 **Erect any memorial**

### 9.14 **Camping and Tents**

9.14.1 Erect a tent or other structure of calico, canvas, plastic or similar material as a place of habitation on Local Government land to which the Council has determined this subclause applies

9.14.2 Camp or sleep overnight on Local Government land except:

9.14.2.1 where a person is in a caravan park on Local Government land, the proprietor of which has been given permission to operate the caravan park on that land; or

9.14.2.2 other than on an area which has been designated by resolution of the Council for that purpose and only then, in accordance with such time limits and other conditions determined by resolution of the Council and contained in any signage erected thereon.

### 9.15 **Canvassing**

Subject to ~~subclause~~ clause 14.2, convey any advertising, religious or other message to any bystander, passer-by or other.

### 9.16 **Defacing Property**

Deface, remove, paint, spray, write upon, cut names, letters or make marks on any tree, rock, gate, fence, object, monument, building, sign, bridge or property of the Council.

### 9.17 **Distribution**

Subject to ~~subclause~~ clause 14.2 and the Local Nuisance and Litter Control Act 2016, place on a vehicle (without the consent of the owner of the vehicle), or give out or distribute any ~~hand bill~~, book, ~~notice~~, leaflet, or other printed matter to any bystander, passer-by or other person.

### 9.18 **Donations**

Ask for or receive or indicate that he or she desires a donation of money or any other thing.

## **9.19 Entertainment and Busking**

**9.19.1** Sing, busk or play a recording or use a musical instrument for the apparent purpose of either entertaining others or receiving money.

**9.19.2** Conduct or hold a concert, festival, show, public gathering, circus, meeting, performance or any other similar activity.

## **9.20 Equipment**

Use an item of equipment, facilities or property belonging to the Council if that person is of or over the age indicated by a sign or notice as the age limit for using such equipment, facility or property.

## **9.21 Fires**

Subject to the *Fire and Emergency Services Act 2005* light a fire except:

**9.21.1** in a place provided by the Council for that purpose; or

**9.21.2** in a portable barbeque, as long as the barbeque is used in an area that is clear of flammable material for a distance of at least four (4) metres.

## **9.22 Fireworks**

Ignite or discharge any fireworks.

## **9.23 Flora and Fauna**

Subject to the *Native Vegetation Act 1991* and the *National Parks and Wildlife Act 1972*:

**9.23.1** plant, damage, pick, cut, disturb, interfere with or remove any plant, tree or flower thereon;

**9.23.2** cause or allow an animal to stand or walk on any flower bed or garden plot;

**9.23.3** deposit, dig, damage, disturb, interfere with or remove any soil, stone, wood, clay, gravel, pebbles, timber, bark or any part of the land;

**9.23.4** take, interfere with, tease, harm or disturb any animal, bird or aquatic life~~marine creature~~ or the eggs or young of any animal, bird or aquatic life~~marine creature~~;

**9.23.5** pick, collect, take, interfere with or disturb any fruit, nuts, berries or native seeds;

**9.23.6** disturb, interfere with or damage any burrow, nest or habitat of any animal or bird;

**9.23.7** use, possess or have control of any device for the purpose of killing or capturing any animal, bird or aquatic life~~marine creature~~; or

**9.23.8** burn any timber or dead wood.

## 9.24 Games & Sport

- 9.24.1 Participate in, promote or organise any organised competition or sport, as distinct from organised social play on Local Government land to which the Council has resolved this subclause applies.
- 9.24.2 Play or practise any game which involves kicking, hitting or throwing a ball or other object on Local Government land which may cause or be likely to cause injury or discomfort to a person being on or in the vicinity of that land or detract from or be likely to detract from another person's lawful use and enjoyment of that land.
- 9.24.3 ~~Engage~~ ~~Play or~~ participate in or conduct any organised group fitness activity or training ~~practise the game of golf~~ on Local Government land to which the Council has resolved this subclause ~~sub-clause~~ applies.
- 9.24.4 Play or practice the game of golf on Local Government Land other than on a properly constructed golf course or practice fairway and in accordance with any conditions determined by the Council (or its agent) that apply to such play or practice.
- 9.24.5 Play or practice any game or sport on Local Government land to which the Council has resolved this subclause applies except at the times determined by the Council and indicated on a sign on or in the vicinity of the land.

## 9.25 Interference with Land

Interfere with, alter or damage the land (including a building, structure or fixture located on the land) including:

- 9.25.1 altering the construction or arrangement of the land to permit or facilitate access from an adjacent property;
- 9.25.2 erecting or installing a structure in, on, across, under or over the land;
- 9.25.3 changing or interfering with the construction, arrangement or materials of the land;
- 9.25.4 planting a tree or other vegetation on the land, interfering with the vegetation on the land or removing vegetation from the land; or
- 9.25.5 otherwise use the land in a manner contrary to the purpose for which the land was designed to be used.

## 9.26 Model Aircraft, Boats and Cars

Subject to the *Civil Aviation Safety Regulations 1998*:

- 9.26.1 ~~fly~~ Fly or operate a model or drone aircraft, boat or model or remote control vehicle in a manner which may cause or be likely to cause injury or discomfort to a person being on or in the vicinity of the land or detract from or be likely to detract from another person's lawful use of and enjoyment of the land; or

9.26.2 fly or operate a model or drone aircraft, boat or model or remote control vehicle on any Local Government Land to which the Council has resolved this subclause applies.

### **9.27 Overhanging Articles or Displaying Personal Items**

Suspend or hang an article or object from a building, verandah, pergola, post or other structure on Local Government land where it might present a nuisance or danger to a person using the land or be of an unsightly nature.

### **9.28 Playing Area**

Use or occupy a playing area:

9.28.1 in such a manner as to damage or be likely to damage the surface of the playing area or infrastructure (above and under ground level);

9.28.2 in a manner contrary to the purpose for which the playing area was intended to be used or occupied; or

9.28.3 contrary to directions of the Council made by resolution and indicated on any sign displayed adjacent to the playing area.

### **9.29 Pontoons**

Install or maintain a pontoon, ~~or~~ jetty or similar structure.

### **1.3 Posting of Bills**

~~Subject to clause 14, post or allow or cause to be posted any bills, advertisements or other papers or items on a building or structure Local Government land or in a public place.~~

### **9.30 Preaching**

~~Subject to clause 14, preach,~~ harangue or solicit for religious purposes.

### **9.31 Ropes**

Place a buoy, cable, chain, hawser, rope or net in or across any waters.

### **9.32 Rubbish and Rubbish Dumps**

9.32.1 Interfere with, remove or take away any rubbish that has been discarded at any rubbish dump on Local Government Land.

9.32.2 Remove, disperse or interfere with any rubbish (including bottles, newspapers, cans, containers or packaging) that has been discarded in a bin on any Local Government Land, or placed on Local Government Land for collection by the Council (or its agent).

### **9.33 Swimming**

Subject to the provisions of the *Harbors and Navigation Act 1993* enter, swim or ~~in,~~ bathe in ~~or enter~~ any waters on Local Government land except:

9.33.1 in an area which the Council has designated and set aside ~~determined may be used~~ for such purposes; and

9.33.2 in accordance with any conditions that the Council may have determined by resolution apply to such use, which are exhibited on any signage on land adjoining the body of water.

#### **9.34 Trading**

9.34.1 Sell buy, offer or display anything for sale or hire or lease any goods, merchandise, commodity, article or thing

9.34.2 Carry on any business or promote or advertise the same.

9.34.3 Set up a van or other vehicle, stall, stand, table or other structure, tray, carpet or device for the apparent purpose of buying, selling, offering, displaying or exposing for sale or the hiring or leasing of any goods, merchandise, commodity, article, service or thing.

#### **9.35 Vehicles**

9.35.1 Drive or propel a vehicle except on an area or road constructed and set aside by the Council for that purpose.

9.35.2 Promote, organise or take part in a race, test or trial of any kind in which vehicles take part, except on an area properly constructed for that purpose.

9.35.3 Repair, wash, paint, panel beat or carry out other work to a vehicle, except for running repairs in the case of a breakdown.

#### **9.36 Weddings, Functions and Special events**

9.36.1 Hold, conduct or participate in a marriage ceremony, funeral service or special event.

9.36.2 Erect a marquee, stage or structure for the purpose of holding or conducting a wedding, funeral service or special event.

9.36.3 Hold or conduct any filming where the filming is for a commercial purpose.

#### **9.37 Wheeled Recreational Devices**

Subject to the Road Traffic Act 1961, ride a wheeled recreational device on Local Government land to which the Council has determined this subclause applies.

### **10. Prohibited activities**

A person must not do any of the following on Local Government land.

#### **10.1 Animals**

10.1.1 Cause or allow any animal to enter, swim, bathe or remain in any waters to the inconvenience, annoyance or danger of any other person bathing or swimming.



10.1.2 Cause or allow an animal to damage a flowerbed, garden plot, tree, lawn or like thing or place.

10.1.3 Lead, herd or exercise a horse in such manner as to cause a nuisance or endanger the safety of a person.

## 10.2 **Equipment**

Use any item of equipment, facilities or property belonging to the Council other than in the manner and for the purpose for which it was designed, constructed or intended to be used or in such manner as is likely to damage or destroy it.

## 10.3 **Fishing**

Fish in any waters to which the Council has determined this subclausesub clause applies.

## 10.4 **Glass**

Willfully break any glass, china or other brittle material.

### Interference with Land

~~1.3.1 Interfere with, alter or damage the land (including a building, structure or fixture located on the land) including:~~

~~1.3.2 altering the construction or arrangement of the land to permit or facilitate access from an adjacent property;~~

~~1.3.3 erecting or installing a structure in, on, across, under or over the land;~~

~~1.3.4 changing or interfering with the construction, arrangement or materials of the land;~~

~~1.3.5 planting a tree or other vegetation on the land, interfering with the vegetation on the land or removing vegetation from the land;~~

~~1.3.6 otherwise use the land in a manner contrary to the purpose for which the land was designed to be used.~~

## 10.5 **Interference with Permitted Use**

~~Interrupt, disrupt or unreasonably interfere with any other person's use of Local Government land where the person which is using the land in a manner permitted by the Council or in accordance with any for which permission that has been granted by the Council.~~

~~1.3.7 Litter~~

~~1.3.8 Throw, cast, place, deposit or leave any rubbish, dirt or refuse of any kind whatsoever except in a garbage container provided for that purpose.~~

~~1.3.9 Deposit any soil, clay, stone, gravel, green waste or other putrescible waste or any other matter.~~



## 10.6 Nuisance

Behave in such ~~an unreasonable~~ manner as to cause discomfort, inconvenience, annoyance or offence to any other person including by using profane, indecent or obscene language.

## 10.7 Playing games

Play or practise a game:

~~1.3.10~~ 10.7.1 which is likely to cause damage to the land or anything on it; or

10.7.2 in any area where a sign indicates that the game is prohibited.

## 10.8 Smoking

~~Subject to the Tobacco Products Regulation Act 1997, smoke~~ Smoke, hold or otherwise have control over an ignited tobacco product on any land to which the Council has determined this subclause ~~sub-clause~~ applies:

~~1.3.11 in any building;~~

~~1.3.12 in any children's playground; or~~

\_\_\_\_\_.

## ~~1.4~~ 10.9 Solicitation

Tout or solicit customers for the parking of vehicles or for any other purpose whatsoever.

## 10.10 Throwing objects

Throw, roll, project or discharge a stone, substance or other missile, excluding sport and recreational equipment designed to be used in that way.

## 10.11 Toilets

In any public convenience on Local Government land:

10.11.1 urinate other than in a urinal or pan or defecate other than in a pan set apart for that purpose;

10.11.2 deposit anything in a pan, urinal or drain which is likely to cause a blockage;

10.11.3 use it for a purpose for which it was not designed or constructed;

10.11.4 enter a toilet that is set aside for use of the opposite gender ~~sex~~ except:

- (a) where a child under the age of eight years is accompanied by ~~an adult~~ parent or adult guardian of that gender ~~sex~~; or
- (b) to provide assistance to a ~~disabled~~ person with a disability; or
- (c) in the case of a genuine emergency.

## 10.12 Waste

~~deposit~~ Deposit or leave thereon:

10.12.1 anything obnoxious or offensive;

~~1.4.1~~ ~~deposit~~ any offal, dead animal, dung or filth; or

~~1.4.2~~ any mineral, mineral waste, industrial waste or bi-products.

~~1.4.3~~ Foul or pollute any waters situated thereon.

~~1.4.4~~ Deposit any rubbish other than in receptacles provided by the Council for that purpose.

10.12.2 Deposit in a receptacle any rubbish emanating from domestic or trade purposes, unless designated by a sign or signs.

## PART 4 – ENFORCEMENT

### 11. Directions

11.1 A person on Local Government land must comply with a reasonable direction from an authorised person relating to:

11.1.1 that person's use of the land;

11.1.2 that person's conduct and behaviour on the land;

11.1.3 that person's safety on the land; or

11.1.4 the safety and enjoyment of other persons on the land.

11.2 aA person who, in the opinion of an authorised person, is likely to commit or has committed, a breach of this By-law must immediately comply with a direction of an authorised person to leave that part of Local Government land.

### 12. Orders

If a person fails to comply with an order of an authorised person made pursuant to section 262 of the Act in respect of a breach of this By-law, the Council may seek to recover its costs of any action taken under section 262(3) of the Act from the person to whom the order was directed.

#### Note –

Section 262(1) of the Act states:

- (1) If a person (the offender) engages in conduct that is a contravention of this Act or a By-law under this Act, an authorised person may order the offender-  
(a) if the conduct is still continuing - to stop the conduct; and  
(b) whether or not the conduct is still continuing- to take specified action to remedy the contravention.

Subsections (2) and (3) of section 262 also provide that it is an offence to fail to comply with an order and that if a person does not comply, the authorised person may take action reasonably required to have the order carried out. For example, an authorised person may order a person to:

- cease smoking on Local Government land;

- remove an object or structure encroaching on Local Government land;
- dismantle and remove a structure erected on Local Government land without permission.

### 13. Removal of animals and objects

An authorised person may remove an animal or object that is on Local Government land in breach of a By-law if no person is in charge of, or apparently in charge of, the animal or object.

## **PART 5 — MISCELLANEOUS**

### 14. Exemptions

14.1 The restrictions in this By-law do not apply to a police officer, emergency worker, Council officer or employee acting in the course and within the scope of that person's normal duties, or to a contractor while performing work for the Council and while acting under the supervision of or in accordance with a direction from a Council officer.

14.2 The restrictions in ~~subclauses~~ clauses 9.1, 9.7, 9.16 and 9.29 ~~15 and 9.17~~ of this By-law do not apply to electoral matter authorised by a candidate and which is:

14.2.1 related to a Commonwealth or State election and occurs during the period commencing on the issue of the writ or writs for the election and ending at the close of polls on polling day; or

14.2.2 related to an election under the Act or the *Local Government (Elections) Act 1999* and occurs during the period commencing four weeks immediately before the date that has been set (either by or under either Act) for polling day and ending at the close of voting on polling day; or

14.2.3 related to, and occurs during the course of and for the purpose of a referendum.

### 15. Liability of vehicle owners

15.1 for the purposes of this clause 15, owner in relation to a vehicle has the same meaning as contained in section 4 of the Act.

15.2 the owner and the driver of a vehicle driven, parked or standing in contravention of this by-law are each guilty of an offence and liable to the penalty as prescribed for that offence.

~~1.5 The restrictions in clauses 9.1, 9.7, 9.14, 9.16, 9.29 and 9.30 of this By-law do not apply to any form of lawful communication on government and political matters, and are not intended to restrict communication in relation to such matters.~~

This By-law was duly made and passed at a meeting of the Adelaide Hills Council held on the **INSERT DATE** 2018 by an absolute majority of the members for the time being; constituting the Council, there being at least two thirds of the members present.

ANDREW AITKEN~~PETER PEPPIN~~  
Chief Executive Officer

PROPOSED BY-LAW

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## **Appendix 4**

*Draft By-law 4 Roads*

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## ADELAIDE HILLS COUNCIL

### ROADS BY-LAW 2018

#### By-law No. 4 of 2018

This By-law to manage, control and is to regulate certain activities on roads in the Council's area.

#### CONTENTS

1. Title.....	<u>24</u>
2. Authorising law .....	<u>24</u>
3. Purpose.....	<u>24</u>
4. Commencement, revocation and expiry .....	2
5. Application .....	2
6. Interpretation.....	<u>32</u>
PART 2 – USE OF ROADS.....	<u>43</u>
7. Activities requiring permission .....	<u>43</u>
PART 3- ENFORCEMENT .....	5
8. Directions .....	5
9. Orders .....	<u>65</u>
10. Removal of animals and objects.....	<u>65</u>
PART 4- MISCELLANEOUS .....	<u>65</u>
11. Exemptions.....	<u>65</u>
12. Liability of vehicle owners .....	<u>Error! Bookmark not defined.</u> 5

## PART 1— PRELIMINARY

### 1. Title

This By-law may be cited as the *Roads By-law 2018* and is By-law No. 4 of the Adelaide Hills Council.

### 2. Authorising law

This By-law is made under sections 239 and 246 of the Act ~~and~~, regulation ~~28~~<sup>13</sup>(1)(c) of the *Local Government (Implementation) Regulations 1999*, section 18A of the *Local Government (General) Regulations 2013*<sup>1999</sup> and sections 667(1), 4.I and 9.XVI of the *Local Government Act 1934*.

### 3. Purpose

The objectives of this By-law are to manage, control and regulate the prescribed uses of roads in the Council's area:

- 3.1 to protect the convenience, comfort and safety of road users and members of the public;
- 3.2 to prevent damage to buildings and structures on roads;
- 3.3 to prevent certain nuisances occurring on roads; and
- 3.4 for the good rule and government of the Council's area

### 4. Commencement, revocation and expiry

- 4.1 The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation.<sup>1</sup>
- 4.2 By-Law No. 4 - Roads 2010.<sup>2</sup>
- 4.3 This By-law will expire on 1<sup>1</sup>st January 2026.<sup>3</sup>~~2019~~.

#### Note-

- 1. Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249(5) of the Act.
- 2. Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.
- 3. Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.

### 5. Application

- 5.1 This By-law operates subject to the Council's *Permits and Penalties By-law 2018*.
- 5.2 Subject to subclauses 5.3 and 5.4, this This By-law applies throughout the Council's area.

~~1.15.3~~ Subclause 7.3.1 of this By-law only applies to such part or parts of the Council area as the Council may by resolution direct in accordance with section 246(3)(e) of the Act;

5.4 Subclause 7.4.2 of this By-law applies throughout the Council's area except in such part or parts of the Council area as the Council may by resolution direct in accordance with section 246(3)(e) of the Act.

## 6. Interpretation

In this By-law, unless the contrary intention appears:

6.1 **Act** means the Local Government Act 1999;

6.2 **animal** includes birds, insects and poultry but does not include a dog;

6.3 **authorised person** is ~~or a~~ person appointed by the Council as an authorised person under section 260 of the Act;

6.4 **camp** includes setting up a camp, or causing:

6.4.1 a tent (including a tent trailer) or other structure of calico, canvas, plastic or other similar material; or

6.4.2 a swag or similar bedding; or

6.4.3 subject to the *Road Traffic Act 1961*, a caravan or motor home;

to remain on a road ~~the land~~ for the purpose of staying overnight, whether or not any person is in attendance or sleeps on the road ~~land~~;

6.5 **Council** means the Adelaide Hills Council;

6.6 **effective control** means a person exercising effective control of an animal either:

6.6.1 by means of a physical restraint; or

6.6.2 by command, the animal being in close proximity to the person, and the person being able to see the animal at all times;

~~1.2 **electoral matter** has the same meaning as in the *Electoral Act 1995* provided that such electoral matter is not capable of causing physical damage or injury to a person within its immediate vicinity;~~

6.7 **emergency worker** has the same meaning as in the *Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014* ~~1999~~;

6.8 **moveable sign** has the same meaning as in the Act;

6.9 **road** has the same meaning as in the Act; and

6.10 **vehicle** has the same meaning as in the *Road Traffic Act 1961*.

### Note-



Section 14 of the *Acts Interpretation Act 1915* provides that an expression used in this By-law has, unless the contrary intention appears, the same meaning as in the Acts under which the By-law was made.

## PART 2 – USE OF ROADS

### 7. Activities requiring permission

A person must not do any of the following activities on a road without the permission of the Council:-

#### 7.1 Advertising

Display or cause to be displayed on a road or on a structure on a road, any poster, advertising or sign for the purpose of advertising goods or services, other than a moveable sign that is displayed in accordance with the Council's Moveable Signs By-law.

#### 7.2 Amplification

~~Use~~Subject to clause 11, use an amplifier or other device whether mechanical or electrical for the purpose of amplifying sound or magnifying sound including the broadcasting of announcements or advertisements.

#### 1.3.7.3 Animals

~~1.3.17.3.1~~ 1.3.17.3.1 Cause or allow an animal to stray onto, move over, or graze on a road to which the Council has determined this subclause applies except where the Council has set aside a track or other area for use by or in connection with an animal of that kind, and provided the animal or animals are under effective control.

7.3.2 Subject to clause 7.3, lead, herd, exercise or cause or allow an animal to stray onto or move over any road unless the animal is under effective control.

~~1.3.27.3.3~~ 1.3.27.3.3 Lead, herd or exercise an animal in such a manner as to cause a nuisance or endanger the safety of a person.

#### 1.4.7.4 Camping and Tents

~~1.4.17.4.1~~ 1.4.17.4.1 Subject to this subclause 7.4, erect~~Erect~~ a tent or other structure of calico, canvas, plastic or other similar material as a place of habitation.

~~1.4.27.4.2~~ 1.4.27.4.2 Camp or remains~~sleep~~ overnight except:-

7.4.2.1 on a road to which the Council has resolved this subclause applies (if any); and

7.4.2.2 in accordance with any conditions determined by the Council and displayed on any signage on or near the road.

**4.57.5 Obstructions**

Erect, install or place or cause to be erected, installed or placed any structure, object or material of any kind so as to obstruct a road, ~~or~~ footway, water-channel, or watercourse in a road.

**7.6 Preaching**

Preach, harangue, solicit or canvass for religious or charitable purposes.

**1.6 Posting of Bills**

~~Subject to clause 11, post or allow or cause to be posted any bills, advertisements, or other papers or items on a building or structure on a road.~~

**4.77.7 Public Exhibitions and Displays**

~~4.7.17.7.1~~ Sing, busk, play a recording or use a music instrument, or perform similar activities.

~~4.7.27.7.2~~ Conduct or hold a concert, festival, show, circus, performance or a similar activity.

~~4.7.37.7.3~~ Erect a stage or structure for the purpose of conducting or holding a concert, festival, show, circus, performance or a similar activity.

~~4.7.47.7.4~~ Cause any public exhibitions or displays.

**7.8 Rubbish Bins**

Deposit in any Council bin on a road any rubbish emanating from a domestic, commercial or trade source.

**4.87.9 Soliciting for Religious or Charitable Purposes**

Ask for or receive or do anything to indicate a desire for a donation of money or any other thing.

**4.97.10 Vehicles**

Repair, wash, paint, panel beat or perform other work of a similar nature to a vehicle, except for running repairs in the case of a vehicle breakdown.

**Note-**

Movable signs on roads are regulated by sections 226 and 227 of the Act and the Council's Moveable Signs By law.

**PART 3— ENFORCEMENT****8. Directions**

A person who, in the opinion of an authorised person is committing or has committed a breach of this By-law, must immediately comply with a direction of an authorised person to leave that part of the road.

## 9. Orders

If a person does not comply with an order of an authorised person made pursuant to section 262 of the Act in respect of a breach of this By-law, the Council may seek to recover its costs of any action taken under section 262(3) of the Act from the person to whom the order was directed.

### Note-

Section 262(1) of the Act states:

*If a person (the offender) engages in conduct that is a contravention of this Act or a By-law under this Act, an authorised person may order the offender-*

- (a) *if the conduct is still continuing – to stop the conduct; and*
- (b) *whether or not the conduct is still continuing – to take specified action to remedy the contravention.*

Subsections (2) and (3) of section 262 also provide that it is an offence to fail to comply with an order and that if a person does not comply, the authorised person may take action reasonably required to have the order carried out. For example, an authorised person may order a person to:

- cease busking on a road;
- remove an object or structure blocking a footpath;
- dismantle and remove a tent from a road.

## 10. Removal of animals and objects

10.1 The Council (or its delegate) may, pursuant to section 234 of the Act, ~~An authorised person may~~ remove an animal or object that is on a road in breach of a By-law if no person is in charge, or apparently in charge, of the animal or object.

10.2 The Council may recover from the owner or apparent owner of an object removed under subclause 10.1 the costs it incurs in removing that object.

## PART 4— MISCELLANEOUS

## 11. Exemptions

The restrictions in this By-law do not apply to a police officer, emergency worker, Council officer or employee acting in the course and within the scope of that person's normal duties, or to a contractor while performing work for the Council and while acting under the supervision of or in accordance with a direction from a Council officer.

~~1.10 The restrictions in Clause 7.5 of this By-law does not apply to electoral matter authorised by a candidate and which is:~~

~~1.11 related to a Commonwealth or State election and occurs during the period commencing on the issue of the writ or writs for the election and ending at the close of polls on polling day; or~~

~~1.12 related to an election under the Act or the Local Government (Elections) Act 1999 and occurs during the period commencing four weeks immediately before the date that has been set (either by or under either Act) for polling day and ending at the close of voting on polling day; or related to, and occurs during the course of and for the purpose of a referendum.~~

~~1.13 The restrictions in clauses 7.1 and 7.5 of this By-law do not apply to any form of lawful communication on government and political matters, and are not intended to restrict communication in relation to such matters.~~

## **12. Liability of vehicle owners**

12.1 For the purposes of this clause 12, **owner** in relation to a vehicle has the same meaning as contained in section 4 of the Act.

12.2 The owner and the driver of a vehicle driven, parked or standing in contravention of this By-law are each guilty of an offence and liable to the penalty as prescribed for that offence.

This By-law was duly made and passed at a meeting of the ~~Adelaide Hills Council~~ held on 20 July **INSERT DATE** 2018 by an absolute majority of the members for the time being, constituting the Council, there being at least two thirds of the members present.

.....  
ANDREW AITKEN ~~PETER PEPPIN~~  
Chief Executive Officer

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# **Appendix 5**

*Draft By-law 5 Dogs*

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## ADELAIDE HILLS COUNCIL

### DOGS BY-LAW 2018

#### By-law No. 5 OF 2018

A By-law to limit the number of dogs kept on premises and for the management and control of dogs in the Council's area.

#### CONTENTS

<b>PART 1 – PRELIMINARY .....</b>	<b>2</b>
1. Title .....	2
2. Authorising law .....	2
3. Purpose .....	2
4. Commencement, revocation and expiry .....	2
5. Application .....	2
6. Interpretation.....	3
<b>PART 2 – LIMITS ON DOG NUMBERS .....</b>	<b>4</b>
7. Limits on dog numbers in private premises.....	4
<b>PART 3 – DOG CONTROLS .....</b>	<b>5</b>
8. Dog exercise areas.....	5
9. Dog on leash areas.....	5
10. Dog prohibited areas.....	5
11. Dog faeces.....	6
<b>PART 3 – EXEMPTIONS .....</b>	<b>6</b>
12. Council may grant exemptions .....	6
<b>PART 4 – ENFORCEMENT .....</b>	<b>6</b>
13. Orders .....	6

## PART 1 – PRELIMINARY

### 1. Title

This By-law may be cited as the *Dog By-law 2018* and is By-law No. 5 of the Adelaide Hills Council.

### 2. Authorising law

This By-law is made under section 90(5) of the *Dog and Cat Management Act 1995*, sections 238 and 246 of the Act, and [section 18A](#) ~~sections 667(1), 9.XVI of the *Harbors and Navigation Local Government Act 1993*~~ *1934*.

### 3. Purpose

The objectives of this By-law are to control and manage dogs in the Council area:

[3.1](#) to reduce the incidence of environmental nuisance caused by dogs; and

[3.2](#) to promote responsible dog ownership; and

[3.3](#) to protect the convenience, comfort and safety of members of the public; and

[3.4](#) for the good rule and government of the Council's area.

### 4. Commencement, revocation and expiry

The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation<sup>1</sup>

By-Law No. 5 – Dogs [2011](#)<sup>2</sup>.

This By-law will expire on [1](#)<sup>st</sup> January [2026](#)<sup>3</sup> ~~2019~~.

#### Note-

1. [Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249\(5\) of the Act.](#)
2. [Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.](#)
3. [Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.](#)

### 5. Application

[5.1](#) This By-law operates subject to the Council's *Permits and Penalties By-law 2018*~~2011~~.

[5.2](#) Subject to ~~subclause~~ [clause](#) 5.3, this By-law applies throughout the [Council's](#) ~~Council~~ area.

5.3 ~~subclauses~~ ~~Clauses 8.1, 9.1.1 and 10.1.2~~ of this By-law only apply in such part or parts of the Council area as the Council may, by resolution direct in accordance with section 246(3)(e) of the Act.

## **6. Interpretation**

In this By-law, unless the contrary intention appears:

6.1 **Act** means the *Local Government Act 1999*;

6.2 **approved kennel establishment** means a building, structure or area approved by a relevant authority, pursuant to the *Development Act 1993* for the keeping of dogs on a temporary or permanent basis;

6.3 **assistance dog** means a dog trained and used for the purpose of assisting a person who is wholly or partially disabled;

6.4 **children's playground** means an enclosed area in which there is equipment or other installed devices for the purpose of children's play (or within 3 metres of such devices if there is no enclosed area);

6.5 **Council** means Adelaide Hills Council;

6.6 **dog** (except for in clause 7.1) has the same meaning as in the *Dog and Cat Management Act 1995*;

6.7 **effective control** means a person exercising effective control of a dog either:

6.7.1 by means of a physical restraint (as defined under the *Dog and Cat Management Act 1995*); or

6.7.2 by command, the dog being in close proximity to the person and the person being able to see the dog at all times;

6.8 **keep** includes the provision of food or shelter;

6.9 **park** has the same meaning as in the *Dog and Cat Management Act 1995*;

6.10 **premises** includes land, whether used or occupied for domestic or non-domestic purposes;

6.11 **small dwelling** means a self-contained residence that is:

6.11.1 a residential flat building;

6.11.2 contained in a separate strata unit or community title;

6.11.3 on, except an allotment less than 400 square metres in area; ~~or approved kennel establishment;~~

6.11.4 without a secure yard of at least 100 square metres in area;

6.12 **working dog** means a dog-

6.12.1 usually kept, proposed to be kept or worked on rural land by a person who is—



a. a primary producer; or

b. engaged or employed by a primary producer; and

6.12.2 kept primarily ~~used principally~~ for the purpose of herding, droving, protecting, ~~or tending~~ or working stock, or training for herding, droving, protecting, tending or working stock.

6.13 For the purposes of clause 9 of the By-law, a dog is (under **effective control by means of a leash**) if the dog is secured to a leash, chain or cord that does not exceed 2 metres in length and:

6.13.1 the leash, chain or cord is either tethered securely to a fixed object; or

6.13.2 held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.

**Note-**

Section 14 of the *Interpretation Act 1915* provides that an expression used in this By-law has, unless the contrary intention appears, the same meaning as in the Acts under which the By-laws was made ~~livestock~~.

## PART 2 – LIMITS ON DOG NUMBERS

### 7. Limits on dog numbers in private premises

7.1 Subject to ~~subclauses~~ clauses 7.3 and 7.5, a person must not, without the Council's permission keep or cause, suffer or permit to be kept:

7.1.1 in a township, more than one dog in a small dwelling; or

7.1.2 in a township, more than two dogs in any premises other than a small dwelling; or

7.1.3 outside of a township, more than three dogs (other than working dogs) on any premises;

7.2 For the purposes of ~~subclause~~ clause 7.1, 'dog' means a dog that is three (3) months of age or older or, a dog that has lost its juvenile teeth.

7.3 ~~Subclause~~ Clause 7.1 does not apply to:

7.3.1 approved kennel establishments operating in accordance with all required approvals and consents; or

7.3.2 any other business involving the keeping of dogs provided that the business is registered in accordance with the *Dog and Cat Management Act 1995* and operating in accordance with all required approvals and consents.

7.4 The Council may require that premises which are the subject of an application for permission to keep additional dogs, must be inspected by an authorised person for the purpose of assessing the suitability of the premises for housing dogs.

- 7.5 No dog is to be kept on any premises where, in the opinion of an authorised person, there is no secure or appropriate area where a dog may be effectively confined.

## **PART 3 – DOG CONTROLS**

### **8. Dog exercise areas**

Subject to clauses 9 and 10 of this By-law, a person may enter a park in the Council's area ~~public place or part of Local Government Land to which the Council has determined this clause applies~~ for the purpose of exercising a dog under his or her effective control.

#### **Note –**

If a person is exercising a dog in a park as permitted under this clause and the dog is not under effective control as that term is defined by the *Dog and Cat Management Act 1995*, this gives rise to a dog wandering at large offence under section 43(1) of the *Dog and Cat Management Act 1995*, for which the owner of or person responsible for the dog may be liable.

- ~~1. 8.2 A person entering a dog exercise area designated by the Council must ensure that any dog under that person's control, charge or authority is under effective control at all times.~~

### **9. Dog on leash areas**

A person must not, without the Council's permission, allow a dog under that person's control, charge or authority (except an assistance ~~accredited guide dog, hearing dog or disability~~ dog that is required to remain off-lead in order to fulfil its functions) to be or remain:

9.1 on Local Government land or in a public place to which the Council has resolved that this subclause applies; and

9.2 on any park or reserve during times when organised sport is being played;

unless the dog is under effective control by means of a leash.

~~unless the dog is secured by a strong leash not exceeding 2 metres in length which is either tethered securely to a fixed object capable of securing the dog or held by a person capable of controlling the dog and preventing it from being a nuisance or a danger to other persons.~~

### **10. Dog prohibited areas**

A person must not allow a dog under that person's ~~person's~~ control, charge or authority (except an assistance ~~accredited guide dog, hearing dog or disability~~ dog) to enter or remain:

10.1 on any children's playground on Local Government land;

10.2 on any other Local Government land or public place to which the Council has determined that this subclause applies.

## **11. Dog faeces**

No person is to allow a dog under that person's control, charge or authority to be in a public place or on Local Government land unless that person has in their possession a bag or other suitable container for the collection and lawful disposal of any faeces that the dog may deposit (for the purpose of complying with their obligation under section 45A-(6) of the *Dog and Cat Management Act 1995*).

## **PART 34 – EXEMPTIONS**

### **12. Council may grant exemptions**

12.1 The Council may, by notice in writing, on application or on its own initiative, exempt a person (or a class of persons) from the operation of a specified provision of this By-law.

12.2 An exemption—

12.2.1 may be granted or refused at the discretion of the Council; and

12.2.2 may operate indefinitely or for a period specified in the instrument of exemption; and

12.2.3 is subject to any conditions specified in the instrument of exemption.

12.3 The Council may, by notice in writing, vary, revoke or add a condition of an exemption.

12.4 The Council may, in its discretion, revoke an exemption for a contravention of a condition of the exemption, or for any other reason it thinks fit.

## **PART 4 – ENFORCEMENT**

### **13. Orders**

13.1 If a person engages in conduct that is in contravention of this By-law, an authorised person may order that person:

13.1.1 if the conduct is still continuing – to stop the conduct; and

13.1.2 whether or not the conduct is still continuing – to take specified action to remedy the contravention.

13.2 A person must comply with an order under this clause.

13.3 If a person does not comply with an order, the authorised person may take action reasonably required to have the order carried out, and the Council may seek to recover its costs of any action so taken from the person to whom the order was directed.

13.4 However, an authorised person may not use force against a person under this section.

**Note-**

For example, an authorised person may order a person to:

- cease keeping more than the permitted number of dogs on that person's premises; or
- remove a dog from a dog prohibited area.

This By-law was duly made and passed at a meeting of the Adelaide Hills Council held on **INSERT DATE** 2018 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

.....  
ANDREW AITKEN PETER PEPPIN  
Chief Executive Officer

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# **Appendix 6**

*Draft By-law 6 Cats*

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## ADELAIDE HILLS COUNCIL

### CATS BY-LAW 2018

#### By-law No. 6 of 2018

A By-law to limit the number of cats kept on premises and for the management and control of cats in the Council's area.

#### CONTENTS

<b>PART 1 – PRELIMINARY .....</b>	<b>2</b>
1. Title.....	2
2. Authorising law .....	2
3. Purpose.....	2
4. Commencement, revocation and expiry .....	2
5. Application .....	2
6. Interpretation.....	3
<b>PART 2 – LIMITS ON CAT NUMBERS.....</b>	<b>3</b>
7. Limits on cat numbers .....	3
<b>PART 3 –CAT CONTROLS .....</b>	<b>4</b>
8. Cats not to be a nuisance .....	4
9. Effective Confinement of Cats .....	4
10. Registration of cats .....	4
<b>PART 3 – EXEMPTIONS .....</b>	<b>5</b>
11. Council may grant exemptions .....	5
<b>PART 4 – ENFORCEMENT .....</b>	<b>5</b>
12. Orders .....	5

## PART 1 – PRELIMINARY

### 1. Title

This By-law may be cited as the *Cats By-law 2018* and is By-law No. 6 of the Adelaide Hills Council.

### 2. Authorising law

This By-law is made under section 90(5) of the *Dog and Cat Management Act 1995* ~~and section 246 of the Act and sections 667(1), 4.I and 9.XVI of the *Local Government Act 1934*.~~

### 3. Purpose

The ~~objectives~~ objects of this By-law are to control and manage cats in the Council's area:

3.1 to promote responsible cat ownership;

3.2 to reduce the incidence of the public and environmental nuisance caused by cats;

3.3 to protect the comfort and safety of members of the public; and

3.4 for the good rule and government of the Council's area.

### 4. Commencement, revocation and expiry

4.1 The following By-laws previously made by the Council are revoked from the day on which this By-law comes into operation<sup>1</sup>:

4.1.1 By-law No 6 – ~~Dogs~~ Cats <sup>2</sup> 2011.

4.2 This By-law will expire on 14<sup>th</sup> January 2026.<sup>3</sup> ~~2019~~.

#### Note-

1. Generally a By-law comes into operation 4 months after the day on which it is gazetted: section 249(5) of the Act.
2. Section 253 of the Act provides that the revocation of a By-law by another By-law that contains substantially the same provisions, does not affect certain resolutions such as those applying a By-law to a part or parts of the Council area.
3. Pursuant to section 251 of the Act, a By-law will expire on 1 January following the seventh anniversary of the gazettal of the By-law.

### 5. Application

5.1 ~~†~~ This By-law operates subject to the Council's *Permits and Penalties By-law 2018* ~~2011~~.

5.2 ~~†~~ This By-law applies throughout the Council's area.

5.3 The operation of clauses 9.1 and 10 is subject to a resolution of the Council.

## 6. Interpretation

In this By-law, unless the contrary intention appears;

**6.1 Act** means the *Local Government Act 1999*;

**6.2** ~~except for in clauses 7, 8 and 9~~ **cat** means an animal of the species felis catus ~~cactus~~ which is three months of age or has lost its juvenile canine teeth;

**6.3 Council** means Adelaide Hills Council;

~~1.2 identified~~ cat means a cat identified in the manner set out in regulation 8 of the Dog and Cat Management Regulations 2010.

**6.4 keep** includes the provision of food or shelter;

**6.5** for the purposes of clause 8, a cat (or cats) causes a **nuisance** if it:

**6.5.1** unreasonably interferes with the peace, comfort or convenience of a person, including but not limited to by displaying aggressive nature or creating unpleasant noise or odour; or

**6.5.2** damages or otherwise has an adverse impact upon native flora or fauna; or

**6.5.3** acts in a manner that is injurious to a person's real or personal property; or

**6.5.4** wanders onto premises without the consent of the owner or occupier of the premises; or

**6.5.5** defecates or urinates on premises without the consent of the owner or occupier of the premises; and

**6.6** **owner of a cat** has the same meaning as in section 5 of the Dog and Cat Management Act 1995;

**6.7** **premises** includes any land (whether used or occupied for domestic or non-domestic purposes) and any part thereof; and

**6.8** the **person responsible for the control of a cat** has the same meaning as in section 6 of the Dog and Cat Management Act 1995.

### Note-

Section 14 of the *Acts Interpretation Act 1915* provides that an expression used in this By-law has, unless the contrary intention appears, the same meaning as in the Acts under which the By-law is made.

## PART 2 – LIMITS ON CAT NUMBERS

### 7. Limits on cat numbers

**7.1** Subject to this clause ~~clauses 7.2 and 7.3~~ a person must not, without the Council's permission keep, or cause suffer or permit to be kept ~~more than two (2) cats in on~~ any premises.



7.2 Subclause ~~Clause~~ 7.1 does not apply to premises comprising a business involving the keeping of cats provided that the business is operating in accordance with all required approvals and consents.

7.3 Council may require that premises which are the subject of an application for ~~if the person has the permission~~ to keep additional cats, must be inspected by an authorised person for the purpose of assessing the suitability of the premises for housing cats.

7.4 ~~Permission under subclause 7.3 of the Council in writing. Such permission~~ may be given if the Council is satisfied that:

7.4.1 no insanitary condition exists ~~or will arise~~ on the premises as a result of the keeping of cats ~~on the premises~~; and

7.4.2 a nuisance is not ~~or is not likely to be~~ caused to any neighbour as a result of the keeping of cats on the premises.

### **PART 3 –CAT CONTROLS**

#### **8. Cats not to be a nuisance**

8.1 An owner or occupier of premises is guilty of an offence if a cat (or cats) kept or allowed to remain on the premises causes a nuisance.

8.2 Without limiting liability under clause 4.1, the owner of or person responsible for the control of a cat is guilty of an offence under this By-law if the cat causes a nuisance.

8.3 For the purposes of subclause 8.1, **cat** means an animal of the species *felis catus* (of any age).

#### **9. Effective Confinement of Cats**

9.1 As and from a date to be determined by resolution of the Council (if any), the owner or person responsible for the control of a cat must take steps to ensure that the cat is confined to the premises occupied by that person during the hours that may be specified by resolution of the Council from time to time.

9.2 The Council may, by resolution, revoke or vary a resolution in force under subclause 9.1 should it see fit to do so.

9.3 For the purposes of subclause 9.1, **cat** means an animal of the species *felis catus* (of any age).

#### **10. Registration of cats**

10.1 Where the Council has resolved to adopt a registration scheme for cats, a person must not keep a cat in the Council's area for more than 14 days unless the cat is registered in accordance with this By-law.

10.2 An application for registration of a cat must:

10.2.1 ~~must~~ be made to the Council in the manner and form (if any) and accompanied by the fee (if any) as prescribed by the Council; and

10.2.2 nominate a person of or over sixteen (16) years of age who consents to the cat being registered in his or her name; and

10.2.3 identify with reference to an address the premises at which the cat is kept; and

10.2.4 otherwise comply with any other requirements determined by the Council.

10.3 Registration under this By-law remains in force until 30 June next following the grant of registration and may be renewed from time to time for further periods of up to twelve (12) months.

~~1.3 Subclause 9all cats kept on the premises over the age of 6 months are desexed unless the person obtains a letter signed by a veterinary surgeon indicating that the health of the cat will be jeopardised if it is desexed before a stated age. If such a letter is produced the owner of the cat will undertake to have an appropriately qualified person to desex the cat when it reaches the stated age.~~

10.4 Subclause 10.1 does not apply to premises comprising a business involving the keeping of cats provided that the business is operating in accordance with all required approvals and consents.

10.5 The Council may, by resolution, revoke a resolution to adopt a registrations scheme under subclause 10.1 should it see fit to do so.

### **PART 3 – EXEMPTIONS**

#### **11. Council may grant exemptions**

11.1 The Council may, by notice in writing, on application or on its own initiative, exempt a person (or a class of persons) from the operation of a specified provision of this By-law.

11.2 An exemption—

11.2.1 may be granted or refused at the discretion of the Council; and

11.2.2 may operate indefinitely or for a period specified in the instrument of exemption; and

11.2.3 is subject to any conditions specified in the instrument of exemption.

11.3 The Council may, by notice in writing, vary, revoke or add a condition of an exemption.

11.4 The Council may, in its discretion, revoke an exemption for a contravention of a condition of the exemption, or for any other reason it thinks fit.

### **PART 4 – ENFORCEMENT**

#### **12. Orders**

12.1 If a person engages in conduct that is a contravention of this By-law, an authorised person may order that person:

12.1.1 if the conduct is still continuing – to stop the conduct; and

12.1.2 whether or not the conduct is still continuing – to take specified action to remedy the contravention.

12.2 A person must comply with an order under this clause.

12.3 If a person does not comply with an order, the authorised person may take action reasonably required to have the order carried out, and the Council may seek to recover its costs of any action so taken from the person to whom the order was directed.

12.4 However, an authorised person may not use force against a person under this section.

**Note-**

For example, an authorised person may order a person to:

- cease keeping more than the permitted number of cats on that person's premises; or
- take the necessary steps to mitigate a nuisance caused by howling cats.

This By-law was duly made and passed at a meeting of the Adelaide Hills Council held on 20 July INSERT DATE 2018 by an absolute majority of the members for the time being constituting the Council, there being at least two thirds of the members present.

.....  
ANDREW AITKEN ~~PETER PEPPIN~~  
Chief Executive Officer

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.2

**Originating Officer:** Lynne Griffiths, Community and Cultural Development Officer

**Responsible Director:** David Waters, Director Community and Customer Service

**Subject:** Arts Action Plan

**For:** Decision

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**SUMMARY**

Through its Strategic Plan, the Council recognises the important role the arts play in community and cultural development. Fostering creativity is a strategic priority for Council.

Council's role in supporting the arts across the district was considered in the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*, which was received and noted by the Council at its meeting held on 26 September 2017.

The Council subsequently resolved that an Arts Action Plan be developed based on the findings of this report.

The purpose of this report is to seek Council approval of the Arts Action Plan (**Appendix 1**).

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. That the Arts Action Plan, as contained in Appendix 1, be adopted.
  3. That the Chief Executive Officer be authorised to make any non-significant grammatical, formatting and/or content changes to the Arts Action Plan for publication purposes.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

#### Strategic Plan

Goal 1	People and business prosper
Strategy 1.3	We will work towards making the Adelaide Hills the favoured tourism destination in the State
Goal 4	Explore ideas and work with others
Strategy 4.4	We will foster creativity in the community and embrace it as an organisation

#### Community Strategy 2015 – 2020

Goal Area 2 Strategies for Community Wellbeing  
Creative Communities – Increase the potential for communities to participate in creative arts and cultural activities and develop individual creative talents through community centres, libraries, other community and recreation facilities and outdoor spaces, including the proposed Hills Sculpture Trail.

### ➤ Legal Implications

Not applicable.

### ➤ Risk Management Implications

Council's Strategic Plan and Community Strategy prioritise building creative communities through arts and cultural activities. A lack of planning in this area risks compromising Council's ability to achieve these goals.

Having received and noted the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*, and resolving that an Arts Action Plan be developed, it is essential that this request be met to demonstrate Council's commitment in this area.

Developing and delivering an Arts Action Plan will assist in mitigating the risk of:

*Failure to deliver an Arts Action Plan as determined at the September 2017 Council Meeting, leading to a loss of trust and credibility in this area, particularly with the Arts community.*

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

Adopting the Arts Action Plan will help achieve the target risk rating.

### ➤ Financial and Resource Implications

There are no immediate or new costs associated with this matter at this time. Costs associated with specific actions will be considered under Council's normal budget setting processes and may be subject of further Council reports.

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

Art provides an important outlet for expression and demonstrates community identity. It gives people the opportunity to connect with each other and their surrounds. It also brings creativity and vibrancy to areas and therefore plays a significant role in attracting visitors and tourism, leading to economic benefits.

Council's role in supporting the arts across the district was considered in the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs* in September 2017. The Arts Action Plan proposed reflects this report and feedback gained from consultation with a wide range of artists and arts practitioners. The Arts Action Plan will offer opportunities to connect with local culture through arts experience for both practitioners and participants.

➤ **Environmental Implications**

Not applicable.

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

*Council Committees:* Not applicable.

*Council Workshops:* In August 2017 a workshop was presented to Council regarding the findings of the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*. It is this report that subsequently led to the development of the Arts Action Plan.

*Advisory Groups:* Not applicable.

*Administration:* The following staff gave feedback on the Arts Action Plan during its development:

Economic Development Officer  
Coordinator Communications and Events  
Manager Property Services  
Manager Community Development  
Manager Information Systems

*Community:* The report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*, on which the Arts Action Plan is based, incorporated a significant level of community consultation including a Community Conversation attended by 42 artists and arts practitioners.

## 2. BACKGROUND

Council recognises the value of the arts and has supported the arts through a range of initiatives over many years. In 2011, Brecknock Consulting undertook an Arts and Cultural Audit. The resultant *Brecknock Report* identified a range of actions and strategies which formed the basis of the Council's subsequent approach to supporting the arts. This led to the creation of the Community and Cultural Development Officer role, community arts projects and identifying the former Woollen Mill site at Lobethal as a potential creative hub.

Council's role in supporting the arts across the district was again considered in the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*. A copy of this report is contained in **Appendix 2**.

This report was received by the Council at its meeting held on 26 September 2017 and following consideration of the matter, the Council resolved as follows:

### 13.2 Supporting the Arts

Moved Cr Linda Green  
S/- Cr Jan-Claire Wisdom

222/17

Council resolves that the report be received and noted.

Carried Unanimously

### 16.2 Supporting the Arts Action Plan

Moved Cr Linda Green  
S/- Cr Jan-Claire Wisdom

226/17

That a report come back to Council with an Action Plan in Supporting the Arts by the Council meeting in March 2018.

Carried Unanimously

As noted in the Council resolutions update report at both the February and March 2018 meetings, the report back to Council has been delayed by one month due to the Community Cultural Development Officer taking unplanned and unavoidable leave.

## 3. ANALYSIS

The purpose of creating the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs* was to:

1. Define what 'the arts' is for Adelaide Hills Council so it has a clear understanding and shared language in this area.
2. Identify and map the arts in the Adelaide Hills Council area to obtain the information required to identify gaps and inform future planning.
3. Identify strategies to support the arts in the Adelaide Hills Council area.

The process utilised research, community consultation and analysing best practice in local government to consider Council's role in supporting the arts community and consider appropriate strategies moving forward.

The Administration has subsequently distilled the outcomes into actions which are contained in the proposed Arts Action Plan. The actions are proposed to be undertaken over the timeframe 2018 to 2021.

These actions reflect a strong commitment on Council's part to demonstrate a clear and meaningful role in relation to the arts with a focus on building capacity through collaboration and partnerships with key stakeholders.

The actions also respond to some of the more practical needs of those delivering and enjoying the arts such as access to space and resources, and more opportunities to enjoy arts based programs and activities.

These actions also aim to place Adelaide Hills Council in a 'front runner' position in the area of best practise for local government in this area.

The rationale and basis for each of the identified actions is contained in the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs* and is therefore not repeated here.

Council Members will note that several of the proposed actions are to "investigate..." or "review..." These actions are specifically about determining what specific actions are viable and of value in that space. The outcomes could give rise to specific proposals which would require consideration by the Council, particularly in respect to funding.

#### **4. OPTIONS**

Council has the following options:

- I. To adopt the Arts Action Plan (recommended).

This will result in recommendations from the report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs* being translated into actions. It will confirm key priorities for the Council's resource investment in this area.

- II. Not adopt the Arts Action plan and/or request amendments and changes (not recommended).

Failure to adopt an Arts Action Plan may result in a community perception that Council is not meeting its commitment in this area.

#### **5. APPENDIX**

- (1) Proposed Arts Action Plan
- (2) Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs



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# **Appendix 1**

## *Arts Action Plan*

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Adelaide Hills Council recognises the important role the arts play in social, cultural and economic development.

Under the Adelaide Hills Business and Tourism Centre Masterplan, an area of the former woollen mill site in Lobethal will be developed as an Arts and Heritage Hub for the Adelaide Hills. Establishing the Hub is a major investment in supporting the arts and creative industries in the Adelaide Hills, while also boosting tourism in the region.

The Arts and Heritage Hub will be developed in stages from 2018 onwards. At the same time, the Council is committed to supporting the arts across the district. The report *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs* was developed in 2017 with input from community members, arts practitioners and stakeholder bodies. The purpose of the report was to:

- Define what 'the arts' is for the Council so we have a clear understanding and shared language in this area
- Identify and map arts activities in the district area so we have the information required to identify gaps and inform future planning
- Identify strategies to support the arts in the district.

The Arts Action Plan is a summary of actions arising from that report and it provides the backbone for our support to this important area over the next three years.

## Strategic context

### Adelaide Hills Council's Strategic Plan

Goal 1	People and business prosper
Strategy 1.3	We will work towards making the Adelaide Hills the favoured tourism destination in the State.
Goal 4	Explore ideas and work with others
Strategy 4.4	We will foster creativity in the community and embrace it as an organisation.

### Adelaide Hills Council's Community Strategy 2015 – 2020

Goal Area 2	Strategies for Community Wellbeing
-------------	------------------------------------

Creative Communities – Increase the potential for communities to participate in creative arts and cultural activities and develop individual creative talents through community centres, libraries, other community and recreation facilities and outdoor spaces, including the proposed Hills Sculpture Trail.

## Delivery and resourcing

The Council's Community and Cultural Development Officer provides leadership and coordination to activities supporting the arts. Funding is allocated in the Long Term Financial Plan for ongoing initiatives and on an annual basis for special projects.

Some actions listed in the Arts Action Plan may identify the need for further investment or reprioritisation. These will be considered as part of normal financial planning and budget setting processes.

## Existing and ongoing initiatives

Initiative	Description
Arts and Heritage Hub	A dedicated arts space currently being developed at the old Onkaparinga Woollen Mill site at Lobethal. It will house a gallery and performance space, artist studios, a heritage display and Aboriginal cultural elements. The Hub has a range of specific aims and objectives outlined in its Business Development Framework.
Youth Art Exhibition	An annual exhibition for young artists, established in 2017.
SALA Festival Exhibition	An annual Council run SALA festival exhibition which is free of charge for artists to exhibit, which to date has been held annually at The Summit Community Centre.
Arts Workshops	Art classes are regularly offered through Council's Community Centres. Creative workshops are offered in libraries, particularly for young people during school holidays.
Art Collection	Council owns a collection of art works which are displayed throughout Council buildings or are in storage.
Public Art	There are over 10 public artworks across the AHC district including those which are part of the Hills Sculpture Trail and the Community Mosaic Couch Trail.
Arts/Cultural Development Grants	Grants for arts activities are available annually through the Community Grants program.
Community Art Projects	Art projects which are community led with Council funding and/or facilitation.

## Future actions

	Action	Objective	Who	When	How
1.	Develop a policy framework for the arts	Define the Council's role in supporting the arts	CD	2018/19	RB
2.	Review current funding directed to the arts	Ensure the Council is allocating funding effectively and identify needs for Long Term Financial Plan	CD	2018/19	RB
3.	Investigate strategies to collaborate with neighbouring councils, in particular Mt Barker District Council	Optimise outcomes through collaboration	CD	2018/19	RB
4.	Investigate options to build on current arts programs, activities and events	Provide programs, events, activities and facilities that meeting community needs	CD	2018/19	RB
5.	Investigate opportunities to deliver public art projects	Create a sense of place through public art	CD	2018/19	RB/EXT
6.	Investigate opportunities to support arts residencies	Support the arts community to build capacity	CD/AHH	2018/19	RB/EXT
7.	Identify opportunities to promote the arts through council communication strategies	Facilitate information sharing and awareness of the arts	CD/Com	2018/19	RB
8.	Investigate strategies to support young and emerging artists	Support the arts community to build capacity	CD	2019/20	RB
9.	Identify and collaborate with organisations specialising in the arts	Optimise outcomes through collaboration	CD	2019/20	RB
10.	Investigate arts tourism opportunities	Support the local arts economy	CD/AHH/ED	2019/20	RB
11.	Develop strategies to identify and respond to the differing needs of community and professional arts practitioners	Ensuring support is appropriate to both the professional and community arts sectors	CD/ED	2019/20	RB
12.	Maintain a corporate art register	Demonstrate commitment to the arts	CD	2019/20	RB
13.	Investigate opportunities to grow the corporate art collection	Demonstrate commitment to the arts	CD/AHH	2019/20	RB

## Arts Action Plan 2018 - 2021

14.	Investigate opportunities to support arts mentorships	Support the arts community to build capacity	CD/AHH	2019/20	RB/EXT
15.	Investigate the merit of an artists register	Facilitate information sharing and awareness of the arts	CD/Com/IS	2019/20	RB
16.	Review Council owned spaces that could be made available for arts activities	Provide access to arts facilities	CD/Prop	2020/21	RB
17.	Investigate the merit of investing in specialised arts equipment for community use	Provide support and resources for the arts	CD	2020/21	RB
18.	Investigate options to facilitate access to arts facilities in partnership with other stakeholders	Provide access to arts facilities	CD	2020/21	RB
19.	Investigate the merit of an additional dedicated arts space in the southern end of the AHC area	Provide dedicated arts facilities	CD	2020/21	SP

### Key

CD	Community Development
AHH	Arts & Heritage Hub
ED	Economic Development
Prop	Property Services
Com	Communications
IS	Information Systems
RB	Recurrent operating budget (at existing levels in the LTFP)
SP	Special operating project (specific funding allocation)
EXT	External grant funding

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## **Appendix 2**

### *Adelaide Hills Council's Role in Supporting the Arts – Considering the Need for Arts Hubs*

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# Adelaide Hills Council's Role in Supporting the Arts

## Considering the need for Arts Hubs



August 2017

Lynne Griffiths

Community and Cultural Development Officer

Themis Scanlon

Community and Cultural Development Support Officer



## CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>INTRODUCTION .....</b>	<b>5</b>
<b>PART 1: Defining what ‘the arts’ is for AHC .....</b>	<b>7</b>
<b>PART 2: Identifying and mapping the arts in the AHC area .....</b>	<b>8</b>
<b>PART 3: Identifying strategies to support the arts in the AHC area .....</b>	<b>11</b>
<b>CONCLUSION AND RECOMMENDED ACTIONS .....</b>	<b>17</b>
<b>APPENDICES .....</b>	<b>19</b>

## ACRONYMS

<b>AHC</b>	Adelaide Hills Council
<b>DCMB</b>	District Council of Mount Barker
<b>SALA</b>	South Australian Living Artists



## EXECUTIVE SUMMARY

### Introduction

AHC recognises the important role the arts play in community and cultural development. Fostering creativity is a strategic priority for Council, as stated in the strategic plan *Your Adelaide Hills*:

Goal 4	Explore ideas and work with others
Strategy 4.4	We will foster creativity in the community and embrace it as an organisation.

To date, there has not been a planned approach to this. As AHC is currently developing an Arts and Heritage Hub at the old Onkaparinga Woollen Mill site at Lobethal, it is timely to consider Council's role in supporting the arts across the district, and to identify if further hubs or alternative support is required. The purpose of this report is to:

1. Define what 'the arts' is for AHC so we have a clear understanding and shared language in this area.
2. Identify and map the arts in the AHC area so we have the information required to identify gaps and inform future planning.
3. Identify strategies to support the arts in the AHC area.

### PART 1: Defining what 'the arts' is for AHC

Art is the application of human creative skill and imagination to produce a work. It can be seen as an expression of culture. In view of AHC's commitment to inclusivity, a broad definition of the arts is adopted that includes all forms of visual, performing and literary arts. This is regardless of whether a particular form is considered 'fine art' or not, because all art contributes to the cultural development outcomes AHC seeks. 'Cultural development' is a term used in the local government context to describe the process of enabling cultural activities towards the realisation of a desired future, particularly of a culturally rich and vibrant community. As 'cultural development' is the outcome, and art is one activity that can be used to achieve it, it is best practice to use this term instead of 'the arts' or the commonly used 'arts and culture.'

### PART 2: Identifying and mapping the arts in the AHC area

#### Council Involvement

Over the years the Community Development and Libraries and Customer Service departments have undertaken various initiatives to support the arts. In 2016 a Community and Cultural Development Officer was appointed. Current arts initiatives include the establishment of an Arts and Heritage Hub, art workshops offered through the community centres, and an art exhibition and prize commemorating Council's 20<sup>th</sup> anniversary in 2017.

#### Community Involvement

The best way to examine community involvement in the arts was to start developing a database. It is not comprehensive, but will continue to be developed as a valuable asset for future planning. It includes the details of artists and art related community groups, venues, businesses and events in the AHC area. It also includes stakeholders involved in the Adelaide Hills arts community who are located outside of the AHC area. The database reveals a sizable arts community consisting of both established and emerging members. There are at least 230 artists, 30 community groups and 25 venues or other businesses. In comparison with other Councils there is a very high level of involvement in the annual

SALA festival. At this stage the database is dominated by the visual arts but this is likely to be reflective of the information that has been available so far.

### **PART 3: Identifying strategies to support the arts in the AHC area**

To identify strategies to support the arts, members of the arts community were consulted with, previous research on this topic was revisited, and best practice was analysed.

#### Community Consultation

The Adelaide Hills arts community was invited to a meeting to discuss Council's role in supporting the arts. There were 42 attendees who generated enthusiastic and constructive discussion. They felt that Council should have a planned response to the arts that includes funding and collaboration with other councils. Council's role should primarily be a coordinating one. Facilitating information sharing and making space available for artists to use would be most beneficial. Further 'Arts Hubs' are not necessarily required but more activity outside of the Arts and Heritage Hub at Lobethal is sought, especially in the southern part of the AHC area.

#### Arts and Heritage Hub Report 2017

Earlier this year AHC conducted community consultation regarding the development of an Arts and Heritage Hub at Lobethal. The findings are also relevant to this project. What was found to be most sought after was space for artists: space to create, teach, exhibit/perform and sell their work.

#### Arts and Cultural Audit 2011

In 2011 AHC commissioned Brecknock Consulting to undertake an *Arts and Cultural Audit*. Three of the recommendations have been actioned, which include the appointment of a Community and Cultural Development Officer and the development an Arts and Heritage Hub. The other recommendations are very similar to the findings from this year's consultation, indicating that not a lot has changed in the last six years and the same things are desired.

#### Best Practice

It is best practice for councils to establish a policy framework to direct and focus their investment in cultural development. In relation to the arts specifically, councils should: facilitate partnerships; provide resources in the form of arts programs, events, activities and facilities; and encourage opportunities and resources for the local arts economy. There are myriad examples of how councils have done this. It is standard practice to operate a gallery and performance space, provide community arts grants, support the public art, and facilitate information sharing.

### **Conclusion and Recommended Actions**

Taking into account best practice and the specific needs of the AHC community, outcomes and recommended actions have been developed to guide AHC's approach to the arts. These can be found on page 18.

## INTRODUCTION

### Background

A key role of local government is to improve the quality of life of the community. Providing cultural services and facilities is part of this, which includes supporting the arts. Art provides an important outlet for expression and demonstrates community identity. It gives people the opportunity to connect with each other and their surrounds. It also brings creativity and vibrancy to areas and therefore plays a significant role in attracting visitors and tourism, leading to economic benefits.

AHC recognises the value of the arts and has supported the arts through a range of initiatives over the years. However, there has to date not been a strategic and comprehensive approach to this. In 2011 Brecknock Consulting undertook an *Arts and Cultural Audit* that identified some strategies in this regard, some of which have been actioned. This includes the appointment of a Community and Cultural Development Officer and the current development of an Arts and Heritage Hub at the old Onkaparinga Woollen Mill site at Lobethal.

It is timely to consider how this Arts and Heritage Hub will support the arts across the AHC area, and to identify if further hubs or alternative strategies are required to support the arts.

### Strategic Context

Fostering creativity is a strategic priority for AHC, as stated in the strategic plan *Your Adelaide Hills* adopted in 2016:

Goal 4	Explore ideas and work with others
Strategy 4.4	We will foster creativity in the community and embrace it as an organisation.

Supporting creative opportunities for communities and individuals is also a priority in the *Community Strategy 2015-2020*:

Goal 2	Support the community to be healthy, active and involved through diverse programs and services
Strategy for Creative Communities	Increase the potential for communities to participate in creative arts and cultural activities and develop individual creative talents through community centres, libraries, other community and recreation facilities and outdoor spaces, including the proposed Hills Sculpture Trail.

While creativity is a strategy of its own, it can also contribute to and be used as a vehicle for achieving other Council strategies, including the following from the strategic plan *Your Adelaide Hills*:

Goal 1	People and business prosper
Strategy 1.3	We will work towards making the Adelaide Hills the favoured tourism destination in the State.
Goal 1	People and business prosper
Strategy 1.9	We will work to make the district more age-friendly.
Goal 1	People and business prosper
Strategy 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 Strategy 2.1	Activities and opportunities to connect We recognise and respect Aboriginal culture and the descendants of our first people. We will implement a Reconciliation Action Plan.
Goal 2 Strategy 2.2	Activities and opportunities to connect We recognise diversity in the community is one of our greatest strengths and we will support and promote opportunities for social inclusion.
Goal 2 Strategy 2.4	Activities and opportunities to connect 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.
Goal 2 Strategy 2.5	Activities and opportunities to connect We will support opportunities for learning in our community to increase the confidence, wellbeing and health of our citizens.
Goal 2 Strategy 2.6	Activities and opportunities to connect We will seek to bring events to our district that have social, cultural, environmental and economic benefits.
Goal 2 Strategy 2.8	Activities and opportunities to connect We will improve the engagement and participation of younger people in our district.
Goal 3 Strategy 3.9	Places for people and nature We will encourage community-led place making approaches to enhance townships and public spaces.

## Purpose

The purpose of this report is to:

1. Define what 'the arts' is for AHC so we have a clear understanding and shared language in this area.
2. Identify and map the arts in the AHC area so we have the information required to identify gaps and inform future planning.
3. Identify strategies to support the arts in the AHC area by:
  - a. identifying Council's role in relation to the arts;
  - b. identifying if further 'Arts Hubs' are required; and
  - c. identifying how Council can best support the arts.

The report is divided into three parts to address each of the above.

## PART 1: Defining what ‘the arts’ is for AHC

### Culture

Culture generally refers to the beliefs, values, customs and social behaviour of individuals or communities. It can also be used to describe the arts and other manifestations of culture. As it is broad and complex, the term ‘culture’ will not be used in this report to avoid ambiguity. The same approach was adopted in the *Arts and Heritage Hub Report 2017*.

### The Arts

Art can be seen as an expression of culture. It is the application of human creative skill and imagination to produce a work, typically appreciated for its beauty or emotional power. There are three broad forms of art, outlined in Table 1.

**Table 1: Forms of art**

Form of Art	Definition	Examples
Visual arts	Appreciated by sight	Painting, photography, sculpture, tapestry
Performing arts	Appreciated by watching or listening	Music, theatre, dance, film, circus
Literary arts	Appreciated by reading	Poetry, playwriting, fiction, non-fiction

What constitutes art within these forms is often debated. Some distinguish ‘fine arts’ (work which is created simply to be seen) from ‘applied arts’ (work which has a functional purpose). Others distinguish between ‘Arts’ with an uppercase ‘A’ and ‘arts’ with a lowercase ‘a’. The former is used to refer to more traditional forms like painting and opera, while the latter is used to refer to more modern, popular cultural forms like street art.

In view of AHC’s commitment to inclusivity, a broad definition of the arts will be adopted that includes all of the above. All forms of art contribute to the cultural development outcomes sought by Council.

### Cultural Development

Cultural development is a term used in the local government context to describe the process of enabling cultural activities, including the arts, towards the realisation of a desired future, particularly of a culturally rich and vibrant community. As ‘cultural development’ is the desired outcome, and art is one activity that can be used to achieve it, it is best practice to use the term ‘cultural development’ instead of ‘the arts’ or the commonly used ‘arts and culture.’ Other activities used to achieve cultural development include those relating to heritage.

### Arts Hubs

‘Arts Hubs’ are referred to in this report. A ‘hub’ is a centre around which other things revolve or radiate from. While the Arts and Heritage Hub being developed at Lobethal will be a physical ‘bricks and mortar’ hub, a hub does not have to take this form. A broad definition of a ‘hub’ will be adopted in this report to include anything that functions as a centre of activity.

## PART 2: Identifying and mapping the arts in the AHC area

### Council Involvement

To date, AHC has not had a planned approach to cultural development or the arts. Over the years the Community Development and Libraries and Customer Service departments have undertaken various arts related initiatives. These include art workshops offered through the community centres and the provision of grants through the Community Grants program. In 2016 a Community and Cultural Development Officer was appointed to focus on this area. AHC's current initiatives are summarised in Table 2.

**Table 2: AHC's current initiatives relating to the arts**

Initiative	Description
<b>Arts and Heritage Hub</b>	A dedicated arts space currently being developed at the old Onkaparinga Woollen Mill site at Lobethal. It will likely house a gallery and performance space, artist studios, a shop and café. In the meantime the site is available for art groups to use free of charge.
<b>Youth Art Exhibition</b>	An annual exhibition for young artists, established in 2017
<b>Council's 20<sup>th</sup> Anniversary Art Prize</b>	A visual arts prize and exhibition to be held in 2017
<b>SALA Festival Exhibition</b>	An annual Council run SALA festival exhibition which is free of charge for artists to exhibit in
<b>Arts Workshops</b>	Art classes are regularly offered through Council's Community Centres
<b>Art Collection</b>	Council owns a collection of art works which are displayed throughout Council buildings or are in storage
<b>Public Art</b>	There are over 10 public artworks across the AHC area including those part of the Hills Sculpture Trail and the Community Mosaic Couch Trail
<b>Arts/Cultural Development Grants</b>	Grants for arts activities are available annually through the Community Grants program

Council involvement in supporting the arts represents significant financial investment. It is recognised that this investment results in far reaching social outcomes for the community.

In addition to identified arts specific activities there are also a number of initiatives offered through community centres and libraries that, whilst community development in nature, have arts related outcomes.

## Community Involvement

It is difficult to establish a definitive picture of community involvement in the arts as there is a lack of information readily available on this.

The 2011 Census provides some insight into employment in the arts:

- 313 AHC residents identified as being employed in the 'Arts and Recreation Services' industry (this industry includes activities in Creative and Performing Arts, Heritage, Sports and Recreation, and Gambling).
- 170 people who identified the AHC as their place of work identified their industry as 'Arts and Recreation Services,' of which 52 identified as being involved specifically in 'Creative and Performing Arts' activities.

There are 312 ABNs registered in the AHC area which identify as being involved specifically in 'Creative and Performing Arts' activities.

To gain a clearer picture of the arts community which goes beyond employment and business, it was considered necessary to start developing a database. This will also be a valuable asset for future planning. The database identifies:

- artists who live or have a studio in the AHC area
- art related community groups and networks that operate in the Adelaide Hills region (these are not restricted to the AHC area)
- arts venues and businesses located in the AHC area
- arts events held in the AHC area
- important arts stakeholders located outside of the AHC area

The information in the database has been gathered from the following sources:

- The Summit Community Centre's visual artist contact list for the SALA festival
- ABNs registered in the AHC area which identify their industry subdivision as 'Creative and Performing Arts'
- staff knowledge
- internet searches
- community consultation event (discussed on page 11)

The database is not comprehensive; it is merely intended to be indicative. At this stage it is dominated by the visual arts. This does not necessarily mean this form of the arts is more prevalent in the AHC area; it may simply be that this information was more readily available (for example through The Summit Community Centre's visual artist contact list). What the database reveals about community involvement in the arts is summarised below.

### Artists

There are at least 200 visual artists who live in the AHC area. Only 20 performing artists and 13 literary artists have been identified but there are likely to be many more. For some, being an artist is their profession while for others it is a hobby. Across the three art forms the most common mediums so far are painting, music and poetry.

### Community Groups and Networks

There are at least 30 arts related community groups and networks active in the Adelaide Hills region. Some have been operating for as long as 40 years, such as the performing arts groups based at the Stirling Community Theatre. Others have more recently emerged, such as the Textile Arts Group which was established in Lobethal last year. Most groups focus on a specific art form, however there are a few that focus on the arts widely such as Arts Excentrix and Hills Art (h.ART).

### Venues and Other Businesses

25 arts venues and other businesses have been identified. 11 are visual arts galleries which often double as shops. Two focus specifically on supporting local artists: Milan Rouge in Stirling and Atelier Crafers in Crafers, the latter only opening one month ago. There are at least 12 businesses which provide arts education in the form of classes or workshops.

Local advertising and word of mouth indicates that many wineries and cafes in the AHC area also exhibit artwork and host performances, without being exclusively arts focused businesses. For example, the Olive Branch Café in Balhannah hosts a live music evening twice a month called Club Acoustica Eclectica.

### Events

Arts events have included the Adelaide Hills International Sculpture Symposium. Earlier this year the Adelaide Fringe was brought to the area through the Stirling Fringe. Though not an arts specific festival, the Adelaide Hills Crush Festival also incorporates a strong element of performing arts.

Many visual artists across South Australia participate in the annual SALA festival. This year, 31 SALA exhibitions are being held in the AHC area. These will take place in art galleries and studios as well as cafes, restaurants, wineries, shops and schools. This is because a cornerstone of the festival is to make visual art accessible to wide audiences. Only four other Councils in the state will host more exhibitions than AHC. This indicates a very high level of participation by both artists and the community, resulting in accessible visual art in the AHC. Two artists exhibiting at the old Onkaparinga Woollen Mill site at Lobethal are SALA finalists which will likely attract additional visitors. Table 3 shows how AHC's participation in SALA compares with neighbouring Councils.

**Table 3: Number of 2017 SALA festival exhibitions in AHC and neighbouring Councils**

Council	Exhibitions
<b>AHC</b>	31
<b>Barossa Council</b>	29
<b>Alexandrina Council</b>	25
<b>City of Burnside</b>	21
<b>District Council of Mount Barker</b>	13
<b>City of Tea Tree Gully</b>	3
<b>City of Campbelltown</b>	3

### Other Stakeholders

There are a number of stakeholders involved in the Adelaide Hills arts community which are located just outside of the AHC area. Many of these are in Hahndorf, such as the Hahndorf Academy, and therefore sit within DCMB. These have been identified in the database as they are important players, and it is recognised that the arts community does not stop at Council's borders.



## PART 3: Identifying strategies to support the arts in the AHC area

To identify strategies to support the arts the following has been undertaken:

1. Members of the arts community were consulted with.
2. Previous research and community consultation on this topic was revisited:
  - *Arts and Heritage Hub Report 2017*
  - *Arts and Cultural Audit 2011*
3. Best practice for local government was analysed.

Each will be discussed in turn.

### Community Consultation

The Adelaide Hills arts community was consulted with to gain insight into their experience and to find out how the arts can best be supported by Council. This took the form of an evening meeting held at the Olive Branch Café in Balhannah. The event was advertised in the local newspapers (The Weekender Herald and The Courier), on AHC's website and on relevant social media pages. Everyone in the database was also invited by email.

The event included a short introduction to the project before participants were asked to break out into discussions on four tables. Each table had a facilitator and a scribe who were Community Development staff or volunteers. Table 4 lists the questions that participants were asked to discuss and some context that was provided with them.

**Table 4: Community consultation questions**

Question	Context
<b>What should be AHC's role in relation to the arts?</b>	We don't want to duplicate what others do, we want to add value at the local level
<b>How would you like to see AHC supporting the arts?</b>	E.g. through promotion, events, funding, advocacy, professional development, networking, public art etc.
<b>Are further 'Arts Hubs' required?</b>	Like the Arts and Heritage Hub being developed at Lobethal, or an alternative form of 'hub'
<b>How can we make the arts accessible to the whole community?</b>	To participate in both actively (doing art) and passively (observing/enjoying art)

The event was very successful with 42 attendees who showed a great deal of enthusiasm towards the project. Three people who could not attend provided feedback via email. The vast majority of participants (80%) had a background in visual arts. The rest were from the performing or literary arts. It is worth noting that some had backgrounds in both – for example a painter may also write poetry. The overrepresentation of the visual arts may correspond with its overrepresentation in the database (as more email invitations went to this group of the community).

No participants appeared to be within the youth age bracket, although the event had been advertised on the Youth Advisory Committee's Facebook page and emails had been sent to a number of young artists.

Figure 1 contains photos from the event.

**Figure 1: Community consultation photos**



Appendix 1 contains a record of all the points that were raised during the discussions. It is indicated where a point was raised more than once, as more weight can be given to these. The main findings are summarised below.

#### What should be AHC's role in relation to the arts?

Participants felt that Council should have a proactive role in relation to the arts, like it has in the area of sports and recreation. This includes delivering a planned and coordinated response backed by funding. Collaborating with adjoining Councils, especially DCMB, was considered key as the Adelaide Hills is a whole region that goes beyond AHC's borders. Promoting the arts as part of tourism to the region was strongly advocated for.

It was felt that Council should work in partnership with the arts community and play a coordinating role. To quote one participant: "Council should be a facilitator, networker, promotor and infrastructure provider, and let the artists do the rest." Participants acknowledged the equal importance of professional versus hobbyist artists and groups, but emphasised that they have different needs.

Twice it was raised that Council should have a paid arts officer. It is unclear whether this is sought in addition to the current position of Community and Cultural Development Officer, or whether participants were not aware of this existing role which incorporates the arts. Nonetheless, participants seek an officer who is responsive, mobile and clearly advertised as point of contact for the arts community.

#### How would you like to see AHC supporting the arts?

In response to this question there were three points that were each raised on every discussion table. This indicates that they are of high importance. They were that Council should support the arts by:

- facilitating information sharing;
- developing a public artist register or database; and
- making space available for artists to use for creating, teaching, exhibiting and selling their work.

More detail about each of these points can be found in Appendix 1. Regarding space for artists, a very popular idea was to make vacant buildings available for use, as this has the added benefit of reactivating spaces and bringing vibrancy to the area. A community gallery is also highly sought after.

Providing grants, commissioning artwork and supporting artists to participate in the SALA festival and the Adelaide Fringe were other suggestions repeatedly raised. Furthermore, participants would like to see the Adelaide Hills develop its own arts festival.

Another way people would like to see Council supporting the arts is by facilitating artist-in-residencies, mentoring and professional development training – especially business skills for artists.

#### Are further 'Arts Hubs' required?

There were mixed responses to this question. Some advocated for multiple further Arts Hubs, others for one further Arts Hub, and others for no further Arts Hubs – the one at Lobethal could simply include an outreach program. Despite this divergence, there was certainly an overall consensus that more arts venues are required outside of Lobethal, whether in the form of Arts Hubs or not. More is sought after in the southern part of the AHC area. Representatives from the Stirling Community Theatre advocated for its expansion and the creation of an adjacent hub, which is a proposal they have previously presented to AHC. Others stated that further arts venues need not be grand.

#### How can we make the arts accessible to the whole community?

Providing accessible space for artists and arts groups was considered important in making the arts accessible to the community. Information sharing is also key. Children and youth were highlighted as a particular demographic needing engagement. The idea of an arts festival was raised again, as well as the need for more arts activities to be held in the Stirling/Aldgate area. Providing more opportunities to participate in public art was also suggested.

## Arts and Heritage Hub Report 2017

In early 2017 AHC conducted community consultation regarding the development of an Arts and Heritage Hub at Lobethal. The findings are presented in the *Arts and Heritage Hub Report* which was adopted by Council on 26 April 2017. The aim of the consultation was to find out what the community would like to see offered through an Arts and Heritage Hub. The findings are relevant to this project as they provide some insight into what is sought after in the AHC area in relation to the arts.

The arts community was significantly involved in the consultation. A focus group was held with six local artists who had backgrounds in visual, performing and literary arts. An online survey was completed by 98 people who identified as being involved with the arts as a professional, student, hobbyist or volunteer. An additional 30 people who completed the survey identified as being interested in the arts. Many members of the arts community also attended two community forums that were held.

One of the findings was that people felt both community and professional artists should be supported, as they develop on different levels. What was most sought after by artists was space: space to create, teach, exhibit/perform and sell their work. Among youth, space for band practice was particularly desired, as this was deemed to be lacking in the Adelaide Hills. Community groups also expressed interest in having space to meet. Artists said they would like opportunities for collaboration and for mentoring, especially between established and emerging artists. Artist-in-residencies were also sought after. Complimentary to this, the wider community showed great interest in seeing demonstrations of art being created. Attending exhibitions or performances as well as workshops, short courses or classes were other activities highly sought after.

These findings are similar to those found in the community consultation conducted for this project. The insight from youth is particularly valuable as this group had not been captured.

## Arts and Cultural Audit 2011

In 2011 AHC commissioned Brecknock Consulting to undertake an *Arts and Cultural Audit*. Its purpose was to assess the level and vibrancy of cultural and arts activities undertaken by Council and the community, and to make recommendations accordingly. Community consultation and other research was conducted. This was revisited as it is still relevant for identifying strategies to support the arts today.

Three of the recommendations from the *Arts and Cultural Audit* have been actioned since 2011. These are: the establishment of an Adelaide Hills Artists Association; the employment of a Cultural Development Officer; and the development of a Creative Hub at the old Onkaparinga Woollen Mill site at Lobethal. The Adelaide Hills Artists Association was established in 2012 but has since dissolved.

The other recommendations from the *Arts and Cultural Audit* are listed in Table 5. They have been divided into those which are the same as the findings from this year's consultation, and those which are different. The majority are the same, indicating that not a lot has changed in the last six years and the community largely desires the same things.

**Table 5: Recommendations from the Arts and Cultural Audit 2011**

Same as 2017 findings	Different to 2017 findings
Facilitate information exchange on the who, what, where of culture in AHC e.g. calendar on AHC website or central knowledge bank	Review planning and zoning requirements to ensure no unreasonable impediments for wineries to host arts activities or artists to practice from home
Develop an online artist and cultural organisation register hosted by AHC's website to develop a clearer picture of the arts community and for promotion	Hold an annual Arts Forum to outline AHC's funding and programs and to gain feedback
Make space in AHC buildings available for artists to exhibit	Develop a purpose built music performance space as there is none
Integrate public art into AHC's infrastructure projects	
Establish a regional arts space in Stirling	
Collaborate with adjoining Councils	
Offer a regional art prize	
Develop an arts trail	
Support arts groups	

## Best Practice

The important final step in identifying how to support the arts was to analyse best practice for local government in this area. Cultural development is the term that is used to describe this kind of work (see definition on page 7). It is a growing focus for local government in Australia, with councils increasingly investing in cultural infrastructure, staff and programs over the last decades. Information on what constitutes best practice has been gathered from the following sources:

- Creative Communities Network (<https://www.lga.sa.gov.au/page.aspx?u=6629>)
  - An informal South Australian network of local government cultural development workers and representatives of key state wide arts and cultural organisations.
- Community Cultural Development in Australia (<http://www.ccd.net/index.html>)
  - A website funded by Community Arts Network SA enabling cultural development related organisations to publish news and events, document projects and be part of a directory.
- Cultural Development Network (<http://www.culturaldevelopment.net.au/>)
  - An independent non-profit organisation focused on increasing the capability of local government in Australia to support cultural development.

Practices of cultural development planning vary widely between councils, as there is no specific training, agreed professional standards or government regulation for this type of work. Many councils have created cultural development plans (also named arts strategies, cultural policies, arts plans etc.) to direct and focus their investment. Establishing a policy framework is recommended, as this results in better planned and sustainable programs of higher quality which are more effectively integrated with core council activities.

It is recommended that councils have the following key roles in relation to cultural development:

1. Facilitate partnerships and provide resources for arts and cultural development for the community in the form of arts and cultural programs, events, activities and facilities.
2. Support and encourage an awareness and pride in the local sense of place, history, and Indigenous and European heritage.
3. Encourage opportunities and resources for the local arts and cultural economy.

There are myriad examples of what councils across Australia have done to implement this. Appendix 2 summarises the current activities of five South Australian councils. The City of Marion and the City of Onkaparinga were chosen to be examined because they are very active in the area of cultural development. Alexandrina Council and the Rural City of Murray Bridge were also examined because they are regional. Mount Barker District Council was considered as a neighbouring Council.

All five councils operate or significantly sponsor at least one gallery and one performance space. Four of the five also provide community grants for arts and cultural activities and all support the creation of public art in their districts. Most facilitate some form of information sharing about the arts, either in the form of an online calendar, a newsletter and/or a program.

## CONCLUSION AND RECOMMENDED ACTIONS

The purpose of this report has been to define, map, and identify strategies to support the arts by:

- a. identifying Council's role in relation to the arts;
- b. identifying if further 'Arts Hubs' are required; and
- c. identifying how Council can best support the arts.

Table 6 summarises the outcomes of the research and provides recommended actions. These have been developed by combining best practice with the needs of the AHC community as identified through consultation.

**Table 6: Outcomes and recommended actions (BP=best practice, ITC=identified through consultation)**

OUTCOME	BP	ITC	ACTION
<b>Council's role in relation to the arts</b>			
Have a formalised role in relation to supporting the arts	✓	✓	Consider developing a policy framework for the arts
Allocate funding to support the arts	✓	✓	Review current funding directed to the arts and consider future funding
Provide dedicated staff hours to support the arts	✓	✓	Regularly review the role of staff supporting the arts
Collaborate with key stakeholders to optimise outcomes for the arts		✓	Investigate strategies to collaborate with neighbouring councils, in particular DCMB
	✓	✓	Where appropriate, collaborate with organisations specialising in the arts
Provide arts programs, events, activities and facilities	✓	✓	Investigate options to build on current arts programs, activities and events
	✓	✓	Investigate an arts festival
Support the local arts economy	✓	✓	Investigate arts tourism opportunities
Support both community and professional arts	✓	✓	Consider strategies to identify and respond to the differing needs of community and professional arts
<b>The need for 'Arts Hubs'</b>			
Provide dedicated arts facilities	✓	✓	Continue to develop an Arts Hub at Lobethal
	✓	✓	Investigate the merit of an additional dedicated arts space in the southern end of the AHC area
Provide access to arts facilities	✓	✓	Review Council owned spaces that could be made available for arts activities
	✓	✓	Investigate options to facilitate access to arts facilities in partnership with other stakeholders
<b>How Council can best support the arts</b>			
Provide financial support and resources for the arts	✓	✓	Continue to support the arts through existing grant programs
	✓	✓	Consider providing direct funding such as subsidising SALA and Fringe festival fees
	✓	✓	Investigate council funded arts prizes
	✓	✓	Investigate the merit of investing in specialised arts equipment for community use
Support the creation of public art	✓	✓	Investigate opportunities to undertake public art projects
	✓	✓	Identify strategies to support the community to undertake public art projects
Facilitate information sharing about the arts	✓	✓	Identify opportunities to promote the arts through council communication strategies
	✓	✓	Investigate the merit of an arts register
Maintain and display a corporate art collection	✓		Investigate opportunities to grow the corporate art collection
	✓		Maintain a corporate art register
Support the arts community to build capacity		✓	Investigate opportunities to support arts mentorships
		✓	Investigate opportunities to support arts residencies
		✓	Investigate opportunities to support professional development for artists
		✓	Investigate strategies to support young and emerging artists



## APPENDICES

### Appendix 1: Community consultation findings

What should be AHC's role in relation to the arts?	How would you like to see AHC supporting the arts?	Are further 'Arts Hubs' required?	How can we make the arts accessible to the whole community?
Council should have a role	Grants <b>[raised 3 times]</b> <ul style="list-style-type: none"> <li>- provide arts specific grants</li> <li>- provide more information about what grants are available and their opening and closing dates</li> <li>- provide a less complicated procedure for applying for grants</li> </ul>	The Arts Hub at Lobethal is amazing but we need more spaces across Adelaide Hills area	Through information sharing – see discussion under question 2
Council's role should not be token, it should be proactive	Advocate for the region regarding its classification – sometimes the Adelaide Hills is rural and sometimes metro, it changes depending on government; e.g. Country Arts splits us	People are worried everything will go to Lobethal; we need to encompass the whole region	By providing accessible space for artists and art groups to use – see discussion under question 2
Council should value the arts	Host networking events and connect artists	Arts Hubs should be distributed throughout the Adelaide Hills	Have patron of the arts in the Adelaide Hills, someone with a high profile to give credibility
Council should make a genuine commitment to the arts like it does to sports; the arts are not as well serviced <b>[raised twice]</b>	Provide professional development training <b>[raised twice]</b> <ul style="list-style-type: none"> <li>- business skills – moving from a hobby to a business [x4]</li> <li>- professionalism in the arts</li> <li>- product promotion</li> <li>- communications including social media</li> <li>- grant writing</li> </ul>	Would be good to have two Arts Hubs in the Adelaide Hills that are reasonably centralised and with different purposes	Provide more opportunities to participate in public art creation
Council should develop a plan for the arts including funding	Facilitate mentoring for all ages <b>[raised twice]</b>	We could have multiple mini hubs	Create a public art library
Council should deliver a planned and coordinated response, but with room for flexibility	Be proactive in promoting the arts publically – the arts in general as well as individual artists	We need an Arts Hub in Stirling offering similar things like gallery space, workshops	Have a mobile arts van like the mobile library, to go around and run workshops
Council should be representative of and responsive to the arts community	Facilitate information sharing about the arts in the Hills <b>[raised 4 times]</b> <ul style="list-style-type: none"> <li>- provide somewhere where arts events or available studio space can be advertised</li> <li>- somewhere where people can post their information</li> <li>- with a calendar</li> <li>- through a newsletter, mailing list, Facebook page or website</li> <li>- make hard copies available in public places like shopping centres</li> <li>- an arts clearing house</li> <li>- can be promoted on Council's website (and other Councils)</li> </ul>	The Stirling Community Theatre (a Council owned property) should be expanded upon to create an Arts Hub – Stirling Community Theatre Inc. have provided a proposal to the Council regarding this	Travelling exhibitions in order to distribute throughout the region

	<ul style="list-style-type: none"> <li>- to find out what's happening in the Hills</li> </ul>		
Council should show leadership and not delegate and expect the community to always do it – it needs to be more of a partnership	<p>Create a public artist register/database <b>[raised 4 times]</b></p> <ul style="list-style-type: none"> <li>- Council to keep one or assist in creating one</li> <li>- could be on Council website</li> <li>- and be promoted on affiliated Council websites</li> <li>- with contact details of artists</li> <li>- so schools can get artists in to do residencies</li> </ul>	Other 'bricks and mortar' hubs don't have to be grand	We need more activities centred around Stirling and Aldgate
<p>Council should have a regional approach <b>[raised twice]</b></p> <ul style="list-style-type: none"> <li>- the Adelaide Hills is a whole region</li> <li>- we shouldn't work in isolation from other Councils</li> <li>- policy should be coordinated with adjacent Councils</li> <li>- Mt Barker Council especially</li> <li>- e.g. the Sculpture Symposium</li> </ul>	<p>Provide studio space to work and teach, and venues to exhibit and sell, at no or low cost <b>[raised 4 times]</b></p> <ul style="list-style-type: none"> <li>- equip halls, libraries and community centres with hanging equipment and lighting etc. for artists and groups to exhibit</li> <li>- facilitate the use of health centres and Cleland for exhibiting</li> <li>- provide an open studio like an open garden</li> <li>- work with the private sector to make buildings available to artists at minimal rent</li> <li>- make empty spaces available for use – see discussion below</li> </ul>	Instead of creating another Arts Hub, the one in Lobethal could include an outreach program (like Murray Bridge Regional Gallery with pop-up galleries elsewhere)	<p>Engage children and youth <b>[raised twice]</b></p> <ul style="list-style-type: none"> <li>- mentoring</li> <li>- feed information to schools</li> <li>- not all schools have art teacher</li> <li>- hard to get kids involved</li> <li>- nothing decent in Stirling for engaging children in the arts</li> <li>- art therapy in schools</li> </ul>
Council should have a paid arts officer <b>[raised twice]</b>	<p>Make empty spaces in the Hills available for use as galleries, studios, teaching spaces <b>[raised 3 times]</b></p> <ul style="list-style-type: none"> <li>- there are buildings, shops, window fronts in Hills towns that are empty</li> <li>- bring the 'Renew Adelaide' initiative to the Hills, or collaborate with them to implement a similar model here because the model has been proven successful</li> <li>- could be just 'pop-up', not necessarily permanent</li> <li>- it's a win-win situation: the space is reactivated and becomes vibrant again while local artists are supported</li> </ul>	We need to spread arts venues throughout the Hills	Engage with disconnected people in the community e.g. the underemployed
Council's arts officer should be made known to the arts community as a point of contact – it is a random event trying to locate a person to talk to in Council, it is not obvious that there is someone	<p>Provide access to specialised equipment</p> <ul style="list-style-type: none"> <li>- e.g. good computer for digital photography; printmaking</li> <li>- have at Gallery 1 Mitcham</li> <li>- or access to specialist studios</li> <li>- can collaborate with other Council's on this</li> </ul>	Council should regionally map current and potential facilities and expertise to inform its planning	Cater for people who can't attend during the day
The arts officer should be mobile, i.e. not be centred in one area and be able to travel throughout the region in order to respond to the whole region	<p>Establish a commercial, regional gallery</p> <ul style="list-style-type: none"> <li>- we don't have one</li> <li>- which is high end</li> <li>- with a cellar door and restaurant</li> </ul>		Make it fun
Council should be a key coordination point for the arts community	<p>Establish a community gallery <b>[raised 3 times]</b></p> <ul style="list-style-type: none"> <li>- we don't have one</li> <li>- with community access</li> </ul>		Subsidise art class fees
Council should be a facilitator, networker, promotor and infrastructure provider and	Establish a gallery in Stirling		Create an Arts Festival

let the artists do the rest	
Council should not step on others' toes, but provide support to others	Support the payment of artists properly, e.g. payment benchmark from the National Association for the Visual Arts (NAVA)
Council should be inclusive of all the arts but recognise different levels (e.g. there is a difference between a professional textile artist and a 'stitch and bitch' group; both are equally important for the community but have different needs and require different considerations)	Commission artwork <b>[raised twice]</b> <ul style="list-style-type: none"> <li>- including public artwork</li> <li>- this is Council demonstrating by example and showing it values art</li> <li>- with the sculpture trail, a few artists get lots of money and the rest very little</li> </ul>
Tourism <b>[raised twice]</b> <ul style="list-style-type: none"> <li>- Council should promote the arts as part of tourism in the region</li> <li>- make the Adelaide Hills synonymous with arts</li> <li>- by coordinating and collaborating between sectors</li> <li>- through marketing and promotion</li> </ul>	SALA and Adelaide Fringe <b>[raised twice]</b> <ul style="list-style-type: none"> <li>- reimburse venues/artists for registration fee</li> <li>- pay fees for a venue and invite people to take part</li> <li>- produce directory of all venues</li> </ul>
Council should work with the commercial sector to build partnerships	Expand the concept of the Gumeracha Show
Council should aim to cultivate people's artistic work regardless of whether they have an arty background	Help fund 2019 Sculptors @ Crystal Lake event
Council should facilitate participation in the arts for all ages	Develop a Hills Arts Festival which could be similar to Festival Fleurieu <b>[raised 3 times]</b>
Council should facilitate art education	Develop a Hills arts trail which could link with cellar doors
Council should support Aboriginal art	Create an arts program like other Councils put out
Council should try to attract artists from the city to the Hills	Facilitate artist-in-residencies <b>[raised twice]</b>
Council should become an affiliate member of Guildhouse	Assist artists with administration and insurance
Council needs take action, not just discuss it – it is frustrating to go to another meeting	Support community groups <ul style="list-style-type: none"> <li>- have a dedicated office that helps groups</li> <li>- provide venues to meet for no or low cost</li> </ul>
	Assist communities to purchase artworks

Hold public poetry readings
Hold outdoor sculpture events in the environment like Sculpture by the Sea
Host No Lights No Lycra events, there used to be one in the Hills

## Appendix 2: Current arts initiatives of South Australian councils

City of Marion	City of Onkaparinga
<b>Marion Cultural Centre</b> <ul style="list-style-type: none"> <li>- houses a gallery, theatre, library, shop and café</li> </ul>	<b>The Arts Centre</b> <ul style="list-style-type: none"> <li>- houses a cinema, performance space, 2 rehearsal studios, 3 galleries, visual arts studio, meeting room</li> </ul>
<b>Living Kaurna Cultural Centre Gallery / Gift Shop</b> <ul style="list-style-type: none"> <li>- opportunity for Aboriginal artists to exhibit artwork or have artefacts or custom art pieces for sale</li> </ul>	<b>Sauerbier House Culture Exchange</b> <ul style="list-style-type: none"> <li>- art space for supporting cultural exchange through contemporary visual arts residencies and exhibitions</li> </ul>
<b>Council's Chambers Gallery</b> <ul style="list-style-type: none"> <li>- community-access exhibition space in council chambers</li> </ul>	<b>Fleurieu Arthouse</b> <ul style="list-style-type: none"> <li>- soon to open in McLaren Vale, supporting local artists to create and sell their work</li> </ul>
<b>Marion Celebrates Festival</b> <ul style="list-style-type: none"> <li>- biennial award winning, free, community festival with a focus on art and cultural experiences</li> </ul>	<b>Shimmer Festival</b> <ul style="list-style-type: none"> <li>- the only photography festival in SA</li> </ul>
<b>Artist Register</b> <ul style="list-style-type: none"> <li>- to showcase local artists or artists connected to the City of Marion by presenting short biographies and snippets of their work</li> </ul>	<b>Surf Art Exhibition</b> <ul style="list-style-type: none"> <li>- exhibition and night of surf film to celebrate surfing culture and the region's history, stunning coastal environment and lifestyle</li> </ul>
<b>Gallery M Open Contemporary Art Prize</b> <ul style="list-style-type: none"> <li>- art prize and exhibition</li> </ul>	<b>NAIDOC Art Exhibition</b> <ul style="list-style-type: none"> <li>- exhibition open to all Aboriginal artists</li> </ul>
<b>Support for SALA festival artists</b> <ul style="list-style-type: none"> <li>- subsidies for artist registrations with a rebate of \$120</li> </ul>	<b>Event Calendar</b> <ul style="list-style-type: none"> <li>- online calendar listing events happening across the district including arts events</li> </ul>
<b>Art of Respect Aerosol Art Program</b> <ul style="list-style-type: none"> <li>- workshops and exhibition to help people find a legal outlet for aerosol art</li> </ul>	<b>Port Noarlunga Arts Precinct Program</b> <ul style="list-style-type: none"> <li>- annual program outlining the arts and cultural events and activities on offer</li> </ul>
<b>Free Creative Software on iMac</b> <ul style="list-style-type: none"> <li>- Adobe Creative Cloud, Final Cut Studio and Logic available to use for free at Marion Cultural Centre library</li> </ul>	<b>About Arts Newsletter</b> <ul style="list-style-type: none"> <li>- bimonthly newsletter highlighting arts related offerings supported by or presented by the Council</li> </ul>
<b>Square Eyes Screen</b> <ul style="list-style-type: none"> <li>- opportunities for short films, photography or moving image content to be displayed on rotation at the Marion Cultural Centre foyer</li> </ul>	<b>Art Collection</b> <ul style="list-style-type: none"> <li>- a collection of local art works is maintained to show support for the visual arts and the large number of artists who live within the city</li> </ul>
<b>Public Art</b> <ul style="list-style-type: none"> <li>- over 16 public artworks across the district</li> </ul>	<b>Public Art</b> <ul style="list-style-type: none"> <li>- over 30 public artworks across the district</li> </ul>
<b>Arts and Culture Grants</b> <ul style="list-style-type: none"> <li>- available through biannual Community Grants</li> </ul>	<b>Arts and Culture Grants</b> <ul style="list-style-type: none"> <li>- available through annual Community Grants and Public Place Improvement Grants</li> </ul>

Alexandrina Council	Rural City of Murray Bridge
<b>South Coast Regional Arts Centre</b> <ul style="list-style-type: none"> <li>- houses a gallery and workshop space</li> </ul>	<b>Murray Bridge Regional Gallery</b> <ul style="list-style-type: none"> <li>- houses 3 galleries, a sculpture court, workshop space and shop</li> </ul>
<b>Goolwa Centenary Hall</b> <ul style="list-style-type: none"> <li>- contemporary performing arts venue that houses a green room, 2 dressing rooms, a kitchen and professional technical infrastructure</li> </ul>	<b>Town Hall</b> <ul style="list-style-type: none"> <li>- contains a state-of the-art performance space</li> </ul>
<b>Signal Point Gallery</b> <ul style="list-style-type: none"> <li>- gallery for local and national professional artists</li> </ul>	<b>Art Collection</b> <ul style="list-style-type: none"> <li>- a collection of artwork has been invested in and is displayed in Council buildings and the Murray Bridge Regional Gallery</li> </ul>
<b>Just Add Water Program</b> <ul style="list-style-type: none"> <li>- annual program highlighting arts and culture events and activities across the region (run by Council or the community)</li> </ul>	<b>Sixth Street Handmade Artist Market with Blues, Brews and Barbeques</b> <ul style="list-style-type: none"> <li>- event featuring creative workshops, artists selling their work and musicians live performing</li> </ul>
<b>Public Art</b> <ul style="list-style-type: none"> <li>- over 4 public artworks across the district, including sculptures in the Hills Sculpture Trail</li> </ul>	<b>Public Art</b> <ul style="list-style-type: none"> <li>- over 4 public artworks across the district, 3 of which were produced by Ngarrindjeri artists</li> </ul>
<b>Arts and Cultural Development Grants</b> <ul style="list-style-type: none"> <li>- available through annual Community Grants</li> </ul>	<b>Arts and Cultural Activities Grants and Donations</b> <ul style="list-style-type: none"> <li>- available through biannual Community Events Grants and Donations Program</li> </ul>

This information has been gathered from the respective Councils' websites.

Mount Barker District Council
<b>Sponsorship of Hahndorf Academy</b> <ul style="list-style-type: none"> <li>- visual arts focus</li> <li>- exhibitions</li> <li>- workshops</li> <li>- artist workspace</li> <li>- meeting space</li> </ul>
<b>Sponsorship of Creative Hub (Town Hall)</b> <ul style="list-style-type: none"> <li>- Performance arts focus (theatre)</li> </ul>
<b>Sponsorship Cheese Factory</b> <ul style="list-style-type: none"> <li>- Performance arts focus (music)</li> </ul>
<b>Events and workshops (Council role varies)</b> <ul style="list-style-type: none"> <li>- Public art projects</li> <li>- Youth street art</li> <li>- Crystal Lake sculpture symposia</li> <li>- SALA</li> <li>- Fringe</li> <li>- Heyesen Festival</li> </ul>

This information provided by MBDC staff.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.3

**Originating Officer:** Melissa Bright, Economic Development Officer

**Responsible Director:** Marc Salver, Director Strategy & Development

**Subject:** Two Year Funding Agreement with Adelaide Hills Tourism

**For:** Decision

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**SUMMARY**

Adelaide Hills Tourism (AHT) is the State Government recognised Regional Tourism Organisation for the Adelaide Hills Tourism Region and covers the geographical areas of the Adelaide Hills Council and the Mount Barker District Council (MBDC).

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

To enable longer term planning and employment security for the Project Officers engaged to deliver on AHT's Strategic Priorities it is proposed that a two year funding agreement be considered. The timing of this agreement would align with the term of the [Adelaide Hills Tourism Strategic Plan](#), the [South Australian State Tourism plan 2015-2020](#) and the Council's three year funding of the *Visitor Information Servicing Strategy* (see Attachment 1) as per the *2017/18 Annual Business Plan*.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. That the two year funding agreement with the Adelaide Hills Tourism be approved
  3. That the Mayor and CEO be authorised to sign and seal the Agreement on behalf of Council
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 1                      People and business prosper  
Strategy 1.3              We will work towards making the Adelaide Hills the favoured tourism destination in the State.

This goal area identifies the importance to our local community of strengthening our economy and building on its strengths in food production, tourism and creativity. By endorsing this two year funding agreement with AHT, Council aims to increase visitor numbers and promote tourism activities for local businesses in the district.

### ➤ Legal Implications

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

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

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

### ➤ Risk Management Implications

Together with the Council's Strategic Plan, the preparation of the EDS recognises the role of Council in economic development. Not effectively implementing the strategies, which recognises tourism as one of the key sectors, risks limiting Council's influence in the local economy.

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

*Uncoordinated, reactive and short-term focussed tourism development leading to suboptimal economic development outcomes provided by Council.*

Inherent Risk	Residual Risk	Target Risk
Medium (3D)	Low (2D)	Low (2D)

The EDS and the employment of the Economic Development Officer to implement the strategy is an existing control put in place to address the identified risk.

### ➤ Financial and Resource Implications

Council's 3 year rolling plan in the *2017/18 Annual Business Plan* identified an additional contribution of \$50,000 per year for 3 years to AHT. By indexing the current \$50,000 funding amounts the two year funding agreement specifies that in 2018/19 Council will provide (GST exclusive) \$51,150 in core funding and \$51,150 to support the *Visitor Information Servicing Strategy*. The amounts for the succeeding year will be increased annually by the Adelaide December quarter Consumer Price Index (CPI).

Council currently has \$101,700 included in its 2018/19 draft budget. The \$600 difference reflects the difference between the *Long Term Financial Plan* estimated index (1.7%) and the December quarter actual CPI (2.3%).

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

Many of AHT's key activities are expected to improve communication and engagement between the region's tourism sector, other levels of government, key industry groups, regional development bodies and Council.

➤ **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: Chief Executive Officer  
Director Strategy and Development  
Manager Financial Services

Community: Not applicable

Note that the funding agreement has been drafted in consultation with AHT and MBDC (the other funding partner).

## **2. BACKGROUND**

Approximately one million people visit the Adelaide Hills each year - 132,000 overnight visits and 839,000 day trips - with direct tourism expenditure of \$110m (SATC, 3-year annual average to June 2015).

In 2013-2014, the tourism industry indirectly contributed an estimated \$260m to the Adelaide Hills regional economy, representing 12.4% of Gross Regional Product. This directly employed approximately 1,100 people (5.5% of regional employment).

Tourism is an important and growing industry for our region and believing the sector has great potential for growth, all levels of government currently list tourism as one of the key areas for economic development over the coming years. By continuing to support what we have and working better together, we can positively influence the key triggers to further increase tourism demand and stimulate industry growth in our region.

AHT is an independent regional tourism organisation constituted as an Incorporated Association and covers the geographical areas of the AHC and the MBDC. The AHT Committee meets monthly and comprises tourism industry representatives as well as



representatives from the two councils and other related industry sectors. Council has funded AHT for fourteen years to the amount of \$50,000 per annum.

### 3. ANALYSIS

AHT's work contributes to an enhanced visitor experience in the region, encouraging visitors to stay longer, do more, come again and recommend Adelaide Hills as a 'must visit' destination. Increased visitor numbers and spending are key to the ongoing sustainability of the region's tourism businesses and jobs growth. AHT provides direction and market intelligence, coordinates marketing and provides connectivity between tourism operators and government. Through its *Strategic Plan 2015-2020*, AHT outlines the industry goals to include:

1. **WORKING TOGETHER:** We are an integrated and coordinated tourism region that presents a compelling reason to visit for Adelaide and Adelaide Hills residents, their friends and relatives, and interstate and overseas tourists.
2. **EFFECTIVE MARKETING:** We are all proactively promoting the region via digital platforms and traditional media, and industry and consumer events to raise awareness and grow the tourism market.
3. **BUILDING CAPACITY AND CAPABILITY:** We support the sustainable development of, and investment in, existing and new tourism ventures (including events) that bring more people to the region and get them staying longer and spending more.

AHC recognises the importance of tourism to its regional economy and supports an industry-led approach to developing the sector. To enable longer term planning and employment security for the Project Officers engaged to deliver on AHT's Strategic Priorities, it is proposed that a two year funding agreement be considered.

By indexing the current \$50,000 funding amounts the two year funding agreement specifies that in 2018/19 Council will provide (GST exclusive) \$51,150 in core funding and \$51,150 to support the *Visitor Information Servicing Strategy*. The timing of this agreement would align with the term of both the *Adelaide Hills Tourism Strategic Plan* and the *South Australian State Tourism Plan 2015-2020*.

### 4. OPTIONS

Council has the following options:

- I. To approve the two year funding arrangement (recommended)
- II. Postpone approval, pending further discussion, or
- III. To not approve the two year funding arrangement.

Administration recommends that Council approve the two year funding agreement as recommended in this regard.

### 5. APPENDICES

- (1) Copy of the Funding Agreement
- (2) Copy of supporting letter from AHT

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# **Appendix 1**

## *Two Year Funding Agreement*

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## **FUNDING AGREEMENT**

### **BETWEEN**

**ADELAIDE HILLS TOURISM INCORPORATED (33 213 621 020)**

**And**

**ADELAIDE HILLS COUNCIL (ABN 23 955 071 393)**

### **1. TERM**

1.1 From 1 July 2018 to 30 June 2020

### **2. REGION**

2.2 The South Australian Tourism Commission defines the Adelaide Hills tourism (AHT) region as the geographical area exactly covering the local government areas of Adelaide Hills Council (AHC) and the Mount Barker District Council.

### **3. THE PURPOSE**

3.1 Parties recognise this Funding Agreement as part of the administrative agreements that establishes, enables and monitors the work of the AHT.

3.2 The Funding Agreement establishes a two-year planning and funding framework to enable:

- AHT to contribute to a vibrant and sustainable tourism economy through leadership, representation, information sharing and strategic projects.
- AHT to operate for the greater good of the region with impartiality, independence, credibility, transparency and accessibility.
- AHT to deliver industry goals through its current Strategic Plan [Adelaide Hills Regional Strategic Tourism Plan 2015-2020](#)
- AHT to deliver the cross-regional Adelaide Hills Visitor Information Servicing Strategy (See Attachment A)
- AHT to promote and support the policies and priorities of the South Australian Government, strategic priorities of Tourism Australia, and the Adelaide Hills and Mount Barker Councils' economic development outcomes in terms of tourism in the region

#### 4. COUNCIL FUNDS

4.1 AHC agrees to provide funding as set out below (figures exclusive of GST):

Local Government		
Function	2018/2019	2019/2020
Core funding	\$51,150	\$51,150 + CPI
Adelaide Hills VIS Strategy	\$51,150	\$51,150 + CPI

4.2 The Funds will be applied to the Purpose in the amounts specified in 4.1.

4.3 All funds will be increased annually during the term of this agreement by an amount equal to the December quarter Adelaide Consumer Price Index (CPI).

4.4 Where any individual project led or coordinated by AHT has particular application or relevance to AHC, AHT may reach agreement with AHC regarding specific contributions (over and above the amounts set out at 4.1) to reflect that particular relevance or interest in the project outcomes.

4.5 At the commencement of each financial year AHC will provide the agreed funds in line with the above table upon receipt of a tax invoice from AHT.

4.6 In November 2019 AHT will commence discussions with AHC to renegotiate the next funding agreement.

#### 5. RECORD KEEPING AND REPORTING

5.1 AHT must prepare a draft financial budget, for its operations for each financial year during the Term and present it to the AHT Committee for consideration and approval prior to the commencement of each financial year during the Term.

5.2 AHT must provide a final authorised copy of the annual financial budget to AHC no later than 30 days following the commencement of the financial year to which the budget applies.

5.3 AHT treasurer shall provide quarterly financial statements, which includes a comparison of actuals against budget, for the AHT Committee that shows all expenses and income on a quarterly basis.

5.4 AHT must prepare an Annual Report of its activities and general business activities for each financial year during the Term of this Agreement and submit it to AHC within 90 days of the end of each financial year.

5.5 The Annual Report shall explain how the funding was applied and shall include specific information and comment relating to the performance of AHT in relation to its obligations under this Agreement by reference to the Purpose. The Annual Report must contain audited financial statements.

- 5.6 AHT will present annually to AHC at an appropriate forum suggested by AHC on the current status of the strategies and progress of key initiatives.

## **6. INDEMNITIES AND INSURANCE**

- 6.1 AHT shall indemnify and shall keep AHC indemnified from and against any cost, loss, expense or liability of any kind howsoever suffered or incurred by AHC or AHT (as the case may be) in respect of any loss of life, personal injury or disability, loss or damage to property or any other loss whatsoever arising out of:
- any negligence or wrongful act or omission by AHT, its employees, agents or sub-contractors in connection with or incidental to this Agreement; or
  - any breach by AHT of this Agreement, except to the extent that such loss of life, personal injury and/or loss or damage to property is occasioned by any neglect, default or omission by AHC or AHT (as the case may be), their officers, employees, contractors or agents.
- 6.2 The terms of this clause will survive any expiry or termination of this agreement
- 6.3 AHT will maintain in force during the Term:
- Public liability insurance in the name of AHT for not less than \$10,000,000 for any one occurrence or such other amount as, AHC may require for any one event;
  - Professional indemnity insurance including Directors and Officers liability in the name of AHT for not less than \$500,000 for any one event and in the aggregate in any one policy period; and
  - Workers compensation insurance in accordance with the applicable worker's compensation legislation.

## **7. GST**

- 7.1 The Parties acknowledge that compliance with obligations or the grant of rights under this Agreement by AHC may give rise to a liability on the part of AHT to pay GST.
- 7.2 If and to the extent that a Taxable Supply is made by AHT under this Agreement:
- It is the responsibility of AHT to pay any GST imposed on that Taxable Supply
  - The funding to be provided by AHC as specified in the Schedule will be increased by an amount equivalent to the amount payable by AHT for GST
- 7.3 If any supply under this Agreement is a Taxable Supply then:
- AHT must provide a Tax Invoice in respect of that supply; and
  - AHC are not obliged to make any payment under this Agreement unless AHT has provided a Tax Invoice in respect of that payment.

## 8. BREACHES AND TERMINATION

- 8.1 AHC may provide AHT with feedback in respect to any breach or perceived breach of a fundamental term of this Agreement.
- 8.2 Either party to this Agreement may refer a persistent breach of this Agreement by the other party to arbitration pursuant to a process agreed between the parties or in default of agreement in accordance with arbitration frameworks established by the Local Government Association of SA.
- 8.3 If the matter cannot be resolved by arbitration or agreement between the parties, then the aggrieved party may terminate this Agreement with three months' notice of termination.
- 8.4 At the conclusion of the Term, or earlier termination of this Agreement, any uncommitted or unspent AHC funds shall upon request be returned to AHC.

## 9. MISCELLANEOUS

- 9.1 The laws of South Australia govern this agreement

### **THE COMMON SEAL of ADELAIDE HILLS COUNCIL**

Was hereunto affixed in the presence of:

Signature: .....

Print Name: .....

Title: .....

Date: .....

### **THE COMMON SEAL of ADELAIDE HILLS TOURISM**

Was hereunto affixed in the presence of:

Signature: .....

Print Name: .....

Title: .....

Date: .....

## VISITOR INFORMATION SERVICES (VIS) STRATEGY 2017 – 2020

### PROJECT FRAMEWORK

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#### A. STRATEGIC INTENT

The overarching intent of the VIS strategy is increased tourism revenue and jobs through:

- Ensuring the region's ideal customers (high yield) have access to the right information when and where they need it to improve the visitor experience and increase spend and length of stay.
- Greater engagement with visitors online pre, during and post visit to improve word of mouth digital marketing.
- Increased dispersal across the region, increased spend and repeat visitation.
- Destination networks that attract visitors and respond to regional capacity.
- Evolution of the existing Adelaide Hills Visitor Information Centre and Visitor Information Outlets (VIO's) into accessible, digital, distributive models of visitor information services.

#### B. PROJECT PILLARS

The Adelaide Hills Tourism VIS Strategy is built on five pillars:

1. Return on investment - Drives increasing visitation and destination appeal,
2. Strategic & responsive to fast pace change in visitor needs and expectations,
3. Focussed on the visitor and service excellence at all key touch points (choosing, visiting, generating word of mouth marketing),
4. Benchmark regional digital services and marketing maximising SATC's digital strategy,
5. Building capacity across the visitor economy in the Adelaide Hills.

#### C. STRATEGIC FOCUS

AHT will initiate new digital marketing strategies to ensure the Adelaide Hills retains and builds relevance as a destination for international, interstate and intrastate visitors in an environment of new customer and business technology that is producing the fastest changing business environment in history. These digital marketing strategies will build awareness of the Adelaide Hills as a destination, generate leads to Adelaide Hills tourism operators, generate leads and sales for industry partners and increase tourism expenditure in the Adelaide Hills.

AHT will facilitate a new business model for all face-to-face visitor services that includes exceptional customer service, digital curatorial skills, outstanding product knowledge and networking and skilled story telling.

## **D. VIS PROJECT OUTCOMES**

### **1. Digital Marketing Project**

The Project outcomes will demonstrate increased:

- Brand awareness of the Adelaide Hills as a must visit destination
- Online leads for Adelaide Hills tourism operators, retailers and industry partners via southaustralia.com, adelaidehills.org.au, SATC campaigns and electronic direct mail, and SATC/AHT social media
- Leveraging and alignment with SATC's digital marketing campaigns and activities (ATDW, website content, social media, electronic direct mail, campaigns) through better engagement with digital staff (regular briefings, staff famils etc.) – including China initiatives such as UWAI and WeChat
- Digital strategies that demonstrate a contribution to increased length of stay and spend
- Organic online traffic to regional website through SEO analysis and initiatives – could undertake search engine marketing (paid results in search) if budget allowed
- Engagement with ideal customers at each stage of the purchase cycle - pre-visit considerations (researching, planning, booking); in region activity and post visit (advocacy/social sharing) – e.g. encouraging contact via the regional website through pop-up enquiry prompter
- Exposure through social media channels through more regular posting, use of influencers, paid advertising, securing official page status, better use of analytics and scheduling platforms etc.
- Industry capacity in utilising ATDW, online booking platforms (TXA integration, online travel agents etc), and digital marketing (social media, blogging, SEO, Google tools)
- Development and sharing of AHT owned content including blogs, photos and videos – and better leveraging third party content (especially SATC) and user generated content
- Wifi accessibility (working with SATC on Epicurean Way hotspots, councils on wifi towns etc)

The digital strategies will also improve:

- User experience on the regional website, particularly through development of a mobile first strategy (redesign of mobile home page and menu functionality)
- Destination information and increased Adelaide Hills product bookable via third party platforms including online travel agents and review sites (particularly TripAdvisor – premium destination partnership to control content on Adelaide Hills and Hahndorf pages would cost approx. \$7k)
- Way-finding and digital trails.

### **2. Distributed Face-To-Face Visitor Information Services Project**

The Project outcomes are:

- Coordinated visitor focused information services and service excellence at all key touch points in face to face visitor information services including:
  - Adelaide Hills Visitor Information Centre (VIC) in Hahndorf
  - Visitor Information Outlets (VIOs) across the region
  - Events



- Evolution to a digital VIC & VIO model – allowing tourists to find, download, email or share information they need to enhance their experience
- The very latest updated information available online, reducing reliance on printed brochures which in turn reduces clutter
- Enhanced VIS experience through provision of user-friendly information and tools visitors require, especially wayfinding and signage

DRAFT

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**Appendix 2**  
*Supporting Letter*

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Adelaide Hills Council  
Chief Executive Officer  
Andrew Aitken  
PO Box 44  
WOODSIDE SA 5244

11 April 2018

Dear Andrew

RE: Adelaide Hills Tourism Funding

I am writing to thank you and Adelaide Hills Council for supporting Adelaide Hills Tourism most particularly in this current financial year with additional funding of the Adelaide Hills Visitor Information Servicing Strategy (VISS).

As part of Council's budget preparations AHT is seeking to complete negotiation of a three-year funding agreement, began last year for the period of 2017-20, that includes the VISS. The timing of this agreement would align with the term of the Adelaide Hills Tourism Strategic plan and the South Australian State Tourism plan 2015-2020.

In support of our bid for a longer term financial agreement I report Adelaide Hills Tourism has made considerable progress in this financial year. Following is a list of key outcomes documented against the key result areas of the State Tourism Plan, namely:

- Working Better Together
- Effective Marketing
- Building Capacity and Capability, and the
- Visitor Information Services Strategy.

### **Working Better Together**

AHT and its key stakeholders have contributed to the first South Australian Regional Visitor Strategy due for release in May 2018. The Board has also supported the Mount Lofty World Heritage bid and actively promoted investment in Cleland Conservation Park and The Cedars masterplan. Currently the Board is assessing taking responsibility for the digital marketing of the Adelaide Hills International Sculpture Trail as the Committee for the International Sculpture Symposium completes its role

### **Effective Marketing**

AHT surveyed tourism operators about improvements to the Adelaide Hills Visitor Guide resulting in increased numbers of operators advertising this year. The guide and the very popular printed maps are invaluable in assisting visitors already in the region to stay longer, disperse further and spend more.

More operators are listed on the Australian Tourism Data Warehouse providing important online links for South Australian Tourism's marketing campaigns.

Through unprecedented cross regional cooperation and funding "MasterChef" has filmed a South Australian episode planned for June this year. A pre and post episode SATC campaign will drive

renewed interest in the Adelaide Hills as a must visit destination. AHT has also instigated several articles in the Adelaide Review and Sunday Mail

A SATC staff and Adelaide Hotel Concierge Famil gave important influencers up to date and first hand experience of new attractions e.g. Uraidla Hotel, Lost in the Forest, etc

### **Building Capacity and Capability**

A SATC Digital Marketing Workshop held in Stirling attracted approximately sixty tourism operators. A new Game-Changers event was introduced this year and proved very popular. A panel of speakers including James Sellar from Woodhouse, Mark Warren from The Bend Motor Sport Park and Brian Shirripa from the Hahndorf Resort spoke about what it means to be a game changer. The second event focussed on family businesses.

A regular Network E-Newsletter and closed Facebook group keeps tourism operators up to date with new developments and opportunities.

New operators are contacted and supported with referrals to appropriate resources and people

### **Visitor Information Services Strategy**

The early stages of the VISS were spent carefully reviewing and developing a transition plan for the Adelaide Hills Visitor Information Centre in Hahndorf. This work completed in December 2017 resulted in MBDC deciding to continue their responsibility for the VIC. AHT had provided ongoing support aimed at evolving the current model to a service over centre model.

AHT is implementing contemporary digital strategies that include assessing the necessity for a mobile first regional website and the importance of social media strategies that build audience engagement. AHT has taken responsibility for the Adelaide Hills Trip Advisor landing page with immediate improvements to the images and content.

A Customer journey-mapping project is currently being scoped, Tourism Tribe are conducting an online audit of up to 50 operators to inform further capacity and capability building plans. Planning is in progress to build more effective Visitor Information Outlets across the regions.

### **Governance**

AHT as an incorporated association has conducted an extensive review of its Constitution this year.

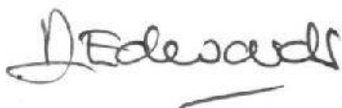
A new Project Officer, Natalie Turns, has been engaged as a Digital strategist.

All Project Officers, acting as independent contractors, have had their contracts updated:

- Sally Smith- Digital strategies & Interpretation Plan (15hrs PW)
- Bill Nehmy - SATC and Tourism Operators Contact Role (15hrs PW)
- Natalie Turns - Visitor Information Strategy and Social Media (15hrs PW)

And finally Rilka Warbanoff has been appointed as Public Officer

Yours sincerely



Helen Edwards  
Chair  
Adelaide Hills Tourism

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.4

**Originating Officer:** Kylie Caruso, Roads Officer

**Responsible Director:** Terry Crackett, Director, Corporate Services

**Subject:** Road Widening – Lot 200 Edwards Avenue, Crafers

**For:** Decision

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**SUMMARY**

The purpose of this report is to obtain a resolution to undertake a road widening process to widen the road verge along a section of Edwards Avenue to accommodate an encroachment on the Road Reserve.

The adjoining land owner's land is identified as Allotment 200 in Deposited Plan 62802 contained in Certificates of Title Volume 5907 Folios 672 and 673 and known as 16 Edwards Avenue (Lot 200 Edwards Avenue), Crafers West. **(Appendix 2)** The land owner is agreeable to the road widening proposal.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To purchase the area of land, being 45m<sup>2</sup>, identified in red on the plan attached as Appendix 1 ("Land") from Zara Marina Parent and Guy Damien Parent for the consideration of \$9,500 (excl GST) plus all reasonable costs to vest the Land as public road.
  3. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Risk & Responsibility

Ensuring Council's road land and infrastructure is either located on Council owned or controlled land or secured by some other form of legal tenure is essential for appropriate risk management of Council infrastructure and community safety.

### ➤ Legal Implications

The road widening process is required to affect the purchase of the Land and the vesting of the Land as public road is undertaken by a land division process under the provisions of Section 223LF of the *Real Property Act 1886*.

### ➤ Risk Management Implications

The purchase of the Land will assist in mitigating the risk of:

*Council road infrastructure being located on privately owned land leading to inappropriate ownership, liability and road management for road infrastructure.*

Inherent Risk	Residual Risk	Target Risk
Medium (1A)	Low (1E)	Low (1E)

The instance of Council road infrastructure on or affecting privately owned land is an ongoing issue across the Council area and one that Council will see raised more frequently as land owners survey their boundaries with more accurate survey information and equipment.

### ➤ Financial and Resource Implications

The process of negotiation and completion of the road widening is undertaken within existing resources allocations.

The purchase price of \$9,500 and all associated costs including lodgement fees and stamp duty costs (approximately \$3,000) are the responsibility of Council and will be paid from existing budget allocations.

### ➤ 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:* Council's Civil Services Team, in particular the Projects Coordinator and Supervisor Program Maintenance have had carriage of this matter since May 2017.

*Community:* Not Applicable

## **2. BACKGROUND**

Zara Marina Parent and Guy Damien Parent own the land at 16 Edward Avenue, Crafers West, which is identified as Allotment 200 in Deposited Plan 62802 and contained in Certificates of Title Volume 5907 Folios 672 and 673.

Mr and Mrs Parent approached Council on in May 2017 after the construction of a new access way to an adjoining property in Edward Avenue, which resulted in an encroachment of the road over the Parent's land.

The area is identified in red on the aerial photo attached as **Appendix 2**.

Mr & Mrs Parent advised that they seek to secure their property boundary to enable a safe access for their property and to prevent trespassing, dumping of rubbish and the cutting down of vegetation by unknown persons.

## **3. ANALYSIS**

Council's Engineering staff have considered the situation and advised that the cost to relocate the bitumen to sit wholly within the legal road reserve would be substantial and far exceed the cost to undertake a minor road widening process.

Assessment of the value of the land has been made using the Valuer-General's site value for the land which attributes a per square metre rate of \$79.53. Based on an area of 45m<sup>2</sup>, the consideration would be \$3,579.

If a market valuation was obtained, the cost for that valuation would be in the vicinity of \$1,500 - \$2,000.

The land owner has advised that they would accept an offer of \$9,500 without the need to obtain an independent valuation on the basis that the Council pays all of the costs to complete the road widening process.

**4. OPTIONS**

Council has the following options:

- I. Resolve to purchase the Land and vest as Public Road in accordance with the recommendation (Recommended)
- II. Resolve not to purchase the Land in accordance with the Recommendation which would result in a portion of the road being situated on privately owned land. (Not Recommended)

**5. APPENDICES**

- (1) Identification of encroachment of road onto private land
- (2) Aerial photo identifying location of the Land.

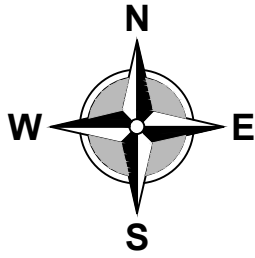


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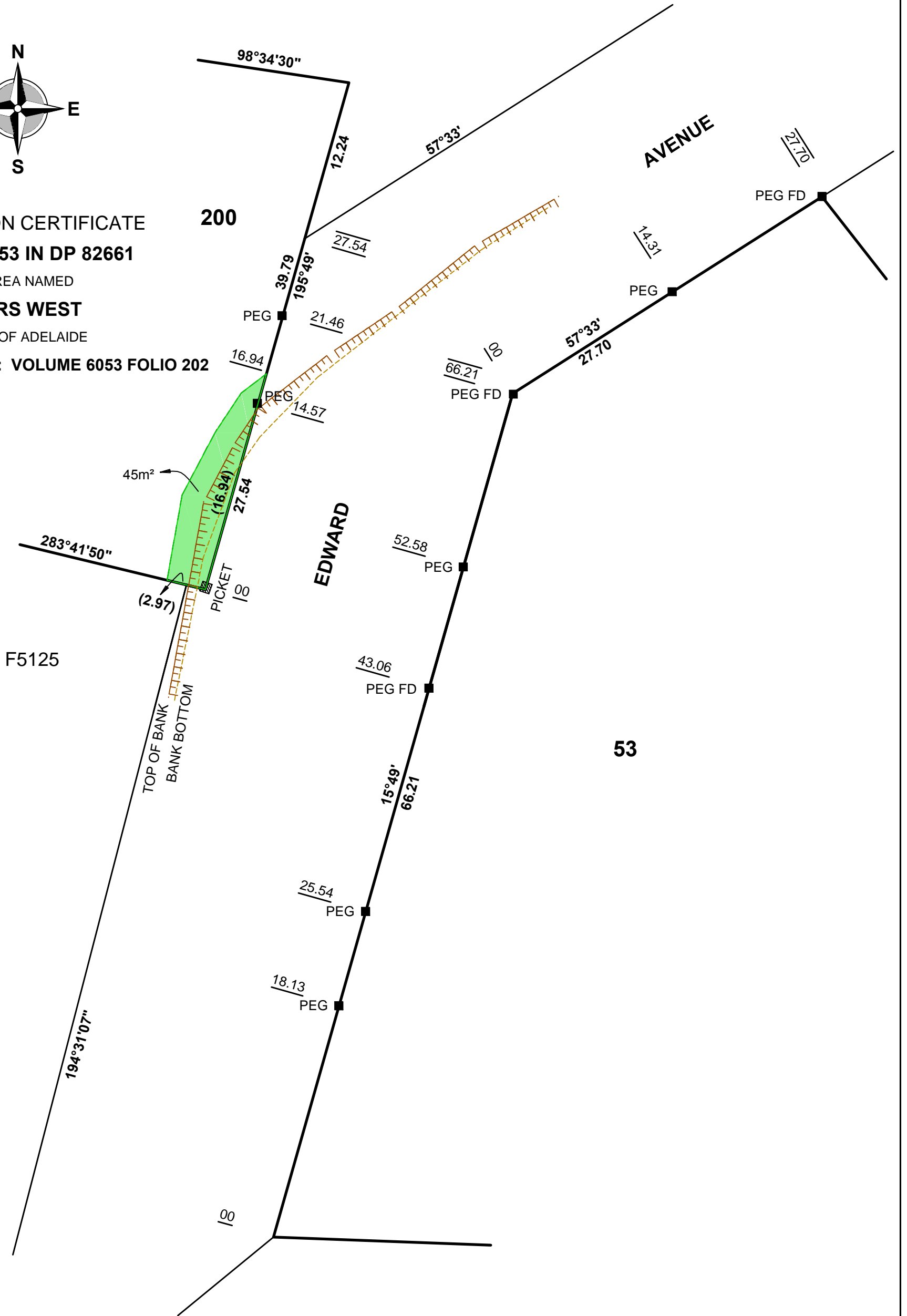
# **Appendix 1**

*Identification of Land proposed to be vested as Public  
Road*

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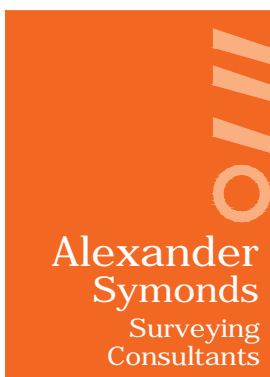
IDENTIFICATION CERTIFICATE  
ALLOTMENT 53 IN DP 82661  
IN THE AREA NAMED  
CRAFERS WEST  
HUNDRED OF ADELAIDE  
CERTIFICATE OF TITLE : VOLUME 6053 FOLIO 202



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+ Spatial Information Management +



LEGEND

- MN DENOTES MASONRY NAIL
- MP DENOTES METAL PIN
- SPK DENOTES SPIKE
- CB DENOTES COLORBOND
- FD DENOTES FOUND
- BDY DENOTES BOUNDARY
- F DENOTES FENCE
- GI DENOTES GALVANISED IRON

BOUNDARY DEFINITION IN ACCORDANCE WITH  
SURVEY MARKS FOUND IN DP 82661

0 3 6 9 12 15  
SCALE 1:300 METRES  
AT ORIGINAL SHEET SIZE A3

JAMES STEPHEN LANGMAN  
LICENSED SURVEYOR

REFERENCE A052817.0000

DWG No A052817 IDENT(C)  
FIELD BOOK JSL Date of Survey 07/06/2017  
BCA 09/06/2017

---

## **Appendix 2**

*Aerial photo identifying location of the Land*

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**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.5

**Originating Officer:** Kylie Caruso, Roads Officer

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Policy Reviews – Road Rents, Outdoor Dining and Roadside Trading

**For:** Decision

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**SUMMARY**

Council has developed a range of policies over a number of years that are periodically reviewed in accordance with a schedule previously endorsed by the Strategic Planning & Development Policy Committee to ensure they remain compliant and contemporary. This report seeks a review of the following:

- Road Rents Policy,
- Outdoor Dining Policy, and
- Roadside Trading (Use of Public Road Verges for Business Purposes) Policy.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. With an effective date of 14 May 2018, to revoke the 4 December 2007 *Road Rents Policy* and to adopt the *Road Rents Policy* as contained in Appendix 1
  3. With an effective date of 14 May 2018, to revoke the 8 November 2011 *Outdoor Dining Policy* and to adopt the *Outdoor Dining Policy* as contained in Appendix 2
  4. With an effective date of 14 May 2018, to revoke the 25 March 2015 *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy* and to adopt the *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy* as contained in Appendix 3
-

## 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 221, 222 and 223 of the *Local Government Act 1999* (Act) allows Council to allocate permits relative to the use of roads and road reserves.

Section 125 of the Act requires councils to ensure that appropriate policies, practices and procedures of internal controls are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard Council's assets, and to secure (as far as possible) the accuracy and reliability of Council records.

### ➤ 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

The proposed changes to the policies do not result in any changes to the existing financial position for customers.

The review of the policies has been managed within existing resource allocations.

### ➤ Customer Service and Community/Cultural Implications

The proposed changes to the policies, whilst relatively minor, should improve the customer experience by making the permit terms for longer periods thus reducing the requirement to annually apply and renew.

There is a high expectation that Council has appropriate corporate governance processes in place including an effective suite of policies.

➤ **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:* Property Advisory Group

*Administration:* Team Leader Regulatory Services  
Economic Development Officer  
Senior Statutory Planner  
Communications Co-Ordinator

*Community:* Not Applicable

**2. BACKGROUND**

Council has developed a range of policies over a number of years that are periodically reviewed to ensure they remain compliant and contemporary. This report seeks a review of the *Road Rents Policy*, *Outdoor Dining Policy* and *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy*.

**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. Proposed changes have been highlighted.

The *Road Rents Policy* was last reviewed in December 2007. The format of the policy has been changed to comply with existing standards and to make it easier to read and understand. There are no substantial changes proposed to this policy other than rewording the sections to make it clearer and expansion of information in relation to insurance and public consultation requirements. Refer to **Appendix 1**.

The *Outdoor Dining Policy* was last reviewed in November 2011. There have been significant changes in anti-smoking legislation, together with more social acceptance of animals being a part of our day to day lives and social activities. These have been reflected in the updated version of the policy. Refer to **Appendix 2**.

The *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy* was last reviewed in March 2015. With the recent updates to the Local Government Act in relation to Mobile Food Vendors, some minor amendments are required particularly around location rules for allowed positioning of Mobile Food Vendors. Refer to **Appendix 3**.

#### **4. OPTIONS**

Council has the following options:

- I. Adopt the proposed amendments to the *Road Rent Policy, Outdoor Dining Policy and Roadside Trading (Use of Public Road Verges for Business Purposes) Policy* (Recommended)
- II. Provide comments/suggestions for revisions to the policy prior to adoption.

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

#### **5. APPENDICES**

- (1) Road Rents Policy
- (2) Outdoor Dining Permit Policy
- (3) Roadside Trading (Use of Public Road Verges for Business Purposes) Policy



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# **Appendix 1**

*Road Rents Policy*

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# COUNCIL POLICY

 Adelaide Hills COUNCIL	<b>ROAD RENTS</b>
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<b>Policy Number:</b>	INF-06
<b>Responsible Department(s):</b>	Property Services
<b>Other Relevant Policies:</b>	Outdoor Dining, Festivals & Events, Roadside Trading, Public Consultation & Review of Council Decisions
<b>Relevant Procedure(s):</b>	Road Rent Procedure Manual 2005
<b>Relevant Legislation:</b>	Section 221, 222 & 223 – Local Government Act 1999
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Road Rents, 04/12/2007, Item 10.2, B326
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	No later than March 2021 or as required by legislation or changed circumstances

## ROAD RENTS POLICY

### 1. INTRODUCTION

Adelaide Hills Council is responsible for the upkeep and management of the majority of the roads within its council boundaries. Whilst most roads are used by the general public and carry a large amount of traffic daily, there are a number of smaller less used roads that provide access to individual properties, as well as roads that have been planned, with titles created, but have not been built. These roads are referred to as unmade roads. In addition to these, there are road reserves which generally comprise the area of reserve between the actual sealed roadway and the boundary of properties that adjoin the roadway.

Within the Adelaide Hills Council area a number of roads were planned but never made. The council issues permits to persons that occupy the unmade roads who are generally the owners of properties that adjoin these unmade roads and that utilise them as part of their property.

These permits allow adjoining property owners to make alterations to roads, unmade roads and road reserves for such activities as fencing to enclose stock for grazing purposes, fire hazard reduction, horticultural activities and general use in conjunction with the adjoining property. The Council's Property Department issues and administers all road rent permits in accordance with Division 6 – Control of work on roads of the Local Government Act 1999.

### 2. PURPOSE

The main purpose of issuing road rent permit is to provide statutory authorisation to property owners allowing them to use council road reserves for private and business uses. The permit provides clear terms and conditions about the type of activity that may occur on specific sections of council road reserves. The permit also requires the holder to obtain adequate Public Liability Insurance for activities undertaken pursuant to the permit.

### 3. NATURAL RESOURCES AND REMNANT VEGETATION

Remnant vegetation may exist on many road reserves, closed roads and unmade roads. These road areas are often maintained by local bush care groups. In obvious cases where vegetation and understorey exists, grazing and other uses that can damage the environment are not permitted. The Biodiversity Management Team is consulted prior to any permit being granted.

### 4. STATUTORY AUTHORITIES AND SERVICES

Quite often, statutory authorities run electrical, communications, drains and sewers through road reserves. These authorities are protected by statutory easements, which are not generally registered. Care must be taken to protect these authorities' interests and no digging or major alteration is allowed. Furthermore, no construction of structures is allowed on road reserve without the prior consent of Council.

## 5. THREE TYPES OF PERMITS

There are three types of permits: Non Exclusive, Exclusive, and Special Purpose/Commercial.

### 5.1 Non Exclusive Permits

The permit holder has a right to use the road reserve for specific purpose but the right does not entitle the holder to exclusive use or possession. The permit holder must make adequate provision for other users to have free, safe and unrestricted access over the area to which a permit may pertain.

The road reserve may be fenced but must allow for an unlocked gate, and if required by Council, signage to confirm that the land is publicly accessible.

### 5.2 Exclusive Permits

The permit holder has a right to exclusive use of the road or road reserve, but Council and or any other person authorised by or through Council may use or access the road.

### 5.3 Commercial/Special Purpose Permits

This permit is used when a road reserve or part of a road reserve is authorised for one-off special use such as café sidewalk/outdoor seating or commercial uses such as roadside petrol outlet that are not appropriate to issue as either a non-exclusive or exclusive permit.

## 6. TERM

Permits are issued for up to a five (5) year period. Permits will expire at 30 June or upon the change in ownership of the adjoining land holding.

A permit may be cancelled by the permit holder in the nominated year by providing three (3) months written notice to Council.

Requests for longer terms for exclusive or commercial/special purpose permits will be assessed on a case by case basis.

## 7. ANNUAL REVIEW

Permits are subject to an annual review to determine compliance with the permit.

If the Permit holder is in breach of the terms and condition of the permit, then the Council is entitled to terminate the permit by providing three (3) months written notice to the permit holder.

## 8. PUBLIC CONSULTATION

Before certain permits can be issued, the Council needs to undertake public consultation in accordance with the *Local Government Act 1999*, and the Council's Public Consultation Policy.

### 8.1 Non Exclusive Permits

No consultation is required for Non Exclusive Permits.

## **8.2 Exclusive Permits and Commercial/Special Purpose Permits**

In accordance with Section 223(1)(c) of the *Local Government Act 1999* and Section 25(1) of the *Local Government Act (General) Regulations 2013*, public consultation is required only in the event of:

- (a) the permit resulting in any part of a road being fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree; or
- (b) To authorise the use of a road for cultivation purposes when any part of the road is to be fenced.

## **9. INSURANCES**

9.1 Public Liability insurance must be maintained by the permit holder for an amount not less than \$20,000,000 per event or such other amount as the Council may from time to time require, and

9.2 Permit holders must provide a copy of the certificate of currency for Public Liability Insurance on an annual basis.

9.3 The Permit Holder agrees to indemnify and to keep indemnified Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charge and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Permit as determined by the Council.

## **10. EXPIRATION OR TERMINATION OF THE PERMIT**

At either the expiration or termination of the permit, the Council may require the permit holder to make good the land, or to make good the land or compensate the Council for the cost required to make good the land, ie. damages to fencing or erosion issues.

If the permit holder is in breach of the terms and conditions of the permit, then the Council is entitled to terminate the permit by providing written notice to the permit holder.

## **11. SALE/TRANSFER OF ADJOINING LAND**

Upon the sale of the adjoining land:

11.1 The road rent permit is to be re-issued in the name of the purchaser of the adjoining land, in the event that the purchaser wishes to continue the road rent agreement.

11.2 If the road rent of that financial year is not adjusted between the Vendor and Purchaser at settlement, the Council will provide a pro-rata refund to the Vendor and will charge the Purchaser with a road rent permit fee on a pro-rata basis for the balance of the financial year.

## **12. MAINTENANCE**

The permit holder must keep the permit land in a state appropriate for its situation including management of vegetation to reduce fire risk.

The permit land must be kept free of rubbish. Accumulation of waste on the permit land is prohibited.

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**13. FEES**

Permit fees (Road Rents) are reviewed and set annually by Council as at 1 July each year. In the event that a permit commences after 1 July, the annual fee will be adjusted on a pro-rata basis.

Please refer to Council's Fees and Charges Register on the Council's website ([www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)) for permit costs.

**14. DELEGATION**

The Chief Executive Officer has the delegation to:

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

**15. AVAILABILITY OF THE POLICY**

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

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## **Appendix 2**

### *Outdoor Dining Policy*

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# COUNCIL POLICY

	<b>OUTDOOR DINING</b>
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<b>Policy Number:</b>	COM-19
<b>Responsible Department(s):</b>	Planning and Development Services, Health and Regulatory Services and Property Services
<b>Relevant Delegations:</b>	None
<b>Other Relevant Policies:</b>	Fees & Charges
<b>Relevant Procedure(s):</b>	None
<b>Relevant Legislation:</b>	Local Government Act 1999, Development Act 1993, Food Act 2001
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Outdoor Dining 23/02/1999, Minute 21.2.6 Outdoor Dining 04/12/2007, Item 10.2 B326 Outdoor Dining 08/11/2011, Item 10.7, 327
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	No later than March 2021 or as required by legislation or changed circumstances



## OUTDOOR DINING POLICY

### 1. INTRODUCTION

#### 1.1 Background

The Adelaide Hills Council recognises and supports the practice of outdoor dining in the various business centres within the townships and urban areas of the Council area, but acknowledges the need for appropriate permit procedures and guidelines for the assessment and approval of these activities.

Outdoor dining contributes to the amenity of our streetscapes and other public places. Outdoor or *al fresco* dining areas provide a place to not only eat, but are also venues for meeting, and a place for people to engage in the social and cultural life in the Adelaide Hills.

#### 1.2 Purpose

The policy provides guidelines that facilitate outdoor dining in the Adelaide Hills area. It establishes the approach to be taken when assessing outdoor dining applications and while issuing Permits for Outdoor Dining Areas, to ensure an appropriate balance between the interests of Council, businesses, residents and visitors to the Adelaide Hills Council area. The Policy is consistent with an integrated approach to the design and management of the Council's public realm that is aimed at improving its quality and image.

#### 1.3 Application

Approval for an outdoor dining permit is based on the factors identified in sections 4 and 5 of this Policy.

The construction/establishment of any permanent structures or other building work, outdoor smoking areas, or beer gardens on Council land are outside the scope of this policy and may require a separate application (e.g. Development Approval) in conjunction with an Outdoor dining permit.

Further, any extensions and alterations to an existing commercial or retail building are also outside the scope of this policy.

#### 1.4 Definition

**Outdoor dining** is defined as tables and chairs placed on public land for the purpose of increasing the capacity of the café, delicatessen, dining or similar option for the proprietor and customers.

### 2. OBJECTIVES

The objectives of this policy are:

1. To establish procedures for the assessment and approval of applications for outdoor dining permits on Council owned land, thereby ensuring appropriate management of outdoor dining areas, and;
2. To provide for and improve public health, safety and amenity in relation to outdoor dining areas.

### **3. POLICY BACKGROUND**

- 3.1 The use of public footpaths and road reserves<sup>1</sup> by food businesses is not a right, but a privilege to be granted only where there is no adverse impact on pedestrian and patron safety, vehicular traffic flow, and where character and amenity of the locality can be preserved.
- 3.2 This policy applies to outdoor dining areas that are located on footpaths and road reserves that are Council owned (as indicated in Section 208 of the Local Government Act 1999), where any food and/or non-alcoholic or alcoholic beverage is served.
- 3.3 Council supports the use of public footpaths in the Stirling District Centre and other town centres within the townships and urban areas for Outdoor Dining, especially in association with an existing restaurant, where no structures are to be constructed and where the use only involves the placement of tables, chairs, bollards, planters, signage and umbrellas in line with the requirements set out in this policy document.
- 3.4 Where there is a concern about any aspect (e.g. the scale of the outdoor dining or impact on adjacent dwellings), then any outdoor dining permit should only be valid for a few months to one year in order to allow the impact of activities to be assessed by authorised Council Officers.
- 3.5 Only selected portions of the footpath may be used for outdoor dining purposes, considering the safe movement of pedestrians and vehicular traffic (Refer to Appendix 1 – Outdoor Dining Criteria).
- 3.6 A permit holder must agree to indemnify Council from all actions and damages which may be brought against that permit holder for any wilful or negligent act.
- 3.7 Public liability insurance will be required to the value of at least \$20 million for all types of outdoor dining and related activities.
- 3.8 A permit will not be issued until evidence of a valid public liability insurance certificate is provided to Council.

### **4. DESIGN CONTEXT**

#### **4.1 Circulation and Access**

A defined area for outdoor dining will be approved by the Council only if it allows for safe pedestrian circulation and access, improves or maintains the existing amenity of the area, provides for convenient use, and does not compromise or restrict the sight lines for motorists.

A clear distance of at least 2.0 metres must be maintained for pedestrian circulation along the footpath. A variation to this minimum distance may be considered depending on site specific circumstances. Areas defined for outdoor dining must be in accordance with the diagrams in. Appendix 2 – Outdoor Dining Configuration.

The defined area of dining must be set back at least 0.6 metres from the face of the kerb. The defined area of dining should also be set back a minimum of 3.0 metres from an intersection.

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<sup>1</sup> Footpaths and Public roads under the Local Government Act 1999 include road reserves, thoroughfares and alley ways.

## **4.2 Streetscape Character**

The character and amenity of a street can be enhanced by the addition of outdoor dining where the placement and selection of outdoor furniture reflects and enhances other street elements, such as existing street furniture, street trees, garden beds, street light poles, fire hydrants, building entrances, service pits and roadside signage.

The location and design of all street elements should be considered in a manner that complements and improves the existing streetscape.

## **4.3 Protuberances**

Where outdoor dining is located on a protuberance into a carriageway, additional protection must be provided to diners by placement of either pedestrian bollards or a fixed glass screen (see Section 5 below). The criteria for circulation and access outlined in Section 4 above will still apply.

Approval must be obtained for the installation of bollards and fixed glass screens at the time of applying for an outdoor dining licence.

# **5. STREET FURNITURE**

## **5.1 Introduction**

The selection and placement of street furniture must comply with the Council's policy and guidelines.

## **5.2 Enclosure**

An outdoor dining area must be clearly defined to provide a safe environment for patrons and pedestrians. This can be achieved through appropriate placement of tables, seats, glass screens, bollards and/or planter boxes, while still maintaining an open, accessible environment that enhances the amenity of the street.

Umbrellas may be used to provide shade from sun, and shelter from wind and rain. Umbrellas must be securely fixed to prevent blowing over in strong winds - the fixing must be into a concrete footing underneath the footpath pavement. No part of the umbrella stand should protrude above the pavement level so as to present a hazard to pedestrians when the umbrella is removed. Umbrellas must achieve a minimum of 2 metres height clearance from the pavement when in use.

Development Approval under the Development Act 1993 is required for awnings and shade structures. These elements must be designed to fit in with the existing buildings and street character, and must be connected to the public storm water system, in accordance with approval from Council.

## **5.3 Fixed Glass Screens and Plastic Blinds**

Fixed glass-screens and plastic blinds provide protection from noise and wind, and may assist in definition of the area to be used for outdoor dining. Fixed glass screens and plastic blinds require Development Approval under the Development Act 1993.

The design and placement of fixed glass screens must comply with the following principles (as listed in the following page):

#### **5.4 Design**

The form and structural strength of screens - must be adequate to meet functional requirements including wind loads, resistance to vandalism and impact from pedestrians.

- To avoid clutter in the street, screens must be simple in design and not appear as a decorative element in the street.
- Logos and other decorative elements are not permitted on screens.
- Screens may be laid out in a variety of configurations.

#### **5.5 Location and Placement**

Screen placement depends on:

- Distance from kerb line (minimum 600 mm)
- Spacing with regard to buildings, trees and other elements of public street furniture
- Positioning which allows for pedestrian amenity, including refuge from traffic
- Existing kerbside use (i.e. car parking, loading zones, etc)

Screens must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street. The length of any single screen along the street frontage must not exceed 15 metres, and a maximum of three screens in any one street block is permitted. Where adjacent screens are up to the maximum of 15 metres along the street frontage, the gap between screens must be a minimum of 3 metres.

Screens must not be placed on top of service covers or where they interfere with existing services. Permit holders must remove screens at their own cost within three weeks of notification if the Council notifies its intention to repave the footpath.

Approval for any particular screen will be site specific.

#### **5.6 Bollards**

Bollards may be required where outdoor dining is located on a protuberance, or where additional definition of the area is necessary. The bollards used are designed to protect outdoor dining areas from withstanding an impact from a slow moving vehicle.

Bollard placement depends on:

- Distance from kerb line (minimum 600-mm)
- Spacing with regard to buildings, trees and other elements of public street furniture

## 5.7 Planter Boxes

Planter boxes may be used to provide further definition to outdoor dining areas as well as variety and colour to the street.

Approval must be obtained for installation of planter boxes, including their design and placement, at the time of applying for an outdoor dining licence (refer to Appendix 3 – Defined Areas, Planter Boxes and Outdoor Dining Screens).

The design and placement of planter boxes must comply with the following principles:

### ***a. Design of Planter Boxes***

- The form and structural strength of planter boxes must be adequate to meet functional requirements including resistance to vandalism and impact from pedestrians.
- Planter boxes must not have sharp corners or edges.
- The physical appearance of planter boxes, including materials and style, must be consistent with the streetscape character including other street elements.
- To maintain their appearance and structural integrity, durable materials able to withstand harsh use should be used. Fully moulded plastic planter boxes are not permitted.
- Logos and other forms of advertising are not permitted on planter boxes.
- Plant material may be either planted directly into planter boxes or contained within plastic pots for ease of replacement. Where irrigation is provided, the water supply lines must be concealed underneath the footpath. Drainage may also be provided and permission gained to connect direct to the street's stormwater system. Overflow from irrigation systems or hand watering must not stain pavements or cause a safety hazard for pedestrians.

### ***b. Size of Planter Boxes***

Planter boxes may be of a variety of sizes, although a minimum width of 500mm is recommended. Planter boxes must not exceed 1200mm long in any one unit.

### ***c. Plant Material***

- Plant species must be suitable in terms of form, shape, hardiness and ability to be maintained.
- A list of plant species proposed to be used must be submitted at the time of applying for a licence.
- All dead plants must be removed and replaced with healthy specimens.

### ***d. Location and Placement***

The placement of planter boxes depends on:

- Distance from kerb line (minimum 600 mm)
- Spacing with regard to buildings, trees and other elements of public street furniture

- Positioning which allows for pedestrian amenity, including refuge from traffic
- Existing kerbside use (i.e. car parking, loading zones, etc)

Planter boxes must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street. Where a number of planter boxes are proposed, a minimum gap of 300mm must be provided between units.

Planter boxes must not be placed on top of service covers or where they interfere with existing services. Permit holders must remove planter boxes at their own cost within three weeks of notification if the Council notifies its intention to repave the footpath.

## **5.8 Street Furniture Style**

Street furniture can either be selected from the indicative style range provided in this document (refer to Appendix 4 – Furniture Guide and Appendix 5 Furniture Guidelines) or individually designed subject to the Council's approval. Furniture should enhance the amenity of an area and provide a well-designed practical suite that is durable, attractive and fits within the existing street character.

## **5.9 Materials and Colours**

To maintain the appearance and structural integrity of outdoor furniture, durable materials and colours able to withstand harsh use should be used.

Fully moulded plastic chairs and tables are not permitted.

## **5.10 Advertising and Signage**

Advertising and signage is controlled under the Development Act 1993 and the Adelaide Hills Council Development Plan and is subject to development approval.

Furniture used in outdoor dining areas can have the name or logo of the premises placed on items of furniture. Markings should be a minor element in the design.

A-frame signs are not permitted within the outdoor dining area or the 2.0 metre clear pedestrian zone adjacent to the dining area.

## **6. COUNCIL'S ROLE**

Council has an active involvement in the management of Outdoor Dining Areas, and may get involved in the following ways:

1. as a Land Owner
2. as the Development Assessment Authority administering the *Development Act 1993*.
3. as the Administrator of the *Local Government Act 1999* and the issuer of authorisation permits.
4. as an Enforcement body in relation to the *Food Act 2001*

In any, or all, of the above ways Outdoor Dining Areas will require Council consent under:

1. The *Local Government Act* (Section 208) - where an area is owned by Council, the Council's consent is required to ensure that the land is being used in an appropriate manner - this permission is given under the *Local Government Act 1999* by way of a permit or authorisation.
2. The *Development Act 1993* - where, in addition to requiring a Permit under the Local Government Act, the establishment of Outdoor Dining areas may require (especially if located on a footpath), Development Approval (including both Development Plan Consent and/or Building Rules Consent).

If a change of land use is envisaged to be a part of the application, then Development Plan Consent will be required. These approvals must consider the criteria set out in this policy and adhere to the recommended layout requirements shown in Appendices 1, 2, 3, 4 and 5. Tables and chairs must be positioned in a regular, orderly manner. Staff of the food business must conduct meals, service and clearing in a manner consistent with the requirements of the Development Approval. Applications for approval must address car parking requirements, pedestrian access areas, safety requirements for patrons and motorists, and other relevant issues.

Construction of any fixtures and additional structures such as blinds, awnings and screens may also require approval under the *Development Act 1993*.

3. Areas where Outdoor Dining extends to footpaths, where the use is deemed as constituting a "business purpose" and requires that a permit be issued under Section 222 of the *Local Government Act, 1999*. If a road is to be 'altered', an authorisation will pursuant to the this Act also be required. In some instances, the business owner may elect to apply for both an extension of his business to the footpath and the alteration of the road layout.

When submitting an application for an Outdoor Dining permit, the following issues must be addressed:

- the location and layout of the Outdoor Dining area;
- the furniture design and quality;
- maintenance plans for the space;
- the proposed hours of operation;
- the length of time the permit/ authorisation is to apply for;
- planned installation and maintenance of fixtures and fittings
- method and extent of the enclosure
- the appropriate uses and management of the Outdoor Dining area
- fees, insurance, monitoring and enforcement of the area
- requirements under the *Food Act 2001*, and responsibilities in terms of powers, functions and duties it confers or imposes (*Standard 3.2.2 – Food Safety Practices and General Requirements* and *Standard 3.2.3 – Layout of Premises* to be such that there is a minimisation of the opportunities for food contamination).

## **7. POLICY**

### **7.1 The Location and Layout of Outdoor Dining Areas**

1. There is an important relationship between areas of food preparation and associated Outdoor Dining. Access, circulation, hygiene and safety issues must be addressed.
2. Outdoor Dining areas may be created to the front or side of a restaurant, café and/or fast food premise that is associated with a footpath or garden.

3. No elements of a proposed Outdoor Dining area must conflict with the provisions of the Adelaide Hills Council Development Plan, and where specific Development Plan provisions apply for a Zone or Policy Area, these are to be adhered to.
4. The Adelaide Hills Council will consider the appropriateness of suggested Outdoor Dining areas in terms of the requirements of Appendices 1, 2, 3, 4 and 5. Furthermore, the Policy Background (indicated above) must be understood by all applicants. This policy will apply to all Outdoor Dining areas within the Adelaide Hills Council district.
5. The assessment of the location and appropriateness of any Outdoor Dining area is at the total discretion of the Council. Council may choose to provide short term approvals where required, and where conflicts with adjoining land uses are envisaged, specific conditions may be set.
6. Outdoor Dining areas should only be associated with approved restaurants, cafes or other premises providing meals, and may be proposed beyond property boundaries only if express consent is provided by any affected property owners.
7. Where Council considers that the area is required for existing or proposed community uses, for facilities or infrastructure (phone boxes, public seating, taxi stands, bus stops, bins, hydrants, loading/unloading zones), the Outdoor Dining area will only be considered subject to the relocation of existing or proposed facilities or infrastructure, as required.

## **7.2 Outdoor Dining Layout**

The layout of Outdoor Dining areas must be in accordance with Appendices 1, 2, 3, 4 and 5.

## **7.3 Other Considerations**

1. Pedestrian Circulation Areas – size and appropriateness
2. Traffic Issues – aspects that may hinder, block or affect the movement and safety of road users.
3. Car parking issues associated with Outdoor Dining areas
4. Any associated Obstructions
5. Raised/ inaccessible areas that may disadvantage users

## **7.4 Hours of Operation**

Outdoor Dining areas should only operate during the approved operating hours of its parent business. Unbolted/ unattached furniture must be safely stored after hours.

# **8. MANAGEMENT AND MAINTENANCE OF OUTDOOR DINING AREAS**

## **8.1 Licenced Area**

Use of the area, including placement of outdoor furniture, plants and planters, is strictly within the boundaries of the licensed area.

## **8.2 Maintenance and Cleaning**

The street furniture, including planting in planter boxes, belonging to an outdoor dining area must be kept in a safe and well maintained condition. The area must be regularly cleaned to present a well-cared for image as specified in the permit.



Permit holders are responsible for cleaning furniture, the outdoor dining area pavement and the adjacent footpath. Waste and sweepings must not be disposed of into the street gutter, and must be disposed in the appropriate manner. This refuse matter is not to be deposited into public litter bins.

Failure to maintain and clean the outdoor dining area to the satisfaction of the Council may lead to cancellation of the permit.

It is the responsibility of the operator to keep the area clean at all times, including steam cleaning of the area including food and beverage spills are to be cleaned up regularly and disposed of appropriately, and waste is not discharged into the stormwater system.

### **8.3 Removal of Furniture**

All tables, chairs and umbrellas must be removed from the footpath at the close of business each day. Tables may be permanently fixed to the footpath with the approval of Council.

### **8.4 Consumption of Alcohol**

Applicants are required to advise if they are applying for a liquor licence. An application for the consumption of alcohol at an outdoor dining area must be made initially to the Council's Development Services Unit and subsequently to the Office of the Liquor Licensing Commission. Alcohol must only be served and consumed in the area designated in any approvals granted.

### **8.5 Toilets**

Toilet facilities should be made available for patrons wherever possible, and must be provided where alcohol is served.

### **8.6 Lighting**

Adequate lighting must be provided where outdoor dining occurs outside daylight hours to ensure safety and amenity for pedestrians and patrons. It is the responsibility of the permit holder to provide additional lighting if necessary. Flashing or Chasing lights are not permitted and lights must not create unreasonable "spill" into properties.

### **8.7 Table Service**

1. Staff of the operator are responsible for cleaning tables and ensuring that waste is disposed of appropriately,
2. Meals are to be prepared in the building and not within the outdoor dining area,
3. Tables should not be preset with cutlery, glasses or unprotected food.

### **8.8 Dogs**

Outdoor dining areas are places where there is a potential for dog owners to combine walking with socialising at the local café. While it is up to operators to determine if dogs will be permitted, the following conditions will apply:

- Dogs must be under effective control and on lead at all times and must not be a nuisance to other patrons or pedestrians

- Dogs must not be fed from the table, although water may be provided.

## **8.9 Smoking**

Under the *Tobacco Products Regulation Act 1997*, smoking is not permitted in public outdoor dining areas from 1 July 2016.

- An outdoor dining area must be smoke-free at all times that food is being offered or provided, regardless of whether anyone is eating in the area.
- Outdoor dining areas must have adequate signage displayed to show that there is no smoking in the area. Signs must be displayed in such numbers and in positions of prominence so that the signs are likely to be seen by people within the area.

Businesses and venues can order free “No Smoking” signs from SA Health. See [www.sahealth.sa.gov.au/tobaccolaws](http://www.sahealth.sa.gov.au/tobaccolaws)

## **8.10 Damage to Property**

Any damage to an outdoor dining area by patrons is the responsibility of the permit holder, with all costs of repairs and reinstatement to be the responsibility of the permit holder.

## **8.11 Amplified Music**

Amplified music or live entertainment is not permitted without Council approval.

## **8.12 Development Approval**

The use of the Outdoor Dining area must be consistent with the development approval of the parent business. An application for Development Approval for an Outdoor Dining area must provide/show:

- a) clear identification of existing and proposed Outdoor Dining areas;
- b) table servicing – layout and movement;
- c) provisions for animals (if any);
- d) demarcated Smoking areas (if any);
- e) cleanliness and removal of rubbish details;
- f) safety devices to be used (if any);
- g) any details preventing/ kerbing damage to property;
- h) music or sound details;
- j) access to Toilets; and,
- k) all details of associated Liquor licensing areas and applications.

## **8.13 Location Specific Requirements**

The Adelaide Hills Council Outdoor Dining Policy affects all the townships and residential areas of the Council district. Certain townships have historically developed narrow footpaths and Outdoor Dining in these areas must allow appropriate pedestrian circulation widths. Dining areas in such areas should be planned carefully.

## 9. PERMIT TYPE AND CONDITIONS

Types of Outdoor Dining Licence Permits	
Permit type/category	Common examples
<b>Restaurant/ Café/ Pub Dining Permit</b>	<ul style="list-style-type: none"> <li>Extension of restaurant/ café or pub seating to the front, side or rear</li> </ul>
<b>Fast-food Outdoor Seating Permit</b>	<ul style="list-style-type: none"> <li>Extension of seating related to fast food serving areas like Pizza bars, Fish and Chip Shops etc.</li> </ul>
<b>Temporary Outdoor Dining Permit</b>	<ul style="list-style-type: none"> <li>Seasonal seating areas – eg Summer dining or Wine and food festivals</li> </ul>

## 10. APPLICATION PROCESS

### 10.1 Application

Outdoor dining requires an operating licence and may, in some cases, require Development Approval. Application forms are available from [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au), all Service Centres of the Adelaide Hills Council or mail requests to PO Box 44, Woodside SA 5244 or telephone 8408 0400.

For an outdoor cafe to serve alcohol, a further application must be made to the Council's Development Services Unit, telephone 8408 0558, and subsequently to the Office of the Liquor Licensing Commission, telephone 8226 8410.

If it is determined the activity would require other approvals, such as approval under the Public and Environmental Health Act 1987 or Development Approval under the Development Act 1993, the applicant will be advised to first obtain those approvals before the application is processed further.

### 10.2 Documentation

An application for an outdoor dining permit consists of:

- a fully completed Application Form (refer to Appendix 6 Application Form – Outdoor Dining Permit);
- a Certificate of insurance that indemnifies the Council;
- a Certificate of Currency for public liability insurance;
- photographs / photocopies of the proposed furniture;
- a scaled (1:100 minimum) dimensioned plan showing the proposed location of the tables and chairs. Two copies are required;
- fees in accordance with the Council's Schedule of Fees and Charges.

### 10.3 Notification and Approval

Where Development Approval is required, the Council will issue an Outdoor Dining Permit once Development Approval has been granted.

An outdoor dining permit is valid when the Council has:

- issued a duly executed permit to the proprietor; and
- received a copy of the public liability insurance certificate as required under Item 12 of this policy.

#### 10.4 Permit Fee

The use of a public footpath as an outdoor dining area attracts an annual fee calculated on the number of seats the outdoor dining area seats.

Fees are set and reviewed each year by Council and are listed in Council's Fees and Charges Register [located on the Adelaide Hills Council website at www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

A permit may be transferred by application and payment of an administration fee as per Council's Fees & Charges Policy. Where changes to the existing layout are proposed, a new application is required.

#### 10.5 Term of Outdoor Dining Permit

Permits are issued for up to a five (5) year period. Permits will expire at 30 June or upon the change in ownership of the adjoining land holding.

A permit may be cancelled by the permit holder in the nominated year by providing written notice to Council.

#### 10.6 Cancellation or Amendment of Licence

A licence may be cancelled or amended if:

- The proprietor fails to comply with the conditions of the licence, or there are changed conditions affecting the outdoor dining area in its particular location, such as increased risk to health or safety.
- The permit holder will be given a minimum of three (3) calendar months' notice.
- Council or Service Authorities require access the area for the purpose of servicing infrastructure.

#### 10.7 Renewal of Permit

A permit will only be renewed after a review by the Council of the operations, health and safety conditions relating to the outdoor dining area.

A Certificate of Currency for the policy must accompany the application for, and renewal of, an outdoor dining permit.

#### 10.8 Public Use

Outdoor dining areas remain public spaces. Outdoor dining operators and their patrons do not have exclusive use of the area.

#### 10.9 Annual Audit Compliance

Permits are subject to an annual review to determine compliance with the permit.

If the Permit holder is in breach of the terms and condition of the permit, then the Council is entitled to terminate the permit by providing written notice to the permit holder.

### 10.10 Public Infrastructure

In some locations the existing area may require alterations for appropriate use as an outdoor dining area. In these instances the Council may approve alterations to the surface of the public infrastructure after the following has occurred.

- The application is in accordance with this policy.
- Engineering plans of the proposed alterations are provided at the cost of the applicant.

Any alterations to the public infrastructure are to be paid by the applicant.

Where approval is granted and the applicant incurs costs greater than \$3,000 in accordance with this principle (5.10) the Council will give a commitment that if Council terminates the licence within the first 3 years by the use of principle 5.6.2, the Council will refund a portion of the costs occurred by using the following formula.

Refund = (Cost of Work ÷ 36 months) x (36 months – Time lapsed since infrastructure work completed in months)

### 10.11 Public Car Parking

In special circumstances outdoor dining areas may be established on public car parking space. This space is recognised as a valuable community asset and a further fee will be charged for the use of this area for the purpose of outdoor dining. The fee for the use of public car parking space is as per Council's Fees & Charges Policy.

### 10.12 Sale or Transfer of the Business

An outdoor dining permit will cease upon the sale or transfer for the business that holds the outdoor dining permit, unless:

- A written request is received from the purchaser of the business to transfer the outdoor dining permit.
- The outdoor dining permit will be re-issued in the name of the purchaser upon receipt of a written request to transfer
- If the outdoor dining permit is to be transferred and the outdoor dining permit fee for that financial year is not adjusted between the vendor and purchaser at settlement, the Council will provide a pro-rata refund to the vendor and will charge the purchaser with a outdoor dining permit fee on a pro-rata basis for the balance of the financial year.

### 10.13 Conditions of Permit

The following conditions, where applicable, will apply to Permits:

1. Vendors must comply with all provisions of the Australian Road Rules.
2. The permit holder must remove all plant and equipment from the area at the end of the day or at the conclusion of business hours, unless special circumstances are evident and prior approval is received to allow plant to remain on site.
3. Music or other audible means used for attracting customers, e.g., bells, is to be kept to a minimum so as not to create a nuisance to residents or other businesses. The music or bell is not to be used when the vehicle is stationary. Note: environmental protection legislation

governs noise impacts, for example when loud music interferes with the enjoyment of an area by a person.

4. The Environment Protection Authority should be consulted with regards to any issues concerning noise and its impact on adjoining properties.
5. The permit holder will comply with all relevant laws of the Commonwealth and State and any relevant Council by-laws.
6. The permit, and the name and address of the permit holder, is to be displayed prominently in the premises/vehicle so as to be clearly seen by customers or onlookers.
7. The permit holder is required to notify Council in writing within 7 days of any changes of address of the business.
8. The permit is non-transferable except in accordance with item 10.12
9. All permit applications that relate to the sale or distribution of any food materials, must have lodged a food business notification form, as well as have had undertaken an inspection of any plant that is intended to be used in line with this permit, by an Environmental Health Officer, prior to the consideration for approval of any permit application.

Any breaches of permit condition(s) may result in the revocation of the permit as stated below.

## 11. PERMITS, MONITORING AND ENFORCEMENT

Operators are required to comply with all the requirements and conditions specified in the Permit/ the authority and this Policy.

Any variation of the permit holder's operations from that authorised in the Permit will require an application to alter the Permit's requirements and/or conditions.

Any breach of the Permit's requirements and conditions will require compliance to rectify the breach(es) and may result in the Permit being terminated.

Repeated breaches of the Permit's requirements may result in the cancellation of the permit and authorisation. No refund will be provided. The following guideline is seen as enforceable with regards to any breaches of Permit and/or permit conditions:

- 1) **First breach** – Verbal warning will be issued. Compliance to be achieved within 10 working days.
- 2) **Second breach** – Written notice is provided by Council. Compliance must be achieved within 28 days.
- 3) **Third breach** – Cancellation: Authorised Officer provides a further extension or enforces a cancellation of the Outdoor Dining Permit. No refund is provided.

If a breach is of a material degree, the Council may choose not to issue a verbal warning and may issue a written notice requiring the breach to be remedied within the specific timeframe provided in that notice. If the breach is not remedied in accordance with the notice then the Council may terminate the Outdoor Dining Permit by further written notice.

## 12. PUBLIC LIABILITY

Operators are required to hold public liability insurance that notes Council as a specified person to the minimum value of \$20 million or as deemed from time to time. This amount will be reviewed annually in consultation with the Local Government Association Mutual Liability Scheme. Policies must note the Council as a "specified person" for the purposes of Section 48 (1) of the Insurance Contracts Act 1984.

### **13. INDEMNITY**

The Permit Holder agrees to indemnify and to keep indemnified Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charge and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Permit as determined by the Council.

### **14. DELINEATION**

Use of Outdoor Dining areas on footpaths must include the placement of all associated objects, furniture, fixtures and other accessories within the specified area. No element should encroach into adjoining areas unless specified and authorised. Council may, at its own discretion, place markers on Council land to identify these approved Outdoor Dining areas.

### **15. DELEGATIONS**

Permits may be issued by the Property Services Team after consultation with the Ward Councillors, Environmental Health Team, Regulatory Services and Planning and Development Services teams.

More complex applications involving public infrastructure alterations and or use of public car parking space(s) will be referred to Council for consideration.

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.

### **16. AVAILABILITY OF THE POLICY**

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

### **17. APPENDICES**

- (1) Outdoor Dining Criteria
- (2) Outdoor Dining Configuration Techniques and Defined Areas
- (3) Outdoor Dining Defined Areas, Planter Boxes and Outdoor Screens
- (4) Outdoor Dining Furniture Guide
- (5) Outdoor Dining Furniture Guidelines
- (6) Application for an Outdoor Dining Licence
- (7) Outdoor Dining Application Checklist
- (8) Outdoor Dining Information Guide

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# **Appendix 1**

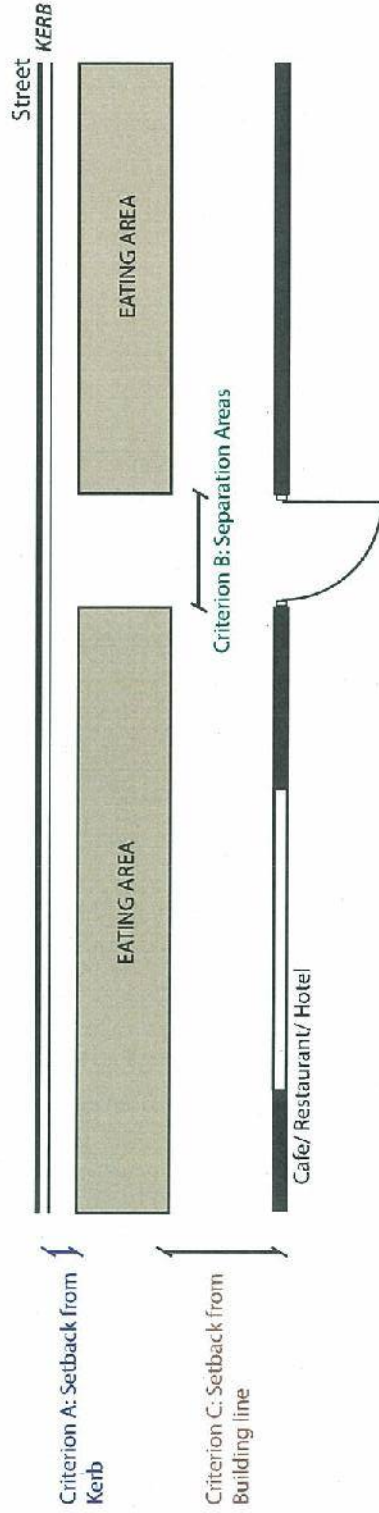
## *Outdoor Dining Criteria*

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## APPENDIX 1: OUTDOOR DINING (OD) CRITERIA



OD Criterion A: Setback from Kerb	Eating Area Setbacks <b>Without</b> Energy Absorbing Bollards (EAB's) or Barriers	DTEI Roads	Angle/ Parallel Parking or Travel Lanes Loading Zones and 'No Parking' Areas	0.9 metres 1.2 metres
	Eating Area Setbacks <b>With</b> Energy Absorbing Bollards (EAB's) or Barriers	Council Roads	Angle/ Parallel Parking or Travel Lanes Loading Zones and 'No Parking' Areas	0.6 metres 0.9 metres
		Local and Low speed streets (50 km/hr and below)	Angle/ Parallel Parking or Travel Lanes Loading Zones and 'No Parking' Areas	0.6 metres 0.9 metres
		DTEI Roads, Council Roads and Local Streets	Angle/ Parallel Parking or Travel Lanes	EAB Setback = 0.6 metres Dining Setback from EAB = 0.6 metres Total Dining Setback = 1.2 metres
			Loading Zones and 'No Parking' Areas	EAB Setback = 0.9 metres Dining Setback from EAB = 0.9 metres Total Dining Setback = 1.5 metres
OD Criterion B: Separation Areas	1.3 - 3 metre separation area between Outdoor Dining Areas to walk/ separate	<ul style="list-style-type: none"> <li>- Where the Outdoor Dining area exceeds 12 metres of continuous frontage to the street, a 1.5 metre clear space</li> <li>- Where the Outdoor Dining area exceeds 15 metres of continuous frontage, a 3 metre clear space</li> </ul>		
OD Criterion C: Setback from Building line	1.5 metre to 2 metre circulation width depending on high/low pedestrian flow	<ul style="list-style-type: none"> <li>- The circulation width/ pedestrian flow areas must not be obstructed</li> <li>- The minimum setback between Outdoor Dining Areas of two property boundaries is 0.45 metres</li> </ul>		

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## **Appendix 2**

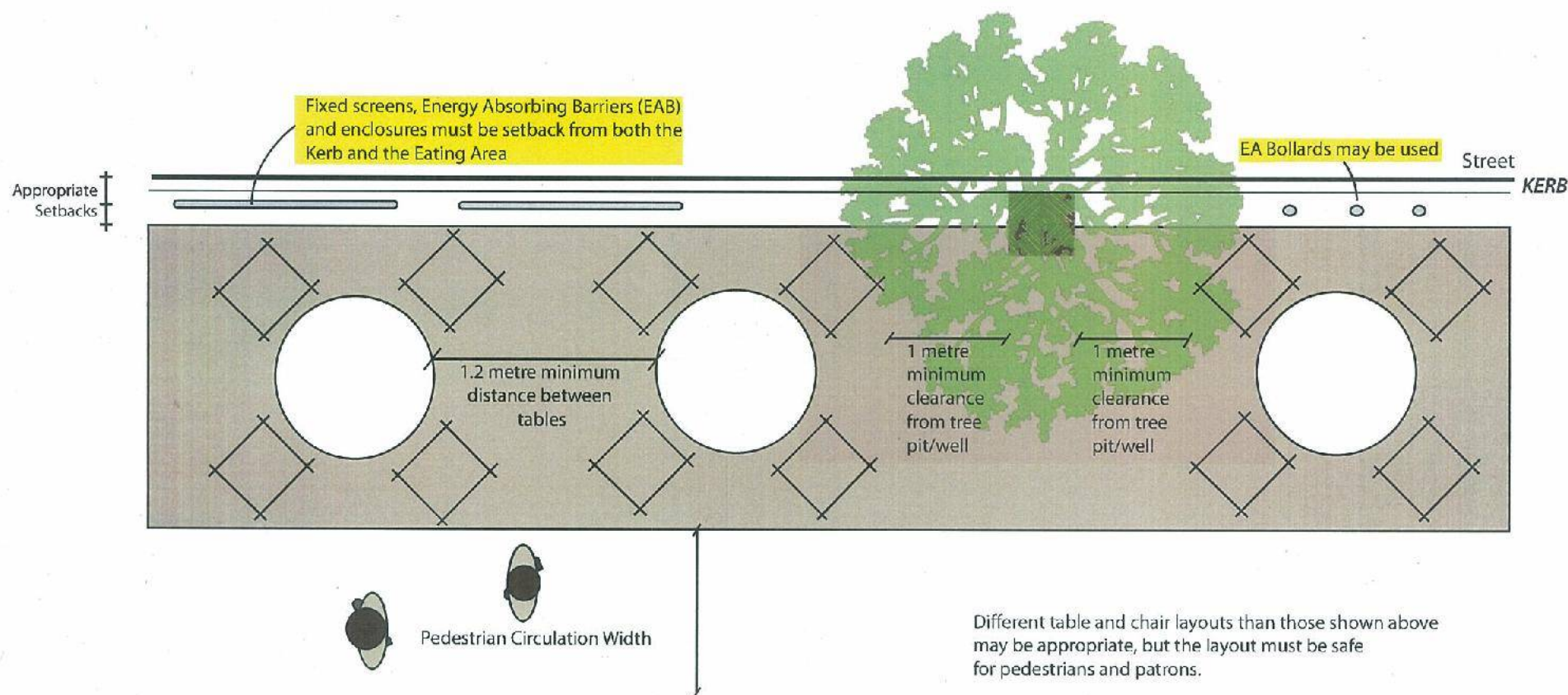
### *Outdoor Dining Configuration Techniques and Defined Areas*

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## APPENDIX 2: OUTDOOR DINING (OD) CONFIGURATION TECHNIQUES



Different table and chair layouts than those shown above may be appropriate, but the layout must be safe for pedestrians and patrons.

Pedestrian Circulation widths must be appropriate based on pedestrian volume and width of footpaths.





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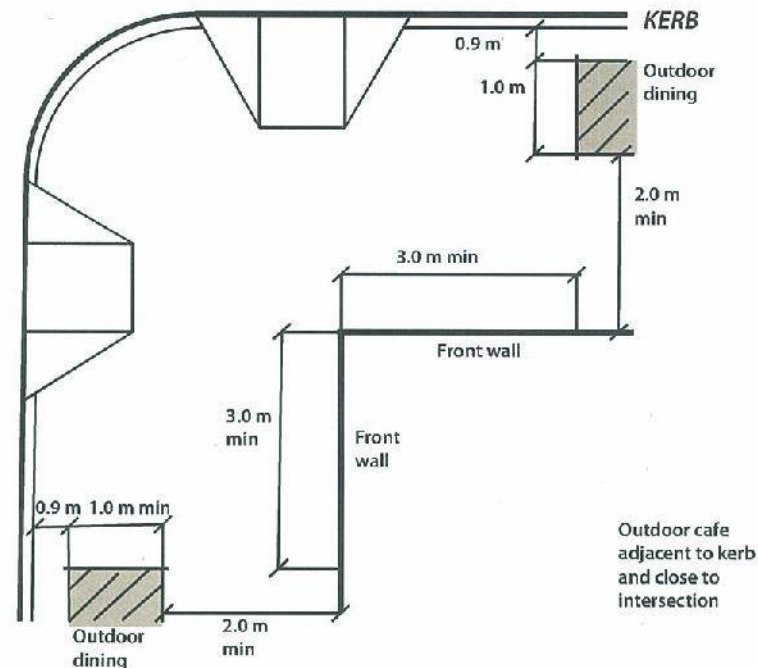
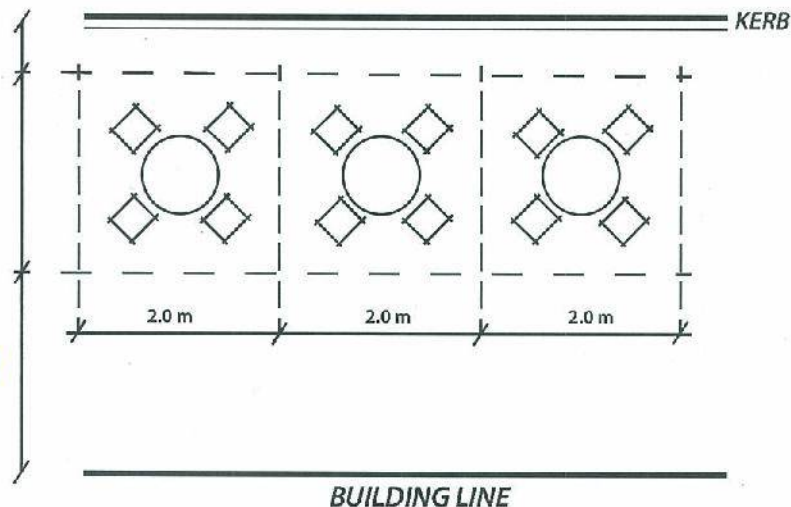
## APPENDIX 3: OUTDOOR DINING (OD) DEFINED AREAS

**Criterion A 0.9 m**

Indicative layout for furniture with four chairs per table (Chairs must not have their backs to the kerb)

2.0 m

**Criterion C 2.0 m min**

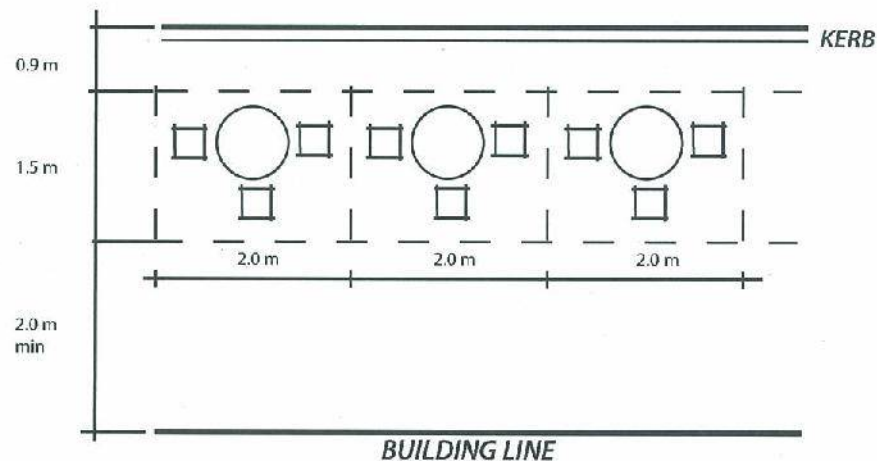
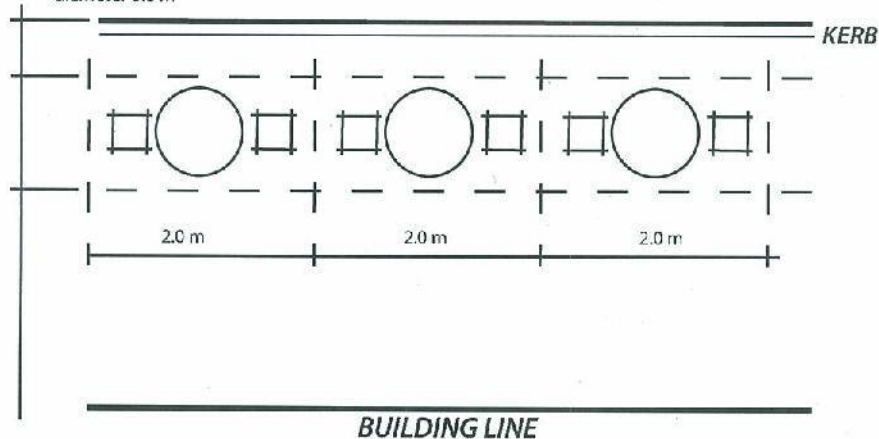


Footpath  
Dining Area

Adjacent min  
clearance for  
pedestrian  
traffic

Indicative  
layout for  
furniture with two  
chairs per table  
(Chairs must  
not back  
kerb)

Round table  
maximum  
diameter 0.8 m



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## **Appendix 3**

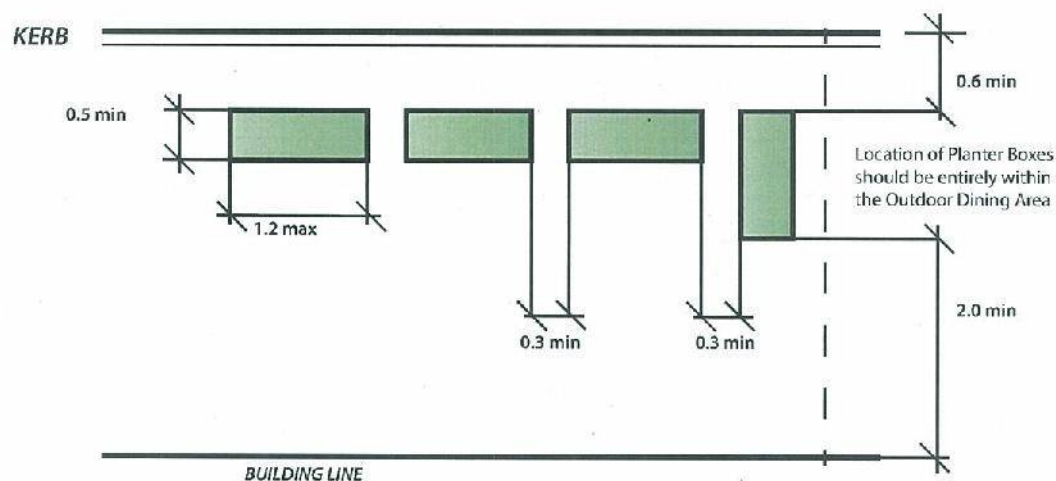
*Outdoor Dining Defined Areas, Planter Boxes and  
Outdoor Screens*

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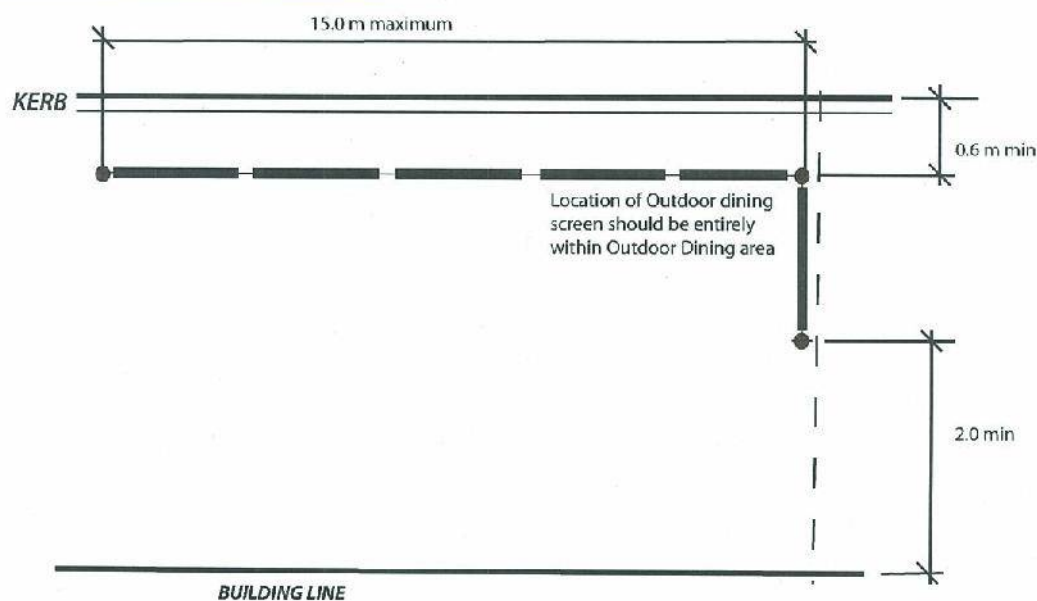


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## PLANTER BOXES



## OUTDOOR DINING SCREENS



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## **Appendix 4**

### *Outdoor Dining Furniture Guide*

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**Adelaide Hills**  
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## APPENDIX 4: FURNITURE GUIDE - CHAIRS



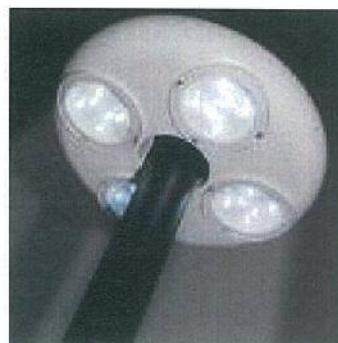
**Preferred chairs:** 1) Stable on the ground - 4 legs, or a single central support  
2) Stackable  
3) No sharp edges  
4) Not extruded plastic  
5) Preferably of steel, solid timber, aluminium or moulded laminate materials.





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## APPENDIX 5: FURNITURE GUIDE - UMBRELLAS



*SOLAR LIGHT UMBRELLAS MAY BE USED WHERE REQUIRED*



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## **Appendix 5**

### *Outdoor Dining Furniture Guidelines*

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**ADELAIDE HILLS COUNCIL**  
PO Box 44, Woodside SA 5244

## **OUTDOOR DINING/ CAFÉ FURNITURE GUIDELINES**

These guidelines apply to the whole area of the Adelaide Hills Council region. More specific guidelines may be adopted for certain streets. Conditions apply to outdoor café licences.

### **TABLES**

<b>Tops:</b>	Any shape or colour Prefer diameter 700mm. Max. 800mm Material to be either metal, timber, moulded laminate or similar. Plastic tops unless of a high-end specialist design are <b>NOT</b> permitted.
<b>Bases:</b>	Prefer disc shape, any size. Any colour except white Material to be metal or timber, plastic bases are only permitted where high-end designs are used. If fixed, to be treated against rusting, and fixing bolts to be properly finished.

### **CHAIRS**

<b>Materials:</b>	Preferably metal or timber, but appropriate plastic chairs are acceptable.
<b>Colour &amp; Finish:</b>	Any colour or finish.
<b>Shape &amp; Style:</b>	Café, post-modern minimalist and green-urbanism related styles preferred. Poolside, domestic or cast Italianate styles are <b>NOT</b> permitted.

### **UMBRELLAS**

<b>Size &amp; Colour:</b>	Preferably 1800mm – 2700mm diameter, any colour.
<b>Shape &amp; Style:</b>	Any (preferably Italian market type)
<b>Material &amp; Finish:</b>	Any Material (prefer timber frame and canvas cover), any finish
<b>Height:</b>	Minimum clearance of 2000mm above footpath
<b>Fixing/Bases:</b>	Preferably attached to table or metal disc base. Plastic parasol bases <b>NOT</b> permitted.

### **PLANTERS**

<b>Material:</b>	Compressed sandstone, concrete, or Glass Reinforced Concrete (GRC).
<b>Colour &amp; Finish:</b>	Natural stone. Painted and maintained. Anti-graffiti sealant required.
<b>Dimensions:</b>	400-700mm high, 400-600mm wide, any modular lengths.

### **PLANTINGS**

<b>Types of Plants:</b>	Edging Box (Buxus Sempervirens), Lavenders, Trailing Pelargonium, Spider Plant (Chlorophytum Cosmosum), Agapanthus, Kafir Lily (Clivia Miniata), Miniature Conifers, Golden Diosma and annuals such as Petunia and Marigold.
<b>Soils:</b>	Soils should be friable and well drained. A water retainer (e.g. 'terra-sorb') and compost or a slow release fertilizer should be used.

### **OTHER REQUIREMENTS**

Two copies of scaled (1:100 minimum) dimensioned plan showing the proposed location of tables and chairs.

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## **Appendix 6**

*Application for an Outdoor Dining Licence*

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**Adelaide Hills**  
**COUNCIL**

28 Onkaparinga Valley Road, WOODSIDE SA 5244  
PO Box 44, Woodside SA 5244  
Telephone: (08) 8408 0400; Facsimile: (08) 8389 7440

**APPLICATION FOR AN OUTDOOR DINING/ CAFÉ LICENCE**

Trading Name of Business

.....

Registered Name of Business

.....

Address/ Location of Business

.....  
.....

Liquor Licence obtained for Outdoor Dining area

YES/ NO

Telephone Number of Business.....

Hours of Operation

.....

Director(s) / Secretary / Proprietor(s)

.....

Address of Registered Office (if applicable)

.....  
.....

Residential Address

.....  
.....

Australian Company Number (if applicable)

.....

**CONTACT PERSON FOR FURTHER INFORMATION (if required)**

Name.....

Telephone.....

Facsimile.....

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## **Appendix 7**

### *Outdoor Dining Application Checklist*

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# Adelaide Hills COUNCIL

## OUTDOOR DINING APPLICATION – ASSESSMENT CHECKLIST

APPLICATION PROCESS	
• Application Form Lodged	<input type="checkbox"/>
• Two copies of a site plan lodged with application (scale 1:100 minimum) indicating: <ul style="list-style-type: none"> <li>○ location of tables and chairs, and dimensions of proposed outdoor dining area</li> <li>○ details of the appearance and structure of the street furniture</li> <li>○ photographs/photocopies of the proposed furniture types/styles</li> </ul>	<input type="checkbox"/>
• Relevant fees paid	<input type="checkbox"/>
• Copy of application for outdoor dining referred to Development Services Section to determine if a development application is required for increasing the seating capacity and/or any proposed structure to be placed within the Council's pavement area.	<input type="checkbox"/>
• Copy of Certificate of Currency of Current Public Liability Insurance provided: <ul style="list-style-type: none"> <li>○ Noting Adelaide Hills Council as interested Party, and indemnifying Council</li> <li>○ Minimum of twenty million (\$20,000,000) dollars public liability insurance.</li> </ul>	<input type="checkbox"/>

SITE INSPECTION	
<b>Circulation and Access</b>	• Safe pedestrian circulation and access maintained which meets the defined areas guidelines of the Outdoor Dining Policy <input type="checkbox"/>
	• Clear distance of at least 2.0 metres provided to maintain pedestrian circulation along the footpath <input type="checkbox"/>
<b>Streetscape Character</b>	• The dining area maintains or enhances the amenity of the area <input type="checkbox"/>
	• The location and design of street furniture meets the style requirements of the Outdoor Dining Policy and complements or enhances the existing streetscape <input type="checkbox"/>
<b>Public Safety</b>	• The dining area is set back a minimum of 0.6 metres from the face of the kerb <input type="checkbox"/>
	• The dining area is set back a minimum of 3.0 metres from an intersection <input type="checkbox"/>
	• The dining area does not compromise or restrict the line of sight of motorists and pedestrians <input type="checkbox"/>



<b>Design and Street Furniture</b>	<ul style="list-style-type: none"> <li>• <b>Is the outdoor dining area located on a protuberance?</b></li> </ul>	<b>If YES</b>
	<ul style="list-style-type: none"> <li>○ The application includes either pedestrian bollards and/or fixed glass screens</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ Development approval for screen(s)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ Approval sought for bollards and/or screening.</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ Approval granted for bollards and/or screening.</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <b>Are Umbrellas to be used?</b></li> </ul>	<b>If YES</b>
	<ul style="list-style-type: none"> <li>○ Umbrellas to be securely fixed to prevent blowing over</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ Umbrella fixed into a concrete footing underneath the footpath pavement</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ No part of the umbrella stand constitutes a trip hazard by protruding above the pavement level</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>○ The umbrella has a minimum 2 metres height clearance from the pavement</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Are Fixed Glass Screens / Plastic Blinds being used?</b></li> </ul>	<b>If YES</b>	
<ul style="list-style-type: none"> <li>○ development approval sought</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ development approval granted</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Screens are simple in design</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Screens have no logos or advertising displayed</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Minimum of 600mm from the kerb line</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Pedestrian amenity maintained</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Impact on existing kerbside facilities considered, i.e. parking, loading zones, pedestrian access</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Street frontage screens do not exceed 15 metres</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Only three screens in any one street block</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ screens are appropriate for site</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ service covers are provided for.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <b>Are Bollards required and being installed?</b></li> </ul>	<b>If YES</b>	
<ul style="list-style-type: none"> <li>○ bollards placed to provide protection from slow vehicles</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ bollards placed a minimum of 600mm from kerb line</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ bollards spaced to maintain pedestrian access</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Enhances the amenity of the area.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <b>Are Planter Boxes being used?</b></li> </ul>	<b>If YES</b>	
<ul style="list-style-type: none"> <li>○ Has approval been sought?</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Design and placement of planter boxes referred to Council's landscape architect.</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ The planter boxes meet the design guidelines of the Outdoor Dining Policy.</li> </ul>	<input type="checkbox"/>	



- No sharp edges or corners. ☐
- Consistent with streetscape character. ☐
- Durable construction (plastic boxes not allowed) ☐
- No logos or advertising on boxes ☐
- Drainage and Irrigation runoff provided for ☐
- Appropriate plant materials listed with application (refer to Council's Landscape Architect). ☐
- Planter box(es) do not exceed 1200mm in length. ☐
- Minimum of 600mm from kerb line. ☐
- Appropriately spaced and positioned to provide for pedestrian access and amenity. ☐
- Existing kerbside use considered (car parking and loading zones). ☐
- Where more than one Planter Box is used, there is a minimum gap of 300mm between boxes. ☐
- Not obstructing service covers. ☐

• **Street Furniture Style**

- Details provided appropriate Street Furniture. ☐
- Street Furniture meets the requirements of Council's indicative style guide or otherwise enhances the amenity of the area and existing street character. ☐
- Durable materials (structural integrity) and colours utilised (fully moulded plastic tables and chairs not permitted). ☐

**Advertising & Signage**

- Furniture used only has the name or logo of the premises placed on them and logos are of a minor nature. ☐
- A-Frame signs not within the dining area or within a two metre clear pedestrian zone adjacent the dining area. ☐
- A-Frame signs meet the requirement of the By-Law. ☐
- **Does any advertising signage need development approval?** **If YES**
  - Approval sought ☐
  - Approval granted ☐

**Liquor Licence**

- **Is a Liquor Licence required?** **If YES**
  - Referred to Council's Development Assessment Unit ☐
  - Application lodge ☐
  - Application granted ☐

**Management of Site**

- Adequate lighting provided where outdoor dining occurs outside daylight hours ☐
- Area tables to be affixed to the footpath? ☐
- Provisions for tables and chairs to be removed from footpath at the close of business each day. ☐

**CHECKLIST FOR ONGOING ACTIONS**

Periodical Checks to be undertaken for all Outdoor Dining to ensure compliance to Outdoor Dining Policy and conditions of approval includes:

***Six Months***

- |  |                          |
|--|--------------------------|
| 1. Specific conditions of approval being met   | <input type="checkbox"/> |
| 2. Outdoor Dining Policy requirements being met  | <input type="checkbox"/> |
| 3. Dining Area and Street Furniture being kept in a safe and well maintained condition and manner.                                 | <input type="checkbox"/> |
| 4. Area is regularly cleaned.  | <input type="checkbox"/> |
| 5. Tables, Chairs and Umbrellas being removed at the close of business each day (unless tables are permanently fixed to footpath). | <input type="checkbox"/> |

***Twelve Months***

Done/Initialed

- |  |                          |
|--|--------------------------|
| 6. Updated Insurance Certificate of Currency provided to Council | <input type="checkbox"/> |
| 7. Renewed Outdoor Dining Licence issued.                        | <input type="checkbox"/> |
| 8. Annual renewal fees paid.                                     | <input type="checkbox"/> |

**PLEASE NOTE:** No permits to be issued without issue of any required Development Approvals, or a response from the Development Services Section of the Council

Signed .....

Name .....

Title .....

---

## **Appendix 8**

### *Outdoor Dining Information Guide*

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# INFORMATION SHEET



**Adelaide Hills**  
COUNCIL

## **GUIDE FOR APPLICANTS**

### **OUTDOOR DINING**

#### **What is the outdoor dining permit and policy?**

Well planned and maintained outdoor dining areas contribute to and enhance the amenity of the Adelaide Hills Townships and Urban areas.

Council has established conditions to ensure that outdoor dining occurs in a manner that benefits traders, residents and visitors to the region. These conditions also ensure that users of the space are safe from identified hazards. These conditions are imposed in a permit and defined in Council's Outdoor Dining policy.

The outdoor dining policy within the Adelaide Hills Council provides a framework within which applications for outdoor dining are assessed, permits issued and maintained.

#### **What are the statutory requirements associated with outdoor dining?**

Section 222 of the Local Government Act states that any person wanting to place tables and chairs or any other furniture on the footpath area of any street or road or public place under Council's care must obtain a permit from Council. Permit holders are required to comply with Council By-Laws.

All information required must be submitted to ensure that the application for a permit is complete.

#### **Will a Development Application need to be lodged with an application for an outdoor dining permit?**

In many instances, a Development Application will also need to be lodged with an application for a permit. These instances are:

- If a change of use is required associated with the outdoor dining permit.
- If any building or structural changes are being made associated with the permit.
- If any signage is being altered.
- If any development is being undertaken in accordance with the Development Act 1993.
- If any changes proposed will alter the amenity of the locality (e.g. overall increase in daily ongoing traffic movements to and from the site)
- If a liquor licence is sought to serve alcoholic beverages which requires any associated planning considerations.

#### **Will the Development Application require public notification?**

The public notification process is different depending on which category the development falls under. If the development is Category 3, public notification must take the form of a notice in the newspaper (The Advertiser) as well as individual notification. Individual notification will require the adjoining owners and occupiers, and anyone who the Council believes will be affected by the development to be notified. For a Category 2 development, adjoining owners and occupiers must be notified. It should be noted that the applicant must cover the costs associated with public notification. This fee will be additional to the lodgement and assessment fees. Category 1 applications will not require public notification.

#### **Who has a say if the Development Application requires public notification?**

Any person who wishes to make a representation to state their reason for objecting to or supporting a development, must do so within the time specified in the notice. This is usually 10 business days from the date of the notice. You may also have the opportunity to be heard personally before Council, however you must state this in your representation.

#### **What is the purpose of notification?**

The process of public notification allows adjoining owners and neighbours to look at an application, consider the likely impacts on themselves and provide comment to Council. This provides Council with an insight into the issues that may affect the people living in the vicinity of the proposed development.

#### **What is a safe distance from the kerb while considering the layout and planning an outdoor dining area?**

The Outdoor Dining policy lists safe distances from the kerb ranging from 0.6 metres to 0.9 metres and more depending on the road being a DTEI operated road, Council road or minor road.

For specific safe distances, please refer to the Outdoor Dining Policy and diagrams which can be accessed on Council's web page on [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au) under Council Policies.



**What information is required to be included with an application for a permit?**

- A site plan of the proposed area (to a scale not less than 1:100) showing:
  1. the front of the building immediately abutting the area to be used.
  2. the width of the footpath showing the area to be used for the placing of tables and seating and the area that is to be used for pedestrian traffic (a minimum width of 2 metres free of obstruction and in direct line of travel is to be set aside for pedestrian circulation). The layout must comply with Criteria A, B and C of the Outdoor Dining policy.
  3. the location of tables and seating, and details of fixed and removable furniture must be provided.
  4. the location of any obstructions be they flower boxes, litter bins, trees, verandah posts, lights, service pits, etc.
  5. the location and style of any protective barriers and bollards and/or planter boxes.
- Design and quantity of furniture must be provided, along with details of fixtures and other accessories.

**What happens once a permit application is granted?**

Once approval for an outdoor dining licence is obtainable, the applicant shall supply a 'Certificate of currency' against public liability before authorisation for a permit is given. Please refer to the Insurance/Indemnity section of the Outdoor Dining Policy for further details regarding the permit.

In accordance with Section 242 of the Local Government Act, time limits apply when dealing with certain applications. This applies to Council's authorisation to use a road for a business purposes. If a decision is not made within two months after a relevant period, it should be taken to have been refused.

**What if an outdoor dining application requires a Liquor Licence?**

Where the Licensee desires to serve alcoholic beverages in the Outdoor Dining area, a separate application must be made to the Office of Liquor and Gambling Commission for a licence.

**FURTHER INFORMATION CAN BE OBTAINED FROM:****Adelaide Hills Council**

Environment & Development Services  
PO Box 44  
WOODSIDE SA 5244

28 Main Street  
WOODSIDE SA 5244

Phone: 8408 0400  
Fax: 8389 7440  
E-mail: [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

**Department of Planning and Local Government**

GPO Box 1815  
ADELAIDE SA 5001

136 North Terrace  
ADELAIDE SA 5001

Phone: 8303 0600  
Fax: 8303 0604  
[www.planningsa.gov.au](http://www.planningsa.gov.au)

**PLEASE NOTE:** The information provided in this article is only intended to be a summary. All permit and development applications are considered on their individual merits and therefore situations may vary. If you have any development enquiries or require more detailed information in this regard, then please either view our website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au) or contact the Development Services Unit at (8) 8408-0558.


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## **Appendix 3**

### *Roadside Trading (Use of Public Road Verges for Business Purposes) Policy*

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# COUNCIL POLICY

	<p style="text-align: center;"><b>ROADSIDE TRADING</b> <b>(USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES)</b></p>
---	---

<b>Policy Number:</b>	COM-20
<b>Responsible Department(s):</b>	Strategy & Development, Property Services and Regulatory Services
<b>Relevant Delegations:</b>	None
<b>Other Relevant Policies:</b>	Mobile Food Vendor Location Rules
<b>Relevant Procedure(s):</b>	None
<b>Relevant Legislation:</b>	<i>Local Government Act 1999</i> <i>Local Government (Mobile Food Vendors) Amendment Act 2017</i>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	Street Traders Policy Roadside Trading 23/07/2007, Item 7.1, 31 Roadside Trading 13/10/2008, Item 8.1, 109 Roadside Trading 13/09/2011, Item 10.2, Minute 275 Roadside Trading 10/03/2015, Item 12.2, 7
<b>Adoption Authority:</b>	Council
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	No later than 2021 or as required by legislation or changed circumstances

## ROADSIDE TRADING (USE OF PUBLIC ROAD VERGES FOR BUSINESS PURPOSES) POLICY

### 1. POLICY SCOPE

Adelaide Hills Council recognises and supports the practice of selling some products from public roads within the Council area, and acknowledges the need for appropriate permit procedures and guidelines for these activities to ensure public safety and fair sharing of Council's road and other reserve spaces.

This policy establishes how applications are to be assessed and permits issued. This permit system is intended to guide how public road verges are to be used for business purposes in ways that ensure an appropriate balance between the interests of the Council, street traders, residents of the Adelaide Hills Council, and visitors to the Adelaide Hills region.

This policy does not apply to:

- permanent or all year round fruit sales outlets within private property – e.g., apples and cherries from orchards;
- permanent outlets – e.g. at Balhannah (which operate separately under development legislation);
- stalls of any type intended to be located at one site for more than 6 months;
- outdoor dining; or,
- some casual and very short-term uses of a road reserve by persons selling raffle tickets, holiday or festival appropriate flowers, home-made products, or persons seeking donations.

The policy applies to the following, and similar, business activities located on Council's road reserves, or on other Council land:

- temporary stalls;
- street vending stalls;
- Mobile Food Vendors
- fundraising stalls; or,
- seasonal stalls.

### 2. LEGISLATIVE CONTEXT

Under the *Local Government Act 1999*, a person must not use a public road for business purposes without a permit (*Section 222(1)*). Business purposes include the use of land even if it is not intended to make a profit (*Section 5*).

A permit may grant rights of exclusive occupation in relation to part of a public road (*Section 222(2)*) may be granted for a particular occasion or for a specific period (*Section 222(3)*) but cannot exceed more than five years (*Section 222(4)*). Public consultation is required if Council proposes to grant a permit that would result in any part of a road being fenced, enclosed or partitioned so as to impede traffic to a material degree (*Section 223(1)*). Council can include



conditions on a permit which it considers appropriate, requiring, for example, compliance with safety requirements, specific insurance or indemnities or payment of rent (*Section 224*).

Any person vending on a public road without a permit is in breach of the *Local Government Act 1999* and an expiation fee of \$210 will apply. In addition, Council may impose a penalty of \$2,500 if a permit is not obtained (*Section 222(1)*).

A permit may be revoked by Council by written notice to the permit holder (*Section 225*).

### 3. DEFINITIONS

**“Business purposes”** includes any **“business activity”**.

**“Business Activity”** means any activity that is engaged in for the primary purpose of making a profit. In general, business activities can include things like sales, operations, marketing, production, administration and developing economic opportunities. This policy relates primarily to business activities involving selling to the general public and passing trade. While other business activities can be undertaken on road side locations, they are unlikely to be a practical or profitable use of that land. For the purposes of this policy, land may be used for a business purpose even if the use is not intended to make a profit.

**“Fundraising stall”** means a stall operating to raise money for a charity or not-for-profit organisation where 100% of the net proceeds of sales are directed to that charity or organisation.

**“Imported goods and produce”** means goods and farm produce not grown, dug, picked, collected, sourced or produced by the stall holder on land adjacent to the stall, and goods and farm produce, including manufactured goods, which are on-sold for a third party even if locally grown or produced.

**“Manufactured goods”** means goods produced on a large scale by manual labour and/or machinery. Manufactured goods do not include, farm produce dug, picked, collected, or sourced by the stall holder, or goods hand-made or produced by the stall holder.

**“Mobile Trading”** means the sale of items from a vehicle, where a particular item is sold to buyers from the vehicle itself.

**“Permanent stall”** means a stall which is intended to be in place indefinitely, being more than six months continuously or consecutively, or in varying periods which together total more than six months over a 12 month permit period.

**“Permit”** means a permit to use a public road for business purposes as prescribed in Section 222 of the *Local Government Act 1999*.

**“Seasonal”** means farm produce which is available during its natural season or which is available periodically, and includes the sale of chicken manure and horse manure in accordance with best practice horse keeping.

**“Small stall”** means a stall no more than four (4) square metres in area.

**“Street Vending”** means the sale of items where the vendor is present at all times and assists buyers with their purchase.

**“Temporary stall”** means a stall which is in place for a limited time only, being not more than six months continuously or consecutively, or in varying periods which together total six months or less over a 12 month permit period.

#### **4. POLICY OBJECTIVES**

- 4.1** To provide for public health, safety and amenity;
- 4.2** To establish procedures for registration and identification of traders who trade on Council’s road verges; and,
- 4.3** To indicate those types of activities which Council do not support.

#### **5. POLICY STATEMENTS/PRINCIPLES**

- 5.1** The use of public footpaths in townships and urban areas and road verges in rural areas by business and other persons selling goods should be granted only where:
  - a) there is no adverse impact on pedestrian safety or other road users; and,
  - b) amenity of the locality can be preserved.
- 5.2** Council acknowledges the tradition of temporary roadside stalls in rural areas, in particular stalls of a small scale (occupying no more than 4m<sup>2</sup>) which do not require the construction of any structure(s) and which only involve the sale of farm produce or goods (e.g. flowers, fire wood, horse manure).
- 5.3** Any roadside stall selling horse manure will be categorised as ‘temporary’ provided that any signs and empty pallets, or the like, are removed when there is no manure for sale.
- 5.4** Council supports small scale (occupying no more than 4m<sup>2</sup>) and temporary street trading in townships and urban areas which:
  - a) does not require the construction of any permanent or fixed structure(s) within townships and urban areas; and,
  - b) comprises charity or community service fundraising activities, or sales or promotions by businesses immediately adjacent to that section of street to be used for business purposes.
- 5.5** No manufactured goods shall be sold at road verge stalls in rural areas.
- 5.6** Permit holders in townships and urban areas must remove all vehicles and equipment from the public footpath or road verge at the end of each day or at the conclusion of business unless the permit indicates otherwise.
- 5.7** Vehicles used to sell goods, and any stall must display a valid Permit.

- 5.8** Only those parts of a road reserve which are considered safe for pedestrian and vehicular traffic may be utilised. Assessment of acceptable sight distance for rural roadside verge stalls will be based on the following general approach for minimum safe stopping distance (SSD) either side of the location of the stall:
- a) 60kph road = 73 metres SSD;
  - b) 80 kph = 114 metres SSD; and,
  - c) 100 kph = 165 metres SSD.
- 5.9** A permit holder must agree to indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act.
- 5.10** If the applicant is not the owner of the land adjacent to the proposed location of the stall, then the applicant shall obtain the written agreement of the immediately adjoining owner(s) of land.
- 5.11** Public liability insurance for permit holders to the value of at least \$20 million provided by Adelaide Hills Council.
- 5.12** Signage is to be restricted to two (2) single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 m<sup>2</sup> (e.g. 1200mm x 300mm or 600mm x 600mm) and situated immediately adjacent the stall.
- 5.13** The general approach to fees is:
- a) permit fees are set in Council's Fees and Charges Register, located on the Adelaide Hills Council website at [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)
  - b) a permit fee will apply:
    - to the use of the road reserve within townships and urban areas to display and sell goods or for promotional and similar purposes;
    - in all areas where goods sold are imported or manufactured
    - in all areas where goods are sold from large and/or permanent stalls; subject to the exclusions noted below
  - c) No permit fee will apply for:
    - a small temporary or permanent stall displaying and selling horse manure adjacent to a residential or rural property;
    - a small temporary display selling seasonal good and produce (ie. flowers, fruit and vegetables) adjacent to a residential or rural property;
    - one day only of the sale of manufacture or imported good or for promotional purposes (up to a maximum of 5 days per annum);
    - fundraising stalls for charitable purposes
- 5.14** Permission, either by permit or allowance under this policy, to operate in a particular location does not extend to times when a major event occurs which includes that same location – e.g. 'Tour Down Under' or the 'Lights of Lobethal'. Approval to operate during such events in the same location is to be obtained via the event organiser and Council.

**5.15** Permits are only allowed for use of roadside verges. Permits will not be issued for:

- road carriageways or road surface areas, including areas set aside for the movement or parking of vehicles;
- any area where the parking or movement of vehicles is prohibited or restricted; or
- any other location, including verges, that Council determines are unsafe.

## **6. PERMIT PROCESS AND CONDITIONS**

### **6.1 Types of Street Trading Permits under this policy include:**

Permit type/category	Common examples
<b>Mobile food vendor</b>	<ul style="list-style-type: none"> <li>• Soft serve ice cream van</li> <li>• Boxed ice cream sales from van</li> <li>• Coffee van</li> <li>• Take away food</li> <li>• Sale of farm produce from a vehicle</li> </ul>
<b>Display and/or sale of goods on footpath</b>	<ul style="list-style-type: none"> <li>• Sale items displayed on trestle table with sale taking place in adjacent shop</li> <li>• Goods placed directly on footpath with sale taking place in adjacent shop</li> <li>• Fruit and vegetables in cart or on table on footpath with sales in adjacent shop</li> <li>• Goods displayed on trestle table or placed directly on footpath with sale taking place outside shop</li> </ul>
<b>Roadside trading</b>	<ul style="list-style-type: none"> <li>• Seasonal stall – eg fruit, flowers</li> <li>• Sale of rural produce from adjacent property – eg fruit, manure, hay, flowers</li> <li>• Permanent or semi-permanent stall – eg fruit, flowers</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Fund raising stall</li> </ul>

### **6.2 Period of Validity**

Permits will be issued for a maximum 12 month period ending on 30 June each year with the actual duration to be determined by Council.

### **6.3 Fees**

Fees are set and reviewed each year by Council and are listed in Council's Fees and Charges Register located on the Adelaide Hills Council website at [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au)

### **6.4 Application process**

1. Application form to be completed and lodged with Council together with required information (NB: a single application may be lodged for special events)
2. Application received, registered and acknowledged
3. Council officer, or officers inspect the site to assess suitability of the site

4. Assessment of application taking into account the following issues:
  - a) appropriate location of the vehicle, table, stall or other temporary structure, having regard to the safety of other road users and pedestrians;
  - b) assessment of acceptable sight distance for rural roadside verge stalls in accordance with clause 5.8;
  - c) control of obstructions;
  - d) location of nearby infrastructure, properties and driveway crossovers;
  - e) control of visual amenity, cleanliness and litter;
  - f) scale and nature of proposal;
  - g) the protection of Council against any public liability claims arising out of any failure by the permit holder;
  - h) and any other relevant factors.
5. Referral to other sections within Council, when relevant;
6. Determine any conditions which should apply; and
7. Application granted or refused
8. If the application is granted, and the determined fee paid, then the permit will be issued.

If it is determined the activity will require other approvals, such as approval under the *Public and Environmental Health Act 1987* or development approval under the *Development Act 1993*, the applicant will be advised that the application cannot proceed until the required approvals have been obtained.

## 6.5 **Conditions of Permit**

The following conditions, where applicable, will apply to all Roadside Trading Permits:

1. the permit holder will comply with all relevant laws of the Commonwealth and State and any relevant Council by-law;
2. the permit holder agrees to comply with permit conditions and Council's Roadside Trading (Use of Public Road Verges for Business Purposes) Policy;
3. vendors must comply with all provisions of the Australian Road Rules;
4. permit holders in townships and urban areas must remove all vehicles and equipment from the public footpath or road verge at the end of each day or at the conclusion of business unless this permit indicates otherwise;
5. music or other audible means, e.g. bell, used for attracting custom is to be kept to a minimum and are not to create a nuisance. Music or bells utilised on vehicles are not to be used when the vehicle is stationary;
6. this permit must be supplied on request by an authorised officer of Adelaide Hills Council;
7. permits must be on display at all times;
8. the permit holder is required to notify Council in writing within 7 days of any changes of address of the business;
9. the permit is non-transferable;
10. a permit holder must indemnify Council from all actions and damages whatsoever which may be brought against them for any wilful or negligent act;
11. all permit applications that relate to the sale or distribution of any food materials, must have lodged a Mobile Food Vendor Application Form and had food preparation equipment that is intended to be used, inspected by and approved by an Adelaide Hills Council's Environmental Health Officer;
12. signage is to be restricted to one single-sided or double-sided sign per stall, with an advertisement area of not more than 0.36 square metres (e.g. 1200mm x

- 300mm or 600mm x 600mm) and situated immediately adjacent the stall with no approach signs allowed;
13. this permit is not valid if a major event occurs which includes the same location as approved under this permit. Approval to operate during such events in the same location must be obtained via the event organiser;
  14. permits are issued subject to the principles, terms and conditions of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy; and,
  15. any breaches of permit condition(s) or of Councils Roadside Trading (Use of Public Road Verges for Business Purposes) Policy may result in the cancellation of the permit.

#### **6.6 Specific Conditions for Street Vending or Mobile Food Vendors (selling food or drinks)**

The following additional conditions, will apply to the occasional street vending of food, drinks or agricultural produce:

1. all permit applications that relate to the sale or distribution of any food materials, must have lodged a food notification form, and had any food preparation equipment that is intended to be used inspected by and approved by an Adelaide Hills Council Environmental Health Officer.
2. unpackaged ice cream may only be sold if:
  - the permit holders name and address is conspicuously marked on the vehicle;
  - in a mobile van, the vehicle is safe and displays appropriate safety signage; and,
  - in a mobile van, the vehicle is not used for any other purpose.

#### **6.7 Specific Conditions for Street Vending or Mobile Vans (not selling food or drinks)**

The following additional conditions, will apply to occasional/ periodical non-food related Street Vending at approved areas within the Council area:

1. The permit holder must not sell any animals or birds.

### **7. DELEGATION**

Permits may be issued by the Delegated Council Officer in accordance with this Policy.

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.

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

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

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 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**

On 27 February 2018 an update of Council's Long Term Financial Plan (LTFP) was endorsed for community consultation. The consultation subsequently took place between 7 March 2018 and 30 March 2018.

This report tables the LTFP for adoption by Council prior to the consideration of the draft 2018/19 Annual Business Plan.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. To adopt the Long Term Financial Plan, as contained in Appendix 1 to this report, 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:* In accordance with Section 122 of the Act consultation with the community was undertaken on the Draft LTFP following endorsement by Council on 27 February 2018. The consultation process involved the following:

- Publishing the Draft LTFP on Council's website
- Issuing an advice to in excess of 1600 people that have registered for regular email updates from Council
- Advertising the availability of the LTFP in local papers, and
- Making copies available at Council libraries.



## **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.

Consultation formally commenced on 7 March 2018 and concluded on 30 March 2018.

## **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.

**Subsequent Event – Recycling Income:**

Since the endorsement of the LTFP for consultation there has been considerable movements experienced in the level of cost associated with the management of recyclables as a consequence of the 'China Sword'. The impacts have been experienced nationally and will result in Council's anticipated annual revenue stream of \$120k (approximately) ceasing immediately, and being replaced with a holding cost of approximately \$200k per annum. The impact of this significant change has not been captured in the current version of the LTFP, though if this trend continued throughout the 10 year life of the model the net impact on long term debt levels could see a rise in excess of \$3 million if actions are not taken to address.

It is proposed that the next version of the LTFP would capture the long term impacts once a greater level of understanding has been obtained.

**Consultation Outcomes:**

At the conclusion of the consultation period there were no formal responses provided in relation to the draft LTFP as presented. There was however reasonable interest in the Plan as highlighted in the following extract on the number of interactions recorded.



By way of clarification an 'aware' visitor (of which there were 46), or a visitor that we consider to be 'aware', has made one single visit to the site or project. An 'informed' visitor however (of which there were 24) has taken the next step from being aware and clicked on something shown on the site.

Based on a review of the consultation report, of the 24 individuals considered to be 'informed', 20 had downloaded a full copy of the LTFP for review and 4 had downloaded a copy of the Council report. A full copy of the EngageHQ consultation report is available at **Appendix 2**.

Council is periodically required by Section 122(a) of the Act to adopt an updated version. It is anticipated that the next version of the LTFP will be prepared for Audit Committee review once the actual results for 2017/18 are known and 2018/19 Budget is set.

#### 4. OPTIONS

1. To endorse the draft Long Term Financial Plan as prepared without making any further amendments (Recommended).
2. Decline to adopt the Long Term Financial Plan, and suggest further amendments be made, with the amended Plan being re-presented to Council at a subsequent meeting (Not recommended).

#### 5. APPENDICES

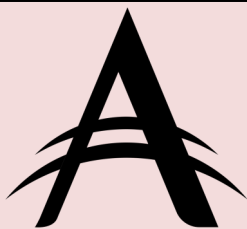
- (1) Long Term Financial Plan (February 2018)
- (2) Consultation Report from EngageHQ

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# **Appendix 1**

*Long Term Financial Plan  
(February 2018)*

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**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](mailto: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

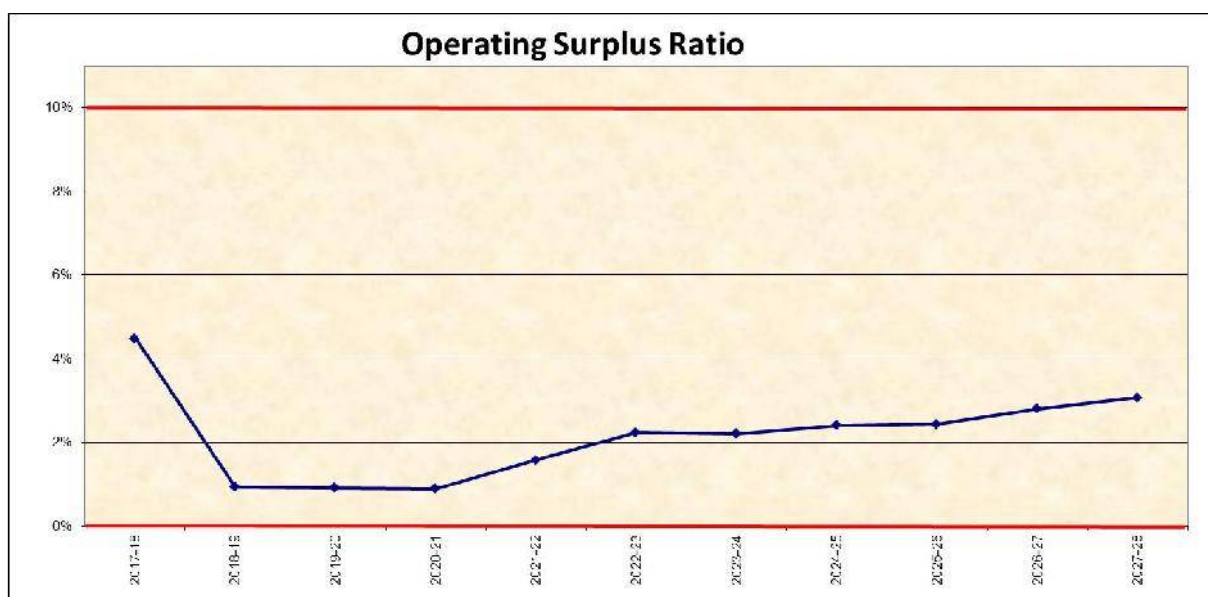
The operating surplus ratio indicates the extent to which operating revenue is sufficient to meet all operating expenses and whether current ratepayers are paying for their consumption of resources.

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.

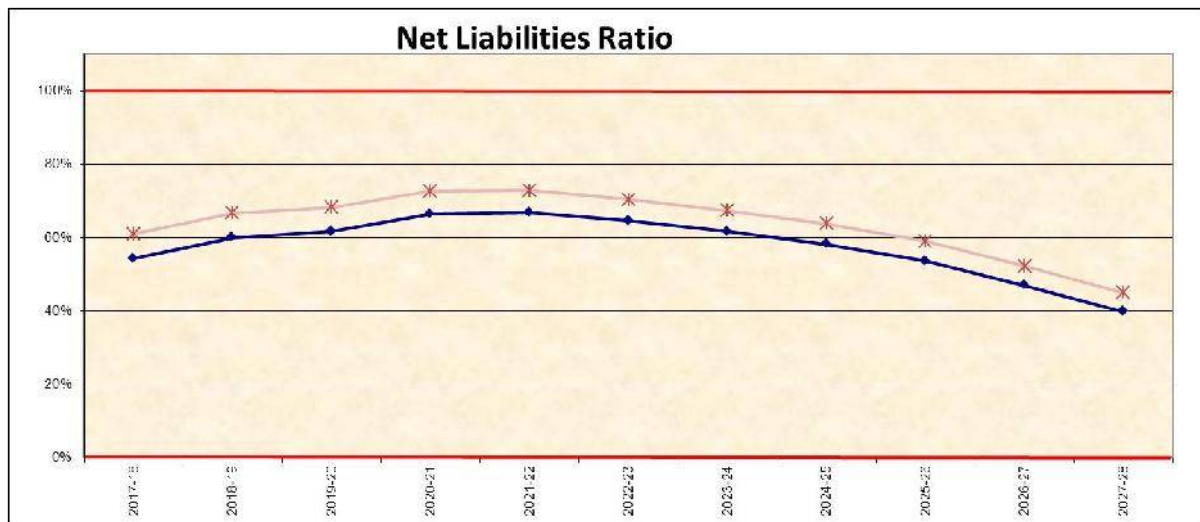
This ratio indicates the extent to which the net financial liabilities of the Council can be met by the Council's total operating revenue. Where the ratio is falling, it indicates that the Council's capacity to meet its financial obligations from operating revenues is strengthening. Where the ratio is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

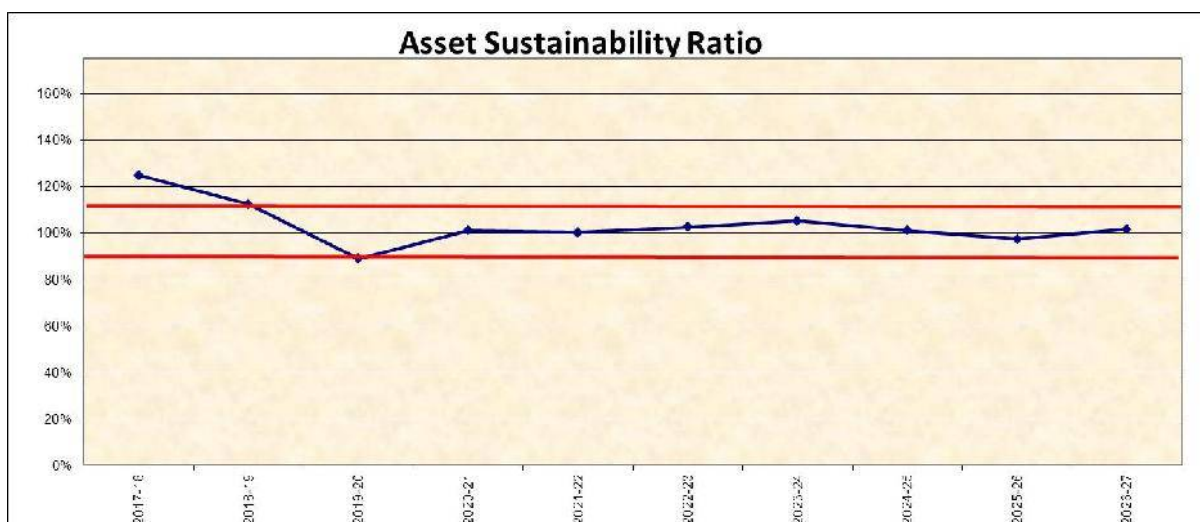
This ratio indicates whether a Council is renewing or replacing existing infrastructure assets at the same rate that its asset management plan requires.

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
<b>Income</b>	44,239	44,502	45,600	47,197	48,945	50,810	52,233	53,592	54,987	56,582	58,134
<b>less Expenses</b>	42,254	44,089	45,185	46,777	48,174	49,674	51,083	52,305	53,648	54,999	56,351
<b>Operating Surplus</b>	<b>1,986</b>	<b>413</b>	<b>416</b>	<b>419</b>	<b>771</b>	<b>1,136</b>	<b>1,150</b>	<b>1,287</b>	<b>1,339</b>	<b>1,583</b>	<b>1,783</b>
<b>Net Outlays on Existing Assets</b>											
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
<b>Net Outlays in New and Upgraded Assets</b>											
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 )
<b>Net Lending/ (Borrowing) for Financial Year</b>	<b>(4,029 )</b>	<b>(2,593 )</b>	<b>(1,312 )</b>	<b>(3,100 )</b>	<b>(1,278 )</b>	<b>(6 )</b>	<b>692</b>	<b>1,107</b>	<b>1,840</b>	<b>2,970</b>	<b>3,564</b>

**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
<b>Income</b>											
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
<b>Total Income</b>	<b>44,239</b>	<b>44,502</b>	<b>45,600</b>	<b>47,197</b>	<b>48,945</b>	<b>50,810</b>	<b>52,233</b>	<b>53,592</b>	<b>54,987</b>	<b>56,582</b>	<b>58,134</b>
<b>Expenses</b>											
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
<b>Total Expenses</b>	<b>42,254</b>	<b>44,089</b>	<b>45,185</b>	<b>46,777</b>	<b>48,174</b>	<b>49,674</b>	<b>51,083</b>	<b>52,305</b>	<b>53,648</b>	<b>54,999</b>	<b>56,351</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,985</b>	<b>413</b>	<b>416</b>	<b>419</b>	<b>771</b>	<b>1,136</b>	<b>1,150</b>	<b>1,287</b>	<b>1,339</b>	<b>1,583</b>	<b>1,783</b>
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
<b>Net Surplus/(Deficit)</b>	<b>2,902</b>	<b>1,413</b>	<b>1,416</b>	<b>1,419</b>	<b>1,771</b>	<b>1,636</b>	<b>1,650</b>	<b>1,787</b>	<b>1,839</b>	<b>2,083</b>	<b>2,283</b>

**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
<b>CURRENT ASSETS</b>											
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
<b>Total Current Assets</b>	<b>3,745</b>	<b>3,739</b>	<b>3,740</b>	<b>3,740</b>	<b>3,723</b>	<b>3,723</b>	<b>3,723</b>	<b>3,723</b>	<b>3,723</b>	<b>3,723</b>	<b>3,723</b>
<b>NON-CURRENT ASSETS</b>											
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
<b>Total Non-Current Assets</b>	<b>324,068</b>	<b>328,158</b>	<b>330,969</b>	<b>335,571</b>	<b>338,720</b>	<b>340,462</b>	<b>341,521</b>	<b>342,301</b>	<b>342,401</b>	<b>341,613</b>	<b>340,433</b>
<b>TOTAL ASSETS</b>	<b>327,813</b>	<b>331,897</b>	<b>334,708</b>	<b>339,311</b>	<b>342,443</b>	<b>344,185</b>	<b>345,244</b>	<b>346,024</b>	<b>346,124</b>	<b>345,336</b>	<b>344,156</b>
<b>CURRENT LIABILITIES</b>											
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
<b>Total Current Liabilities</b>	<b>13,666</b>	<b>13,878</b>	<b>19,008</b>	<b>14,711</b>	<b>14,940</b>	<b>15,192</b>	<b>20,395</b>	<b>15,905</b>	<b>16,504</b>	<b>16,101</b>	<b>15,239</b>
<b>NON-CURRENT LIABILITIES</b>											
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
<b>Total Non-Current Liabilities</b>	<b>14,130</b>	<b>16,589</b>	<b>12,855</b>	<b>20,336</b>	<b>21,468</b>	<b>21,322</b>	<b>15,526</b>	<b>19,009</b>	<b>16,671</b>	<b>14,204</b>	<b>11,601</b>
<b>TOTAL LIABILITIES</b>	<b>27,796</b>	<b>30,467</b>	<b>31,863</b>	<b>35,047</b>	<b>36,407</b>	<b>36,514</b>	<b>35,922</b>	<b>34,915</b>	<b>33,175</b>	<b>30,305</b>	<b>26,841</b>
<b>NET ASSETS</b>	<b>300,017</b>	<b>301,429</b>	<b>302,845</b>	<b>304,264</b>	<b>306,036</b>	<b>307,672</b>	<b>309,322</b>	<b>311,110</b>	<b>312,949</b>	<b>315,032</b>	<b>317,315</b>
<b>EQUITY</b>											
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
<b>TOTAL EQUITY</b>	<b>300,017</b>	<b>301,429</b>	<b>302,845</b>	<b>304,264</b>	<b>306,036</b>	<b>307,672</b>	<b>309,322</b>	<b>311,110</b>	<b>312,948</b>	<b>315,032</b>	<b>317,315</b>

**Adelaide Hills Council - 10 Year Financial Plan**  
**Forecast Statement Of Cash Flows For the Year ended 30 June**

<b>STATEMENT OF CASHFLOWS</b>	<b>2017-18 Year 0 \$'000</b>	<b>2018-19 Year 1 \$'000</b>	<b>2019-20 Year 2 \$'000</b>	<b>2020-21 Year 3 \$'000</b>	<b>2021-22 Year 4 \$'000</b>	<b>2022-23 Year 5 \$'000</b>	<b>2023-24 Year 6 \$'000</b>	<b>2024-25 Year 7 \$'000</b>	<b>2025-26 Year 8 \$'000</b>	<b>2026-27 Year 9 \$'000</b>	<b>2027-28 Year 10 \$'000</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>											
<b>Receipts</b>											
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
<b>Receipts</b>											
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
<b>Less Payments</b>											
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
<b>Payments</b>											
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
<b>Net Cash Provided by (or used in) Operating Activities</b>	<b>10,012</b>	<b>8,756</b>	<b>9,016</b>	<b>9,280</b>	<b>9,945</b>	<b>10,609</b>	<b>10,912</b>	<b>11,321</b>	<b>11,650</b>	<b>12,211</b>	<b>12,714</b>
<b>CASH FLOWS FROM INVESTMENT ACTIVITIES</b>											
<b>Receipts</b>											
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
<b>Payments</b>											
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
<b>Net Cash Provided by (or used in) Investing Activities</b>	<b>(13,998)</b>	<b>(11,427)</b>	<b>(10,412)</b>	<b>(12,463)</b>	<b>(11,306)</b>	<b>(10,715)</b>	<b>(10,320)</b>	<b>(10,314)</b>	<b>(9,910)</b>	<b>(9,340)</b>	<b>(9,250)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>											
<b>Receipts</b>											
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											
<b>Payments</b>											
Repayment of Borrowings	(34)	(216)	(341)	(5,434)	(1,119)	(1,368)	(1,546)	(6,696)	(2,217)	(2,338)	(2,467)
<b>Net Cash Provided by (or used in) Financing Activities</b>	<b>4,020</b>	<b>2,584</b>	<b>1,359</b>	<b>3,166</b>	<b>1,381</b>	<b>32</b>	<b>(646)</b>	<b>(996)</b>	<b>(2,217)</b>	<b>(2,338)</b>	<b>(2,467)</b>
<b>Net Increase (Decrease) in cash held</b>	<b>34</b>	<b>(87)</b>	<b>(37)</b>	<b>(18)</b>	<b>20</b>	<b>(75)</b>	<b>(54)</b>	<b>11</b>	<b>(477)</b>	<b>532</b>	<b>997</b>
<b>Cash &amp; cash equivalents at beginning of period</b>	<b>(2,634)</b>	<b>(2,600)</b>	<b>(2,687)</b>	<b>(2,724)</b>	<b>(2,742)</b>	<b>(2,721)</b>	<b>(2,796)</b>	<b>(2,850)</b>	<b>(2,838)</b>	<b>(3,316)</b>	<b>(2,784)</b>
<b>Cash &amp; cash equivalents at end of period</b>	<b>(2,600)</b>	<b>(2,687)</b>	<b>(2,724)</b>	<b>(2,742)</b>	<b>(2,721)</b>	<b>(2,796)</b>	<b>(2,850)</b>	<b>(2,838)</b>	<b>(3,316)</b>	<b>(2,784)</b>	<b>(1,787)</b>



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
<b>RENEWAL CAPITAL WORKS</b>										
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
<b>TOTAL RENEWAL WORKS:</b>	<b>10,853</b>	<b>9,615</b>	<b>10,515</b>	<b>10,650</b>	<b>10,240</b>	<b>10,107</b>	<b>10,111</b>	<b>9,713</b>	<b>9,345</b>	<b>9,247</b>
<b>CAPACITY / UPGRADE CAPITAL WORKS</b>										
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
<b>TOTAL CAPACITY / UPGRADE CAPITAL WORKS:</b>	<b>781</b>	<b>450</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>NEW CAPITAL WORKS (as per Strategies schedule)</b>	<b>815</b>	<b>1,363</b>	<b>2,665</b>	<b>1,373</b>	<b>675</b>	<b>413</b>	<b>403</b>	<b>397</b>	<b>195</b>	<b>203</b>
<b>TOTAL CAPITAL WORKS</b>	<b>12,449</b>	<b>11,428</b>	<b>13,480</b>	<b>12,323</b>	<b>11,215</b>	<b>10,820</b>	<b>10,814</b>	<b>10,410</b>	<b>9,840</b>	<b>9,750</b>
<b>DEPRECIATION PROVISION (NEW ASSETS)</b>	<b>50</b>	<b>40</b>	<b>45</b>	<b>74</b>	<b>42</b>	<b>24</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>12</b>
<b>MAINTENANCE PROVISION (NEW ASSETS)</b>	<b>100</b>	<b>53</b>	<b>60</b>	<b>99</b>	<b>56</b>	<b>33</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>17</b>
<b>DEPRECIATION REVIEWS AFTER REVALUATION:</b>										
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
<b>Depreciation Adjustment - Asset Category Reviews</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# 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
<b>PROSPER</b>										
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
<b>NET EXPENDITURE FOR PROSPER</b>	<b>285</b>	<b>343</b>	<b>465</b>	<b>463</b>	<b>480</b>	<b>460</b>	<b>460</b>	<b>460</b>	<b>260</b>	<b>260</b>
<b>CONNECT</b>										
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
<b>NET EXPENDITURE FOR CONNECT</b>	<b>112</b>	<b>(141)</b>	<b>1,092</b>	<b>736</b>	<b>433</b>	<b>520</b>	<b>515</b>	<b>514</b>	<b>507</b>	<b>520</b>
<b>PLACE</b>										
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
<b>NET EXPENDITURE FOR PLACE</b>	<b>758</b>	<b>853</b>	<b>1,191</b>	<b>410</b>	<b>220</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>
<b>EXPLORE</b>										
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
<b>NET EXPENDITURE FOR EXPLORE</b>	<b>30</b>	<b>325</b>	<b>80</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>ORGANISATIONAL SUSTAINABILITY</b>										
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
<b>NET EXPENDITURE FOR ORGANISATIONAL</b>	<b>201</b>	<b>97</b>	<b>30</b>	<b>75</b>	<b>60</b>	<b>40</b>	<b>55</b>	<b>50</b>	<b>60</b>	<b>65</b>
<b>STRATEGIC PLAN TOTAL</b>	<b>1,386</b>	<b>1,477</b>	<b>2,858</b>	<b>1,744</b>	<b>1,253</b>	<b>1,240</b>	<b>1,250</b>	<b>1,244</b>	<b>1,047</b>	<b>1,065</b>
<b>FUNCTIONAL STRATEGIES</b>										
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
<b>FUNCTIONAL STRATEGIES TOTALS</b>	<b>393</b>	<b>704</b>	<b>921</b>	<b>651</b>	<b>491</b>	<b>280</b>	<b>192</b>	<b>170</b>	<b>157</b>	<b>172</b>
<b>GRAND TOTAL</b>	<b>1,779</b>	<b>2,181</b>	<b>3,779</b>	<b>2,395</b>	<b>1,744</b>	<b>1,520</b>	<b>1,442</b>	<b>1,414</b>	<b>1,204</b>	<b>1,237</b>
<b>ALLOCATION TO LTFF</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
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
<b>GRAND TOTAL</b>	<b>1,779</b>	<b>2,181</b>	<b>3,779</b>	<b>2,395</b>	<b>1,744</b>	<b>1,520</b>	<b>1,442</b>	<b>1,414</b>	<b>1,204</b>	<b>1,237</b>

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
<b>Organisational</b>										
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
<b>Service Reviews</b>										
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
<b>Contract Management</b>										
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
<b>Infrastructure and Maintenance</b>										
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
<b>Revenue Generation</b>										
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
<b>People Management</b>										
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
<b>GRAND TOTAL</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>
<b>ALLOCATION TO LTFP</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
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
<b>GRAND TOTAL</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>455</b>

## 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
<b>General Rate Revenue (previous year)</b>											
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
<b>Net Movement</b>		1,172	1,388	1,406	1,536	1,638	1,192	1,142	1,173	1,338	1,305
<b>Revised General Rate Revenue</b>	<b>33,960</b>	<b>35,132</b>	<b>36,519</b>	<b>37,925</b>	<b>39,461</b>	<b>41,099</b>	<b>42,291</b>	<b>43,433</b>	<b>44,605</b>	<b>45,943</b>	<b>47,248</b>
<b>Separate Rate Revenue</b>											
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
<b>Net Movement</b>		148	163	38	42	45	46	43	44	51	49
<b>Revised Rates Other Revenue</b>	<b>1,484</b>	<b>1,632</b>	<b>1,795</b>	<b>1,833</b>	<b>1,875</b>	<b>1,920</b>	<b>1,966</b>	<b>2,009</b>	<b>2,054</b>	<b>2,105</b>	<b>2,154</b>
<b>Other Rate Revenue</b>											
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
<b>Net Movement</b>		3	4	4	4	4	3	3	3	4	4
<b>Revised Rates Other Revenue</b>	<b>92</b>	<b>95</b>	<b>99</b>	<b>103</b>	<b>107</b>	<b>111</b>	<b>115</b>	<b>118</b>	<b>121</b>	<b>124</b>	<b>128</b>
<b>Statutory Charges Revenue</b>											
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
<b>Net Movement</b>		17	22	22	24	26	26	25	25	29	28
<b>Revised Statutory Charges Revenue</b>	<b>991</b>	<b>1,008</b>	<b>1,030</b>	<b>1,052</b>	<b>1,076</b>	<b>1,102</b>	<b>1,128</b>	<b>1,153</b>	<b>1,178</b>	<b>1,208</b>	<b>1,236</b>
<b>User Charges Revenue (previous year)</b>											
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
<b>Net Movement</b>		53	31	30	34	36	37	35	36	41	40
<b>Revised User Charges Revenue</b>	<b>1,363</b>	<b>1,416</b>	<b>1,447</b>	<b>1,478</b>	<b>1,512</b>	<b>1,548</b>	<b>1,585</b>	<b>1,620</b>	<b>1,656</b>	<b>1,697</b>	<b>1,737</b>
<b>Grants and Subsidies</b>											
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
<b>Net Movement</b>		(1,246)	(531)	76	85	91	93	87	89	103	99
<b>Revised Grants &amp; Subsidies Revenue</b>	<b>5,394</b>	<b>4,148</b>	<b>3,617</b>	<b>3,693</b>	<b>3,778</b>	<b>3,869</b>	<b>3,961</b>	<b>4,049</b>	<b>4,138</b>	<b>4,241</b>	<b>4,340</b>
<b>Investment Revenue</b>											
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
<b>Net Movement</b>		1	1	1	1	2	2	1	1	2	2
<b>Revised Investment Revenue</b>	<b>58</b>	<b>59</b>	<b>60</b>	<b>62</b>	<b>63</b>	<b>64</b>	<b>66</b>	<b>67</b>	<b>69</b>	<b>71</b>	<b>72</b>
<b>Reimbursements</b>											
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
<b>Net Movement</b>		9	12	11	13	14	14	13	13	16	15
<b>Revised Reimbursement Revenue</b>	<b>526</b>	<b>535</b>	<b>547</b>	<b>558</b>	<b>571</b>	<b>585</b>	<b>599</b>	<b>612</b>	<b>625</b>	<b>641</b>	<b>656</b>
<b>Other Revenue</b>											
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
<b>Net Movement</b>		6	8	8	9	10	10	9	9	11	11
<b>Revised Other Income</b>	<b>371</b>	<b>377</b>	<b>386</b>	<b>394</b>	<b>403</b>	<b>412</b>	<b>422</b>	<b>432</b>	<b>441</b>	<b>452</b>	<b>463</b>
<b>Operating Project Revenue</b>											
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
<b>Net Movement</b>		0	0	0	0	0	0	0	0	0	0
<b>Revised Project Income Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Joint Venture Income</b>											
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
<b>Net Movement</b>		100	0	0	0	0	0	0	0	0	0
<b>Revised Project Income Revenue</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

## 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
<b>Employee Costs</b>											
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
<b>Material Contracts and Other</b>											
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
<b>Finance Costs</b>											
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
<b>Depreciation</b>											
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
<b>KEY EXPENDITURE ITEMS:</b>											
<b>Electricity charges</b>											
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
<b>Water costs</b>											
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
<b>Waste costs</b>											
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
<b>GENERAL INDEXATION:</b>											
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%
<b>RATES INCOME</b>											
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%
<b>EMPLOYMENT COSTS:</b>											
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%
<b>ELECTRICITY COSTS</b>											
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%
<b>WATER COSTS</b>											
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%
<b>WASTE COSTS</b>											
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%

---

## **Appendix 2**

*Consultation Report from EngageHQ*

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# Summary Report

07 March 2018 - 30 March 2018

## Hills Voice: your say

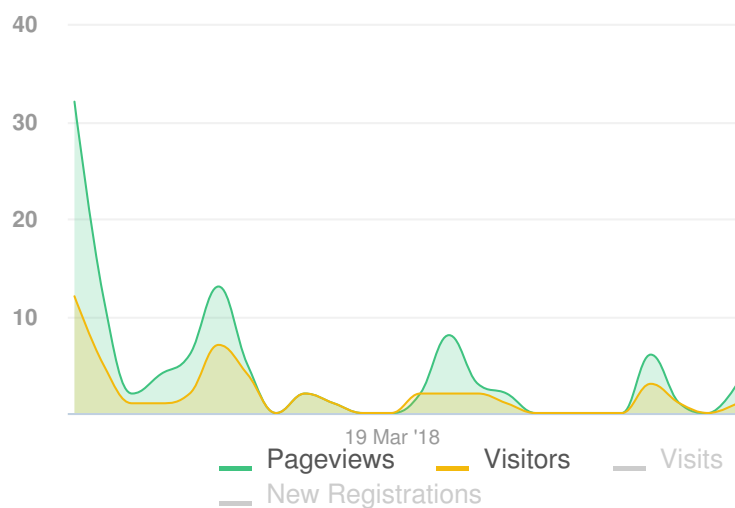
PROJECTS SELECTED: 1

Long Term Financial Plan- open for comments 7 March - 30 March 2018

FULL LIST AT THE END OF THE REPORT



### Visitors Summary



### Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
49	12	
NEW REGISTRATIONS		
0		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
0	22	44



## PARTICIPANT SUMMARY

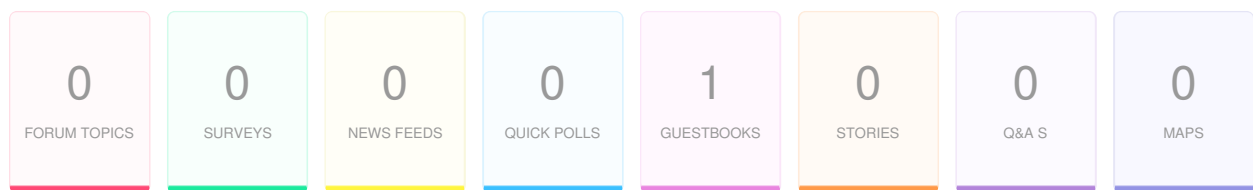
ENGAGED	0 ENGAGED PARTICIPANTS				TOP PROJECTS	
		Registered	Unverified	Anonymous		
INFORMED		Contributed on Forums	0	0	No projects to show	
		Participated in Surveys	0	0		
		Contributed to Newsfeeds	0	0		
		Participated in Quick Polls	0	0		
AWARE		Posted on Guestbooks	0	0		
		Contributed to Stories	0	0		
		Asked Questions	0	0		
		Placed Pins on Maps	0	0		
		Contributed to Ideas	0	0		
				* Calculated as a percentage of total visits to the Project		

ENGAGED	22 INFORMED PARTICIPANTS		TOP PROJECTS	
		Participants		Participants (%)
INFORMED		Viewed a video	0	Long Term Financial Plan- o...
		Viewed a photo	0	22 (50.0%)
		Downloaded a document	20	
		Visited the Key Dates page	2	
AWARE		Visited an FAQ list Page	0	
		Visited Instagram Page	0	
		Visited Multiple Project Pages	21	
		Contributed to a tool (engaged)	0	
		* Calculated as a percentage of total visits to the Project		

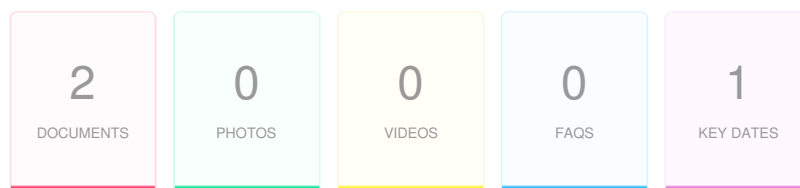
ENGAGED	44 AWARE PARTICIPANTS		TOP PROJECTS	
		Participants		Participants
INFORMED		Visited at least one Page	44	Long Term Financial Plan- o...
				44
AWARE				
		* Total list of unique visitors to the project		

		* A single engaged participant can perform multiple actions		* Calculated as a percentage of total visits to the Project	
		* A single informed participant can perform multiple actions		* Calculated as a percentage of total visits to the Project	
		* Aware user could have also performed an Informed or Engaged Action		* Total list of unique visitors to the project	

## ENGAGEMENT TOOLS SUMMARY



## INFORMATION WIDGET SUMMARY



DOCUMENTS	
2	Documents
20	Visitors
24	Downloads

TOP 3 DOCUMENTS BASED ON DOWNLOADS	
20 Downloads	4 Downloads
Draft Long Term Financial Plan 2018	Council Report on draft Long Term Financial Plan 2018

KEY DATES	
1	Key Dates
2	Visitors
2	Views

TOP 3 KEY DATES BASED ON VIEWS	
2 Views	
Long Term Financial Plan- open for comments 7 March - 30 March 2018	

## TRAFFIC SOURCES OVERVIEW

REFERRER URL	Visits
www.ahc.sa.gov.au	22
m.facebook.com	11
ahc.sa.gov.au	2
t.co	2

## SELECTED PROJECTS - FULL LIST

PROJECT TITLE	AWARE	INFORMED	ENGAGED
Long Term Financial Plan- open for comments 7 March - 30 March 2018	44	22	0

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.7

**Originating Officer:** Mike Carey, Manager Financial Services

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Draft 2018/19 Fees and Charges

**For:** Decision

---

**SUMMARY**

Prior to the adoption of the Annual Business Plan each year a review is undertaken of all fees and charges to enable budgeted income to be adjusted if necessary.

Fees and charges have recently been reviewed, with the recommended schedule of fees and charges to apply for the financial year 2018/19 attached (**Appendix 1**). Generally, this has resulted in proposed fee increases that are in line with forecast CPI where relevant, insofar as this is practicable. It is also noted that in applying the increase, fees have been rounded to an appropriate amount for ease of application.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. To adopt the 2018/19 Fees and Charges Schedule included at Appendix 1 to apply on and from 1 July 2018.
  3. Council notes that the statutory fees will be included on the schedule of fees and charges available for public inspection subsequent to being gazetted
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal: Organisational Sustainability  
Strategy: Financial Sustainability

The Adelaide Hills Council has consistently met its financial sustainability targets and is on track to continue this strong trend into the foreseeable future. An annual review of fees and charges seeks to contribute to ongoing financial sustainability through ensuring the organisation operates within its means and assists in keeping rate increases low.

### ➤ Legal Implications

Section 188 of the *Local Government Act 1999* provides for Council to impose fees and charges:

- (a) for the use of any property or facility owned, controlled, managed or maintained by the council
- (b) for services supplied to a person at his or her request
- (c) for carrying out work at a person's request
- (d) for providing information or materials, or copies of, or extracts from, council records
- (e) in respect of any application to the council
- (f) in respect of any authorisation, licence or permit granted by the council
- (g) in respect of any matter for which another Act provides that a fee fixed under this Act is to be payable
- (h) in relation to any other prescribed matter.

In addition, Council applies a number of fees (Statutory Fees) set by the State Government under the following Acts.

- *Development Act 1993*
- *Expiation of Offences Act 1996*
- *Food Act 2001*
- *Freedom of Information Act 1991*
- *Land and Business (Sale and Conveyancing) Regulations 2010.*
- *Local Government Act 1999 pursuant to Section 169(9)(c) Objections to valuations made by Council and Section 187 (3)(e) Certificate of Liabilities*
- *Private Parking Areas Act 1986 and Private Parking Areas Regulations 2014*
- *SA Public Health Act 2011 (Wastewater) and (Legionella)*
- *Valuation of Land Act 1971*

These statutory Fees and Charges determined by an Act of Parliament or by Local Government Regulations fees will not be gazetted until after adoption of the Council set fees and charges and as they are set by the State Government, Council has no discretion in determining those fees.

It is therefore proposed that these statutory fees be added to the Fees and Charges Schedule available for public inspection once they have been gazetted. This is anticipated to be in early July 2018.

➤ **Risk Management Implications**

An annual review of the fees and charges, and informing the community of the endorsed changes, will assist in mitigating the risk of:

*Undercharging, misleading service users as to the cost of Council services, resulting in inaccurate budgets, un-forecasted deficits and inadequate resourcing for current and future activities.*

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

Fees and charges are set at a level that reflects current market conditions, or to ensure cost recovery where possible, and hence sustainability of those discretionary services provided by Council.

➤ **Financial and Resource Implications**

Fees and charges (including statutory charges) contribute significantly to Council's income stream with approximately \$2.3 million received annually (i.e. 5% of total operating income). Failing to adopt updated fees and charges could increase the burden on Council's rate income to subsidise services which should be self-funding or attract a reasonable contribution charge.

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

Customers expect to be able to look up Council's fees and charges and for the information to be current.

➤ **Environmental Implications**

Not applicable.

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

The community will be informed of key changes incorporated into the schedule of Fees and Charges as part of the draft Annual Business Plan.

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* All Fees and Charges have been proposed through the relevant functional area, reviewed by the appropriate Departmental Manager and approved by the relevant Director.



*Community:* The community will be informed of key changes incorporated into the schedule of Fees and Charges as part of the draft Annual Business Plan.

## **2. BACKGROUND**

Council reviews its fees and charges in each year, in conjunction with the development of the annual budget. As part of this process, a detailed review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through Council's Strategic Plan, existing strategies, policies and plans
- are consistent with Council's Long Term Financial Plan assumptions

As a result of this review, the recommended schedule of fees and charges to apply for the 2018/19 financial year is attached (Appendix 1).

## **3. ANALYSIS**

Fees and charges are generally adjusted in line with market conditions, to make common fees comparable across localities or in line with the cost to provide the service. Generally, fees and charges are set at a level to ensure cost recovery, and hence sustainability of those discretionary services provided by Council on a user-pays basis.

It should be noted that a large proportion of the revenue from fees and charges is either fixed or locked in for more than one year, for example:

- Already endorsed by Council (i.e. Dog Registration Fees)
- Commercial lease revenue set by lease agreement (i.e. Adelaide Hills Business and Tourism Centre)
- Retirement Village income (set by terms of contracts).

In relation to dog registration fees, due to the implementation of a new Dogs and Cats Online (DACO) system from 1 July 2018, the Dog and Cat Management Board (DCMB) required dog registration fees to be adopted by Council by March to allow the DACO system to meet its go live date in May 2018. Hence a separate report relating to 2018/19 Dog Registration fees was presented to Council in March 2018 resulting in those fees already being adopted by Council.

During the previous year (March 2017), a workshop was held by Council to consider the current schedule of Fees and Charges including charging for Community Waste Management Schemes (CWMS). Following a detailed assessment of the cost of providing CWMS services, in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA), it was identified that current charging was approximately 30% below the levels necessary to achieve full recovery. As such charging for CWMS services have been increased by 10% in 2018/19, being the second year of an incremental step towards full recovery over a three year period.

Generally, this has resulted in proposed fee increases that are in line with forecast CPI where relevant, insofar as this is practicable. The only significant area where fees have increased more than CPI is in relation to Retirement Village weekly maintenance fees where as a result of reviewing costs, increases in the order of 7%-9% are proposed to move towards full recovery over a number of years. This has been discussed with Council Members in recent workshops covering Retirement Villages.

In summary, as a result of review as part of the 2018/19 budget development the attached 2018/19 Fees and Charges Schedule (**Appendix 1**) presents the proposed fees along with the percentage increases. Where considered appropriate rounding has been applied for ease of payment and may have resulted in a movement that varies from CPI.

Council has delegated the powers to set and waive fees and charges to the CEO and on this basis, the fees and charges may need to be amended during the financial year in response to new service offerings or changes to the cost base of providing existing services.

#### **4. OPTIONS**

Council can:

- Adopt the recommended 2018/19 Fees and Charges Schedule to apply on and from 1 July 2018 (Recommended), or
- Defer adopting one or more of the recommended fees and charges to allow further review or consultation to be carried out.

#### **5. APPENDIX**

- (1) Draft 2018/19 Fees and Charges Schedule

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# **Appendix 1**

*Draft 2018/19 Fees and Charges Schedule*

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# ADELAIDE HILLS COUNCIL

## FEES AND CHARGES REGISTER -DRAFT

### 2018/2019

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>1. STATUTORY RELATED FEES</b>						
<b>1.1 Development Act 1993</b>						
<b>Development Application Fees</b>						
Public Notification Fee for Development Application	YES		\$545.00	\$567.00	4.04%	Raised to cover increase in single development advert cost
<b>Community Wastewater Management Systems (CWMS)</b>						
CWMS Connection fee	N/A		\$4,000.00	\$4,068.00	1.70%	
CWMS Occupied connection levy *	N/A		\$748.00	\$823.00	10.03%	2nd year of shift towards cost recovery
CWMS Vacant connection levy *	N/A		\$525.00	\$578.00	10.10%	2nd year of shift towards cost recovery
<i>(Refer to CWMS Pricing Policy Statement on Council website. * Applied under Sect 155 of Local Government Act 1999.)</i>						
<b>1.2 Local Government Act 1999 - Searches</b>						
<b>Access to Council records in accordance with Sect 188 of the Local Government Act 1999</b> <i>(Reduction for pensioners and other concession card holders to be applied consistent with the fee reduction provisions of the Freedom of Information Act)</i>						
Fee for copying the documents	YES		Refer to Corporate Services Photocopying	Refer to Corporate Services Photocopying		

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>1.3 Dog &amp; Cat Management Act 1995 - (fees are set by Council up to the limit set by State Government)</b>						
Dangerous dog sign	N/A		\$33.50	\$34.00	1.49%	
Dog expiation & fine (legislative charge)	N/A		As per legislation	As per legislation		
Dog impounding fee (business hours)	N/A		\$70.00	\$75.00	7.14%	Small increase to cover costs
Dog impounding fee (after hours)	N/A		\$95.00	\$100.00	5.26%	Small increase to cover costs
Daily holding fee	N/A		\$40.00	\$41.00	2.50%	
<b>Dog Registration (amended D&amp;CMA 1995)</b>						
Standard dog (Desexed AND Microchipped)	N/A		\$45.00	\$45.00	0.00%	Council report fees approved 27/03/18
Non standard dog	N/A		\$90.00	\$90.00	0.00%	Council report fees approved 27/03/18
Concession standard dog (Desexed AND Microchipped)	N/A		\$22.50	\$22.50	0.00%	Council report fees approved 27/03/18
Concession non standard dog	N/A		\$45.00	\$45.00	0.00%	Council report fees approved 27/03/18
Puppy Fee Dogs under 6 months of age				\$35.00		New fee category approved at 27/03/18 council meeting
<b>Other</b>						
Working Dog	N/A			\$35.00		working dog fee reintroduced by Council resolution
Greyhound (Registered with SA Greyhound Racing Board)	N/A					
Guide, Hearing or Assistance dog	N/A		No Fee	No Fee		
Animal Tag Replacement	N/A		\$5.00	\$0.00	-100.00%	Council report fees approved 27/03/18
Transfer of Ownership	N/A		\$7.50	\$0.00	-100.00%	Council report fees approved 27/03/18
Businesses Involving Dogs (per dog)	N/A		\$90.00	\$90.00	0.00%	Council report fees approved 27/03/18
Annual Inspection of Kennels	YES		No Fee			
SES, search & rescue, Military dogs				\$0.00		new category no fee charged
<b>Rebate for Partial Year Registration</b>						
Pups that are born from 1 January of each year attract a 50% rebate	N/A	of initial fee	50%	\$0.00	-100.00%	no longer required with introduction of new puppy fee
Registrations of new dogs to the area after 1 May attract a 50% rebate (this does not apply where the dog has resided in the area for longer than one month or the dog has been detected as being unregistered.	N/A	of initial fee	50%	\$1.00	100.00%	Remain at 50% of fee
Registrations of new dogs to the area after 1 June	N/A		\$5.00	\$0.00	-100.00%	Daco introduction
Penalty fee for late registrations	N/A		\$17.50	\$17.50	0.00%	Council report fees approved 27/03/18
Impounding livestock	N/A		As per contractor cost	As per contractor cost		
Cat Trap - Deposit	N/A		\$50.00	\$50.00	0.00%	
Cat Trap - Hire Fee (per week or part thereof)	N/A		\$20.00	\$20.00	0.00%	

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>1.4 By-Laws and Local Government Act 1999 - (fees are set by Council)</b>						
By Law No.1 - Permit Application	N/A		\$54.00	\$55.00	1.85%	
By Law No.2 - Moveable Signs Expiation Fee	N/A		\$187.50	\$187.50	0.00%	Maximum amount legislatively allowed
By-Law No.3 - Local Government Land Expiation Fee	N/A		\$187.50	\$187.50	0.00%	Maximum amount legislatively allowed
By-Law No.4 - Roads Expiation Fee	N/A		\$187.50	\$187.50	0.00%	Maximum amount legislatively allowed
By-Law No.5 - Dogs Expiation Fee	N/A		\$100.00	\$187.50	87.50%	Increased in line with DCM Act expiation fees
By-Law No.6 - Cats Expiation Fee	N/A		\$100.00	\$187.50	87.50%	Increased in line with DCM Act expiation fees
<b>1.5 South Australian Public Health Act 2011</b>						
Sale of Sharps (needle) containers (2.8L container)	N/A		\$7.00	\$7.00	0.00%	at cost price
Sale of Sharps (needle) containers (1.4L container)	N/A		\$5.00	\$5.00	0.00%	at cost price

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>2. COMMUNITY</b>						
<b>2.1 Library Services</b>						
Computer print out	YES	per sheet side	\$0.10	\$0.10	0.00%	
Photocopying B&W	YES	per sheet side	\$0.20	\$0.20	0.00%	
Photocopying Colour	YES	per sheet side	\$1.00	\$0.50		Colour photocopying costs have dropped so need to reflect in charges
3D printing (per item printed)	YES		\$2.50 plus cost of filament used (by weight)	\$2.50 plus cost of filament used (by weight)		
Replacement of borrowers cards	YES		\$2.00	\$2.00		
Miscellaneous minor items (under \$15)	YES			As determined by staff based on fair value and cost recovery.		
Second hand books	YES			As determined by staff based on fair value.		
Library Bag	YES		\$3.00	\$3.00		
<b>Overdue fees</b>						
Debt collection charge	YES		\$16.00	\$16.00	0.00%	No fee increase from Unique
Inter Library fees	YES		as per fee charged	as per fee charged		
Lost / damaged library material (once debt collection notices have been issued Council will not accept return of lost / damaged material)	YES		assessed at replacement cost	assessed at replacement cost		
Processing Fee for lost/damaged library material	YES		\$5.00	\$5.00	0.00%	
Exam supervision	YES	per hour	\$15.00	\$15.00	0.00%	
Faxes - First Page	YES		\$1.00	\$1.00	0.00%	
Faxes - Subsequent Page	YES		\$0.75	\$1.00	33.33%	
A4 Laminating	YES		\$5.00	\$5.00	0.00%	
A3 laminating	YES		\$6.00	\$6.00	0.00%	
<b>Coventry Library Community Room (up to 8 hours during normal business hours)</b>						
Commercial hire per day	YES		\$120.00	\$125.00	4.17%	
Commercial hire per hour	YES		\$40.00	\$43.00	7.50%	
Government agency hire per day	YES		\$175.00	\$180.00	2.86%	
Government agency hire per hour	YES		\$55.00	\$58.00	5.45%	
<b>Coventry Library Community Room and/or foyer space - after hours hire (up to 5 hours)</b>						
Community groups	YES		\$150.00	\$150.00	0.00%	
Commercial hire	YES		\$260.00	\$265.00	1.92%	
Private hire (functions, etc)	YES		\$260.00	\$265.00	1.92%	
Government agency hire	YES		\$360.00	\$365.00	1.39%	
Additional hours (after 5 hour included time)	YES		at cost of staff attendance	at cost of staff attendance		
<b>Coventry Library Art Wall</b>	YES		no fee applicable	no fee applicable		
<b>Coventry Library Display Cabinet</b>	YES		no fee applicable	no fee applicable		

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>2.2 Halls and Community Centres Hire</b>						
<b>Torrens Valley Community Centre - (Sessions = 4 hours)</b>						
<b>Community Room - (am, pm or evening)</b>						
Unfunded community groups - 1 session/room	YES		\$20.00	\$20.00	0.00%	
Unfunded community groups - 2 sessions/room	YES		\$35.00	\$36.00	2.86%	
Unfunded community groups - 3 sessions/room	YES		\$51.00	\$52.00	1.96%	
Funded community groups - 1 session/room	YES		\$35.00	\$36.00	2.86%	
Funded community groups - 2 sessions/room	YES		\$66.00	\$67.00	1.52%	
Funded community groups - 3 sessions/room	YES		\$96.00	\$98.00	2.08%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$76.00	\$77.00	1.32%	
Corporate use - (incl. kitchen) - 2 sessions/room	YES		\$152.00	\$155.00	1.97%	
Corporate use - (incl. kitchen) - 3 sessions/room	YES		\$228.00	\$232.00	1.75%	
Private party - max 50-60 people (Kitchen extra charge - see below)	YES		\$71.00	\$180.00	153.52%	changed to be more reflective of the usual cost to hire a community hall
<b>Small Meeting Room - (am, pm or evening)</b>						
Unfunded community groups - 1 session/room	YES		\$15.00	\$15.00	0.00%	
Unfunded community groups - 2 sessions/room	YES		\$25.00	\$25.00	0.00%	
Unfunded community groups - 3 sessions/room	YES		\$35.00	\$36.00	2.86%	
Funded community groups - 1 session/room	YES		\$25.00	\$25.00	0.00%	
Funded community groups - 2 sessions/room	YES		\$51.00	\$52.00	1.96%	
Funded community groups - 3 sessions/room	YES		\$71.00	\$72.00	1.41%	
Corporate use - (incl. kitchen) - 1 session/room	YES		\$46.00	\$47.00	2.17%	
Corporate use - (incl. kitchen) - 2 sessions/room	YES		\$91.00	\$93.00	2.20%	
Corporate use - (incl. kitchen) - 3 sessions/room	YES		\$137.00	\$139.00	1.46%	
Kitchen usage - in addition to rates above unless otherwise stated (incl. uni, crockery, oven and appliances). All supplies are the responsibility of the hirer e.g.	YES		\$20.00	\$20.00	0.00%	
Equipment usage - sound system, electronic screen and data projector	YES		\$56.00	\$57.00	1.79%	
Hire Bond	YES		\$51.00	\$52.00	1.96%	
Bond for key	YES		\$51.00	\$52.00	1.96%	
Bond for private function/ party	YES			\$200.00		Added as higher bond for private parties due to higher risk of damage
<b>The Summit Community Centre (Norton Summit) - (Sessions = 4 hours)</b>						
<b>Community Room - (am, pm or evening)</b>						
Unfunded community groups - 1 session/room	YES		\$20.00	\$20.00	0.00%	
Unfunded community groups - 2 sessions/room	YES		\$35.00	\$36.00	2.86%	
Unfunded community groups - 3 sessions/room	YES		\$51.00	\$52.00	1.96%	
Funded community groups - 1 session/room	YES		\$35.00	\$36.00	2.86%	
Funded community groups - 2 sessions/room	YES		\$66.00	\$67.00	1.52%	
Funded community groups - 3 sessions/room	YES		\$96.00	\$98.00	2.08%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$76.00	\$77.00		
Corporate use (incl. kitchen) - 2 sessions/room	YES		\$152.00	\$155.00	1.97%	
Corporate use (incl. kitchen) - 3 sessions/room	YES		\$228.00	\$232.00	1.75%	
Private party (max 50-60 people) community room only (Kitchen extra charge - see below)	YES		\$71.00	\$180.00	153.52%	changed to be more reflective of the usual cost to hire a community hall



DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b><u>Small Meeting Room - (am, pm or evening)</u></b>						
Unfunded community groups - 1 session/room	YES		\$15.00	\$15.00	0.00%	
Unfunded community groups - 2 sessions/room	YES		\$25.00	\$25.00	0.00%	
Unfunded community groups - 3 sessions/room	YES		\$35.00	\$36.00	2.86%	
Funded community groups - 1 session/room	YES		\$25.00	\$25.00	0.00%	
Funded community groups - 2 sessions/room	YES		\$51.00	\$52.00	1.96%	
Funded community groups - 3 sessions/room	YES		\$71.00	\$72.00	1.41%	
Corporate use (incl. kitchen) - 1 session/room	YES		\$46.00	\$47.00	2.17%	
Corporate use (incl. kitchen) - 2 sessions/room	YES		\$91.00	\$93.00	2.20%	
Corporate use (incl. kitchen) - 3 sessions/room	YES		\$137.00	\$139.00	1.46%	
Kitchen usage - in addition to rates above unless otherwise stated (Inc. urn, crockery, oven and appliances) All supplies are the responsibility of the hirer e.g. coffee etc.	YES		\$20.00	\$20.00	0.00%	
Equipment usage - screen and data projector	YES		\$30.00	\$31.00	3.33%	
Hire Bond	YES		\$51.00	\$52.00	1.96%	
Bond for key	YES		\$51.00	\$52.00	1.96%	
Bond for private function/ party				\$200.00		Added as higher bond for private parties due to higher risk of damage
Halls listed below: Fees are determined by individual Halls Management Committees						
Aldgate						
Balhannah Soldiers Memorial Hall						
Birdwood						
Bridgewater						
Cherryville Community Centre						
Crafers						
Gumeracha						
Lobethal Centennial Hall						
Longwood Bradbury						
Marble Hill Hall (Ashton)						
Mylor						
Uraidla Institute						
Woodside Institute						

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>2.3 Retirement Villages</b>						
<b>Balhannah</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$57.00	\$62.00	8.77%	Increase to align with cost recovery
<b>Bridgewater</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$69.00	\$74.00	7.25%	Increase to align with cost recovery
<b>Crafers</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$69.00	\$74.00	7.25%	Increase to align with cost recovery
<b>Gumeracha</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week - new residents	N/A		As per annual valuation	As per annual valuation		
Rental per week - upgraded	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$55.00	\$60.00	9.09%	Increase to align with cost recovery
<b>Lobethal (all units)</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$62.00	\$67.00	8.06%	Increase to align with cost recovery
<b>Woodside (all units)</b>						
Debenture Loan	N/A		As per annual valuation	As per annual valuation		
Rental per week - single bedroom	N/A		As per annual valuation	As per annual valuation		
Rental per week - double bedroom	N/A		As per annual valuation	As per annual valuation		
Maintenance per week	N/A		\$60.00	\$65.00	8.33%	Increase to align with cost recovery

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>2.4 Cemeteries Fees</b>						
<b>Interment Right - Burial Plots</b> <i>Interment Rights will not be charged for new or renewal burial plots in Council owned and managed cemeteries for those people who have received distinguished services medals: the Victoria Cross, Conspicuous Gallantry Cross and the Royal Red Cross</i>						
<b>Stirling Cemetery</b>						
Interment Right non-resident - 50 year	YES		\$3,450.00	\$3,500.00	1.45%	
Interment Right non-resident - 100 year	YES		\$6,900.00	\$7,000.00	1.45%	
Interment Right non-resident - in perpetuity	YES		\$15,000.00	\$15,200.00	1.33%	
Interment Right resident - 50 year	YES		\$2,780.00	\$2,830.00	1.80%	
Interment Right resident - 100 year	YES		\$5,550.00	\$5,650.00	1.80%	
Interment Right resident - in perpetuity	YES		\$12,000.00	\$12,250.00	2.08%	
<b>All other cemeteries</b>						
Interment Right non-resident - 50 year	YES		\$3,100.00	\$3,155.00	1.77%	
Interment Right non-resident - 100 year	YES		\$6,200.00	\$6,300.00	1.61%	
Interment Right non-resident - in perpetuity	YES		\$15,000.00	\$15,250.00	1.67%	
Interment Right resident - 50 year	YES		\$2,780.00	\$2,830.00	1.80%	
Interment Right resident - 100 year	YES		\$5,550.00	\$5,650.00	1.80%	
Interment Right resident - in perpetuity	YES		\$12,000.00	\$12,250.00	2.08%	
Interment Right crypt (Summertown)	YES		\$4,500.00	\$4,580.00	1.78%	
<b>Interment Right - Ashes</b> (not including the plaque and pedestools which will be charged at cost)						
Rose Garden - double memorial - 50 year	YES		\$2,400.00	\$2,450.00	2.08%	
Rose Garden - double memorial - 100 year	YES		\$4,800.00	\$4,900.00	2.08%	
Rose Garden - double memorial - in perpetuity	YES		\$10,000.00	\$10,170.00	1.70%	
Niche Wall - 50 year	YES		\$1,500.00	\$1,530.00	2.00%	
Niche Wall - 100 year	YES		\$3,000.00	\$3,050.00	1.67%	
<b>Memorial Fees</b>						
Memorial Permit/Licence	YES		\$300.00	\$305.00	1.67%	
<b>Curator Fees</b>						
<b>Attendance at burial</b>						
Monday to Friday			\$250.00	\$255.00	2.00%	
Saturday			\$350.00	\$355.00	1.43%	
Sunday & Public Holidays			\$500.00	\$510.00	2.00%	
<b>Interment of Ashes &amp; Installation of Plaque (including in burial plot)</b>						
Monday to Friday			\$380.00	\$385.00	1.32%	
Saturday			\$500.00	\$510.00	2.00%	
Sunday & Public Holidays			\$600.00	\$610.00	1.67%	
Pegging of plot for burial or memorial (if required)	YES		\$250.00	\$255.00	2.00%	

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>Administration Fees</b>						
Application for Interment Right (new or renewed)	YES		\$150.00	\$153.00	2.00%	
Application for Transfer or Surrender of Interment Right	YES		\$150.00	\$153.00	2.00%	
Application for Burial	YES		\$150.00	\$153.00	2.00%	
Application for Interment of Ashes	YES		\$150.00	\$153.00	2.00%	
Application for Memorial Permit (new or amendment)	YES		\$150.00	\$153.00	2.00%	
Historical Search per hour	YES		\$42.00	\$43.00	2.38%	
<b>2.5 Reserves and Sporting Facilities</b>						
<b>Hiring of Bushland Park</b>						
Day & a half	YES		\$375.00	\$380.00	1.33%	
Full Day	YES		\$250.00	\$255.00	2.00%	
Half Day	YES		\$125.00	\$127.00	1.60%	
Bond	YES		\$500.00	\$500.00	0.00%	
<b>Hiring of Gillman Reserve</b>						
Key Deposit	YES		\$55.00	\$55.00	0.00%	
General Hiring (per 3 hour session)	YES		\$28.00	\$28.00	0.00%	
<b>Hiring of Stirling Oval</b>						
Key Deposit (casual hirer)	YES		\$55.00	\$55.00	0.00%	
Key Deposit (seasonal hirer - per key)	YES		\$55.00	\$55.00	0.00%	
General Oval Hire (per 3 hour session)	YES		\$28.00	\$28.00	0.00%	
<b>Hiring of Woorabinda</b>						
Full Day	YES			\$0.00		
Half Day	YES			\$0.00		
Per Hour	YES			\$0.00		
Toilets Only Per Day	YES		\$15.00	\$15.00	0.00%	
Key Deposit	YES		\$55.00	\$55.00	0.00%	
Toilet Use Bond	YES		\$100.00	\$100.00	0.00%	
<b>2.6 Outdoor Dining</b>						
Outdoor Café Licence Application Fee	YES		\$130.00	\$132.00	1.54%	
Fee per snack bars/pizza shops etc outdoor seat	YES		\$33.00	\$33.50	1.52%	
Fee per restaurant/café outdoor seat	YES		\$44.00	\$44.50	1.14%	
Fee per hotel outdoor seat	YES		\$54.50	\$55.00	0.92%	

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>2.7 Use of Public Road for Business Purpose - Townships and Urban Area</b>						
<b>Display and sale of horse manure adjacent to a residential property</b>						
Small temporary/seasonal from adjacent property	YES		Nil	Nil		
Small temporary/imported	YES		Nil	Nil		
Large temporary/seasonal from adjacent property or imported - annual fee	YES		\$178.00	\$181.00	1.69%	
Small permanent	YES		Nil	Nil		
Large permanent - annual fee	YES		\$178.00	\$181.00	1.69%	
<b>Display &amp; sale of seasonal goods &amp; produce adjacent to a residential property (flowers, fruit &amp; vegetables, hay, firewood, jams, other)</b>						
Small temporary/seasonal from adjacent property	YES		Nil	Nil		
Small temporary/imported - annual fee	YES		\$95.00	\$97.00	2.11%	
Large temporary/seasonal from adjacent property or imported - annual fee	YES		\$183.00	\$186.00	1.64%	
Small permanent - annual fee	YES		\$94.00	\$96.00	2.13%	
Large permanent - annual fee	YES		\$183.00	\$186.00	1.64%	
<b>Display and sale of manufactured or imported goods, or use of road for promotional purposes and other similar purposes adjacent to commercial premises (includes itinerant traders)</b>						
Day (one day only, maximum five days per annum)	YES		Nil	Nil		
Week (up to one week at a time) – weekly fee	YES		\$94.00	\$96.00	2.13%	
Month (up to one month at a time) – monthly fee	YES		\$183.00	\$186.00	1.64%	
Year (up to daily) – annual fee	YES		\$367.00	\$373.00	1.63%	
<b>Fundraising stalls</b>						
			Nil	Nil		
<b>Mobile food vending Business permits</b>						
Monthly Permit Fee	YES		\$100.00	\$102.00	2.00%	
Annual permit Fee	YES		\$1,000.00	\$1,017.00	1.70%	
<b>2.8 Temporary Road Closures</b>						
<b>Application Fee (commercial applicants only) including 1 day closure</b>						
Local Streets	YES		\$812.00	\$826.00	1.72%	
Major Roads	YES		\$1,337.00	\$1,360.00	1.72%	
<b>Daily event fee (commercial applicants only) for additional days</b>						
Local Streets	YES		\$349.00	\$355.00	1.72%	
Major Roads	YES		\$668.00	\$679.00	1.65%	
Set-up, management and removal of traffic control	YES		at cost	at cost		

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>3. CORPORATE SERVICES</b>						
Voters Roll	N/A		\$26.00	\$26.00	0.00%	
Extract from assessment book	N/A		\$8.00	\$8.00	0.00%	
Current Financial Year Rate Notice reprint			No charge	No charge		
Previous Year/s Rate Notice reprint	N/A		\$8.00	\$8.00	0.00%	
Salaries Register	N/A		\$7.50	\$8.00	6.67%	
Annual Report (copy of)	N/A		\$10.00	\$10.00	0.00%	
<b>Photocopying</b>						
A3	YES	per page	\$0.60	see below		
A4/A5	YES	per page	\$0.50	see below		
A2	YES		\$4.70	see below		
A1	YES		\$6.30	see below		
A0	YES		\$7.40	see below		
Photocopying B&W	YES	per sheet side		\$0.20		to align photocopying fees across the Council
Photocopying Colour	YES	per sheet side		\$0.50		to align photocopying fees across the Council
<b>Hiring of Council Meeting Rooms</b>						
Government Agencies	YES		\$102.00	\$104.00	1.96%	

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>4. OTHER CHARGES</b>						
<b>4.1 Fire Prevention</b>						
Administration Fee - Block Slashing Properties not complied with Section 105 Notice	YES		\$136.00	\$138.00	1.47%	
Administration Fee - Private Block Slashing Arranged	YES		\$59.00	\$60.00	1.69%	
Block Slashing Costs - Properties not complied with Section 105 Notice	YES		Cost of works	Cost of works		
Block Slashing Costs - Arranged with Council	YES		Cost of works	Cost of works		
<b>4.2 General Inspectors</b>						
<b>Abandoned Vehicles</b>						
Impounding Fee	N/A		\$243.00	\$247.00	1.65%	
Holding Fee (per day)	N/A		\$15.00	\$15.00	0.00%	
Administration and Release Fee	N/A		\$73.00	\$74.00	1.37%	
<b>Parking</b>						
Stirling Family Church-carpark fee	N/A		\$144.00	\$200.00	38.89%	Fee increase as annual fee barely covers administration costs
Part Annual permit available per month	N/A		\$26.00	\$30.00	15.38%	
<b>Rubbish</b>						
Clearing of Dumped Rubbish - Administration Charge	YES		\$55.00	\$56.00	1.82%	
Clearing of Dumped Rubbish	YES		At cost			
<b>Signs</b>						
Impound moveable signs	YES		\$61.00	\$62.00	1.64%	
<b>Mini Skips/Containers on Council Land</b>						
Application Fee (includes permit fee for first week)	YES		\$55.00	\$60.00	9.09%	Fee raised to cover administration costs
Permit Fee for Occupation of Land per week thereafter	YES		\$27.00	\$30.00	11.11%	Fee raised to cover administration costs
<b>4.3 Traffic Control</b>						
Local Streets	YES		at cost	at cost		
Major Roads	YES		at cost	at cost		
Petaluma - Smokes Hill Road (per annum)	YES		\$162.00	\$165.00	1.85%	
<b>4.4 Road Rents</b>						
Road Rents (\$ per hectare or part thereof)	YES		\$65.00	\$66.00	1.54%	
Purchasing Application Fee - Road Reserve	YES		\$514.00	\$520.00	1.17%	
Purchasing Application Fee - Unmade Public Road	YES		\$1,028.00	\$1,045.00	1.65%	
Encroachment Permit (annual fee)	YES		\$65.00	\$66.00	1.54%	

DESCRIPTION	GST TAXABLE	Unit	Adopted Fees & Charges 2017/18 (incl. GST )	Proposed Fees & Charges 2018/19 (incl. GST )	% Increase	Comment
<b>5. WORKS AND INFRASTRUCTURE</b>						
<b>5.1 Private Works</b>						
Alterations to Road Reserves - Section 221 Applications (include the fees below)	YES		\$86.00	\$87.00	1.16%	
Access applications	YES		see above	see above		
Underground electrical/water pipes	YES		see above	see above		
Application to lay water pipes in roads	YES		see above	see above		
Construction of bitumen crossovers	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Construction of concrete crossovers including kerb and watertable	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
Other works	YES		at cost + 20% (inc overheads)	at cost + 20% (inc overheads)		
<b>5.2 Dump &amp; Green Organics - Recycling Works</b>						
Additional 140 Litre Blue bin	N/A		\$89.00	\$91.00	2.25%	
Additional 240 Litre Yellow bin	N/A		\$60.00	\$61.00	1.67%	
Additional 240 Litre Green bin	N/A		\$60.00	\$61.00	1.67%	
Commercial Premises, green bin, annual fee. Initial bin only	N/A		No charge	No charge		As per Council resolution 27.3.18
Bin replacement any size/colour	N/A		\$89.00	\$50.00	-43.82%	Contract with East Waste, cost reduction
Kitchen caddy	YES		\$10.00	\$5.00	-50.00%	Contract with East Waste, cost reduction
Compostable bag (roll)	YES		\$6.00	\$6.00	0.00%	
Tow Ball Hitches for waste bins	YES		\$46.00	\$47.00	2.17%	



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

<b>Item:</b>	<b>12.8</b>
<b>Originating Officer:</b>	<b>Lachlan Miller, Executive Manager Governance &amp; Performance</b>
<b>Responsible Director:</b>	<b>Terry Crackett, Director Corporate Services</b>
<b>Subject:</b>	<b>2018-19 Draft Annual Business Plan for Community Consultation</b>
<b>For:</b>	<b>Decision</b>

---

**SUMMARY**

This report presents the draft 2018/19 Annual Business Plan (***Appendix 1***), incorporating the draft budget, for Council endorsement for the purposes of community consultation.

The draft Plan has incorporated a 3.3% rate increase, delivers a \$252k operating surplus and provides for a gross capital works program totalling \$15.535 million.

Section 123 of the *Local Government Act 1999* states that Council is obliged to consider community feedback with respect to its Annual Business Plan prior to its adoption.

**RECOMMENDATION**

**Council resolves:**

- 1. That the report be received and noted.**
  - 2. The draft 2018/19 Annual Business Plan included as Appendix 1 to this report be endorsed for community consultation.**
  - 3. The period of consultation for the draft 2018-19 Annual Business Plan be from 30 April 2018 to 25 May 2018.**
  - 4. That the 22 May 2018 Ordinary Council meeting will, in accordance with s123(4)(i)(B) of the *Local Government Act 1999*, be the meeting at which members of the public may ask questions and make submissions.**
  - 5. That the Chief Executive Officer, or delegate, be authorised to make any formatting or other minor content changes to the draft 2018-19 Annual Business Plan prior to its release for community consultation.**
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal: Organisational Sustainability  
Strategy: Financial Sustainability

The Adelaide Hills Council has consistently met its financial sustainability targets and is on track to continue this strong trend into the foreseeable future. The draft 2018-19 Annual Business Plan attached to this report is built around the following key principles:

- Operating within our means
- Managing debt responsibly
- Reducing the infrastructure asset renewal backlog
- Keeping rate increases low
- Funding new or enhanced services through efficiency savings.

### ➤ Legal Implications

The preparation of an Annual Business Plan is a requirement of Section 123 of the *Local Government Act 1999* (the Act), and the *Local Government (Financial Management) Regulations 2011* (the Regulations).

Section 123(3) of the Act states that before a council can adopt its annual business plan that it must prepare a draft plan and follow the relevant steps set out in its public consultation policy (i.e. consultation for at least 21 clear days).

Section 123(4)(a) of the Act requires that publication of a notice in a newspaper circulating in the area informing the public of the preparation of the draft annual business plan and inviting interested persons to attend:

- i. A public meeting which must be held at least 21 days after the publication of the notice; or
- ii. A meeting of the council at which members of the public may ask questions and make submissions for a period of at least one hour.

Section 123(7) of the Act requires that each budget of council must:

- a) Be considered in conjunction with the council's annual business plan (and must be consistent with that plan); and
- b) Be adopted by the council after the council has adopted its annual business plan.

### ➤ Risk Management Implications

Preparing an Annual Business 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 support Council's Long Term Financial Plan.

➤ **Financial and Resource Implications**

Without an Annual Business Plan, Council risks allocating resources in a manner which compromises its financial sustainability.

Council has developed a Long Term Financial Plan (LTFP) that sets income and expenditure targets for the 2018-19 Budget. Any variations against those targets will potentially have an impact on the long term financial position of the Council.

The draft Annual Business Plan does however strongly align to the Year 1 targets that have been established in the LTFP.

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

Without an Annual Business Plan, Council risks pursuing strategies and projects which fail to deliver acceptable levels of customer service and adversely affect the community.

➤ **Environmental Implications**

The Annual Business Plan incorporates projects and supports ongoing actions to deliver Council's environmental goals as set out in the Strategic Plan.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Section 123 of the Act states that Council is obliged to consider community feedback with respect to its Annual Business Plan. Engagement in this instance will be of the 'consult' type in the context of the Council's Community Engagement Framework and will be conducted from 30 April to 25 May 2018.

Consultation will be publicised in a variety of ways including:

- An advertisement (notice) in the Courier newspaper and the Weekender Herald newspaper
- Information in the Council's e-newsletter, Hills Voice, distributed in early May
- Information on the Council's website and online engagement portal
- Posts through the Council's social media channels (Facebook and Twitter)

The draft Plan will be available for viewing in a number of ways including:

- On the Council's website and online engagement portal
- At the Council's customer service centres, community centres and the mobile library
- By mail on request.

Interested persons can query elements of the plan in person at the Council's service centres, by phone, by email or using the 'Question and Answer' facility on the Council's online engagement portal.

People will be able to make submissions in a number of ways including:

- Through the Council's online engagement portal
- In writing by mail or email
- In person at a public meeting of the Council at 6.30pm on 22 May 2018.

A workshop about the consultation outcomes will be held on 12 June 2018. A report for the Council to formally consider the outcomes of the consultation process will be prepared for the Council Meeting to be held on 26 June 2018.

To maximise the opportunity for community participation in the budget process advertising for the community consultation has already been booked.

*Council Committees:* The LTFP has been considered by the Audit Committee at its 20 February 2018 meeting. The Committee will consider the draft Annual Business Plan at its 30 April 2018 meeting.

*Council Workshops:* Council has had a number of workshops in 2018 on the development of the LTFP and Asset Management Plans. The key workshops on the development of the draft Annual Business Plan occurred on 6-7 & 10 April 2018.

*Advisory Groups:* While some Advisory Groups have considered projects and services contained in the draft Annual Business Plan, no Group has considered the Plan in its entirety.

*Administration:* All function owners across the organisation have provided input into the development of the Plan.

*Community:* Not Applicable

## **2. BACKGROUND**

The draft 2018-19 Annual Business Plan has been developed to reflect the objectives endorsed within the Long Term Financial Plan (LTFP), Asset Management Plan (AMP) and Strategic Plan. Council resolutions, staff and community feedback and risk assessments have also informed projects and programs included in the Plan.

The draft Plan seeks to ensure a sustainable balance between service needs, financial responsibility (including infrastructure renewal and additions), and the capacity of the community to pay. The draft Plan also draws from all areas of Council's Strategic Management Plans because they present, in financial terms, the activities of Council as a whole.

The *Local Government Act 1999* has a number of requirements relating to the preparation of the Annual Business Plan and the Annual Statements and the setting of Rates. This report and the activities which it recounts address those requirements.

It should be noted that prior to consultation the draft Plan will incorporate minor refinements to ensure consistency in formatting, as well as capturing new or amended pictures.

### **3. ANALYSIS**

Assumptions used in the development of the budget reflect those endorsed within the LTFP and have been outlined within the Draft Annual Business Plan. Key variations within each major program have also been provided.

#### **Operating Position**

Council's draft 2018-19 budget included within the Plan provides for an operating surplus of \$252k, which reflects the careful control of both operating expenses and rates income. This result strongly aligns with the recently reviewed LTFP with the proposed Operating Surplus being within \$1,000 of the LTFP target in a total income and expenditure budget of in excess of \$40 million.

The operating expenditure budget is projected at \$43.9 million, which includes \$8.4 million of depreciation. Operating revenue is projected at \$44.2 million and includes a proposed 3.3% increase in average rates plus anticipated growth from new development of 0.8%.

A number of key factors have influenced the preparation of Council's draft Plan and Budget. These include:

- Local Government Price Index increases on relevant goods and services, which in recent years has tracked above CPI.
- Provision for Enterprise Bargaining Agreements for most staff which determine conditions of employment and provide for annual salary and wages increases.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets.
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years.
- Ensuring key strategies from Council's Strategic Plan and Functional Strategies are costed appropriately.
- The impact of China mandating and enforcing stringent quality requirements for imported recycled materials (China Sword) has resulted in a significant financial impact on Council's budget including income reduction of \$110k and increased expenditure of \$228k.
- State Government budget decisions including a significant waste levy increase of over \$70k for 2018-19 and a required \$36k contribution from council for a planning portal.
- Grant funding including a reduction of \$656k in Council's Roads to Recovery grant income for 2018-19 as a result of the timing of Commonwealth Government payments.
- The divestment of the southern side of AHBTC resulting in reduced rental and reimbursement income but offset by reduced operating costs.
- The activation of an Arts and Heritage Hub resulting in a net cost of \$255k in 2018-19.

In response to the cost imposts on Council and to minimise the burden on ratepayers, Council has continued its work and review of saving strategies including service sustainability.

Saving strategies identified as part of the budget preparation include organisational initiatives, service reviews, contract management efficiencies and savings, infrastructure and work planning actions as well as people management initiatives. These reviews have already identified savings in contracting budgets across the corporation which have been realised in building the 2018-19 budget.

### **Capital Expenditure**

The 2018-19 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$504m (Current Replacement Values) of infrastructure assets that it manages, to ensure that the current and future community have access to the ongoing services these assets provide for community benefit.

This year our capital investment program of \$15.535m will include:

- \$ 9.907m on the renewal of our existing asset
- \$ 2.077m in providing additional assets for capacity improvements to our infrastructure to meet service level demand.
- \$3.050m (net \$0.855m) for new capital initiatives.

This level of capital investment is higher than the Long Term Financial Plan target and is considered to be the appropriate level of sustainable investment to meet the Council strategic goal to have a proactive long term view regarding the renewal and maintenance of its infrastructure.

Council receives many community requests, proposals and bids for new/ upgraded infrastructure that are considered as part of the development of the annual business plan. Not all projects can be funded and many are ranked as a lower priority, considering strategic plans/ documents, long term asset management and policy positions. Examples of projects considered but not included; Blummel Street Footpath Upgrade, Glover Street Footpath upgrade - Scott Street to Oval, Walking Trail and Pedestrian footbridge Bridge over the River Torrens between Forreston and Gumeracha, Stormwater Open Drain 20 Nairne Road, Stormwater Open Drain St Matthews Place Bridgewater and the sealing of unsealed roads across the region (Glover Road, Mundoo Lane, Gully Road, Smith Road, Levett Road, Bracken Lane, Chapman Road and Maidment Road)

A detailed listing of capital expenditure items is provided as **Appendix 2** in the draft 2018/19 Annual Business Plan.

### **New Programs and Initiatives**

The Annual Business Plan has been developed with the inclusion of a large number of new programs and initiatives. Importantly these new programs and initiatives, which total net \$1.687 million for 2018-19 have been provided for whilst still meeting the targets for both operating and capital expenditure as set out within the Long Term Financial Plan. Details of the initiatives are contained within the draft Plan

## Rating Policy

A detailed review of Rating Policy was undertaken prior to the adoption of the 2016-17 Budget with amendments to Policy, including an increase in the Fixed Charge, being incorporated into the Annual Business Plan for that year.

For 2018-19 a further review of the Rating Policy has been undertaken focussing on the following:

- Analysis of impacts on the commercial and industrial sectors
- Rate rebates and in particular the review of discretionary rebates

## Commercial and Industrial Rates

For 2017-18, Commercial and Industrial properties were rated at 15% above the General Residential rate in the dollar. However, when the 2017-18 Plan and Budget were adopted at Council's meeting on 27 June 2017, Council also resolved to consider as part of its next review of the Rating Policy, the appropriateness of the current higher differential rate for commercial property.

In response to the Council resolution, rating information in relation to commercial and industrial properties was provided at Council's 2018-19 Annual Budget Planning Workshop for Council Members held on 6-7 April 2018.

In summary this indicated that for 2017-18:

- Council collects \$1.334m from 610 Commercial and 77 Industrial ratepayers.
- 153 of these ratepayers also pay the Stirling Business Separate Rate.
- the extra 15% above the General Residential rate in the dollar provides an additional rates contribution of \$119k for 2017-18.

It was subsequently agreed as an outcome from the workshop that Council be provided with additional financial information in relation to increases to the commercial and industrial rate above 15% in appropriate increments to assist Council in determining the commercial rate for consultation.

This information is provided in the table below.

Amount generated if Residential Rate in \$ used	% above Residential Rate in \$	Commercial Rates Generated	Increase from current 15%	Amount Generated over Residential Rate
\$'000s	%	\$'000s	\$'000s	\$'000s
<b>1,215</b>	15%	1,334	-	119
	20%	1,374	40	159
	25%	1,413	79	198
	30%	1,453	119	238

The draft 2018-19 Budget included in the draft 2018/19 Annual Business Plan has been based on the existing additional 15% for commercial and industries properties. Therefore any change from the 15% above the general residential rate will have a financial impact as detailed in the shaded blue column above.

### **Rate Rebates**

Council has conducted a high level review of all the properties that currently receive a rate rebate (both mandatory and discretionary) as well as those properties that are exempt for rates to help determine a position that aligns to Council's rating principles particularly in relation to equity.

When rate rebates are applied to properties those rates foregone must then be redistributed to the rest of the community. This principle of equity will seek that Council be cognisant of this distribution when considering the use of rebates.

In addition, the rate rebate policies of other councils were also reviewed to help formulate Council's rate rebate position. It was noted that there was significant variability in relation to individual council positions in relation to discretionary rate rebates with the following worthy of note:

- A number have capped the maximum discretionary rate rebate to 75% to ensure all ratepayers contribute an amount to basis service provision
- Some had limited eligibility only to not-for profit organisations and organisations with broad community benefit and where access by the general public was not restricted
- Some have specified where rebates will not be granted, ie aged care facilities or groups and organisations whose purposes are considered to be primarily the responsibility of State or Federal Government
- Some have an endorsed rebate percentage for each category of rebate listed under Section 166 of the Act
- A number have a closing date for discretionary rate rebate applications – generally around 30 April so that rate revenue is not impacted by late rebate applications
- Some have a maximum timeframe period for discretionary rate rebates - 2 years or for the council term
- A number require confirmation of continued eligibility on a regular basis ie annually/biennially

Consideration was also given to the following in relation to the services and activities undertaken by bodies and organisations seeking a rate rebate:

- alignment to Council's Strategic Plan, related strategies and functional strategies being services that would be required to be provided by Council if not undertaken/offered by organisations seeking a rebate
- the role of Council as opposed to the role of other spheres of Government in community service delivery
- the legislative requirements under Section 166 of the LGA including the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons



As such, the following key policy positions in relation to discretionary rate rebates are proposed for the draft Rating Policy due out for consultation.

- a discretionary rebate of 100% will only be granted where community organisations seeking a rebate are:
  - significantly aligned to Council's outcomes, being services that would be required to be provided by Council if not undertaken/ offered by organisations seeking a rebate (including Community Halls); or
  - providing community services that support the disadvantaged or sections of the community that require assistance;
- In all other circumstances, the **maximum** discretionary rebate will be 75% to ensure ratepayers contribute an amount towards basic service provision.
- Discretionary rebates should be considered for organisations which have a limited capacity to raise funds and not be provided to groups and organisations whose purposes are considered to be primarily the responsibility of State or Federal Government or to "for profit" organisations
- that approved discretionary rebates should only be granted for the period of the Council term
- an application form be required for all discretionary rate rebates with the application closing date being 30 April prior to the rating year
- a summary of discretionary rebates be reported to Council on an annual basis
- a regular review (at least biennially) be undertaken to confirm the continuation of a person or body's eligibility for a mandatory rebate

The updated draft Rating Policy including the proposed rate rebate policy position is included as **Appendix 3 within the Annual Business Plan**.

In addition, it was agreed as an outcome from the 2018-19 Annual Budget Planning Workshop held in early April 2018 that the following rate rebate information would be provided as appendices to the Council Report to assist in determining the Rating Policy position for consultation:

- Current listing of discretionary rate rebates including the impact of changes to those rebates as a result of the proposed rebate policy position (**Appendix 2**)
- Current listing of Mandatory rebates and associated details (**Appendix 3**)
- Summarised list of non-rateable properties and associated detail (**Appendix 4**)

In relation to rate rebates, it was noted that there were some inconsistency in terms of categorisation of properties offering similar services with respect to rateability and the amount of discretionary rebate applied. This included the Scouts Association and RSL. As such, for those organisations it is proposed to leave the existing rebate as is for 2018-19 and review as part of the 2019-20 Annual Business Plan and Budget. This would align to one of the proposed changes to the Rating Policy to review all discretionary rebates at the end of a Council term.

When Council considers the draft 2018-19 Annual Business Plan for adoption at its 26 June 2018 meeting, an accompanying report will be included regarding the application of discretionary rate rebates for 2018-19.

### **Fixed Charge**

The fixed charge provides a mechanism to recognise that all properties have access to “core” Council services, regardless of valuation, and ought to make a contribution to the cost of those services. In addition, the fixed charge provides a mechanism to adjust the rates contributions across high and low valued properties. This redresses the balance and equity of the rate system.

It is proposed that a fixed charge of \$634 be set for 2018/19, representing a 3.3% increase on the \$613.50 levied for 2017-18.

### **Primary Production Rates**

Since 2009-10, the primary production General Rate in the dollar has been set at the same level as the Residential General Rate in the dollar given the majority of properties zoned Primary Production are now used only for residential purposes.

A rebate, however, continues to be available to those primary producers that are genuinely in the business of Primary Production and do not benefit from a Notional Capital Value. This rebate provides a 10% lower General Rate for Primary Production relative to Residential ratepayers.

### **Separate Rates**

#### *Stirling Business Separate Rate:*

The draft Policy provides for a continuation of the separate rate for businesses in Stirling (Stirling Business Separate Rate). This rate will raise \$85,000 (the same amount as 2017-18) and is distributed to the Stirling Business Association to promote Stirling as a destination, the ‘Gateway to the Hills’.

There are no proposed changes to the structure of the rate in relation to the categories of land use captured or the level of the ‘top’ and ‘tail’ that have been set in past years, being a maximum level of \$2,145 per property and a minimum of \$240.

#### *Verrall Road Separate Rate:*

The draft Policy also provides for a continuation of the separate rate for Verrall Road, Upper Hermitage which provided for the sealing of the northern end of the road in 2014/15. This rate is levied at a value of \$858 per annum on the properties that use this section of road.

A full copy of Council’s Draft 2018-19 Annual Business Plan is included as an attachment to this report (**Appendix 1**).

#### **4. OPTIONS**

The Council has the following options:

1. To accept the recommendations contained in this report (Recommended)
2. To amend any/all aspect(s) of the recommendations
3. Defer the consultation period for the 2018-19 Draft Annual Business Plan.

It should be noted that the budget review mechanism provides for further adjustments to the draft Annual Business Plan after adoption if deemed necessary or appropriate prior to formal adoption.

#### **5. APPENDIX**

- (1) Draft 2018-19 Annual Business Plan
- (2) Current listing of discretionary rate rebates
- (3) Current listing of Mandatory rebates
- (4) Summarised list of non-rateable properties

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# **Appendix 1**

*Draft 2018-19 Annual Business Plan*

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**Adelaide Hills**  
COUNCIL

2018-19

# Draft Annual Business Plan



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## Contents

Mayor’s Message .....	4
Our Community.....	6
Our district .....	7
Our team .....	8
Strategic Plan delivery.....	12
Long Term Financial Plan Context.....	25
Operating Budget.....	30
Capital Budget.....	42
Rating Policy Setting .....	45
Appendices.....	46
1. Appendix One	
2. Appendix Two	
3. Appendix Three	
4. Appendix Four	
5. Glossary of Terms	

## Welcome

This is our Draft Annual Business Plan for 2018-19.

This publication is provided for our ratepayers, residents, business operators, visitors, government agencies and other interested people.

The Annual Business Plan meets the requirements of the *Local Government Act 1999*, and also provides relevant information for our community.

The plan outlines our objectives for 2018-19 and how we're going to achieve them. These objectives are linked primarily to our Strategic Plan, but also come from our other functional strategies and plans.

We hope this plan makes interesting reading and demonstrates our commitment to making the Adelaide Hills *a place for everyone*.

### Where to get copies

A digital copy of this report is available at **ahc.sa.gov.au**.

Request a copy by contacting us  
**(08) 8408 0400**

**PO Box 44 Woodside SA 5244**  
**mail@ahc.sa.gov.au**

### Feedback

We welcome your feedback on this report or any other Council matter. Please contact us in ways described left.

## Consultation

Consultation on this Draft Annual Business Plan will run from 30 April 2018 to 25 May 2018 and we want to hear what you think about it. Opportunities to be involved include:

- Review the draft plan online, ask questions and make a submission at [engage.ahc.sa.gov.au](http://engage.ahc.sa.gov.au)
- Make a written submission by email to [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au) or by post to PO Box 44, Woodside SA 5244
- Attend a public meeting of the Council at 6.30pm on 22 May 2018 where members of the public can make in-person representations.

Information about the Draft Annual Business Plan and Budget will be included in the Council's electronic newsletter, Hills Voice: your Adelaide Hills, distributed to subscribers on 1 May.

The Council will consider feedback received during the consultation period at its meeting on 26 June 2018 and take this feedback into account before adopting the final Annual Business Plan.

Copies of this draft Annual Business Plan can be viewed online at [engage.ahc.sa.gov.au](http://engage.ahc.sa.gov.au), in person at any Council Customer Service Centre, Community Centre or on the mobile library.

Should you or someone you know need assistance participating in this consultation, please call us on (08) 8408 0400 to discuss how we can help.



## Mayor's Message

The focus of this Annual Business Plan is continue to deliver on the goals and objectives of the Strategic Plan in a responsible, prudent and collaborative manner, always striving to act in the best interests of the Adelaide Hills community.

In February this year, Council Member and long-term community leader, Councillor Val Hall, passed away. Val was a member of the District Council of Gumeracha prior to amalgamation and was elected to the inaugural Adelaide Hills Council, where she continued to serve on every term of the Council bar one. Val's contribution both in and out of the Chamber was greatly appreciated and she will be missed.

The Marshall Liberal Government was elected in March 2018 with a policy platform including rate-capping for local government. While the passage of enabling legislation will be a matter for the State Parliament, the Adelaide Hills Council is well-placed as it has drafted a responsible and prudent budget with an increase to within 1% of the expected increase in the Consumer Price Index. This modest increase is exactly what we have been telling the community we would do each year until 2020 in our Long-Term Financial Plan. In response to community feedback a number of new projects and initiatives will be started in 2017-18 and the cost of these will be covered by savings made through improved efficiencies.

Council continues to progress its strategic planning and financial sustainability initiatives by including in the Long-Term Financial Plan the cost all of the Strategic Plan and Functional Strategies as they are adopted. This enables both the current and successive Council to understand the cost implications of their strategic decisions and facilitate the prudent delivery to services and facilities to the community.

Population growth and development within the Adelaide Hills has continued to be modest however the new development of Woodforde and the revitalisation of the Inverbrackie site at Woodside will bring both population increases and demographic changes. The Adelaide Hills Council welcomes these new residents and looks forward to them contributing to the rich culture of the region.

The former Onkaparinga Woollen Mill at Lobethal will enter its next stage of development in 2018-19 when the Arts & Culture Hub is established. This is another major step forward in the masterplanning process which aims to respect and celebrate the economic, heritage and cultural elements of the site.



In 2017, Council completed an Elector Representation Review which examined the composition and structure of the representation arrangements which have been largely the same since the formation of the Council in 1997. The outcome of the review was a Council resolution to retain a popularly-elected Mayor and 12 Councillors and retain wards but reduce the number to two, being the Ranges Ward and Valleys Ward. The new representation arrangements will take effect for the November 2018 Local Government Election.

With the election in November, this will be the last Annual Business Plan developed by the current Council. I believe that there has been strong growth in the quality and range of Council's services and facilities against a backdrop of prudence and financial accountability throughout the current term. I would like to thank the contribution of the Council Members and wish the incoming Members best wishes in their leadership and stewardship of the Council area in collaboration with, and in service to, the Adelaide Hills community

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

Bill Spragg  
Mayor

## Our Community

The Adelaide Hills Council district offers an appealing rural and township lifestyle, on the fringe of metropolitan Adelaide.

The District is primarily a rural living area with the population concentrated in 57 townships and settlements. The towns are located throughout the area along with tracts of native vegetation and prime agricultural land which creates a unique character loved by our communities and visitors alike.











The Adelaide Hills has a resident population of 38,863 (2016 ABS Census) with around 65% of its adult population travelling outside the area for work or education. Those employed locally mainly work in food and wine production, tourism, or provide services for the local population.

The community is generally well educated and well connected. Employment levels are good and there are high levels of volunteering.

While the proportion of babies and children are slightly over the South Australian average, there is a tendency for young people to move out of the district when they reach working age. Likewise, people find it challenging to live in the Hills as they age and the proportion of the population over 70 is lower than in other parts of South Australia.

Further information about our community profile, including trends and considerations, can be found in our Strategic Plan available at [ahc.sa.gov.au](http://ahc.sa.gov.au).

*\*Based on 2016 Australian Bureau of Statistics Census QuickStats*

	<b>Population</b> 38,863
	<b>Median Age</b> 44yrs
	<b>Number of Townships</b> 57
	<b>Number of Dwellings</b> 15,454
	<b>Density</b> 49km <sup>2</sup>
	<b>Council Established</b> 1997
	<b>Area</b> 795km <sup>2</sup>
	<b>Sealed Roads (Council)</b> 607km
	<b>Unsealed Roads (Council)</b> 401km
	<b>State Electorates</b> Newland, Schubert Morialta, Kavel, Heysen, Waite, Bragg
	<b>Federal Divisions</b> Mayo

## Our district

The Adelaide Hills' unique characteristics and proximity to metropolitan Adelaide have created many opportunities for tourism and unstructured recreation.

There are over 1,000 kilometres of roads in our district: equivalent to the distance from Adelaide to Canberra. These roads carry city residents and visitors on their country getaways as they drive, ride, cycle, and walk to experience the Hills' natural landscapes and iconic towns and villages.

The region is well known for its natural environment and built character, wineries, eateries and a range of attractions and events.

While the rural and village character of the area remains a traditional constant, the Adelaide Hills is nonetheless undergoing significant change. Over the past decades the focus on traditional agriculture has reduced as some rural lands have transitioned into boutique industries, wineries or large residential properties. This transition from farming to urban fringe activities has impacted on local employment opportunities, particularly within smaller townships.

Much of the district is within the Adelaide watershed and as such, development is largely restricted.

Like many other urban fringe areas, limited public transport, an ageing farm population, a changing agricultural and economic base and difficulties in accessing services have left some people in the area isolated and vulnerable. Nonetheless, the community has exhibited a strong desire, through numerous engagement opportunities, to preserve the hills character as paramount to the way of life within the hills.

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

The Adelaide Hills area is also a biodiversity hot spot with numerous threatened species. Many volunteers and 'Friends of' park groups devote countless hours to preserving and enhancing the habitat value of these biodiversity hot spots.

This Annual Business plan has been prepared in recognition of the many opportunities and challenges faced by our district and its community, while seeking to achieve the community's aspirations as contained in our Strategic Plan.

## Our team

### Elected Council

The Adelaide Hills Council was established in 1997 through the amalgamation of the then District Councils of East Torrens, Gumeracha, Onkaparinga and Stirling.

Council currently comprises the Mayor and 12 ward councillors. The Council area is divided into five wards (refer next page), with the Mount Lofty and Onkaparinga Valley Wards each being represented by three ward councillors, and the Manoah, Marble Hill and Torrens Valley Wards each being represented by two ward councillors.

The current Council was elected at the November 2014 Local Government Election.



*Left to right: Cr Val Hall, Cr Malcolm Herrmann, Cr Nathan Daniell, Cr Kirrilee Boyd, Cr John Kemp, Mayor Bill Spragg, Cr Andrew Stratford, Cr Ron Nelson, Cr Ian Bailey, Cr Linda Green, Cr Lynton Vonow, Deputy Mayor Jan-Claire Wisdom, Cr Jan Loveday.*

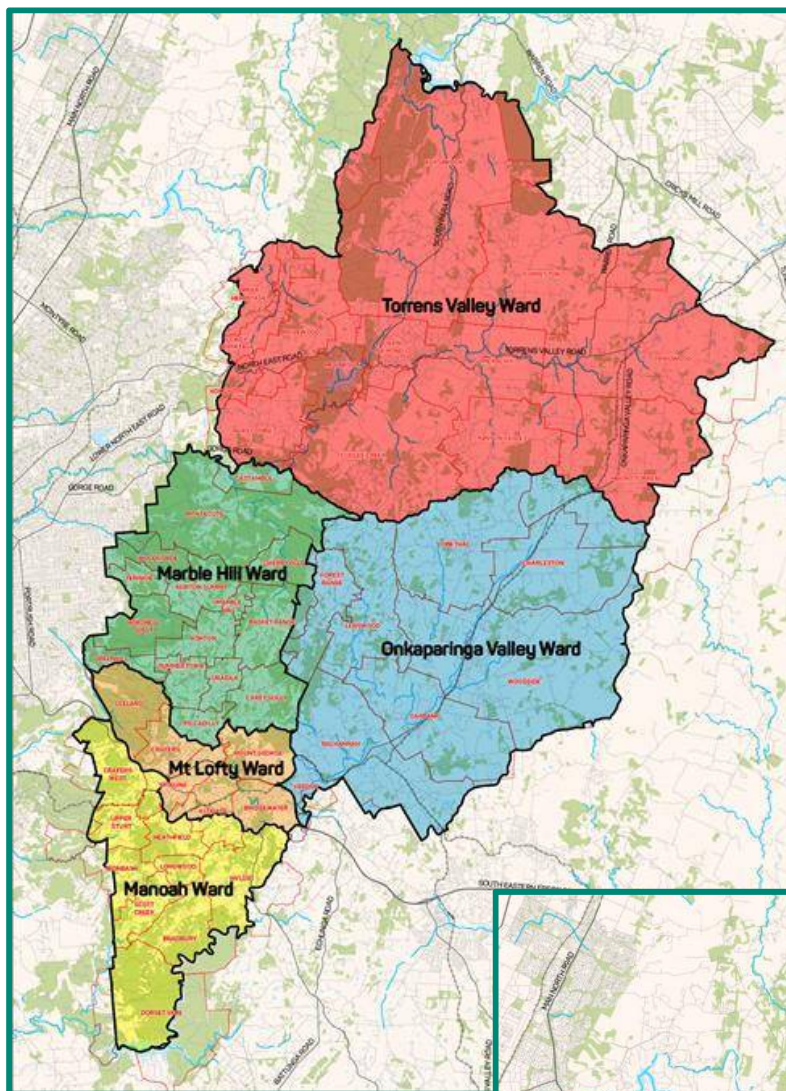
Sadly in February 2018, Councillor Val Hall passed away after a short illness. Councillor Hall was in her nineteenth year of local government service and a lifetime of community service. Her legacy to the Adelaide Hills community, and particularly her beloved Gumeracha, will remain in the hearts of many members of the Adelaide Hills community.

### Elector Representation Review

In December 2017, the Adelaide Hills Council completed an Elector Representation Review which is a formal process under Section 12 of the *Local Government Act 1999* to review all aspects of Council's composition, including the division, or potential division, of the council area into wards. In reviewing the representation arrangements, in consultation with the community, the Council resolved on a new structure that will take effect from the November 2018 Local Government Election.

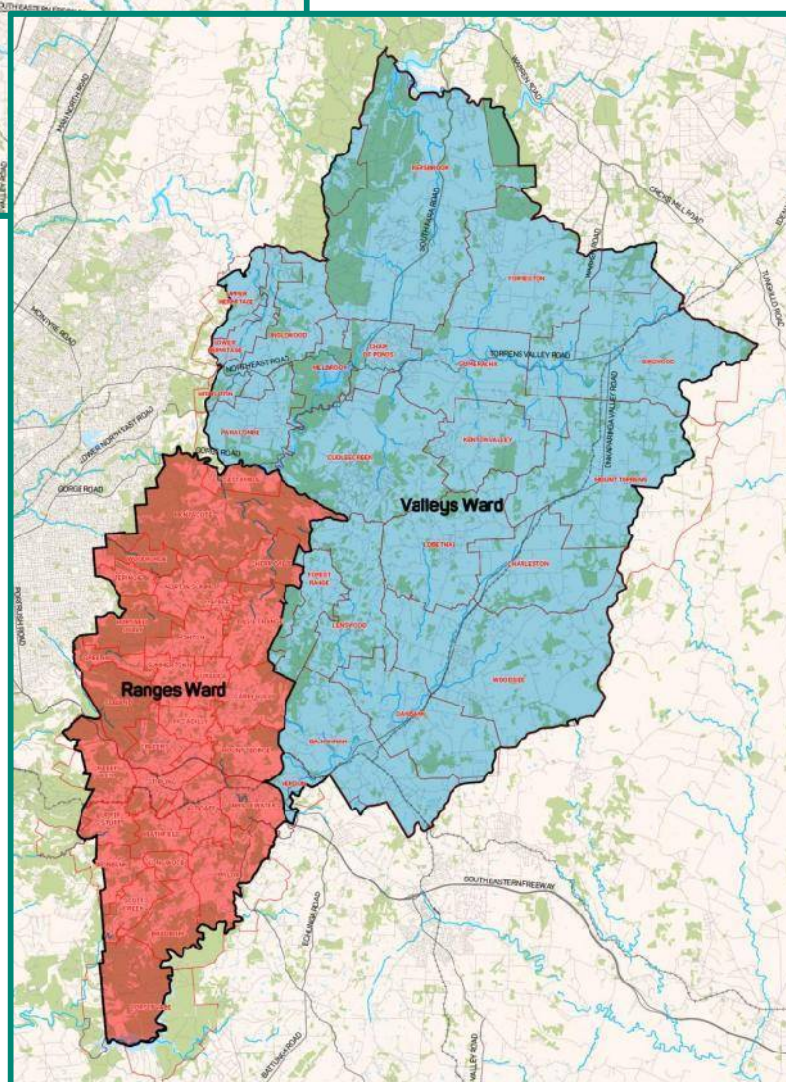
The new structure (refer next page) is for the district to be represented by a Mayor elected by the community, 12 ward councillors, and the creation of two wards to replace the current five ward structure. The Valleys Ward will be created by merging the existing Torrens Valley and Onkaparinga Valleys Wards into one ward with five councillors. The current Manoah, Mount Lofty and Marble Hill Wards will be amalgamated to form the Ranges Ward with seven councillors with the addition of the Basket Range, Cherryville and Carey Gully localities, which were previously divided by ward boundaries, to be wholly within the Ranges Ward.





Left: Adelaide Hills Council's five ward structure, in place until the November 2018 Local Government Election

Below: Adelaide Hills Council's two ward structure, in place from the November 2018 Local Government Election



## Organisation structure

### Council and Committees

The Elected Council's role is to provide for the government and management of the Council area. It does this through representing the interests of the community; providing and coordinating public services and facilities; encouraging and developing initiatives to improve the community's quality of life; and exercising, performing and discharging its functions under legislation in relation to the Council area.

Council has established three Council Committees to assist it to discharge its responsibilities in specific areas, these are the Strategic Planning & Development Policy Committee (SPDPC), the Audit Committee and the Chief Executive Officer Performance Review Panel (CEOPRP).

### Advisory Groups

Council has established a number of Advisory Groups for key subject matters, which provide a unique way for skilled community members to participate in Council processes. These Groups provide advice to the Administration in the formulation of policy and other initiatives for Council's consideration.

### Regional Subsidiaries

The Adelaide Hills Council is a member of four regional subsidiaries which assist Council in its strategic planning and service delivery activities. The subsidiaries are the Southern and Hills Local Government Association (SHLGA), the Eastern Waste Management Authority (East Waste), the Adelaide Hills Region Waste Management Authority (AHRWMA), and the Gawler River Floodplain Management Authority (GRFMA)

### Administration

The Council's Administration is led by a Chief Executive Officer appointed by the Council.

The Chief Executive Officer appoints staff to carry out the functions and duties delegated to them and to implement Council decisions. The Administration is organised into directorates (see next page), each with a specific area of focus and functional responsibilities.

Volunteers play an important role in delivering services to our community. We are fortunate to have a large team of skilled and dedicated people contributing in this way. They teach, cook, garden, drive buses, lead groups, share skills, read, shelve books and much, much more.



#### Number of Council Members

13 (including Mayor)

#### Number of electors per Councillor

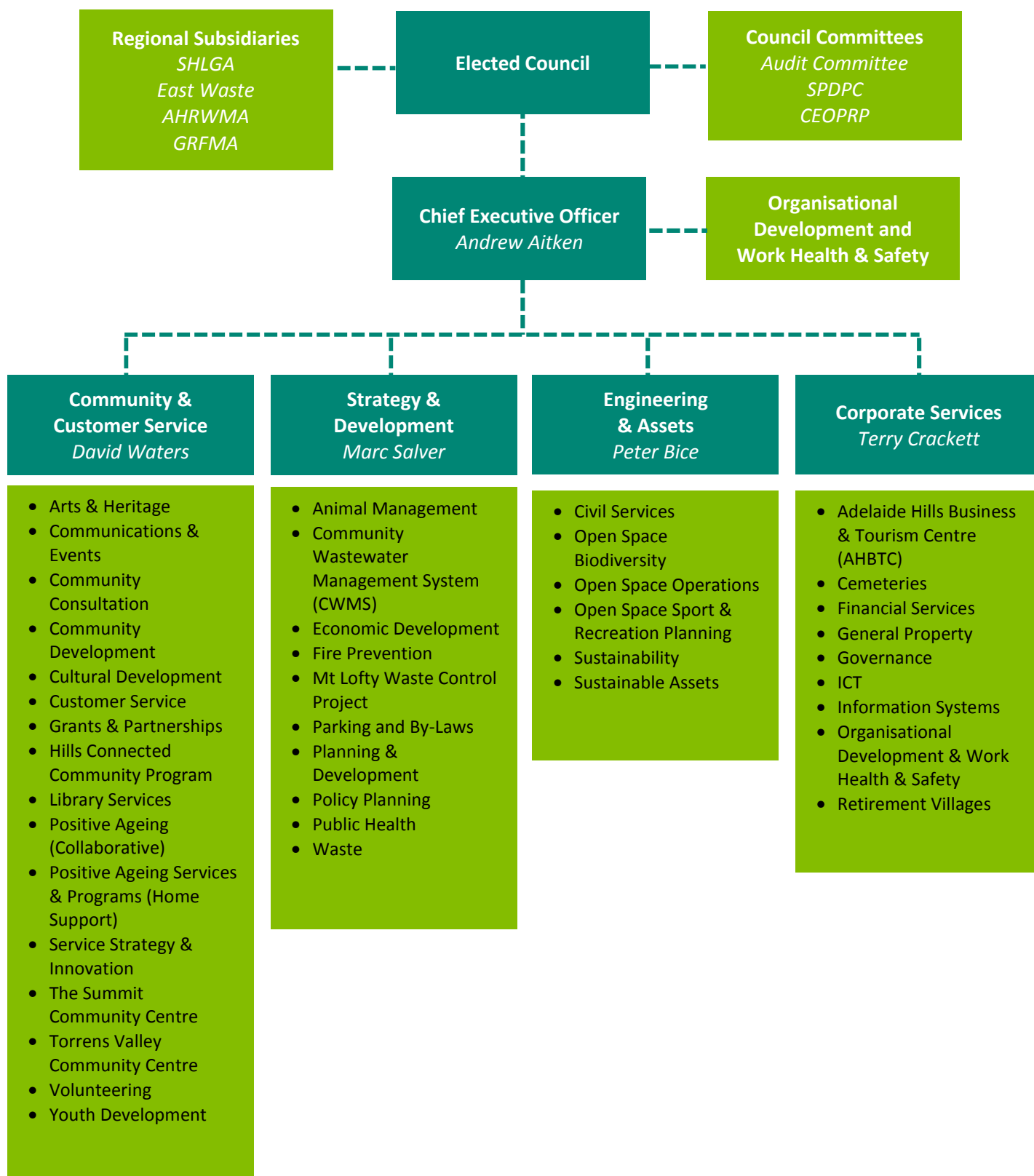
2,454

#### Number of staff

191.5 full time equivalents

#### Number of volunteers

193





## Strategic Plan delivery

Our Strategic Plan *Your Adelaide Hills* provides a focus for the Council's service delivery over the coming years. Adopted in late 2016, it is our plan to make the Adelaide Hills a *place for everyone!*



*The Strategic Plan doesn't include everything we do, but it helps us focus on those areas which need new or renewed attention to address emerging community needs and trends. There are four community goal areas in the plan, plus an organisational sustainability commitment. You can access a copy of the Strategic Plan at [ahc.sa.gov.au](http://ahc.sa.gov.au).*



## Goal 1

### People and Business Prosper

The Adelaide Hills is a unique region, where people live among working vineyards, on viable agricultural land and in village townships and settlements. The country lifestyle and natural surrounds are key attractors for residents and visitors. Living and doing business are entwined.

The Hills is known for its quality food and beverage offerings, with creative producers finding niche markets at home and overseas. We operate in an environment free of genetically modified crops. There are opportunities to leverage the 'clean and green' brand and help producers tap in to interstate and overseas markets.

With close proximity to Adelaide, short-stay experience tourism works well for the Adelaide Hills. Affordable and unique experiences in a natural setting are highly sought after.

Active lifestyles are synonymous with the Hills and we recognise the role we play in supporting health and recreation. The State Government has identified the region as an international mountain biking destination and more needs to be done to make this a reality. There is a network of iconic walking trails and there are opportunities to connect these with key destinations.

Playing in nature is important for the young and young at heart. Both residents and visitors alike enjoy opportunities to spend time and explore in nature.

It can be difficult for people to buy their first house or secure affordable rental properties in the Hills. We know that many people leave the district in their later years as they look for smaller properties closer to public transport and services. For people to prosper in the Hills, we need to make it liveable for all ages.

#### **What success looks like:**

Thriving businesses that uniquely say “Adelaide Hills”  
Healthy and happy people



## **Key activities this year**

### **SP1.3 – We will work towards making the Adelaide Hills the favoured tourism destination in the State.**

We will continue to invest \$50,000 per annum for the next two years in visitor information servicing in the Adelaide Hills, bringing the total investment in Adelaide Hills Tourism to \$100,000 for each of the next two years. With a big emphasis on digital technology, we will work with Adelaide Hills Tourism and Mt Barker District Council to ensure visitors to our region know what is on offer and how to get there.

### **SP1.5 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**

May Business Month is an initiative of the Adelaide Hills Council and Mount Barker District Council to raise awareness within the region of the services and training opportunities available to small business and to encourage participation as good business practice. Through workshops, seminars and networking events the month long program provides opportunities for businesses to network, learn new skills and update their knowledge.

Both councils are dedicated to encouraging and supporting business growth and new investment into their respective council areas, and it made sense that the councils combined their efforts in providing a program that would provide cross-regional benefits at the local level.

### **SP1.10 – We will use the amended Development Plan to encourage more housing opportunities for first home buyers and those wishing to age in our community.**

The Council's Development Plan has now been amended to allow for a wider variety of housing opportunities in the district. We will be commencing with the conversion of our Development Plan into the new State Planning & Design Code over the next two years to assist with the transition to the new State Planning System. This will also include the roll out of an electronic Development Application system by the State Government in order to streamline assessment processes and improve processing efficiencies for new homes.

### **SP1.11 – We will embrace nature play concepts in play space developments.**

Following the success of the Bridgewater Playground redevelopment in 2016, we've made an allocation for play space developments in other parts of the district. Areas of greatest need will be identified and natural play elements will be incorporated to ensure play spaces have the right mix of fun, risk and adventure.

## Other highlights

- We will continue to work with our Rural Land Management Advisory Group to identify what barriers exist to the region achieving 'pest free' accreditation.
- We will continue to progress the World and National Heritage bids for the Mt Lofty Ranges Region as a working agrarian landscape.
- We will work with the State Government to change the development policies to make farming easier and allow for value adding activities such as food tourism and on farm shops.
- The Federal Government has announced funding to upgrade roads to establish a
- B-Double freight route from Murray Bridge to Lobethal. We will work with the State and Federal Governments to ensure community needs are identified and addressed through this process and that the upgrade supports economic development and job growth in the region.
- With other partners, we will progress a scoping study for a northern freight train bypass.
- We will continue to provide advice and opportunities for businesses to network and grow in the district.

## Goal 2

### Activities and opportunities to connect

In an increasingly fast-paced and technological world, opportunities to connect are crucial. Connection can be with a place, people, activities or ideas. A connected community is inclusive and welcoming, engaged, empowered and dynamic. Its members are confident and resilient.

The Hills community values learning and sees it as a lifelong pursuit. Technology has enabled people to connect with communities of interest beyond their local area, bringing new ideas and expectations.

People wish to be heard and involved in making decisions which affect them. Opportunities for active citizenship and community led approaches exist through Advisory Groups, working parties, forums and volunteering, but more can be done to strengthen community based leadership.

The Adelaide Hills has nearly twice the level of volunteering than the greater Adelaide area and this needs to be fostered. Creative pursuits provide people with an opportunity to connect with each other and their surrounds on a more meaningful and thoughtful level. Art is often said to be an expression of culture. It demonstrates community identity, provides an important outlet for expression and is a valuable educational tool and can encourage business investment.

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

The Adelaide Hills is a place for everyone. To be welcoming and respecting of individual uniqueness we must strive to understand, accept and value differences.

#### **What success looks like:**

A welcoming and inclusive community where people support, respect and celebrate each other for their differences as much as for their shared values



## Key activities this year

### **SP2.1 – We recognise and respect Aboriginal culture and the descendants of our first people. We will implement a Reconciliation Action Plan.**

Our initial focus is on reflecting on the past, developing a better understanding of Aboriginal culture and making better connections with Aboriginal people. This year we will invite Aboriginal people and their representatives to be part of a working/reference group.

### **SP2.2 – We recognise diversity in the community is one of our greatest strengths and we will support and promote opportunities for social inclusion.**

We'll pursue activities arising from our multi-cultural action plan to make the district more welcoming to people from diverse backgrounds. We will enhance the profile of the Harmony Picnic and roll out cultural diversity awareness programs for young people through our libraries.

### **SP2.3 – We will establish a community leadership program to help unlock the potential of people in the community to improve the community.**

We will further refine our Community Leadership Workshop Series to support community leaders and groups to reach their full potential.

### **SP2.4 – 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.**

We are committed to creating the district's first Arts and Heritage Hub at the Old Woollen Mill in Lobethal as part of an overall economic and social improvement plan for the precinct. The Business Development Framework will be implemented, commencing with development of an evaluation framework, the appointment of a heritage officer to work on a plan for the heritage collection and the design of capital improvements for the Hub.

We will continue to attract investment in Lobethal by implementing the Adelaide Hills Business and Tourism Centre divestment strategy. The growing total employment trend at the site is expected to continue as businesses purchase and invest in elements of the site. The precinct will also incorporate the Arts and Heritage Hub.

**SP 2.5 – We will support opportunities for learning in our community to increase the confidence, wellbeing and health of our citizens.**

Reliance on digital technologies and online services is a modern reality. We're investing more in digital literacy services through our libraries, with a focus on enabling people of all ages to be confident 'digital citizens'. We continue to align children's school holiday programs with school curriculum trends around science, technology and innovation.

**SP 2.6 – We will seek to bring events to our district that have social, cultural, environmental and economic benefits.**

We hope to grow our involvement in the Women's Tour Down Under, while continuing our proud involvement in the Men's Tour. We are investing more in supporting small community events and will continue to develop sustainable event waste management practices.

**SP2.8 – We will improve the engagement and participation of younger people in our district.**

We will review the Youth Advisory Committee for effectiveness and relevance to ensure young people can actively participate in Council processes.

We will have a bigger focus on developing young people as the leaders of tomorrow through a new youth leadership development program.

**Other highlights**

- We will review library services, including the mobile library, to ensure service provision is meeting the needs of the community effectively and efficiently.
- We will continue to develop library collections and programs that promote and support social inclusion.
- We will undertake a volunteer engagement survey and review volunteer management processes to increase the effectiveness of recruitment, support and recognition.

## Goal 3

### Places for people and nature

What makes the Adelaide Hills special is its unique landscape and places. From native vegetation and productive farming land to village townships and community facilities, the region comprises a blend of land use which allows people and nature to thrive.

Good facilities provide places for people to meet, connect and participate. These range from fields for organised sport to spaces for meeting friends in the main street.

A unique 'sense of place' can be created with input from people who spend time or do business in an area. Communities know what a place needs, who will use it and how it can be enhanced.

Built spaces like libraries, community centres and halls provide hubs for people to come together, learn and interact. These spaces should constantly evolve to meet new and changing needs. They should also incorporate sustainable design principles.

The native flora and fauna of our region contribute to the character of the Adelaide Hills and are essential to our productivity, economy, health and sense of wellbeing.

Our plants and wildlife face a number of challenges including weed invasion, habitat fragmentation, bushfires and climate change. Through responsible management and supporting community based activities, we can work together to improve biodiversity and enable ecosystems to thrive.

The environment is continually changing - influenced by climate, economic considerations and human impacts. We need to empower our community with the knowledge and capacity to adapt to change and secure a sustainable future.

Council plays an important role in mitigating the risks posed by natural hazards such as fire, flood and extreme weather events. When such events do occur, we respond and assist the community in recovery.



#### **What success looks like:**

Vibrant places which contribute to increased wellbeing  
Thriving ecosystems





## **Key activities this year**

### **SP3.1 – We will work with our community to encourage sustainable living and commercial practices.**

We're striving for carbon neutrality and encouraging our community to do likewise, so we're putting more money aside to develop a Carbon Neutrality Plan, and continuing our investment in sustainability incentive grants.

We are investigating water reuse opportunities and designing and implementing various Water Sensitive Urban Design initiatives where they are possible, including creek restoration and bio-filtration.

We are also undertaking research and analysis in relation to a Community Energy Program across the region through the Resilient Hills and Coasts Climate Change Adaptation Project Group.

### **SP3.3 – We will complete the road reserves and reserve assessments Native Vegetation Marker System (NVMS), leading the nation in conservation and biodiversity management practices.**

We will complete the road reserves and reserve assessments, leading the nation in conservation and biodiversity management practices.

We recognise the importance of remnant native vegetation on roadsides and reserves. Accordingly, we have increased our investment in the Native Vegetation Marker System. These sites will receive ongoing monitoring and active management to protect and conserve areas of high biodiversity value.

### **SP3.5 – We will take a proactive approach, and a long term view, to infrastructure maintenance and renewal.**

We continue to invest heavily in renewing the assets we already have before they deteriorate below a serviceable standard. Examples include:

- Upgrading retirement villages to replace old fit-outs and making units and grounds more age-friendly
- We are developing business workflows in our Asset Management System to enable real time defect information against Council Assets to be logged in the field as they are discovered.
- Delivering Community and Recreation Facility Grant Funding
- Developing guiding frameworks for Strategic investment across Sport and Recreation Assets



### **SP3.6 – We will reduce the impact of cats on native flora and fauna.**

In light of the review of our Animal Management Plan, and considering feedback received from the community, we will complete a review of our Cats By-law and consider what changes, if any, are required to reduce the impact of cats on our environment and biodiversity.

### **SP3.7 – We will drive further reduction in waste consigned to landfill**

We are exploring the potential for soft plastic recycling within the Council area, in conjunction with East Waste and in line with Council's Waste and Resource Management Strategy.

We will be undertaking kerbside bin audits and exploring opportunities for further recycling services within prominent public places, with the aim to reduce waste to landfill and maximize recycling.

### **SP3.9 – We will encourage community-led place making approaches to enhance townships and public spaces.**

At the heart of Mt Torrens is the Mt Torrens Heritage Reserve, and completion of this redevelopment will occur this year. The local community has been heavily involved in this important collaborative project.

We will continue to work with the Gumeracha community to develop a masterplan for the Gumeracha main street and surrounds. The focus will be on creating a precinct conducive to business, tourism and social activities.

### **Other highlights**

- A comprehensive review of our Biodiversity Strategy 2013-18 will occur, which will benefit from community consultation in 2018 and a new Strategy to be released in 2019.
- We continue to work with the State Government to complete the Amy Gillett Bikeway from Mt Torrens to Birdwood and Mt Pleasant in the Barossa. Additionally, we are exploring opportunities for a broader Inter-regional Cycle Network, to create linkages between key economic and tourist offerings across South Australia.
- We will undertake community education around mandatory dog and cat microchipping and desexing requirements, while supporting the introduction of the new Dogs and Cats Online system for dog registrations.
- We will offer food safety training to food businesses and community organisations.
- We will finalise the review of Council by-laws.

## Goal 4

### Explore ideas and work with others

Our community is full of ideas and potential. We seek community input for important decisions and to help us set directions.

The community needs the Council to be easy to work with and to act in its interest.

Today's norm was yesterday's innovation. Creative communities are vibrant and members have outlets to express themselves. We need to foster creativity in the community and embrace it as an organisation.

Community-led approaches can achieve great community outcomes. Everyone should have the opportunity to participate and influence decisions that affect them and be empowered to create change.

Two heads are better than one. Working together with community, business and other levels of government will create better outcomes and allow for knowledge sharing and learning from one another.

To meet changing community expectations the Council needs to be agile. Our strategies, policies, processes and systems must be current and relevant to community needs. We must embrace flexibility and be prepared to change. In recognising and realising opportunities, we manage risks so that we can achieve our objectives.

As the world changes around us, the Council needs to be aware of the impacts on its community and advocate accordingly.



#### **What success looks like:**

Council working with our community and others to pursue new ideas and address emerging needs



## Key activities this year

### **SP4.1 – We will embrace contemporary methods of engagement so it's easy for everyone to have their say.**

We will improve and grow our existing digital communication channels including the website, social media and continue to explore new channel opportunities. We will continue to explore opportunities for the community to participate in decision-making through a variety of 'traditional' communication methods and on-line engagement processes.

We will undertake reviews of the Community Consultation Policy and the Community Engagement Framework to ensure alignment of both documents and that community engagement approaches reflect contemporary practice.

### **SP4.2 – We will explore the opportunities that emerging technologies present to people living, working, visiting or doing business in our district.**

An Internet of Things (IOT) Network has been established in the Council district and now there are opportunities for us to utilise sensors connected to this technology. The initiative will see a trial of a range of IOT sensor technologies to evaluate the usefulness of the information collected to improve decision making.

### **SP4.3 – We will offer greater access to services and realise business efficiencies through online services.**

We are investigating the potential to publish our cemetery maps online for customers to be able to search and geospatially locate specific graves and internments.

Customers are increasingly interacting with us through our website. We'll improve customer service and business efficiency by improving the way customers raise requests through our website and the way those requests are assigned and actioned.

### **SP4.4 – We will foster creativity in the community and embrace it as an organisation.**

We will continue to encourage public art and placemaking through the provision of community grants.

## Other highlights

- We'll lead by example by purchasing more efficient vehicles with enhanced safety features (all fleet vehicles now 5 star ANCAP rated)
- We'll continue to explore and actively promote online channels of enquiry and self-service.

# Organisational Sustainability

Local Government is a highly regulated and scrutinised sector. People need to be able to trust us. We place great value on being open, transparent and responsive. We strive for accountable and strategic decision-making and we pursue excellence and equity in service delivery.

We have defined commitments outlined in our Strategic Plan in the following areas:

- Our organisation
- Work health and safety
- Financial sustainability
- Customer service commitment
- Risk and responsibility
- Collaboration on public policy setting
- Governance

## Key activities this year

- We will implement initiatives identified through our Corporate Plan through the following elements:
  - Leadership
  - People
  - Strategy and Policy
  - Partnerships and Resources
  - Processes, systems and customer service
  - Results
- We will continue to develop our work health and safety (WHS) management practices with the use of the integrated safety management system.
- We will review our performance in 3 WHS procedures through an internal audit process and the development of improvement plans from the findings.
- We will improve the usability of our digital platforms including the website and social media to enhance community awareness of council services and activities.
- We will develop an organisation wide project management framework to improve consistency and quality of project delivery across the organisation.
- We will develop the corporate planning and performance reporting functions through the consolidation of the strategic, corporate and annual business plans organisationally and we will develop and report on a suite of corporate indicators to assist in monitoring the performance of Council's key plans, strategies, projects, risks and services.

## Long Term Financial Plan Context

The *Local Government Act 1999* requires the Council to prepare a Long Term Financial Plan (LTFP) as part of its strategic management plans, and to update it on the same basis. 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.

Prior to the development of the Annual Business Plan and Budget a detailed review of the LTFP was undertaken in consultation with the community. The LTFP is to be considered for adoption at Council's 24 April 2018 meeting.

The key objective of our LTFP is financial sustainability in the medium to long term, while still achieving the objectives outlined in our Strategic Plan and Corporate Plan. 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. A copy of the LTFP can be found at [ahc.sa.gov.au](http://ahc.sa.gov.au)

In addition, the LTFP has been used to set the context and targets for the development of the 2018-19 budget.

### Key conclusions drawn from the LTFP

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, there is a level of certainty provided to the community that financial sustainability will be maintained.

## Financial Summary

The Annual Business Plan for 2018-19 has been prepared in accordance with the priorities of Adelaide Hills Strategic Plan, Corporate Plan and functional strategies, while ensuring the financial targets adopted by Council at its Council Meeting in February 2018 are met.

Key financial information for 2018-19 is summarised below:

- General Rate Increase 3.30%
- Rates Growth (new rateable properties and improvements) 0.75%

Budget Summary	\$'000
General Rates Income	34 121
All Other Operating Income	10 076
Total Operating Income	<b>44 197</b>
Operating Expenses excluding Initiatives	43 113
New Operating Initiatives (Net)	832
<b>Operating Surplus</b>	<b>252</b>
<b>Total Gross Capital Expenditure</b>	<b>15 535</b>
<b>Estimated New Borrowings</b>	<b>3 900</b>
<b>Repayment of Borrowings</b>	<b>216</b>

Outcome: Council will raise sufficient income to cover its operating expenses and undertake repayment of its debt.

### Key Financial Targets for 2018-19

Indicator	Adopted Target	2018-19 Budget
Operating Surplus Ratio	0 - 10%	0.6%
Net Financial Liabilities Ratio	0 - 100%	63 %
Asset Sustainability Ratio	90 – 110%	91 %

### Impact on ratepayers

It is proposed that the overall amount existing ratepayers will pay in general rates will increase on average by 3.3%. For a residential property of average value, this equates to an increase in general rates of approximately \$63 for the 2018-19 year. Rate increases may vary from the average where there has been new development, capital improvements or other significant change to the value of the property.

## Significant Influences for the 2018-19 Budget

A number of factors have influenced the preparation of Council's 2018-19 Annual Business Plan and Budget. These include:

- Local Government Price Index increases on relevant goods and services, which in recent years has tracked above CPI.
- Provision for Enterprise Bargaining Agreements for most staff which determine conditions of employment and provide for annual salary and wages increases.
- Maintaining asset management (renewal) expenditure at a sufficient level to ensure long term maintenance of Council infrastructure, property and IT assets.
- Increased maintenance requirements due to an increase in capital works and construction of new assets over recent years.
- Ensuring key strategies from Council's Strategic Plan and Functional Strategies are costed appropriately.
- The impact of China mandating and enforcing stringent quality requirements for imported recycled materials (China Sword) has resulted in a significant financial impact on Council's budget including income reduction of \$110k and increased expenditure of \$228k.
- State Government budget decisions including a significant waste levy increase of over \$70k for 2018-19 and a required \$36k contribution from council for a planning portal.
- Grant funding including a reduction of \$656k in Council's Roads to Recovery grant income for 2018-19 as a result of the timing of Commonwealth Government payments.
- The divestment of the southern side of AHBTC resulting in reduced rental and reimbursement income but offset by reduced operating costs.
- The activation of an Arts and Heritage Hub resulting in a net cost of \$255k in 2018-19.

In response to the cost imposts on Council and to minimise the burden on ratepayers, Council has continued its work and review of saving strategies including service sustainability.

Saving strategies identified as part of the 2018-19 Budget preparation include organisational initiatives, service reviews, contract management efficiencies and savings, infrastructure and work planning actions as well as people management initiatives. These reviews have already identified savings in contracting budgets across the corporation which have been realised in building the 2018-19 budget.

## Sources of revenue and application of expenditure

### Revenue

Rate revenue is the Council's primary source of income (84%) with grants, fees and charges making up the remainder. We continue to pursue grant income and partnerships with external funders where possible to minimise the requirement for revenue via rates.

### Expenses

Thirty-seven percent of the Council's costs are attributable to the payment of salaries and wages and around 42% is applied to materials, contracts and other expenses. Depreciation represents the rate at which assets such as roads, buildings, footpaths, IT equipment and plant deteriorate. Budgeting for depreciation ensures we can afford to renew assets as and when they need it.

### Fees and Charges

Section 188 of the *Local Government Act 1999* provides the legal context:

- fees and charges are determined by resolution of council either as a direct resolution or by by-law or via delegation
- a council is unable to fix or vary fees or charges prescribed under other Acts
- in respect of fees for the use of facilities, services or works requests a council need not fix fees or charges by reference to the cost of the council
- council is required to keep the list of fees and charges on public display and provide updates where fees and charges are varied during the year.

Council reviews its fees and charges each year, in conjunction with the development of the annual budget. As in previous years, a comprehensive review has been undertaken to ensure that the fees proposed:

- reflect (or move progressively toward) the cost of the services given
- are comparable with market rates, where appropriate
- take into account benefit derived by users of community facilities
- are consistent with Council directions articulated through existing policy or plans
- are consistent with Council's LTFP assumptions

Generally, this has resulted in proposed fee increases that are in line with CPI, insofar as this is practicable.



## Borrowings for the 2018-19 Financial Year

Borrowing is an important funding source, especially for expenditure relating to new Capital and is undertaken in accordance with Council's Treasury Policy. The key objective of the Policy is to manage the finances of the Council holistically in accordance with the overall financial sustainability strategies and targets.

An independent local government report on financial sustainability encourages the increased use of borrowings to promote intergenerational equity. This involves spreading costs in relation to significant capital expenditure based on the pattern of benefits over time so that one generation is not excessively subsidising another.

Where there is a persuasive argument relating to intergenerational equity, Council will consider the appropriate use of borrowings. This will be managed within financial targets with the intention that future cash flows are sufficient to recoup borrowings with minimal impact on general operations over the medium term.

Borrowing	\$'000
Forecast Opening Balance of Borrowings July 2018	17,671
Estimated Borrowing for 2018-19	3,900
Repayment of principal repayments for 2018-19	(216)
Forecast Closing Balance of Borrowings June 2019	<b>21,355</b>

## Operating Budget by Directorate \$'000

The following table provides a summary of the budget with each Directorate of the organisation. A detailed breakdown by program within each of these Directorates is included at Appendix 1.

	2018-19 Proposed \$'000s	2017-18 Annual Budget \$'000s	Variation to 2017-18 Budget \$'000s
<b>Income</b>			
Community & Customer Service	1,531	1,517	14
Corporate Services	37,838	36,712	1,126
Engineering & Assets	1,886	3,222	(1,335)
Strategy & Development	2,942	2,925	16
<b>Income Total</b>	<b>44,197</b>	<b>44,376</b>	<b>(179)</b>
<b>Expenses</b>			
Community & Customer Service	6,442	6,074	(368)
Corporate Services	11,036	10,901	(135)
Engineering & Assets	16,626	15,817	(809)
Strategy & Development	9,842	9,598	(244)
<b>Expenses Total</b>	<b>43,945</b>	<b>42,390</b>	<b>(1,555)</b>
<b>Operating Surplus (Deficit)</b>	<b>252</b>	<b>1,986</b>	<b>(1,734)</b>

## New Initiatives

The Annual Business Plan has been developed with the inclusion of a large number of new programs and initiatives. Importantly these new programs and initiatives, which total in \$1.67 million for 2018-19 have been provided for whilst still meeting the targets for both operating and capital expenditure as set out within the Long Term Financial Plan. The table below also displays proposed projects in the following financial years.

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
<b>PEOPLE AND BUSINESS PROSPER</b>						
589	International Mountain Bikes LG Contribution	This forms our contribution as a Member Council of the Adelaide & Mt Lofty Ranges as an International Mountain Bike Destination project. Each council contributes towards the project in this manner.	Operating	10,000	7,500	5,000
590	Key Walking & Cycling Trails	Capital Investment in delivering on improved Walking and Cycling trails in the Adelaide Hills Council Area.	Capital	150,000	150,000	75,000
591	Wellbeing Measures	Undertake community wellbeing and resilience initiatives and investigate and implement wellbeing measures.	Operating	0	30,000	30,000
592	Regional Health Planning	Undertake regional public health planning, monitoring and reporting.	Operating	0	30,000	30,000
593	Disability Planning	Develop a Disability Inclusion Action Plan as required by new legislation (year 1) and resource support for inclusion strategies (year 2 and beyond).	Operating	15,000	15,000	15,000
594	Community Wellbeing & Resilience - Materials	Materials and costs associated with the development of initiatives and measures relating to wellbeing and resilience.	Operating	0	10,000	10,000
595	Guardrail Roadside Hazard Protection	Provision of guardrail protection across the Adelaide Hills Council. Year 1 - Pfeiffer Road near creek adjacent road, Millar/ Lower Hermitage new guardrail.	Capital	100,000	100,000	100,000
596	Shoulder Sealing Program	Undertake targeted shoulder sealing across Council's sealed road network.	Capital	0	0	200,000
<b>ACTIVITIES AND OPPORTUNITIES TO CONNECT</b>						
597	Reconciliation Action Plan	To increase existing funding for Aboriginal cultural recognition from \$5,000 per year to \$10,000 from 2020-21 onwards.	Operating	0	0	5,000

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
598	Aboriginal Cultural Centre support	Support for an Aboriginal Cultural Centre in the Adelaide Hills (funding may recognise lost rental income through provision of space. This has been earmarked in the Arts & Heritage Hub Business Development Framework).	Operating	0	0	10,000
599	Public Art Acquisition	Increase the level of community and public art adding value to cultural and placemaking strategies. Reflects outcomes of community consultation in this area.	Operating	2,500	2,500	15,000
600	Arts and Heritage Hub - Operating	Establish and operate an Arts and Heritage Hub at the Old Woollen Mill, Lobethal.	Operating	254,500	237,000	258,000
601	AHBTC Activation - Capital	Undertake physical works required to establish an Arts and Heritage Hub in the Old Woollen Mill, Lobethal.	Capital	80,000	221,000	590,000
602	AHBTC Capital Divestment - Forecast Sales Revenue	Division and sale of new allotments for the various tenancy areas of the AHBTC site (except the identified Arts & Heritage Hub) - this project reflects the forecast revenue from the sales of the new allotments.	Capital	(2,195,000)	(1,165,000)	0
603	AHBTC Capital Divestment - Capital Cost	Division and sale of new allotments for the various tenancy areas of the AHBTC site (except the identified Arts & Heritage Hub) - this project reflects the cost of undertaking the service separations/upgrades, land divisions and sales.	Capital	1,865,000	495,000	150,000
604	Digital Literacy Services	Resource a dedicated part time Digital Training Officer to enable the Library Service to meet the gap in services occasioned by closure of the federally funded Digital Hub and meet Council's Strategic Plan to 'support opportunities for learning in our community (Connect Goal item 2.5). With the rapid increase in digital devices and resources, there is an accompanying increasing need and demand for training both in the use of such devices and in accessing e-Resources available to the community. Since Digital Hub funding for digital literacy training ended, such training has been very limited.	Operating	39,000	39,000	39,000

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
605	Equipment to Support Digital Service Delivery Equipment	Procure digital devices and to renew as necessary thereby allowing people participating in digital training to experience such devices and assist them in future personal purchasing. The opportunity for 'hands on' training, especially for older members of the community, is invaluable.	Capital	8,000	2,000	0
606	Women's Tour Down Under	Grow Council's involvement in the Women's Tour Down Under	Operating	10,000	10,000	10,000
607	Support for Small Events	Additional capacity to support small community based events	Operating	10,000	10,000	10,000
608	Youth Advisory Committee (YAC) Review	Establish whether the current YAC model meets the youth development program objectives. A different model under a new name and with a new brand may refresh the program's appeal to the target demographic (Council residents 12 -25 years of age). These changes will be consistent with further development of a Youth Leadership Program as outlined in further initiatives, for which a revamped YAC is intended to act as a flagship.	Operating	5,000	0	0
609	Youth Advisory Committee (YAC) Recruitment Drive	Undertake a YAC recruitment drive to raise awareness of YAC and increase numbers of participants with a more equitable representation across the district, and to ensure a steady flow of new participants into the program. It will also increase community awareness of Council's commitment to youth participation and development.	Operating	3,000	3,000	3,000
610	Removal of Playford Trust Scholarship	A review of the Playford Trust Scholarship has suggested that alternative use of the budget for the Scholarship may benefit a broader cross section of the community. Removal of the Scholarship would help fund other, more inclusive initiatives, such as the Youth Leadership Series.	Operating	0	0	0

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
611	Youth Leadership Series 4 day Course	Provide a professionally facilitated course which will provide young leaders across the district with enhanced leadership skills and employability. The course is to be run bi-annually, and will include such subjects as problem solving, collaboration and negotiation, goal setting, project and event management, and consultation techniques. The program will be open to young people across the district, with opportunities for synergies with the revamped YAC program (as per item 608)	Operating	0	12,000	0
612	Youth Leadership Series - Workshop	Run in alternating years with the Youth Leadership Course (item 611), these workshops will consist of presentations by, and facilitated talks with, successful Hills young people. These workshops will be again be open to young people with an interest in Leadership Development across the district, through highlighting and acknowledging the success of their peers - and learning from them.	Operating	7,000	0	7,000
<b>PLACES FOR PEOPLE AND NATURE</b>						
613	Electrical Vehicle Charging Station Review	There are currently four electric charging stations within the district - two are in private ownership and accessible to the community and Council has two which are not accessible to the community. A review is required to determine future locations, ongoing management and availability of the charging stations. In addition a possible network of electric bicycle charging stations to complement the vehicle station locations.	Operating	10,000	0	0

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
614	Smart Living Workshops	These workshops are being rolled out across Adelaide in partnership with The Adelaide & Mt Lofty Ranges Natural Resource Management Board using the Smart Living approach. a workshop was held at The Summit in 2017 and the intention is to have another workshop within the southern Council area in 2018. These workshops are aimed at community members and go through sustainable living requirements (eg energy management).	Operating	3,000	3,000	3,000
615	Solar PV Promotion/ Administration	The Resilient Hills and Coasts Local Government Consortia has recently released a Request for Proposal for a Community Energy Program (CEP) that will require each council to contribute to the promotion and administration of the implementation of the CEP	Operating	5,000	0	0
616	Bulk buy PV Panel Specialist	Related to 616, due to the complexity of the energy sector further technical and specialist advice will be required to enable an informed decision about the next steps for the CEP.	Operating	5,000	0	0
617	Promotion Plan & Website Update	Promotion of the CEP (see 615) to community and contribution to the establishment of a Resilient Hills and Coasts website.	Operating	0	10,000	3,000
565	Stirling Business District Master Plan	The Stirling Business District has the potential for upgrade and, in doing so, create opportunities for mixed use development in keeping with the strategic intent of Council and the community. This is especially the case in the precinct between Merrion Terrace and Pomona Road. This also has the potential to improve car parking amenity and Council's own precinct to improve civic, community and administration facilities in the area. Partnering and engaging with private property owners, the community and other stakeholders is a mainstay of this master plan development	Operating	30,000	0	0
571	Steam Weeding	Use of Steam Weeding in place of traditional weed management methods	Operating	30,000	30,000	30,000

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
618	Installation of further EV Stations	On completion of the Electric vehicle charging stations review (item 613), it is highly likely that new or upgraded stations will be required to ensure an effective network.	Capital	0	15,000	15,000
619	Carbon Neutrality Employee Costs	Additional resources will be required to implement and manage the intent to strive towards carbon neutrality to ensure that this goal is achieved.	Operating	0	0	100,000
620	Carbon Neutrality Plan	Prepare a plan to strive towards carbon neutrality including actions, targets, responsibility and resources.	Operating	25,000	0	0
621	Actions from Carbon Neutrality Plan	On completion of the Carbon Neutrality Plan (item 621) there will be numerous actions identified for implementation.	Capital	0	50,000	150,000
622	Incorporate Scope 3	Council is currently able to report on the majority of Scope 1 and 2 emissions (e.g. use of electricity, fuel use) through Trellis, the online data reporting system. Council has not at this stage been reporting on Scope 3 (e.g. paper use, flights) and require further investigation into the incorporation of Scope 3 emission data within the Trellis system.	Capital	0	25,000	0
623	LED Street Lighting	Investigation and installation of LED lights for street lights throughout the Council district.	Capital	15,000	40,000	40,000
624	Purchase of EV Cars for Fleet	Investigate and purchase electric vehicles as light fleet cars concurrently with the installation of EV charging stations throughout the hills.	Capital	0	0	60,000
625	Solar PV Panels on Summit Community Centre	Design and installation of solar PV panels on the roof of the Summit Community Centre, Norton Summit.	Capital	30,000	0	0
626	Mt Torrens to Birdwood Amy Gillett Bikeway	Completion of Stage 4 of the State Government initiated Amy Gillett Bikeway.	Capital	500,000	0	0
627	Birdwood to Mt Pleasant Amy Gillett Bikeway	Completion of Stage 5 of the State Government initiated Amy Gillett Bikeway.	Capital	0	0	500,000
628	Works Planning and Quick Response coordination	Role to coordinate Works planning and quick response across the Council area.	Operating	100,000	100,000	100,000
629	Feral Cat Study and Action Plan	To study and investigate the effects feral & semi-owned cats pose on native flora and fauna within the Council area.	Operating	0	0	30,000



ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
630	Landfill Waste Reduction	<p>As part of its Waste &amp; Resources Management Strategy 2016 - 2021, Council aims to divert as much waste as possible from landfill. In order to understand residents waste disposal habits, kerbside bin audits are to be undertaken on a regular basis.</p> <p>The results of the audits will then inform whether or not further community education is required to prevent waste which could be recycled or reused being diverted from landfill.</p>	Operating	0	10,000	10,000
631	Implementation Federation Park & Oval Masterplan	Council has commenced a process to prepare a masterplan for the Gumeracha Precinct - Federation Park and oval area. The next stage of this approach is to implement the action plan prepared along with the masterplan.	Capital	0	50,000	50,000
632	Gumeracha Stage 2 Residents win	The Gumeracha Main Street Working Group applied for and received an initial Residents Win grant funding to undertake a design framework for the main street. A further grant application has resulted in further funds being made available to undertake design documentation and the installation of 'quick wins'. Funding will be required in the future to implement other projects within the design framework to ensure that the community's vision is achieved.	Capital	0	0	100,000
633	Undergrounding PLEC Contribution	A contribution towards undergrounding of the powerlines within either Gumeracha, Lobethal or Woodside	Capital	0	500,000	0
634	Piccadilly Masterplan	Prepare a masterplan for the Piccadilly town principally along the main road section inclusive of the sporting precinct.	Operating	0	20,000	0
635	Crafers Masterplan	Preparation of a masterplan and priority action list for the Crafers town and main street.	Operating	20,000	0	0
636	Off Grid Power Opportunities	Investigate through the Resilient Hills and Coasts group the opportunities for off grid applications and other energy security applications.	Operating	15,000	0	0

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
<b>EXPLORE IDEAS AND WORK WITH OTHERS</b>						
638	Update Website CMS	Procure a new content management system (CMS) for the Council's website.	Capital	0	100,000	0
503	Boundary Reform Provision	To develop/respond to proposals for the realignment of the Council boundaries.	Operating		20,000	20,000
639	Online Customer Portal - annual licence	Annual licence fee associated with the Online Customer Portal (item 637)	Operating	0	0	30,000
640	Update Website CMS - Annual Licence	Annual licence fee associated with the website content management system (item 638)	Operating	0	0	30,000
641	Cemetery Maps Online	Investigate the possibility of publishing our cemetery maps online for customers to be able to search and geospatially locate specific graves and internments.	Capital	25,000	0	0
<b>ORGANISATIONAL SUSTAINABILITY</b>						
637	Online Customer Portal	Establish a system which enables customers to 'self serve' and access records of their own interactions with the Council (like MyGov)	Capital	0	200,000	0
642	Compliance Staff for new Regulations	Additional resources required to undertake waste control system inspections and to implement the State Government's Environment Protection (Air Quality) Policy, the Local Nuisance and Litter Control legislation and Council's Burning Permit Policy.	Operating	0	30,000	30,000
643	Sky Trust Implementation	Skytrust (WHS system) is being implemented to improve the way we centrally manage our WHS safe systems of work and to provide greater access to information organisationally.	Operating	0	0	0
644	CRM Integration	Integrate the Customer Relationship Management System with other enterprise systems including Confirm (asset management) and Lync (call management).	Capital	50,000	0	0
645	Broadcasting Council Meetings	Purchase of equipment to enable the capture and broadcasting of Council and Committee meetings via the website.	Capital	0	30,000	0
646	Strategic Plan Review	Consultancy services to review the Strategic Plan in accordance with legislative requirements and the new Council's policy agenda	Operating	0	30,000	0
647	Advertorial in Community Newsletter	Increasing our presence in community based channels including local newsletters and events.	Operating	5,000	5,000	8,000

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
648	Website Development	Improve the accessibility, useability and relevancy of our website.	Operating	10,000	10,000	10,000
649	Videography across communication s channels	Utilise video as a medium for communicating more effectively with our community.	Operating	15,000	15,000	15,000
650	Capital - Communication s and Marketing Plan	Establish roadside signage at key points throughout the district, which will be used to promote local events, Council consultations, seasonal reminders, etc.	Capital	25,000	15,000	25,000
652	Corporate Plan Review	Review the Corporate Plan in its third year of implementation	Operating	0	0	5,000
653	Performance Benchmarking	Conduct of the LG Professional Performance Excellence Benchmarking Program.	Operating	10,000	10,000	10,000
654	Project Management Framework	Development of an organisation-wide Project Management Framework	Capital	15,000	15,000	0
655	Preparedness Consumables	Purchase of consumables to support the activation of the Emergency Management Plan in the Response Phase.	Operating	10,000	10,000	5,000
656	Preparedness Consultancy	Consultancy services to enhance Council's Bushfire Action Planning for facilities and personnel.	Operating	30,000	0	0
657	Business Continuity Consumables/C apital	Purchase of consumables to support the activation of the Business Continuity Plan in response to a disruption event.	Capital	0	20,000	20,000
550	2018 Council Member Induction Training	Engaging providers to deliver induction training for Council Members following the 2018 Local Government election.	Operating	20,000	0	0
554	Customer Experience Survey	Conducting a survey of a sample of people who have dealt with us to determine their level of satisfaction and opportunities for improvement. The survey looks at omni-channel interactions with the Council. A number of SA councils participate in a group survey scheme and results can be benchmarked against each other.	Operating	25,000	0	0
<b>ECONOMIC DEVELOPMENT STRATEGY</b>						
658	Additional Economic Development Resources	Additional resourcing to support the implementation of the Economic Development Strategy.	Operating	0	0	100,000
<b>BIODIVERISTY STRATEGY</b>						
659	Bird Surveys - bird impact on post burn sites	Surveying to assess impact on bird life on post burn sites	Operating	4,000	6,000	6,000

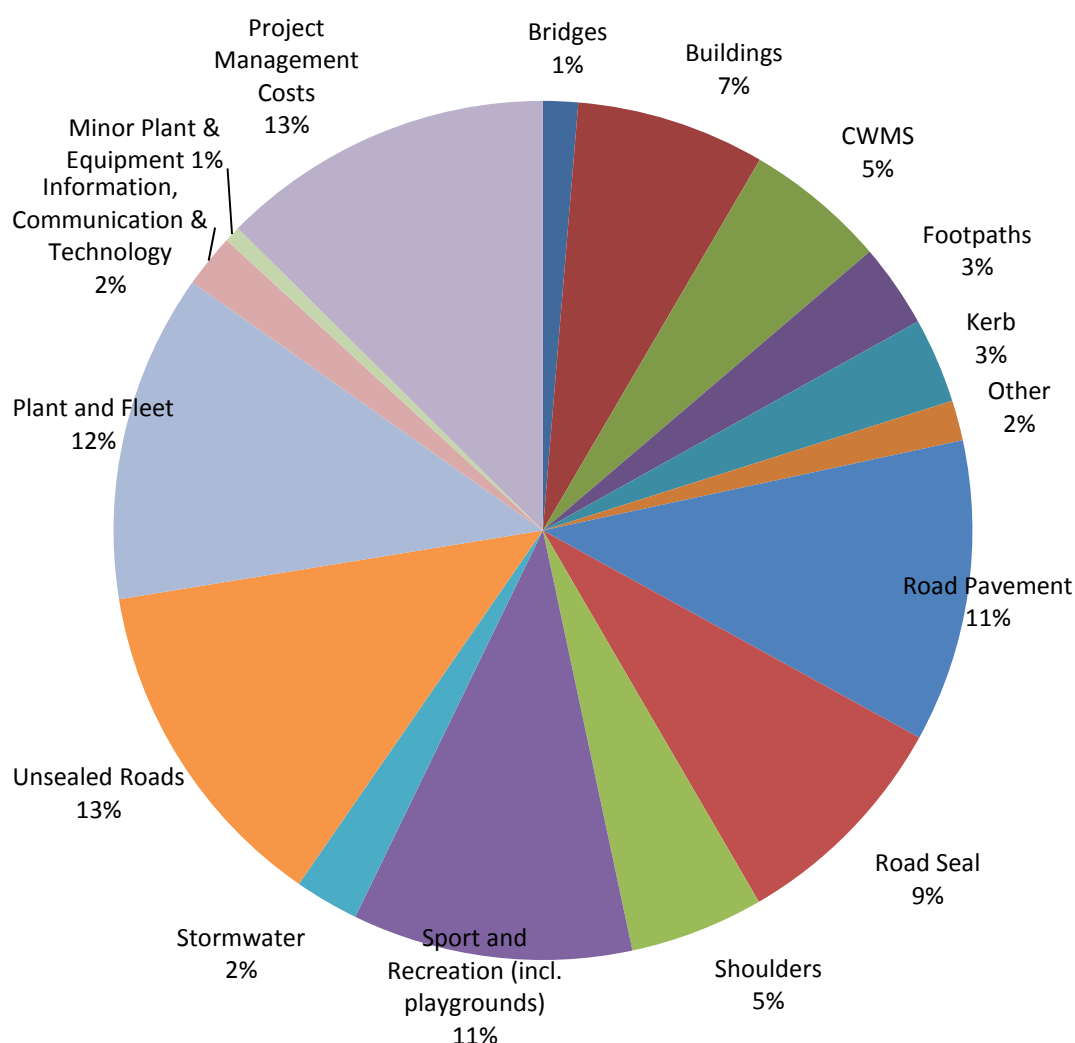
ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
660	Weed Control - Post Burn on 6 BMAP sites	Undertaking weed control on 6 post burn sites in line with the Bushfire Management Area Plan	Operating	25,000	30,000	35,000
661	Heritage Agreements	Funds to cover assessment and statutory (state government) costs (i.e. land rededication)	Operating	4,000	10,000	4,000
662	Capital - Erosion & Reshaping Works	Undertaking reshaping of the Montacute creek line, and priority erosion control works within the Michael Moran Reserve area.	Capital	22,000	0	0
New	Roadside Marker Program Implementation	Funding to progress the implementation of initiatives to protect roadside areas identified through the Roadside Marker Program	Operating	20,000	20,000	20,000
<b>CLIMATE CHANGE ADAPTATION PLAN</b>						
663	Landscape Conservation	Investigation into local climate change implications for biodiversity conservation and revegetation.	Operating	10,000	10,000	10,000
664	Infrastructure Assets	Incorporation of climate change adaptation requirements into infrastructure projects to increase resilience	Capital	100,000	100,000	100,000
665	Climate Ready Buildings	Investigate and improve policy to incorporate climate ready building design and materials for new buildings, renovation and upgrade of existing buildings.	Capital	0	0	20,000
<b>WATER MANAGEMENT PLAN</b>						
666	Turf & Irrigation Design & Management Plan	Preparation of irrigations designs to improve efficiencies or water re-use opportunities to decrease reliance on mains and bore water.	Operating	40,000	40,000	40,000
667	Water Audits on Buildings/Facilities	Undertake water audits on council owned buildings and facilities to understand current use and where savings maybe made.	Operating	0	0	40,000
669	Incorporate Water Usage into Trellis (not captured)	Investigate water meters not currently within data collection and Trellis. These facilities are possibly sites that are paid for by community groups and then reimbursed by Council.	Operating	5,000	0	0
670	Water Sensitive Urban Design (WSUD) Training	Investigate and undertake WSUD training in liaison with Water Sensitive SA for Council officers planning, designing and installing stormwater infrastructure	Operating	0	10,000	0

ID	Project Name	Project Description	Type	2018-19	Intended 2019-20	Intended 2020-21
671	Woodside Recreation Ground (WRG) Water reuse-design & implementation	Planning, design and implementation of water reuse from the Bird in Hand CWMS for the Woodside Recreation Ground ovals and pitches.	Capital	25,000	200,000	200,000
672	WSUD implementation for WRG	There are opportunities to incorporate WSUD initiatives across the WRG to improve water quality before entry into the Onkaparinga River. These initiatives include regrading, erosion control and revegetation of the creek and biofiltration areas.	Capital	25,000	50,000	20,000
673	Implement Irrigation Systems	Planning, design and implementation of irrigation systems to improve water use and management on ovals and pitches.	Capital	0	100,000	100,000
674	Investigate & Implement Central Irrigation Control System	The central management of Council irrigation systems will result in improved water efficiencies and reduced resource requirements. Investigation into the feasibility of these systems is required as an initial step.	Capital	15,000	50,000	150,000
<b>TOTAL</b>				<b>1,687,000</b>	<b>2,198,000</b>	<b>3,806,000</b>
Capital Initiatives				<b>855,000</b>	<b>1,363,000</b>	<b>2,665,000</b>
Operating Initiatives				<b>832,000</b>	<b>835,000</b>	<b>1,141,000</b>

## Capital Budget 2018-2019

The 2018-19 Capital Budget continues to focus on the renewal of infrastructure. The Council has in excess of \$ 504m (Current Replacement Values) of infrastructure assets that it manages, to ensure that the current and future community have access to the ongoing services these assets provide for community benefit. This year our capital investment program will include \$10.408m on the renewal of our existing asset and \$ 2.077m in providing additional assets for capacity improvements to our infrastructure to meet service level demand.

The total of \$12.485m for the Capital Investment Program (excluding New Capital Initiatives) is much less than the 2017-18 financial year. However, this level of capital investment is slightly higher than the Long Term Financial Plan target of \$ 12.136m by \$0.349m and considered to be the appropriate level of sustainable investment to meet the Council strategic goal to have a proactive long term view regarding the renewal and maintenance of its infrastructure.



## Capital Program by Asset Class

As in previous years a significant portion of the program is applied to road works, with buildings, footpaths, stormwater and plant accounting for a large proportion of the remaining allocation.

Following a detailed review of transport asset classes, including seals, pavements, footpaths, shoulders and unsealed road, we have made considered adjustments to the investment levels across some asset classes, to ensure infrastructure and key assets continue to support the development of the region and the needs of our community. Leading into this year, Council has identified additional renewal expenditure is required for its Sport and Recreational facilities and has subsequently increased this area of investment for this year and subsequent years. The proposed investment in the Sport and Recreation assets is \$ 1.044m in 2018-19. This will deliver much needed court resurfacing, oval surface improvement and playground upgrades.

This is the second year of projecting a 3 year rolling Capital program initiative that was introduced in the 2017-18 Annual Business Planning process. The detailed Capital Works Program is in Appendix 2 and you will see that we have not only included the planned budget for 2018-19, but also some intended budget amounts where projects have been identified for 2018-19 and 2019-20. These intended budget allocations for the subsequent years are indicative and pending the adoption from the usual annual budget processes, but will assist Council in planning, scoping and project delivery of future projects and programs.

Council's additional new capital investment is primarily in the areas of footpath/ cycle networks and stormwater infrastructure. These two areas account for the majority of the additional new investment in the Capital Program and the overall \$ 1.296m additional expenditure above the LTFP target for 2018-19. These additional new investment projects are considered high priority and Council has decided to offset the additional new capital expenditure with reductions in our LTFP targets for renewal of seals, footpaths, kerb and unsealed assets for this financial year. The reduction in renewal expenditure against the LTFP target is \$ 0.947m.

ASSET CATEGORY	2018-19 BUDGET RENEWAL (\$'000)	LTFP TARGET RENEWAL (\$'000)	VARIATION TO LTFP (\$'000) Fav/(Unfav)
Bridges	130	130	0
Buildings	705	705	0
CWMS	527	527	0
Footpaths	313	580	267
Kerb	318	500	182
Other (Guardrail /Retaining Walls /Cemeteries /Furniture /Traffic Cont)	150	150	0
Road Pavement	1,128	1,128	0
Road Seal	852	1,200	348
Shoulders	500	500	0
Sport and Recreation (including Playgrounds \$200k)	1,044	1,044	0
Stormwater	240	310	70
Unsealed Roads	1,269	1,500	231
Plant and Fleet (net)	1,225	1,225	0
Information, Communication & Technology	200	200	0
Minor Plant & Equipment (including Library fittings)	60	60	0
Project Management Costs	1,246	1,095	(151)
<b>NET RENEWALS</b>	<b>9,907</b>	<b>10,854</b>	<b>947</b>
<b>Revenue (Heavy and Light Fleet)</b>	<b>501</b>	<b>501</b>	
<b>GROSS RENEWAL EXPENDITURE</b>	<b>10,408</b>		

ASSET CATEGORY	2018-19 ALLOCATION NEW/ UPGRADE (\$'000)	LTFP TARGET NEW/ UPGRADE (\$'000)	VARIATION TO LTFP (\$'000) Fav/(Unfav)
Bridges	250	250	0
Buildings	82	100	18
CWMS		0	0
Footpaths	1015	200	(815)
Kerb		0	0
Other (Guardrail /RetWalls /Cemeteries /Furniture /Traffic Cont)		0	0
Road Pavement		0	0
Road Seal	130	81	(49)
Shoulders		0	0
Sport and Recreation		0	0
Playgrounds		0	0
Stormwater	600	150	(450)
Unsealed Roads		0	0
Plant and Fleet		0	0
Information, Communication & Technology		0	0
Minor Plant & Equipment (including Library fittings)		0	0
Project Management Costs		0	0
SUB TOTAL	2,077	781	(1,296)
RENEWAL and CAPACITY/ UPGRADE TOTAL	12,485	12,136	(349)
GROSS NEW CAPITAL INITIATIVES TOTAL		(Refer to New Initiatives Detailed Description)	
TOTAL GROSS CAPITAL BUDGET			
GROSS INITIATIVES CAPITAL TOTAL		(Refer to New Initiatives Detailed Description)	
Revenue			
NET NEW CAPITAL INITIATIVES			
	855		



## Rating Policy Setting

In setting the rates for 2018-19 Council proposes to continue with its current method of rating, which is two differential rates with a fixed charge, applied against the capital value of properties. Council considers this to be a fair and equitable method of rating for the Adelaide Hills Council.

Rates are used to deliver the services. Rates are a form of property taxation, and property values determine how much each property contributes. This system of taxation means that the rates paid may not directly relate to the services used by each ratepayer.

The 2018-19 Budget provides for a general rate increase of 3.3% over that of the current year with a further estimated increase of 0.75% from growth. Growth represents new development, capital improvements to existing properties and changes to value as a result of land divisions and will be confirmed by the Valuer-General as part of completing the valuation of the Council area.

As highlighted in the following table the 3.3% general rate increase incorporates estimated inflation (CPI) of 2.3% and 1.0% for additional capital renewal works as identified within the Long Term Financial Plan.

The table below provides a summary of the average rate increases that have been applied in recent years as well as the increase for 2018-19.

Description	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
To meet inflation (CPI)	3.0%	2.6%	2.8%	2.5%	1.7%	1.5%	1.25%	<b>2.3%</b>
To fund increased capital renewal	2.5%	1.0%	1.0%	0.9%	1.0%	1.0%	1.0%	<b>1.0%</b>
Additional maintenance - Stormwater	1.25%	-	-	-	-	-	-	-
Sampson Flat Bushfire (one year only)	-	-	-	-	1.0%	(1.0%)	-	-
<b>TOTAL INCREASE</b>	<b>6.75%</b>	<b>3.6%</b>	<b>3.8%</b>	<b>3.4%</b>	<b>3.7%</b>	<b>1.5%</b>	<b>2.25%</b>	<b>3.3%</b>

### Summary Basis of Rating (Rating Policy)

A full copy of the 2018-19 Rating Policy can be viewed at Attachment 3.

Key elements of the Policy include:

- A fixed charge rating structure that includes a fixed charge applying to all properties. This charge is to increase from \$613.50 to \$634 which represents a 3.3% increase in line with the average increase highlighted in the above table.
- The same rate in the dollar, based on capital value, being applied to all categories of ratepayer, except commercial and industrial ratepayers who pay a 15% premium.
- Primary production ratepayers genuinely in the business of primary production but not benefitting from a notional capital value for their property can apply for a 10% rebate.
- A separate rate for businesses in Stirling that generates approximately \$85k that is distributed to the Stirling Business Association to promote Stirling as a destination, the "Gateway to the Hills".
- A separate rate to provide for the sealing in 2014-15 of the northern end of Verrall Road, Upper Hermitage. This rate is levied on those properties that actually adjoin this section of road.

## Rate Statistics

Council has nearly 18 400 assessments split by land use as follows:

- Residential: just under 13 000 assessments
- Commercial and Industrial differential rate category: approximately 715 assessments
- Primary production assessments: approximately 3,100
- Vacant: over 620 assessments
- Other: just under 200 assessments
- Non-rateable: over 800 assessments

## Rates Modelling

The valuation of the Council area by the Valuer- General is ongoing and information provided to date reflects an increase of 2% in valuation for existing properties. This valuation information is still being updated as well as subject to Valuer-General and internal quality assurance processes and revisits during the consultation period.

Analysis to date indicates that:

- Residential properties, representing over 70% of the overall valuation, had an average valuation increase of just over 2.2%
- Primary production properties, being 17% of total assessments, have an average valuation increase of less than 1%
- The remaining non-residential properties, including commercial, had an average valuation increase of 2.9%.

The Budget has been formulated on the basis of retaining differential rates for all categories of ratepayer, including commercial and industrial ratepayers at the appropriate rate in the dollar to provide an overall increase in rates of 3.3% excluding growth.

## Valuation Method

The Council uses the capital value method of valuing properties. This method values the land and all improvements on the land. It is the most widely used method across South Australian councils.

Council considers this valuation method the most equitable method to spread the rates burden across the measure of wealth within the City. It equates to the taxation principle that people should contribute to community, social and physical infrastructure in accordance with their capacity to pay as measured by property wealth.

In determining how rates are applied, and in determining the rate in the dollar, Council uses the following options.

## Fixed Charge

Under the *Local Government Act 1999* (the Act), Council has some mechanisms available to enable all ratepayers to contribute more equitably to the administration of Council's services and the development and maintenance of the community's infrastructure. Council considers a fixed charge (applying equally to all rateable properties) to be the most fair and equitable means of achieving this.

The Council is unable to raise more than 50% of total rate revenue by the imposition of a fixed charge component of general rates as per section 151(10) of the Act.

## Differential Rates

Section 153 of the Act allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council.

The application of a Differential General Rate is generally intended to alter the amount payable by particular land uses.

Council has determined to apply the same rate in the dollar, based on capital value, to all categories of ratepayer, except commercial and industrial ratepayers who in previous years have paid a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

Council has considered the increased amount payable by the Commercial & Industrial sector with reference to the Economic Development function and services and activities that the sector does not regularly use.

## Natural Resource Management Levy

The Adelaide Hills Council area largely falls within the Central Group of the Adelaide and Mount Lofty Ranges Natural Resource Management (NRM) Board but does have a small number of assessments falling in the area of the SA Murray-Darling Basin Natural Resource Management Board (SAMDB).

Council is required, under the *Natural Resources Management Act 2004*, to contribute towards the funding of the NRM Board and operates as a revenue collector for the Board by imposing a levy against properties.

Council has been advised that the indicative amount to be paid to the Mount Lofty Ranges NRM Board in 2018-19 is \$960k compared to \$914k in 2017-18. This represents an increase of 5%. Council has yet to receive advice from the SAMDB Natural Resource Management Board, noting that in 2017-18 Council was required to pay \$6k to this Board on behalf of ratepayers.

Council does not retain this revenue or determine how the revenue is spent.

## Community Wastewater Management System

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes a service charge to recover the cost to the council of establishing, operating, maintaining, improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Following a detailed assessment of the cost of providing CWMS services, in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA\*), it has been identified that current charging is below the levels necessary to achieve full cost recovery. As such charging for CWMS services are to be increased by 10% in 2018-19 as part of an incremental step towards full recovery over a three year period.

*\*ESCOSA is an independent economic regulator whose objective is the protection of the long term interests of South Australian consumers with respect to the price, quality and reliability of essential services. These essential services include water, waste water (sewerage), gas and electricity. The Commission ensures that consumers of regulated services are adequately protected and that entities such as councils are accountable for the essential services they operate. Council is required to abide by ESCOSA's guidelines with regard to the delivery of CWMS services to parts of our community.*

# Appendix 1

## Operating Budget Detail

Including service area budgets and staffing

**Adelaide Hills Council**  
**2018-19 Proposed Budget**  
**Community & Customer Service Income by Function**

	2018-19 Proposed Budget \$'000s	2017-18 Annual Budget \$'000s	Variation to 2017-18 Budget \$'000s
Arts & Heritage Hub	8	-	8
Communications & Events	4	5	(1)
Community Consultation	-	-	-
Community Development	-	-	-
Cultural Development	-	-	-
Customer Service	-	-	-
Director's Office - Community & Customer Service	-	-	-
Grants & Partnerships	-	-	-
Hills Connected Community Program	61	46	15
Library Services	346	344	2
Positive Ageing (Collaborative)	100	98	2
Positive Ageing Services & Programs (Home Support)	954	953	2
Service Strategy & Innovation	-	-	-
The Summit Community Centre	12	16	(4)
Torrens Valley Community Centre	43	52	(10)
Volunteering			
Youth Development	4	4	-
<b>Income Total</b>	<b>1,531</b>	<b>1,517</b>	<b>14</b>

**Adelaide Hills Council**  
**2018-19 Proposed Budget**  
**Community & Customer Service Expenditure by Function**

	2018-19 Proposed Budget \$'000s	2017-18 Annual Budget \$'000s	Variation to 2017-18 Budget \$'000s
Arts & Heritage Hub	262	-	(262)
Communications & Events	530	522	(8)
Community Consultation	119	120	1
Community Development	246	329	83
Cultural Development	143	143	
Customer Service	534	-	(534)
Director's Office - Community & Customer Service	289	299	10
Grants & Partnerships	261	256	(5)
Hills Connected Community Program	61	45	(17)
Library Services	2,119	2,573	454
Positive Ageing (Collaborative)	93	97	5
Positive Ageing Services & Programs (Home Support)	1,033	1,021	(12)
Service Strategy & Innovation	207	185	(23)
The Summit Community Centre	161	182	21
Torrens Valley Community Centre	162	160	(2)
Volunteering	61		(61)
Youth Development	162	144	(18)
<b>Expenditure Total</b>	<b>6,442</b>	<b>6,074</b>	<b>(368)</b>

# Arts and Heritage Hub

## Overview

The Arts and Heritage Hub being established in the former Lobethal Woollen Mill will provide artists and other creatives with the opportunity to create, exhibit and sell work, while the Woollen Mill Heritage Experience will showcase the stories of the Mill and its workers. An Aboriginal cultural element will also feature in the site. The Hub will drive increased visitation to the region and boost creative industries development.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	8	0	8	
Expenditure *	262	0	(262)	
NET Cost/(Rev)	255	0	(255)	This is a new initiative.
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.6		1.6	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Establish an Arts and Heritage Hub	Establish a vibrant Arts and Heritage hub at the former Lobethal Woollen Mill site. The hub will provide an opportunity for artists and other creatives to create, exhibit and sell works, while also celebrating the stories of the Mill and its workers.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Artist studio space	Studio rental space occupancy.	N/A	25%
Arts programs and exhibitions	Number of public exhibitions held.	N/A	6

## Communications & Events

### Overview

This function works to ensure communication from the Council to the community is accurate, relevant and engaging through multiple communication channels. It also works with government, community groups and commercial operators to stage and support events that help build social cohesion and attract economic activity.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	4	5	(1)	
Expenditure *	530	522	(8)	Additional expenditure to pay for new initiatives listed below, which are largely offset by reductions in newsletter costs.
NET Cost/(Rev)	527	517	(10)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	3	3	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Events	Attract and deliver events that align to our strategic plan goal to bring events to our district that have social, cultural, environmental and economic benefits.
Digital and Social Media	Improve and grow existing digital communications channels including the website, e-newsletters, social media and exploration of other digital opportunities.
Channel Strategy	Prepare a strategy to improve effectiveness and engagement through all our communication channels and explore new channel opportunities.
Crisis communication plan	Develop a crisis communication plan to complement the Council's emergency management plan.
Women's Tour Down Under	Grow the Council's involvement in the Women's Tour Down Under.

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Digital Communications	Growth of social media community (i.e. followers) across Facebook, Twitter, Instagram and LinkedIn.	6356	15% increase 7309
Digital Communications	Number of subscribers to regular electronic communications.	7679	8500
Events Attraction & Delivery	Number of community and other external events supported.	83	85
Events - External	Percentage of event applications acknowledged within 5 days.	80%	80%

# Community Consultation

## Overview

This area is responsible for promoting and supporting effective community engagement across the organisation. It includes the management of Council's online engagement portal, with associated training and support.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	119	120	1	
NET Cost/(Rev)	119	120	1	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0.8	0.8	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Review Community Consultation Policy and Community Engagement Framework	Undertake periodic review of the Community Consultation Policy and review the Community Engagement Framework to ensure alignment of both documents and that community engagement approaches reflect contemporary practice.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Community Engagement	Percentage of consultations undertaken online (in addition to other methods where applicable) with outcomes also published online.	100%	100%



# Community Development

## Overview

The Community Development Management Function provides leadership, support and policy development for the Community Development Department, including Community Centres, Home Support Program, Positive Ageing, Youth Development, volunteering, Arts and Cultural Development. It also manages Community Grants and Partnerships and is responsible for community leadership, community wellbeing and disability access and inclusion. This function is responsible for a number of regional programs including regional health planning, Hills Community Transport, Hills Connected Consortium, Hills Volunteering and partnerships with organisations such as The Hut Community Centre.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	246	329	83	Some expenditure to new 'volunteering' function. Additional expenditure savings also made.
NET Cost/(Rev)	246	329	83	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1.5	(0.5)	FTE moved to another function

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Disability Access & Inclusion	Develop a new Disability Access and Inclusion Plan, and coordinate organisation wide initiatives and priorities arising from the Plan. Establish a community reference group of people living with disability and their advocates.
Regional Health Planning Initiatives	Integrate requirements of the second State Public Health Plan into the Regional Health Plan and prepare section 52 report to advise the State Government on progress toward public health goals.
Community Leadership	Build on the development of a Community Leadership program designed to support community leaders and groups to reach their full potential.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Community Leadership Program	Number of community leadership training opportunities provided	8	10
Provision of Community Buses	Community Buses Provided for programs	4	4

# Cultural Development

## Overview

Community cultural development seeks to build social capital and community capacity through arts and culture. This function focusses on cultural diversity, Aboriginal respect and recognition, the arts and grants giving.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	143	143	0	
NET Cost/(Rev)	143	143	0	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Multicultural Action Plan	Promote the cultural diversity of the Hills through images and information. Celebrate cultural diversity through events and activities. Participate in Harmony Day and Refugee Week. Foster strong working relationships with cultural groups in our area.
Reconciliation Action Plan (RAP)	Establish a Reconciliation Working Group of key stakeholders. Identify and partner with agencies and groups that support Aboriginal communities across the Hills. Undertake cultural awareness training for staff and elected members. Celebrate Aboriginal culture through events and activities. Participate in Reconciliation Week and NAIDOC Week. Support the Just Too Deadly awards.
Arts Action Plan	Build Council's role in relation to supporting a vibrant culture of visual, literary and performing arts through the implementation of an Arts Action Plan (under development in March 2018). Continue the development of the Arts & Heritage Hub at Lobethal. Investigate other venues across the area that may suit Arts activities. Investigate an Arts register.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Reconciliation and Aboriginal Culture	Number of staff & Council Members receiving cultural awareness training	NA	35
Cultural Diversity & Social Cohesion	Number of community events developed to celebrate cultural diversity	2	2

## Customer Service

### Overview

Frontline customer contact is provided through service centres integrated with libraries at Stirling, Woodside and Gumeracha and a central phone contact centre. Customer Service Officers are cross-skilled, providing whole-of-Council services and program delivery in libraries, and rotate regularly through the service points. Officers aim to resolve enquiries at the first point of contact where possible, but employ a Customer Relationship Management system to manage cases which need to be referred on to other staff. Customer Service Officers also process payments, dog registrations and development applications through the service points. The resources listed below are for nominal non-library related customer service.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	534	0	(534)	Frontline services for Council & Library split from specialist library services
NET Cost/(Rev)	534	0	(534)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	6	0	6	Function divided into two - % of staff moved from Library Services

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Online services	Continue to explore and actively promote online channels of enquiry and self service.
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### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Contact Centre	Calls answered within 30 seconds.	75%	75%
Contact Centre	Customer contact details updated within 5 days	87%	80%

## Director's Office - Community and Customer Service

### Overview

The Community and Customer Service Directorate delivers library services, customer services, ageing and home support services, youth development, community capacity programs, cultural development, events support and Council communications to the community.

The Director's Office is the executive section of the Directorate and consists of the Director and an Executive Assistant.

The role of the Director's Office is to provide leadership for, to represent, and to monitor the performance of, the directorate. The Director's Office also strives to enhance and improve the ability of the team to deliver services efficiently and effectively and thereby improve community benefit.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	289	299	10	
NET Cost/(Rev)	289	299	10	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.7	1.7	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Grants & Partnerships

### Overview

Grants are used to support community based initiatives designed to achieve positive community development outcomes. Partnerships are formed with other stakeholders to deliver regional or local outcomes. Partnerships include those with The Hut, Hills Volunteering, Hills Community Passenger Network and include activities such as Volunteer Movie Day

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	261	256	(5)	
NET Cost/(Rev)	261	256	(5)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0	0	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

External volunteering support	Review ways in which the Council supports volunteering in the community (outside of Council) to ensure approaches are effective and contemporary.
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### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Community Grants	Number of grants made to community groups	20	25
Hills Community Passenger Network	Number of trips conducted by HCPN	N/A (expect 1100)	1150

# Hills Connected Communities Program

## Overview

The Hills Connected Communities Project is a regional program externally funded by the State Government with a consortium approach across AHC Community Centres (The Summit and Torrens Valley Community Centre), Mount Barker Community Centre and The Hut Community Centre. This program works in the Results Based Accountability space, measuring community wellbeing and how people are better off from being involved in our programs. This program attracts external funding for us to work collaboratively within our region to develop and implement targeted strategies and programs.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	61	46	15	Increased external funding allocation
Expenditure *	61	45	(16)	Based on increased external funding allocation
NET Cost/(Rev)	0	(1)	(1)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0.6	0.3	0.3	Related to increased external funding allocation

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Results based accountability	Develop a model for the inclusion of 'results based accountability' approaches in reporting outcomes achieved by Community Centres.
Supporting volunteers	Review training needs for volunteers to enable them to run and develop programs sustainably.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Program delivery	Participants with increased social connections	95%	95%

# Library Services

## Overview

The Library Service comprises the Coventry Library at Stirling, branches at Woodside and Gumeracha, a mobile library that reaches across all parts of the district, and a home service vehicle that reaches those unable to access a static library. It provides safe, relaxed, versatile and welcoming environments through which services developing an educated and literate community are delivered. It ensures all community members, regardless of age, gender, financial status, or any other such factor, have access to information, entertainment and resources, both traditional and digital. It actively supports and promotes lifelong learning through free access to computers and technology; through early literacy program and digital training sessions; and through workshops and exhibitions that encourage imagination, whether in crafts, arts or in alignment with STEAM principles. It encourages intergenerational interaction; collaborates and partners with community groups and local businesses; welcomes the skills of volunteers; and supports access to local history and content which may not be available elsewhere.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	346	344	2	
Expenditure *	2119	2573	454	Single function now divided into two - costs for frontline Council services moved into second function. Additional cost for digital services provision.
NET Cost/(Rev)	1773	2229	456	Single function now divided into two - costs for frontline Council services moved into second function. Additional cost for digital services provision.
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	19.2	24.6	(5.4)	Frontline staff FTE transferred to new function

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Digital literacy	Address increasing community demand for an understanding of digital devices and for digital literacy skills that enable access to e-resources.
Mobile Library project	Replace the Mobile Library Service vehicle with one configured for greater community use and adaptable service delivery.
Library Services Review	Review current model of services and service delivery to identify opportunities for improvement, ensure their effectiveness, and enable development of a strategic plan.
Social inclusion project	Continue to develop collections and programs that promote and support social inclusion e.g. children with special needs, learning difficulties such as dyslexia, the LGBTIQ community, homelessness, and independent youth.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Library programs	Number of program attendees	16,092	16,500
Digital literacy support	Number of program attendees	202	250
Library borrowing and advice services	Respond to requests to purchase new library materials within 10 days.	100%	80%
Homework help	Number of hours of homework help provided online, free of charge	149	150

## Positive Ageing (Collaborative)

### Overview

The Hills Positive Ageing Collaborative Project is a Commonwealth and Council joint funded project which aims to support aged care services and service users in the local government areas of Adelaide Hills, Mt Barker and part of Alexandrina (Strathalbyn) to implement aged care reforms. Reporting to a Regional Executive Committee, the project leads innovative, responsive and collaborative projects that facilitate the development of positive ageing initiatives across the Hills. Adelaide Hills Council hosts and manages the project in lieu of contributing funds.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	100	98	2	
Expenditure *	93	97	5	
NET Cost/(Rev)	(8)	(1)	7	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0.6	0.6	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Dementia Friendly Communities Project	Foster and promote tourism, social and retail destinations that are dementia friendly. The project will support Adelaide Hills businesses to demonstrate awareness, respect and responsiveness to people living with dementia. The project will be a collaboration between the Hills Inclusive Tourism (HIT) group and the Hills Dementia Action Group (HDAG).
Wellbeing and Reablement Training	Assist aged care service providers to understand and implement wellness and reablement within current government frameworks and best practice guidelines.
The Brain Hub	Develop and provide opportunities to increase and assist community members understand brain health and memory loss by providing information, valuable resources and information collections in easily accessible locations.
Resilience Workshop	Host workshops which aim to help aged care service providers and community members to understand key principles and practices of wellbeing and resilience and to develop practical strategies and responses how these can be applied.

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target



## Positive Ageing Services & Programs (Home Support)

### Overview

The Hills Home Support Program (which incorporates Positive Ageing Programs) plays an important role in supporting, maintaining and building capacity in the lives of older residents of the Adelaide Hills Council area. The program is predominantly externally funded by both the State and Commonwealth Governments.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	954	953	2	Uncertainty around Federal Funding levels for 18/19 agreement (agreements have not yet been released by the Federal Government)
Expenditure *	1033	1021	(12)	
NET Cost/(Rev)	79	68	(11)	Small increase in bottom line program cost due to grant income not yet set by Federal Government, but increased need for assistance continues to be experienced by the ageing community of the Adelaide Hills
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	6	5.6	0.4	Increased need and complexity in coordinating services required by our ageing community is necessitating more staff time to complete. This is fully funded by the Commonwealth.

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Building Wellbeing & Wellness	Expand the reach and accurately capture the use of wellbeing, wellness and reablement initiatives with the client group.
Increasing online presence	Expand the visibility and access to the Positive Ageing Programs by embracing and using online technology.

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Home Support (Domestic Assistance)	Number of hours of service provided to clients.	5,489 hours (16/17 Actual)	4,620 hours
Community Transport (for over 65s)	Number of trips provided to clients.	2,478 trips (16/17 Actual)	2,760 trips
Home Support (Home Maintenance & Home Modifications)	Number of hours of service provided to clients.	2,222 hrs (16/17 Actual)	1,836 hrs
Social Support (for Over 65's)	Number of hours of service provided to clients (total client hours).	25, 617 hours (16/17 actual)	21,228 hours

# Service Strategy & Innovation

## Overview

This function works collaboratively across Council departments to improve service delivery to our customers and the community. Key areas of focus include improving the customer culture throughout the organisation, delivering initiatives and projects to improve the customer experience, oversight of functionality of the Customer Relationship Management system and driving organisational improvement through a continuous improvement approach.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	207	185	(23)	Additional budget added for 2018-19 only to undertake a customer experience survey.
NET Cost/(Rev)	207	185	(23)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	1.6	1.6	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

CRM Integration	Integrate the Customer Relationship Management system with other enterprise systems, including Confirm (asset management) and the call centre system.
Customer Experience Survey	Conduct a customer experience survey to determine levels of customer satisfaction from those who have interacted with the Council and identify opportunities for improvement.
Customer Channel Management	Develop a customer channel management approach that plots how customers access our services and how we can guide them to use the channels where we can provide the best service.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Customer Experience	Percentage of Tier 1 Service Standards for which reporting is in place	94%	100%
Continuous Improvement Program	Number of completed continuous improvement activities/projects	6	8

# The Summit Community Centre

## Overview

The Summit Community Centre at Norton Summit exists to deliver community development outcomes both on site and at outreach locations, predominantly in the eastern and central parts of the district. Through a range of services and programs, people are able to engage with their own community, improve health and wellbeing, participate in lifelong learning, share their skills and experience, and contribute to their community through volunteering. A range of community driven opportunities are provided and include parent support groups, nature play activities, painting groups, an annual Sala exhibition and the delivery of opportunities through the Red Shed based in Uraidla.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	12	16	(4)	Income prediction reduced based on actual experience.
Expenditure *	161	182	21	Reduced to reflect actual staff costs.
NET Cost/(Rev)	149	166	17	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.6	1.6	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Community Development	Support programs that build community leadership skills and promote inclusion. Engage community leaders to inform program development.
Outreach programs	Run more programs where they need to be and link with other services to form partnerships in service and program development. Connect more with local groups and community members.
The Uraidla Red Shed	Grow this program to include more programs and interaction with other locals. Network and build relationships with other sheds to assist with program development.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Provision of Community Programs	Number of regular programs, short courses or workshops per term	115	125
Provision of Community Programs	Number of different types of services offered ie: transport, JP (of varied frequency each term)	11	12

# Torrens Valley Community Centre

## Overview

The Torrens Valley Community Centre at Gumeracha exists to deliver community development outcomes both on site and at outreach locations, predominantly in the northern parts of the district. Through a range of services and programs, people are able to engage with their own community, improve health and wellbeing, participate in lifelong learning, share their skills and experience, and contribute to their community through volunteering. The centre volunteers run a community op shop, a gardening program and assist community at the front counter of the Gumeracha Civic Centre. The Green Shed volunteers run a number of activities and work with local schools to provide support for younger members of the community. Shopping transport is also provided through the centre.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	43	52	(10)	Income prediction reduced based on actual experience.
Expenditure *	162	160	(2)	
NET Cost/(Rev)	119	108	(11)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.6	1.6	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Community Development	Support programs that build community leadership skills, and promote inclusion. Engage community leaders to inform program development.
Outreach programs	Run more programs where they need to be and link with other services to form partnerships in service and program development. Connect more with local groups and community members.
The Gumeracha Green Shed and Op Shop	Work with these programs to consolidate on previous achievements and consider future goals. Network and build relationships with other sheds to assist with program development.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Provision of Community Programs	Number of regular programs, short courses or workshops per term	175	190
Provision of Community Programs	Number of different types of services offered ie: transport, JP (of varied frequency each term)	14	15

# Volunteering

## Overview

The volunteering function provides organisational-wide support for volunteering programs. Through volunteering, the Council seeks to inspire people to take action and contribute to building stronger, more connected individuals and communities. This is achieved by providing meaningful and innovative opportunities for volunteers to engage. Best practice support, quality management practices and effective systems are delivered by skilled volunteer management professionals.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	61	0	(61)	New budget function resulting from split of volunteering costs from the 'community development' function.
NET Cost/(Rev)	61	0	(61)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	0.5		0.5	FTE moved from another function.

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Volunteer Engagement	Review volunteer management systems and processes to increase effectiveness of recruitment, support and recognition.
Volunteer Management Capacity and Capability	Provide further staff training to develop capability and capacity to support volunteers in a systematic and strategic way.
Culture of Volunteering	Undertake a volunteer engagement survey to ascertain the status of the volunteering culture and identify opportunities for further education, recognition and branding.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Volunteer Induction and Training	Number of volunteer recognition events held.	2	2
Provision of volunteer management resources and support	The percentage of volunteers who are actively engaged within 20 days of application.	N/A	70%

# Youth Development

## Overview

Youth Development supports young people in a period of their life in which they go through a range of transitions, ultimately becoming thriving, productive and connected adults. This includes youth participation and leadership development, and direct service delivery to young people by building resilience, engagement and skill development through involvement in programs and events, as well as working at a strategic level on the planning and provision of services to young people in the region. Key services include Council's Youth Advisory Committee (YAC) and its various projects and programs, Youth Leadership Series (new), school holiday activities, youth-led programs such as XitH LAN parties and Woodside Jams, and regular young drivers awareness courses.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	4	4	0	
Expenditure *	162	144	(18)	New youth initiatives including youth leadership and once-off youth program rebranding.
NET Cost/(Rev)	158	140	(18)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Review Youth Advisory Committee	Review the Youth Advisory Committee for effectiveness and relevance of the current model. Revamp and rebrand the program in synergy with the development of the (new) Youth Leadership Series program.
Youth Leadership Series	Develop a Youth Leadership Series program. In alternating years there will be a focus on formal learning with development of leadership and professional skills. In the intermediate years the program will consist of Youth leadership Workshops, focussing on exploration and celebration of achievements of Hills Young People, peer education and facilitated discussion.
Youth Action Plan 2019-2022	Develop a 3 year Youth Action Plan based on a community and stakeholder consultation and a review of existing services, activities and strategic priorities.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Youth Drivers Awareness Course	Number of youth participating in courses	19	26
Youth Leadership Series	Number of workshops delivered and number of participants	N/A	4 workshops, 30 participants

**Adelaide Hills Council  
2018-19 Proposed Budget  
Corporate Services Income by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Adelaide Hills Business & Tourism Centre (AHBTC)	579	892	(313)
Cemeteries	179	172	7
Director's Office - Corporate Services	3	3	
Financial Services	36,560	35,130	1,430
General Property	63	109	(46)
Governance & CEO Office	-	45	(45)
ICT	-	-	-
Information Systems	-	-	-
Organisational Development & Work Health & Safety	-	-	-
Retirement Villages	454	362	92
<b>Income Total</b>	<b>37,838</b>	<b>36,712</b>	<b>1,126</b>

**Adelaide Hills Council  
2018-19 Proposed Budget  
Corporate Services Expenditure by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Adelaide Hills Business & Tourism Centre (AHBTC)	365	592	227
Cemeteries	207	221	14
Director's Office - Corporate Services	304	310	6
Financial Services	2,646	2,471	(174)
General Property	2,690	2,490	(200)
Governance & CEO Office	1,456	1,516	59
ICT	1,329	1,162	(167)
Information Systems	1,258	1,238	(20)
Organisational Development & Work Health & Safety	461	562	101
Retirement Villages	320	340	20
<b>Expenditure Total</b>	<b>11,036</b>	<b>10,901</b>	<b>(135)</b>

# Adelaide Hills Business & Tourism Centre

## Overview

The Adelaide Hills Business & Tourism Centre (AHBTC) is located at the former Onkaparinga Woollen Mills site at Lobethal and is managed by the Adelaide Hills Council. The site has evolved from a business incubator and currently has a diverse group of commercial and community tenants. Through these business activities, the site currently provides employment for over 155 people.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	579	892	(313)	Revenue reduced following divestment of the south side of the site
Expenditure *	365	592	227	Expenditure reduced following divestment of the south side of the site and subsequent lower depreciation value
NET Cost/(Rev)	(214)	(300)	(87)	Revenue and Expenditure adjusted to take into account the divestment of the southern side of the AHBTC site prior to 1 July 2018
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Masterplan	Progression of recommendations from the AHBTC Masterplan
Management of Commercial Tenancies	Management of tenancies in accordance with lease agreements and commercial principles.
Asset Divestment Strategy	Progression of the division and divestment of the identified areas of the AHBTC site.
Economic Activity	Support tenants to maintain economic activity and increase employment opportunities

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Management of Commercial Tenancies	Separate tenancy areas under management	44	24
Management of Commercial Tenancies	Number of commercial tenants	16	6
Management of Commercial Tenancies	Number of community group tenants	5	5
Management of Commercial Tenancies	Value of rent for community group occupation		



# Cemeteries

## Overview

Property Services are responsible for ongoing maintenance and management of 17 cemeteries within Adelaide Hills Council boundaries. Council functions include the issuing and renewal of Interment Rights, facilitating interments, attending funerals, ordering plaques, approving memorial applications and ensuring legislative compliance with the requirements of the Burial & Cremation Act 2013.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	179	172	7	Increase in revenue from standard fee increases
Expenditure *	207	221	14	Expenditure reduced due to lower depreciation value
NET Cost/(Rev)	28	49	21	Increase in revenue from standard fee increases and expenditure reduced due to lower depreciation value
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0.5	0.5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Cemetery Review	Progression of the review of Council's cemetery operations and procedures
Stirling Masterplan	Development of a masterplan for the Stirling Cemetery to map out expansion areas and native vegetation protection zones.
Survey and aerial mapping of cemeteries	Undertake survey and aerial mapping to compliment spreadsheet data for implementation into Cemetery Management System
Cemetery Management System	Implementation of management system to electronically hold all cemetery records and provide workflows for all cemetery administrative functions

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Cemetery Management	Number of Interment Rights Issued	68 YTD	70
Cemetery Management	Number of interments	112 YTD	120

## Director's Office - Corporate Services

### Overview

The Corporate Services Directorate provides a wide range of key services to both the organisation and the broader community. These services include finance, rates, property management and compliance, AHBTC oversight, Information Services (including records), governance and risk management. The Director's Office is the executive section of the Directorate and consists of the Director and an Executive Assistant. The role of the Director's Office is to provide leadership for, to represent, and to monitor the performance of the directorate. The Director's Office also strives to enhance and improve the ability of the Team to deliver services efficiently and effectively and thus improve Community benefit.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	3	3	0	
Expenditure *	304	310	6	
NET Cost/(Rev)	301	307	6	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.8	1.8	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Financial Services

### Overview

The Financial Services function provides accounting and financial operations activities including payment of invoices, collection of rates and recovery of debt, treasury management, procurement support as well as financial decision making required for Council's operations, including statutory reporting obligations.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	36560	35130	1430	Increases due to Rates including growth, NRM levy increase and Net Gain from Subsidiaries
Expenditure *	2646	2471	(174)	Increases to interest expense and NRM levy paid offset by increased capitalisation of Project Manager salaries into capital
NET Cost/(Rev)	(33914)	(32658)	1256	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	7.5	7.5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Annual Financial Statements	To complete the Annual Financial Statements in accordance with the agreed timelines for inclusion in the Annual report for 2017-18
Development of 2019-20 Long Term Financial Plan	Development of 2019-20 Long Term Financial Plan
Budget Development including rating strategy and fees and charges consideration	To develop the budget for 2019/20 in accordance with agreed timelines for inclusion in the Annual Business Plan
Development of Strategic Financial Framework	Development of Strategic Financial Framework that provides appropriate parameters and targets to assist Council to link Councils LTFP to Council Strategies & Plans.
Sale of Land	To undertake further Sale of Land for non-payment of rates process, under Section 184 of the Local Government Act
Procurement Framework	To develop a Procurement Framework and tools to support Council's adopted Procurement Policy

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Financial Operations	Payment of invoices within 30 days of the End of Month	95%	95%
Financial Operations	Issuance of monthly financial reports	10 Working Days	7 Working Days
Revenue (Rates & Accounts Receivable)	Processing of Section 187 Certificates within 3 days	90%	90%
Revenue (Rates & Accounts Receivable)	Process requests of change of address to Rates Notices within 3 days	80%	80%
Financial Operations	Meet all financial legislative timeframes		100%

## General Property

### Overview

Property Services is responsible for the ongoing maintenance and management of Council's real estate assets including management of Council's unmade roads (including rentals and closures/sales), Outdoor Dining Permits, Roadside Trading Permits and Mobile Food Van Permits. This includes some 390 land titles and 186 buildings owned and managed by Adelaide Hills Council Property Services Department, many of which are leased to sporting and community groups. The portfolio includes service centres and operational sites that have a much higher operational cost than sites that are occupied for sport, recreation or community use.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	63	109	(46)	Revised revenue allocations to correct some duplications and lower rental projections for some sites
Expenditure *	2690	2490	(200)	Increase in office accommodation costs and inclusion of project officer costs to be capitalised against various projects
NET Cost/(Rev)	2627	2381	(246)	Lower revenue from hired premises and reimbursements and increase in office accommodation costs and inclusion of project officer costs
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	4.6	3	1.6	Contract project officer costs for various projects to be capitalised against projects

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Community & Recreation Facility Framework	Continue to develop a Community & Recreation Facility Framework for all of Council's community and sporting/recreation facilities
Community Land Register and Management Plans	Review existing and develop new management plans for Council's community land
Crown Land Review	Review the 77 Crown Land parcels dedicated to Council to determine occupation and consistency with dedicated purpose and strategic value to the community and Council with recommendations to Council where changes are seen as appropriate.
Unmade Road Review	Review Council's unmade road network and create a register determining current occupation and use, encroachments, strategic value to the community and Council as possible future road network including walking trail and native vegetation purposes or that are suitable for closure and sale.

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Maintenance of Council Owned/Controlled Facilities	Number of Crown Land Parcels dedicated to Council	77	60
Maintenance of Council Owned/Controlled Facilities	Number of reserves owned and maintained by Council	133	133
Maintenance of Council Owned/Controlled Facilities	Number of buildings managed and maintained by Council for community and operational use	185	185

## Governance & CEO Office

### Overview

The Governance area incorporates both the CEO Office and the Governance and Performance function from a budget perspective. The CEO Office provides executive support for the CEO and the Mayor in the discharge of the roles and responsibilities set out in legislation; to support the leadership of the Council and the Administration; and the achievement of the Strategic Plan. Consultation, advocacy and liaison with federal state and other local government members and entities, community and business groups and members of the public are key functions of the CEO Office. The Governance function provides civic governance services for the elected Council and the community and corporate governance services for the organisation. Civic governance services include: secretariat for Council, Council Committees and informal gatherings; Council Member support, advice and professional development; coordination of elections and representation reviews; liaison with inquiry agencies; and oversight of community requests for Section 270 reviews for escalated complaints. Corporate governance services include: corporate risk management, internal audit and review activities; strategic, corporate and business planning; emergency and business continuity planning; coordination of legislative policies, codes, delegations and authorisations; and corporate performance reporting.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	45	(45)	Removal of revenue and expenditure associated with the 2017 Australian Council CEO Forum held in the Adelaide Hills.
Expenditure *	1456	1516	59	Increases in peak body and regional subsidiary memberships, audit fees, allowances and Council Member training. Reductions in contractors, legal advice and the CEO contingency.
NET Cost/(Rev)	1456	1471	15	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	5	5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

2018 Local Government Election	Facilitate the Council-related Election processes associated with encouraging enrolment, the nomination of candidates and the casting of votes for the election. Following the Election, induct and orientate the new Council to undertake their individual and collective roles and obligations to serve and represent the Adelaide Hills community.
Business Performance Reporting	Coordinate the development and reporting of a suite of corporate indicators to assist in monitoring the performance of Council's key plans, strategies, projects, risks and services.
Corporate Planning	Establish the corporate planning function through the consolidation of the strategic, corporate and annual business planning functions across the organisation.
Leadership	Provide leadership, influence and direction in the management and allocation of human, physical and financial resources.
Emergency Management Planning	Procuring consumables and consultancy services to support Council's Emergency Management Planning activities.

Key Service Levels/Stats/Facts			
Service Name	Description	2017/18 Actual	2018/19 Target
Council & Committee Agendas	Council agendas are produced and distributed in accordance with Code of Practice for Meeting Procedure timeframes	TBC	75%
Corporate Reporting	Corporate Performance Report is provided for Council	N/A	Quarterly
Risk Management	Strategic risks reassessed and reported	Quarterly	Quarterly
Internal Audit Services	Number of internal audits per annum	5	5
Policy Framework	Policies reviewed on or before review date	TBC	80%
Council Member Support	Number of professional development sessions delivered	TBC	18

# ICT

## Overview

ICT (Information, Communication and Technology) is a critical function to the operation of Council services and service improvement initiatives. The department is responsible for providing a range of technology services for both internal and external service provision. The ICT team supports over 1300 technology devices, 250 system users & 100 public access devices for Libraries and Community Centres. Its key objectives are the delivery of ICT Operational & Capital Works programs, Technology Helpdesk Support, ICT Systems Security, ICT Asset Maintenance & Renewal Programs.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	1329	1162	(167)	Increased provision for depreciation of \$200k offset by operational savings.
NET Cost/(Rev)	1329	1162	(167)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	4	4	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

ICT Business Continuity - Telecommunications	Conduct a review of the telecommunications services in place and evaluate alternative solutions. This will add value to Council by building better redundancy and resilient telecommunication services to critical core systems infrastructure.
Mobile Device Renewal	Continue with a rolling capital works program for the renewal of mobile fleet devices. This initiative will ensure an up to date fleet using current software in line with systems and security recommendations.
Internet of Things (IOT)	Recently an IOT Network has been established in the AHC district and now there are opportunities for Council to utilise sensors connected to this technology. The initiative will see a trial of a range of IOT sensor technologies to evaluate the usefulness of the information collected to improve decision making.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Technology Maintenance of ICT Assets	Number of Devices Supported	1342	1400
Technology Support	Number of supported network users	180	250
Technology Support	Number of Technology Service (help) Desk tickets (12 month period March 2016 - March 2017)	1403	1350
Technology Operations	Technology systems availability (12 month period March 2017 - March 2018)	99.97%	99.5%
Technology Support	Number of helpdesk tickets closed out within one business day (Average of all categories) (12 month period March 2017 - March 2018)	65%	75%

# Information Systems

## Overview

The Information Management function is responsible for the capture, dissemination, storage, security, accessibility and management of information that is both received and generated by the Council. The function manages digital information, (digital documents, databases, line of business systems, corporate software etc.) and information in hard copy formats. The function guides and supports the various internal and external facing service areas of Council to support best practice information management. The function also undertakes a variety of externally facing services including the processing of Section 7 Certificates; the collation and management of Freedom of Information Requests; management of requests for documents subject to copyright. The function also assumes responsibility for corporate software systems maintenance and management including procurement. There are currently over 80 individual software line of business systems supported.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	1258	1238	(20)	Additional costs associated with licencing for EngageHQ, Trapeze and Objective Connect that have been partially offset by operational savings
NET Cost/(Rev)	1258	1238	(20)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	6.8	7	(0.2)	Relates to resourcing for the implementation of the Information Management System (Refer to capital Project)

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Implementation of Organisational Information Management System	A new enterprise organisational information management system has been developed on a contemporary technology platform. The solution will be implemented across the organisation, on a rolling basis one department at a time. The Information Systems team will support each team as they begin using the system and migrate essential information from legacy systems.
Destruction of hard copy records	The Information Management team will focus on reviewing and destroying hard copy records that are due for destruction under the Legislative rules of the General Disposal Schedule.
Hard Copy Records digitisation	Hard Copy records that have been identified as "at risk of deterioration" will be scanned and captured electronically. This project will focus on historical waste water records and building records.
Information Management System Integration	Integrating corporate line of business systems into the Enterprise Information Management system, to ensure documents created in these systems are saved inside the enterprise system. This includes our Development, Environmental Health, CRM and Asset Management systems.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Information Management	Section 7 Searches completed within legislative timeframe	100%	100%
Information Management	Proportion of Freedom of Information Requests completed within legislated timeframes	100%	100%
Information Management	Hard Copy & digital customer requests received and digitised into line of business system within one day	24000	25500
Technology Operations	Ensure all 'core' software line of business systems are within test environment for UAT following release	80%	90%



# Organisational Development & Work Health and Safety

## Overview

The Organisational Development (OD) Department provides a range of services internally (including OD, human resource management, work health and safety and payroll) to enable the effective management and leadership of our employees. This is achieved through the provision of frameworks, policy, procedure and supporting documents for People Leaders (those who manage employees) and employees to use. More specifically this includes the whole of the employment lifecycle: recruitment, induction, performance, development, industrial relations, work health and safety and exit. OD team members provide advice, guidance and support across the organisation.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	461	562	101	Anticipated savings, including a reduction in overtime and leave accruals, from across the organisation
NET Cost/(Rev)	461	562	101	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	3.7	3.9	(0.2)	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Work Health and Safety	Undertake internal audit of 3 WHS procedures and develop an action plan from results received
Diversity and Inclusion	Research and develop a Diversity and Inclusion Policy/Procedure
Leadership Development	Commence the quarterly People Leader sessions (including development and education)

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Work Health and Safety	Number of Lost Time Injuries (LTI) per year	1	3
Work Health and Safety	% of WHS KPI Action Plan outcomes completed each year	96%	95%

# Retirement Villages

## Overview

Adelaide Hills Council owns and operates 6 retirement villages across the Council area comprising 63 independent living units. Council's functions include negotiation and issuing of occupation agreements, management and maintenance of the villages and ensuring compliance with the Retirement Villages Act 2016.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	454	362	92	Reflecting greater occupancy rates and increases in rent and maintenance contributions
Expenditure *	320	340	20	Adjusted to reflect changes to depreciation values and water use costs
NET Cost/(Rev)	(135)	(22)	113	Reflective of anticipated revenue increase through greater occupancy rates and reduced expenditure
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	0.5	0.5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Unit refurbishments and upgrades	Undertake upgrades to the retirement villages to replace old fitouts and make the units and grounds more age-friendly
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Retirement Village Maintenance	Number of units upgraded	5	5
Retirement Village Management	Number of units vacant for greater than 4 months	4	1

**Adelaide Hills Council  
2018-19 Proposed Budget  
Engineering & Assets Income by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Civil Services	1,856	3,192	(1,336)
Director's Office - Engineering & Assets	-	-	-
Open Space Biodiversity	-	-	-
Open Space Operations	28	27	
Open Space Sport & Recreation Planning	2	2	-
Sustainability	-	-	-
Sustainable Assets	-	-	-
<b>Income Total</b>	<b>1,886</b>	<b>3,222</b>	<b>(1,335)</b>

**Adelaide Hills Council  
2018-19 Proposed Budget  
Engineering & Assets Expenditure by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Civil Services	11,034	10,343	(691)
Director's Office - Engineering & Assets	309	314	6
Open Space Biodiversity	455	458	2
Open Space Operations	3,046	3,012	(33)
Open Space Sport & Recreation Planning	886	975	89
Sustainability	325	237	(87)
Sustainable Assets	573	478	(94)
<b>Expenditure Total</b>	<b>16,626</b>	<b>15,817</b>	<b>(809)</b>

## Civil Services

### Overview

The Civil Services Department maintains a significant portion of Council's infrastructure including sealed and unsealed roads, signage, stormwater drainage, and rapid response activities. The department is also accountable for the Project Management of the majority of Council's capital works program. This includes delivery of the annual renewal work plan for civil asset classes such as bridges, community wastewater management system, sealed and unsealed roads, kerbs and footpaths, and stormwater infrastructure. It also includes new or upgrade projects within those same classes, as well as road safety improvement projects.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	1856	3192	(1336)	This reduction is due to changes to the Roads to Recovery allocation and the 2017/18 revenue from the National Disaster Recovery Funding following the September 2016 Storm Event.
Expenditure *	11034	10343	(691)	353k of variation arises out of Depreciation realignment as per Long Term Financial Plan. Staff movements from Civil Services and Project Officer resources to be Capitalised, in conjunction with CPI increase reflect the additional expenditure outlined.
NET Cost/(Rev)	9177	7150	(2027)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	46	41	5	2 FTE from Open Space, 2 Capitalised Project Delivery roles comprise the bulk of the additional FTE shown. Actual increase is the 1 FTE Work Group Leader role.

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Project Management Manual	As per Council's Corporate Plan, develop a Project management Manual suitable for use Council wide. An important element of the manual will be that it is scalable for use across projects of varying size.
Online Maintenance Program	Continue to refine Council's Planned Maintenance Program and enhance its online presence.
Capital Project Delivery	Delivery of the civil component of 2018/19 Capital Works Program, whilst enhancing reporting capability.

### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Civil Project Delivery	Total actual expenditure vs total budgeted expenditure.		90 %
Development Engineering	Designs will be reviewed with in 2 weeks of receipt	Not collected	80%
General Civil Maintenance	We will respond and make safe hazardous footpath issues within 24 hrs.	80 %	80 %
Sealed Road Maintenance	We will respond and make safe hazardous road and pothole issues within 24 hrs	80%	80%
Unsealed Road Maintenance	We will respond and make safe hazardous road and pothole issues within 24 hrs	80%	80%
Stormwater Maintenance	We will respond and make safe hazardous stormwater and flooding issues within 24 hrs	80%	80%
Quick Response and Illegal Dumping	We will remove illegally dumped rubbish wihtin 3 days.	79%	80%
Street Sweeping	We will ensure all kerbed roads are swept at least twice a year	100%	100%

## Director's Office - Engineering and Assets

### Overview

The Engineering and Assets Directorate delivers a wide range of key services to the Community, including civil and open space related maintenance; engineering and design; sustainability initiatives, capital works, including asset renewal and other construction projects; sport and recreation planning and natural resources management.

The Director's Office is the executive section of the Engineering and Assets directorate and consists of the Director and an Executive Assistant. The role of the Director's Office is to provide leadership for, to represent, and to monitor the performance of the directorate. The Director's Office also strives to enhance and improve the ability of the Team to deliver services efficiently and effectively and thus improve Community benefit.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	309	314	6	
NET Cost/(Rev)	309	314	6	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	2	2	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

# Open Space Biodiversity

## Overview

Our district boasts a wide range of habitats, including our iconic Stringybark and Candlebark forests, Red Gums and sedges of our waterways and the specialist vegetation of our wetland systems. The native flora and fauna of our region contributes to the character of the Adelaide Hills, and many of the ecosystems and the services they provide are essential to our productivity, economy, health and sense of wellbeing. Our plants and wildlife face a number of challenges. The area contains a significant proportion of the state's remaining native vegetation, and all are vulnerable to a number of threats including weed invasion, habitat fragmentation, exotic pests, risk of bushfire, and climate change. Council's response to help mitigate these threats is the Biodiversity Strategy, detailing activities the Council will be undertaking over the following years to both conserve and improve local biodiversity on Council managed land. These include weed management, habitat conservation and expansion, improving our knowledge about how we can best manage our local biodiversity and supporting the community in their activities to protect and support biodiversity. Staff from the Open Spaces team together with Council Members, community groups, government agencies, non-government organisations and industry professionals work to improve local biodiversity and to support ecosystems and the services they provide to enable them, and ourselves, to thrive. The Biodiversity Budget supports the delivery of the Biodiversity Strategy.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	455	458	2	
NET Cost/(Rev)	455	458	2	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	2	2	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Biodiversity Monitoring and Management	Council reserves of conservation value are monitored using the BushRAT method and attributed a biodiversity value. This dataset enables regional prioritisation of works across all sites. Sites are reassessed every 5 years to determine efficacy of works undertaken at each site. The dataset has also enabled development and implementation of the Sensitive Sites Register and the resulted in the proposal of entering several sites in to Heritage Agreements.
Community capacity building	Allocate funding to the Council Community Grants Scheme under the 'Environment' category. Contracted works to support volunteer activity on sites of conservation value. Support community conservation projects by funding signage, flyers/brochures and 'citizen science' initiatives (i.e. wildlife monitoring). Continue to develop Council brochures/booklets to educate the local community.
Native Vegetation Marker System Program	The Adelaide Hills Council Native Vegetation Marker System sites assessed and monitored using the BushRAT methodology (utilised by Native Vegetation Council - DEWNR) to determine condition and attribute a biodiversity value. Data used to determine priority works and feeds into a collaborative Roadside Vegetation Work Plan co-funded by Natural Resources Adelaide Mount Lofty Ranges (DEWNR). Specialist contractors then engaged to use minimal disturbance techniques to preserve, maintain and improve sites. AHC recently became a finalist in the LG Leadership Excellence Awards for development and implementation of this Program as a benchmark for best practice.
Biodiversity Strategy Review	The current Biodiversity Strategy covers 2013 - 2018. A new one is due in 2019. Consultation and development will take place over 2018, with the new Strategy planned for release early 2019.
Bird monitoring of prescribed burn sites	Several Council sites have been identified under the CFS Bushfire Management Area Plan for 'treatment' to reduce fuel load. For a number of sites, this will take the form of a prescribed burn. AHC will be implementing a biannual bird monitoring program undertaken in spring and Autumn pre and post burn to ensure that impacts to bird populations on site managed responsibly.

Key Service Levels/Stats/Facts			
Service Name	Description	2017/18 Actual	2018/19 Target
Biodiversity and habitat conservation	Native Vegetation Marker System BushRAT Assessments	91	75
Biodiversity and habitat conservation	BushRAT assessment of High Biodiversity Reserves	14 sites	10 sites
Biodiversity and habitat conservation	Minimal Disturbance Bushcare works	10 sites	10 sites
Biodiversity and habitat conservation	Bush For Life and AHC Partnership and Funding Agreement servicing 28 sites	28 sites	28 sites
Biodiversity and habitat conservation	Collabortaive annual review and implementation of the NRAMLR/AHC Roadside Vegetation Work Plan.	273 sites	273 sites
Biodiversity and habitat conservation	Woody Weed Control Program - fuel reduction undertaken in sites of high biodiversity value.	17 sites	17 sites

# Open Space Operations

## Overview

The Open Space Department maintains a significant portion of Council's parks and reserves, biodiversity, sport and recreation sites, trees, horticulture, building projects, cemeteries & fire breaks/tracks. The Open Space Department carries out capital upgrade works, in particular relating to buildings and open space projects, including playgrounds. Additionally, the department is responsible for the purchase and maintenance of Council vehicle fleet and heavy plant and equipment to enable our Service Provision activities.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	28	27	1	
Expenditure *	3046	3012	(33)	Expenditure increase less than CPI.
NET Cost/(Rev)	3018	2985	(33)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	20.8	23.3	(2.5)	2 FTE Reduction due to realignment of reporting structure, with offsetting increase in Civil Services. 0.5 accounted for twice in 2017/18, now corrected.

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Elm Leaf Beetle Treatment	To manage the detrimental impacts caused to Elm trees as a result of Elm Leaf Beetle infestation, council engages contactors to undertake systemic insecticide treatments to selected high value Elm trees.
Veteran Tree Management	Undertake proactive veteran tree management pruning principles to high value large trees within prominent urban locations and areas of high public significance.
Workflow process improvements	Migration of current operational workflow practices to mobile GIS based electronic system.
Playground in-field technology	Continue to develop the electronic capture of data live in the field using the asset management system for customer requests and risk assessments
Asset protection zones	Review all asset protection zones in conjunction with the Mount Lofty Ranges Bushfire Management Area Plan
Fleet & Plant Management	Lead by example in purchase of more efficient vehicles with enhanced safety features (all fleet vehicles now 5 star ANCAP rated)

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Arboriculture Maintenance	We will respond and make safe hazardous tree issues within 24 hours	80%	80%
Arboriculture Maintenance	We will resolve other tree issues in accordance with our general maintenance program	N/A	N/A
Playground Maintenance	We will investigate and make safe high risk/hazardous playground enquiries as a matter of priority	80 %	80 %
Reserve Maintenance	We will process all Works on Road Reserve applications in a reasonable timeframe	20 Days	20 days



# Open Space Sport & Recreation Planning

## Overview

Sport and Recreation Planning plays a key role in ensuring that Adelaide Hills Council makes informed and consistent decisions to enhance the quality of Sport and Recreation opportunities available to our Community and its visitors. The Sport and Recreation Planner is responsible for leading the Council's Sport and Recreation Strategy and associated initiatives across the District. Our focus is to continue to guide the strategic planning, management and utilisation of the Council's sport, recreation and open space assets; while also supporting the clubs and community who utilise these spaces.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	2	2	0	
Expenditure *	886	975	89	Expenditure reduction due to double grants round in 2017/18.
NET Cost/(Rev)	884	973	89	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Community & Recreation Facility Grants	Deliver the Community & Recreation Facility Grant Funding round.
Sport & Recreation Masterplanning Projects	Continue to develop and implement the various Sport & Recreation Masterplanning Projects.
Play Space Upgrades	Plan and deliver Play Space Upgrades based upon Council's endorsed upgrade program.
Club Development Workshops	Provide capacity building, networking & development opportunities for sport & recreation clubs in our region.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Sport & Recreation Planning & Delivery	Deliver Club Development Workshops	2	3
Sport & Recreation Planning & Delivery	Deliver Community & Recreation Facility Grant Funding Round	1	1

# Sustainability

## Overview

Energy efficiency, water management, sustainable landscapes, community resilience, climate change mitigation and adaptation are all sustainability directives for the Adelaide Hills Council (AHC). Whilst AHC is undertaking monitoring and evaluation of energy use for the main AHC facilities and buildings the emphasis is now on providing the community with opportunities to reduce energy use. Sustainability criteria was included in the sport and recreation and community grant programs to enable the community to install energy efficiency measures for community buildings and facilities. An investigation into a Community Energy Program has commenced as part of the Regional Climate Change Adaptation Steering Group (along with Yankalilla, Mt Barker, Alexandrina, Victor Harbor and Kangaroo Island Councils) and following on from the evaluation of proposals the program will commence. The Council has also undertaken investigation into water reuse from the Bird in Hand Community Wastewater Management Scheme (CWMS) for irrigation purposes at the Woodside Recreation Ground (WRG). In addition numerous Water Sensitive Urban Design (WSUD) initiatives such as creek restoration and biofiltration areas will be implemented at the WRG.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	325	237	(87)	Significant new investment towards reducing water use, battery storage, electric vehicle station viability, landscape conservation and carbon neutrality objectives as per Climate Change Adaptation Plan
NET Cost/(Rev)	325	237	(87)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Community Energy Program	Research and analysis of a Community Energy Program across the region through the Resilient Hills and Coasts Climate Change Adaptation Project Group.
Investigate water reuse for Woodside Recreation Ground irrigation	Investigate and analyse the feasibility of using reuse from the Bird in Hand Community Wastewater Treatment Scheme for irrigation of ovals and pitches at the Woodside Recreation Ground.
Design and implement WSUD initiatives at the Woodside Recreation Ground	Undertake design development, documentation and implementation of Water Sensitive Urban Design (WSUD) initiatives, including creek restoration and biofiltration areas at the Woodside Recreation Ground.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Master Planning	Preparation of Master Plans	1	1
Community Engagement	Working with communities to facilitate community-led approach	1	1

# Sustainable Assets

## Overview

The Sustainable Assets team develops and refines Asset Management Plans, plans for future Capital Works programs, and provides organisational support for the Geographical Information and Asset Management Systems. Council owns infrastructure assets that have a replacement value of over \$504 million dollars. The ongoing management, maintenance and planning for replacement of assets ensures that public infrastructure is safe and appropriate for current and future community needs..

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	573	478	(94)	Position which was vacant during 17/18 now to be filled.
NET Cost/(Rev)	573	478	(94)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	4	3.6	0.4	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Confirm Asset System	Develop the business workflow to capture real time operational data defects against asset classes with the asset management system
GIS Integration	Update the GIS version and restructure the GIS data management to ensure full integration with Confirm Asset Management
Asset Management Plan Review	Review asset management plans prior to Long Term Financial Plan update in February 2019.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Asset Condition Inspection	30 % of Unsealed Road network condition rated		100%
Asset Information Management	Confirm Enterprise Wide Asset Management System		80% of asset classes fully operational within system
Asset Condition Inspection	Kerb and Gutter Conditon Audit Completed		100 %

**Adelaide Hills Council  
2018-19 Proposed Budget  
Strategy & Development Income by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Animal Management	425	393	32
Community Wastewater Management System (CWMS)	1,632	1,505	127
Director's Office - Strategy & Development	-	-	-
Economic Development	87	87	
Fire Prevention	12	13	(1)
Mt Lofty Waste Control Project	63	63	
Parking and By-Laws	60	44	16
Planning & Development	465	471	(6)
Policy Planning	-	-	-
Public Health	128	112	16
Waste	69	236	(167)
<b>Income Total</b>	<b>2,942</b>	<b>2,925</b>	<b>16</b>

**Adelaide Hills Council  
2018-19 Proposed Budget  
Strategy & Development Expenditure by Function**

	<b>2018-19 Proposed Budget \$'000s</b>	<b>2017-18 Annual Budget \$'000s</b>	<b>Variation to 2017-18 Budget \$'000s</b>
Animal Management	398	379	(19)
Community Wastewater Management System (CWMS)	948	1,023	76
Director's Office - Strategy & Development	312	328	16
Economic Development	403	400	(3)
Fire Prevention	400	426	26
Mt Lofty Waste Control Project	62	62	()
Parking and By-Laws	145	140	(4)
Planning & Development	1,859	1,886	27
Policy Planning	175	173	(2)
Public Health	563	540	(23)
Waste	4,577	4,241	(336)
<b>Expenditure Total</b>	<b>9,842</b>	<b>9,598</b>	<b>(244)</b>

# Animal Management

## Overview

The Regulatory Services Team promote responsible dog and cat ownership under the provisions of the Dog and Cat Management Act 1995, Council's Dog & Cat Animal Management Plan and the Dog and Cat By-laws. The Team provide a number of animal management services including:

- Establishment and monitoring of dog off-leash areas which provide an appropriate venue for owners and dogs to enjoy the freedom of the off-leash environment while minimising the risk to native animals and members of the public
- General dog management services including investigation of barking dog complaints and dog harass/attack matters reported to Council
- Eradication of European Wasp nests via a callout service which helps to protect the amenity and safety of the district (note that funding to assist with the provision of this service has been withdrawn by the State Government)
- Responding to nuisance and hazards caused by other animals including poultry complaints and wandering stock
- Undertaking education and encouragement activities in the first instance followed by enforcement action if required.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	425	393	32	Increased revenue due to increased enforcement activities
Expenditure *	398	379	(19)	Increase in expenditure due to adjustments in salary allocations within the department
NET Cost/(Rev)	(27)	(15)	12	Increased costs due to adjustment in FTE for this service
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	2.9	2.6	0.3	Increase in FTE to this service due to review and adjustment of existing FTE levels

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

DCAMP Implementation	Implement objectives, strategies & key performance indicators identified in the Dog and Cat Animal Management Plan 2018-19 (DCAMP). Key objectives for 2018/19 include ensuring the plan is monitored and assign responsibility for implementing the plan to a nominated officer. Ensure council systems will accommodate new requirements (DACO), and educate the public about mandatory microchipping and desexing.
Dogs & Cats On Line (DACO)	Transition to DACO state wide dog registration system

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Dog Management	Total Number of dogs impounded	70	60
Dog Management	Attend reports of currently occurring dog attacks within 2 hours	85%	90%
Dog Management	Respond to reported dog attacks within 24 hours	90%	80%
European Wasp Nest Eradication	Investigate and action reported European wasp nests within 7 days	80%	80%
Dog Management	Total Dog Registrations	7600	8000
Cat Management	Respond to cat nuisance complaints within 24 hours	No data	80%

# Community Wastewater Management System (CWMS)

## Overview

Council owns, operates and maintains Community Wastewater Management Systems (CWMS), including associated infrastructure, in Birdwood, Mt Torrens, Kersbrook, Charleston, Verdun, Woodside and Stirling. Each connected property has a septic tank which is desludged on a four yearly basis by Council's contractor. The CWMS Team is responsible for the management and operation of the CWMS.

Council holds a Water Retail Licence under the Water Industry Act 2012 to provide CWMS services, and the CWMS Team ensures compliance with the regulatory, economic and consumer protection framework overseen by the Essential Services Commission of SA (ESCOSA). Additionally, the CWMS Team manages the Council's compliance requirements with a wide range of regulatory and legislative obligations to meet under various Acts, regulations, standards, codes and guidelines in relation to the operation and management of the CWMS.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	1632	1505	127	Scheduled 10% increase on CWMS service charge for full cost recovery purposes pursuant to ESCOSA requirements
Expenditure *	948	1023	76	Variation a result of depreciation reduction resulting from independent revaluation of CWMS assets undertaken in July 2017
NET Cost/(Rev)	(685)	(482)	202	Variation a result of moving to full cost recovery
Description	2018/19 Budget	2017/18 Revised Budget	Increase/(Decrease)	Variation Explanation
FTE	0.6	0	0.6	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Asset management	Complete maintenance and upgrade works across the network to continue to provide safe, reliable and effective wastewater collection and disposal, as per Council's Asset Management Plan 2012
Legislative and Regulatory Compliance	Progress actions identified in Council's CWMS Safety Reliability Maintenance Technical Management Plan Provide a reliable CWMS service and manage the system in accordance with legislative and regulatory obligations to ensure the sustainability of the CWMS business
CWMS Review	Continue review of CWMS management and operations to maintain or improve service levels, lower maintenance and operating costs, ensure compliance with the regulatory environment and reduce risks to Council Transition to full cost recovery in compliance with ESCOSA's price determination and pricing principles
Septic Tank Desludge Program	Continue to desludge septic tanks connected to the CWMS on a scheduled four yearly frequency so as CWMS infrastructure and assets are maintained and protected
Supply of recycled water	Continue supply agreements for the provision of treated wastewater for community and private reuse schemes and explore new opportunities as they arise

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Septic Tank Desludge Program for CWMS	Number of septic tanks desludged annually	374	383

## Director's Office - Strategy & Development

### Overview

The Director's Office is the executive section of the Strategy & Development Directorate and consists of the Director and an Executive Assistant. The role of the Director's Office is to provide leadership for and to monitor the performance of the directorate. The Director's Office also strives to enhance and improve the ability of the Team to deliver services efficiently and effectively and thus improve Community benefit. The Director represents Council on a number of internal and external bodies, project groups and regional subsidiaries such as the Adelaide Hills Regional Waste Management Authority (AHRWMA) and the Gawler River Floodplain Management Authority (GRFMA).

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	312	328	16	Reduction to reflect savings based on actual expenditure for 2017/18
NET Cost/(Rev)	312	328	16	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	2	2	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

# Economic Development

## Overview

This area is responsible for implementing the Council's Economic Development Strategy to support a strong, diverse and sustainable local economy. The Strategy aims to develop a better understanding of local business issues in our region through both direct action and funding support of regional business development organisations. This will enable Council to provide networking opportunities, coordinate local development efforts, promote branding and tourism initiatives, identify options to lessen regulatory impact, and be useful advocates to other levels of government to support projects and investments that will benefit the local economy.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	87	87	0	
Expenditure *	403	400	(3)	
NET Cost/(Rev)	316	313	(3)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Regional Development Australia	Funding support provided (by all 3 spheres of government) to identify economic opportunity and challenges for the region – and manage and coordinate ways to address them
Adelaide Hills Tourism	To provide funding support to Adelaide Hills Tourism in order to encourage a vibrant, sustainable and visitor focussed tourism industry in the Region
UNESCO World Heritage Bid	To provide in-kind and funding support for the progression and preparation of the World Heritage bid nomination for the Mt Lofty Ranges Region
Business Month in May	Undertake a month long program to raise awareness within the region of the services and training opportunities available to small business and to encourage participation as good business practice.

## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Business Support	Number of attendees at Business Month in May events	350	400
Business Support	Number of E-newsletter subscriptions	3497	3600



# Fire Prevention

## Overview

The Regulatory Services Team is responsible for a range of functions under the Fire and Emergency Services Act 2005. Council currently has five qualified Fire Prevention Officers to undertake the various roles as outlined in the legislation. The responsibilities include, assessing the extent of bushfire hazards within the Council area, assisting in providing advice and information to the Bushfire Management Committee, and providing advice to land owners in respect of bushfire prevention and management.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	12	13	(1)	
Expenditure *	400	426	26	Variation accumulative effect of a number of small budget reductions across various account lines
NET Cost/(Rev)	388	413	25	Net favourable change a result of forecast revenue reduced by \$1,000 whilst expenditure reduced by \$26,000
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.2	1.3	(0.1)	Minor decrease in FTE due to reallocation of resources

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Review of Council Fire Prevention & Mitigation Activities	The Bushfire Mitigation Operation Group will be reviewing all aspects of Councils current operations, including private property and Council land. Review will include reviewing Council's community education and private property inspection programmes along with our open space and roadside vegetation management (woody weeds) works programmes.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Fire Prevention Burning Permits	Number of 105f notices issued for fire prevention hazard reduction on private land	481	450
Fire Prevention Property Inspections	Number of private property inspections undertaken (first round and follow up after Section 105f notices issued) by 30 November each year	700	720
Fire Prevention Education	Investigate reported illegal burning complaints within 24 hours	87%	80%

# Mt Lofty Waste Control Project

## Overview

The Mt Lofty Ranges Waste Control Project has been operating since 2001 focusing on the identification and rectification of failing wastewater systems. The project is undertaken collaboratively with major funding partners SA Water and the Adelaide Mt Lofty Ranges NRM Board. Council manages the project as an in kind contribution and also contributes some funding through the wastewater application fees generated by the project. The Project Officer works with property owners to ensure failing waste control systems are either upgraded or replaced.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	63	63	0	
Expenditure *	62	62	0	
NET Cost/(Rev)	(1)	(1)	0	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	0.5	0.5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Investigate Potentially Catchment Impact	In conjunction with other project partners, investigate and survey onsite wastewater systems potentially impacting the water catchment.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
On-site Wastewater Application Assessment	Number of failed wastewater systems approved for upgrading annually as identified for review as part of the Mt Lofty Waste Control Project	42	50

## Parking and By-Laws

### Overview

The Regulatory Services Team undertake regulatory functions to ensure the safety of the community is maintained and improved. In doing so, the team enforce a wide range of legislation including the Local Government Act 1999, Australian Road Rules and Environment Protection Polices under the Environment Protection Act 1993. The Team also enforces Council's By-laws in relation to activities on Local Government land, moveable signs, roads and bird scaring devices. Parking enforcement is aimed at maximising the safety of the road environment for all road users and pedestrians. In addition, the Team monitors parking controls which ensures shop traders, customers, event organisers and attendees have appropriate access to such facilities.

The Team also assist with events such as the Tour Down Under, local Christmas Pageants, Mt Lofty Botanic Gardens Autumn Festival, the monthly Stirling Market and the Gumeracha Medieval Fair. To ensure community safety is provided for over the weekends, the Team provide a Weekend Ranger Service from 8.30am to 5.00 pm on Saturdays and Sundays. An after hours emergency callout service is also provided by the Team.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	60	44	16	Increased income due to increased Ranger enforcement activities
Expenditure *	145	140	(4)	Increased expenditure due to CPI increases
NET Cost/(Rev)	85	96	11	Decrease in costs as a result of the projected increased income
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.2	1.2	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

By-Law Review	Council's current suite of seven By-Laws is due for review and expires 1 January 2019. The By-Laws will be reduced from seven to six as the bird scaring By-Law is no longer relevant as it is now covered by provisions within the <i>Local Litter &amp; Nuisance Control Act 2016</i> . The remaining six By-Laws will be reviewed and the required community consultation will be undertaken as part of the process.
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### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Nothing identified			

## Planning & Development

### Overview

This function fulfills Council's statutory responsibilities to undertake assessment of development applications and manage compliance of development activities within the district. Some of these activities result in appeals of decisions and enforcement cases in the Environment, Resources and Development Court which need to be defended by Council. Council also has a responsibility for reviewing fire safety of buildings with public access (which includes commercial, industrial and accommodation buildings). As the new development legislation (Planning, Development and Infrastructure Act [PDI Act] 2016) is rolled out in stages, changes to our development assessment service will begin to occur with a greater focus on electronic information systems including electronic lodgement of development applications and electronic approvals.

### Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	465	471	(6)	Decrease in predicted income based on actual income for 2017/18
Expenditure *	1859	1886	27	Reduction to reflect savings based on actual expenditure for 2017/18
NET Cost/(Rev)	1393	1415	21	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	15.7	15.3	0.4	Slight increase as a result of temporary staff to improve application processing efficiencies

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

### Key Initiatives

Electronic Development Assessment	Further implementation of the Electronic Development Assessment System with improved reporting capabilities Enhancement of development information on the Council's website and improving processing efficiencies to assist in making it easier to do business in the district
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### Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Planning Assessment Services	Decision on planning consent within 12 weeks, on average, of the application	16.2 weeks	12 weeks
Building Compliance and Building Inspections	All new approved swimming pools inspected within one week of notification of completion of the pool	100%	90% compliance
Planning Assessment Services	Approve fast track Development Applications within 28 days	89%	80%

# Policy Planning

## Overview

Planning Policy undertakes large scale policy and research projects such as Development Plan Amendments (DPA) and a variety of Strategic Policy work, as well as Council policies, responses and submissions to government planning policy proposals, and support functions for the Rural Management Advisory Group, and associated research and analysis work. A major piece of work in the next couple of years will be the conversion of the Council's Development Plan into the State's new Planning & Design Code.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	0	0	0	
Expenditure *	175	173	(2)	
NET Cost/(Rev)	175	173	(2)	
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1	1	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Conversion of Council's Development Plan	As a result of the roll out of the State's planning reforms, Council will need to convert its Development Plan into the new Planning and Design Code of the next two years.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Nothing identified			

# Public Health

## Overview

Council has responsibilities under various Acts with regard to public health within its area (e.g. SA Public Health Act 2011, Food Act 2001, Safe Drinking Water Act 2011 and Local Litter & Nuisance Control Act 2016). The functions identified by the legislation include to preserve, protect and promote public health, identify risks and to take remedial action to reduce or eliminate adverse impacts. The majority of the functions are legislative and require actions to be undertaken such as inspections of food businesses, assessment and inspection of the collection, treatment and disposal of on-site wastewater, inspection of public swimming pools, monitoring of high risk manufactured water systems, etc.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	128	112	16	Favourable variation a result of forecast additional income from inspection fees as a result of increase in FTE level
Expenditure *	563	540	(23)	Increase in expenditure a result of once off increase in FTE level for 2018/19 financial year
NET Cost/(Rev)	435	428	(7)	Variation a result of increase in FTE level largely offset by increased revenue
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	4.5	4.5	0	

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Food Safety Training	Food Safety Training Program will be offered to Food Businesses and Community Organisations in order to provide an understanding of food safety and food handling practices.
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## Key Service Levels/Stats/Facts

Service Name	Description	2017/18 Actual	2018/19 Target
Food Complaint Investigation	Investigate/respond to food safety complaints within 24 hours	100%	80%
Food Premises Inspections	Number of Food Businesses Inspected Annually	345	320
Wastewater Application Assessment	Number of Wastewater Applications assessed annually	180	180
Legionella	Number of High Risk Manufactured Water Systems inspected annually	26	26

# Waste

## Overview

To reduce costs to ratepayers and environmental impact Council continues to minimise waste to landfill and maximise recycling through the provision of waste and recycling services and implementation of Council's Waste and Resource Management Strategy 2016 - 2021.

The Adelaide Hills Council provides kerbside waste collection services to over 16,500 properties across the district.

Subject to location, a three bin service is provided comprising waste, recycling and green organics (townships only).

Residents who are not in the green organic kerbside collection area are eligible to receive two organic waste vouchers, per financial year, for use at the Heathfield Resource Recovery Centre (HRRRC). Free green organic drop off days are available to all Council residents at Heathfield, Gumeracha and Woodside throughout the year.

Council also operates the HRRRC. This facility offers a multi stream waste and recycling service where material is sorted into different streams to maximise recycling and minimise residual waste to landfill. The HRRRC offers many free waste disposal options including X-ray's, electronic waste (TV's, computers printers etc.), steel, newspapers, cardboard and vehicle oil. A free 'at call' kerbside hard waste collection service is also available to residents as an alternative to the HRRRC.

## Resource Summary (\$'000)

Description	2018/19 Budget	2017/18 Revised Budget	Variance Fav/(Unfav)	Variation Explanation
Revenue	69	236	(167)	Decrease in revenue due to loss of recycling rebate and 2017/18 East Waste end of year reconciliation adjustment
Expenditure *	4577	4241	(336)	Variation a result of increase in EPA Waste Levy applied to material disposed to landfill, and loss of recycling rebate
NET Cost/(Rev)	4508	4004	(503)	Reduced revenue due to loss of recycling rebate and increased levy costs
Description	2018/19 Budget	2017/18 Revised Budget	Increase/ (Decrease)	Variation Explanation
FTE	1.2	1.3	(0.1)	Minor decrease in FTE due to reallocation of resources

\* Expenditure includes Operating Costs, Program Costs, Salaries & Wages

## Key Initiatives

Kerbside Bin Audits	Undertake kerbside bin audits with the aim to reduce waste to landfill and maximise recycling in accordance with Waste and Resource Management Strategy
Public place recycling	Pursuant with Council's Waste and Resource Management Strategy consider recycling services within prominent public places with the aim to reduce waste to landfill.
Soft Plastic Recycling	Investigate the feasibility of implementing soft plastic recycling within the Council area, in conjunction with East Waste and Council's Waste and Resource Management Strategy
Domestic Kerbside Collection	Provide a kerbside waste, recyclables, green organics and hard waste collection service.
Green Organic Drop Off Days	Continued provision of free green organic drop off days to assist with bushfire fuel reduction for fire prevention

Key Service Levels/Stats/Facts			
Service Name	Description	2017/18 Actual	2018/19 Target
Domestic Kerbside Waste, Green Organics and Recycling Collection	Total Bins lifts (Waste, Recyclables, Green Organics) per year = 1,547,000	1,547,000	1,567,000
Domestic Kerbside Waste, Green Organics and Recycling Collection	Number of vehicles through gates on free green organic drop off days	3872	3950
Domestic Kerbside Waste, Green Organics and Recycling Collection	Number of Kerbside Hard Waste collections taken up by residents	970	980
Domestic Kerbside Waste, Green Organics and Recycling Collection	Diversion rate of recyclable material away from landfill	47%	48%
Waste Education	Undertake a minimum of 4 community wide advertising and education campaigns annually promoting the waste and recycling management services provided by Council and community education information.	6	4
Domestic Kerbside Waste, Green Organics and Recycling Collection	Collect missed domestic bins within 2 days	94%	80%
Domestic Kerbside Waste, Green Organics and Recycling Collection	Action requests for bin repair or replacement within 7 days	99%	80%
Waste Education	Reduction of the kerbside recycling contamination rate	13.44%	12.5%



## Appendix 2

### Capital Budget Detail

Projects for new and renewed assets

Bridge Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Avenue Road Bridge	Undertake proactive bridge corrosion protection to maintain bridge integrity. Renew lighting.	Stirling			
Concrete Patch and Repair	Proactive Major Maintenance Renewal	Regionwide			
Forreston Road Bridge, Gumeracha	Replace guardrail and Bridge rails	Gumeracha			
Bridgewater Oval Footbridge	Design, replace and lift above flood levels				
	PROGRAM PROPOSED	Totals ('000)	\$130	\$55	\$40
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$178
	LTFP ADOPTED	Totals ('000)	\$130	\$55	\$218
Bridge New/ Upgrade					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Pedestrian Footbridge - Oakbank	Footbridge northern end of Oakbank, Onkaparinga Valley Road	Oakbank	\$ 50		
Pedestrian Footbridge - Balhannah	Footbridge near Park, Onkaparinga Valley Road	Balhannah	\$ 50		
Sires Road Floodway	Upgrade of Ford to improve accessibility	Kersbrook	\$ 150		
	PROGRAM PROPOSED	Totals ('000)	\$250	\$0	\$0
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$0	\$0	\$0
	LTFP ADOPTED	Totals ('000)	\$250	\$0	\$0

Building Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Retirement Villages	Regionwide - Refurbishment	Regionwide			
Gumeracha Op Shop	Ramp	Gumeracha			
Bushland Park	Ceilings	Lobethal			
Balhannah Soldiers Memorial Hall	Roof, external painting	Balhannah			
Nairne Road Office	Roof and Stormwater Drainage	Woodside			
Lenswood Park Toilets	System Replacement	Lenswood			
Stirling East Hall	Roof Replacement	Stirling			
Bradbury Hall	External Stone Walls and Drainage	Bradbury			
Bradbury Hall	Gutter renewal	Bradbury			
Crafers Hall	Main Door Replacement	Crafers			
Asset Management	Workflow System Development	Regionwide			
Lobethal Centennial Hall	Internal Walls Paint	Lobethal			
Stirling Office	Access Ramps Replacement (Compliance)	Stirling			
Gumeracha Retirement Village Roof	Renewal of full Roof	Gumeracha			
Aldgate Oval Building	Asbestos Removal	Aldgate			
Retirement Villages	Regionwide - Refurbishment	Regionwide			
Ashton Hall	Hall - floor	Ashton			
Heathfield Oval	Toilets - replacement	Heathfield			
Asset Management	Workflow System Development	Regionwide			
Gumeracha Depot	Roofing at Gumeracha Depot	Gumeracha			
Retirement Villages	Regionwide - Refurbishment	Regionwide			
Woorabinda Reserve	Toilets - internal walls	Stirling			
Woorabinda Reserve	Main Building - internal walls	Stirling			
Stirling Council Offices	Stirling Transportable - air conditioning	Stirling			
Stirling Council Offices	Stirling Transportable - floor covering	Stirling			
Crafers Retaining Wall	Replacement of Retaining Wall at rear of Crafers Retirement Village	Crafers			
PROGRAM PROPOSED			Totals ('000)	\$705	\$453
YET TO BE ALLOCATED			Totals ('000)	\$0	\$127
LTFP ADOPTED			Totals ('000)	\$705	\$580
Building New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Mt Torrens Heritage Reserve	Mount Torrens Building Upgrade		\$ 52		
Piccadilly Netball/ Tennis Clubrooms	Contribution to New Building		\$ 30		
	To be determine through consultation				
	To be determine through consultation				
PROGRAM PROPOSED			Totals ('000)	\$82	\$0
NOT ALLOCATED/ (OVER-ALLOCATED)			Totals ('000)	\$18	\$100
LTFP ADOPTED			Totals ('000)	\$100	\$100

CWMS Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Birdwood Rising Main	Main Renewal from Pump Station at Church Street in Birdwood to Treatment Lagoons	Birdwood			
Flowmeter	Flowmeter	Birdwood			
Dosing Pump 1	Dosing Pump 1	Birdwood			
Dosing Pump 2	Dosing Pump 2	Birdwood			
Turbidimeter	Turbidimeter	Birdwood			
Chlorine analyser	Chlorine analyser	Birdwood			
Woodside Gravity Main	Capacity replacement - Woodside Rec Ground to Nairne Road	Woodside			
Pump 1	Pump 1	Birdwood			
Filter Skid	Filter Skid	Birdwood			
Irrigation pump	Irrigation pump	Birdwood			
Birdwood Gravity Main	Capacity replacement - line behind Motor Muesuem	Birdwood			
Pumps	13 Pumps	Regionwide			
	PROGRAM PROPOSED	Totals ('000)	\$527	\$450	\$560
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$28	\$52
	LTFP ADOPTED	Totals ('000)	\$527	\$478	\$612
CWMS New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
NIL PROPOSED					
NIL PROPOSED					
NIL PROPOSED					
		Totals ('000)	\$0	\$0	\$0

[illegible]

Footpath New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Frick Street	New asphalt footpath	Lobethal	\$ 50		
Terlinga Road	New footpath from Sinkinson Court to Townsend Street including kerbing and footbridges	Mount Torrens	\$ 150		
Sturt Valley Road	Extension of footpath along narrow steep section of road.	Stirling	\$ 250		
Amy Gillet Tiers/ Onkaparinga Road, Woodside, connection	Extension from Bowling Club to Station Road	Woodside	\$ 220		
Crafers to Stirling	Bikeway between Crafers and Stirling	Crafers	\$ 125		
Rostrevor Road Stairs	Installed Stairs for safe access	Stirling	\$ 75		
Longwood Road Heathfield	New refuge and footpath from School to Bus Stop	Heathfield	\$ 65		
Wembley Road	Extension of Footpath to Charlton (missing link)	Bridgewater	\$ 30		
Talunga Street Footpath Upgrade	Upgrade to Asphalt Footpath	Birdwood	\$ 50		
Balhannah Main Street	Upgrade and Complete Paving of Main Street	Balhannah		\$ 40	
Junction Road	Kurla to Onkaparinga Valley Way Upgrade to Asphalt Footpath	Balhannah		\$ 45	
Torrens Valley Road	End of Footpath to Big Rocking Horse	Gumeracha		\$ 20	
North East Road - Inglewood Footpath	New footpath and kerb to extend footpath to Murray Road (include	Inglewood		\$ 35	
Golflinks Road	Provide footpath safety area through curved section	Stirling		\$ 30	
Kidney Street	Days Road to Swamp Road	Uraidla			\$ 41
Post Office Road	No 4 Post Office Road to Main Street	Lobethal			\$ 8
Onkaparinga Valley Road	Library to Footpath end	Woodside			\$ 21
Post Office Road	Side No 26 Mill Road to No 8 Post Office Road	Lobethal			\$ 5
Victoria Street	McLaren Street to Albert Street	Gumeracha			\$ 8
Bridge Street	Main Street to No 3 Bridge Street	Balhannah			\$ 16
John Fisher Avenue	Albert Street to Murray Street	Gumeracha			\$ 30
PROGRAM PROPOSED		Totals ('000)	\$1,015	\$170	\$129
YET TO BE ALLOCATED/ (OVER-ALLOCATED)		Totals ('000)	\$(815)	\$30	\$71
LTFP ADOPTED		Totals ('000)	\$200	\$200	\$200

Kerb Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Murray Street	Kerb Renewal associated with footpath renewal	Gumeracha			
Wellington Street	Kerb Renewal associated with footpath renewal	Gumeracha			
Mount Barker Road	Pine Street to Twin Street Kerb Renewal associated with footpath renewal	Stirling			
Mount Barker Road	Twin Street to Caltex Kerb Renewal associated with footpath renewal	Stirling			
Townsend Street kerb	Various kerb replacement in main street associated with fotpath renewal	Mount Torrens			
Kerb Renewals 2018/19	Various Kerb Renewals associated with footpath and reseal program still to be allocated (\$100k)				
Moffett Street Kerbing	Onkaparinga Valley Road to Robert Street	Woodside			
No projects allocated at this time					
	PROGRAM PROPOSED	Totals ('000)	\$318	\$35	\$0
	YET TO BE ALLOCATED/ NOT ALLOCATED	Totals ('000)	\$182	\$265	\$300
	LTFP ADOPTED	Totals ('000)	\$500	\$300	\$300
Kerb New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
NIL PROPOSED					
Newman Road Reconstruction	Newman Road reconstruction and kerbing	Charleston		\$ 180	
NIL PROPOSED					
	PROGRAM PROPOSED	Totals ('000)	\$0	\$180	\$0
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$0	\$(180)	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0

Other Renewal		Guardrail/ Retaining Walls/ Traffic Controls/ Cemeteries			
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Heathfield Oval - retaining wall north of the club	Heathfield Oval - retaining wall north of the club	Heathfield			
Heathfield Oval - southern end retaining wall	Heathfield Oval - southern end retaining wall	Heathfield			
Street Litter Bin Replacement	Ongoing cage replacement	Regionwide			
Cemetery Upgrade Program	Upgrade cemeteries to meet legislative requirements. Community expectations and safety.	Regionwide			
William St Birdwood Street Furniture	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.	Birdwood			
Osterley Avenue	Retaining Wall Replacement	Bridgewater			
Street Litter Bin Replacement	Ongoing cage replacement	Regionwide			
Cemetery Upgrade Program	Upgrade cemeteries to meet legislative requirements. Community expectations and safety.	Regionwide			
Bus Shelter Replacement	Replace 2 bus shelters	Regionwide			
Onkaparinga Road	Guard fence Replacement	Bridgewater			
Street Litter Bin Replacement	Ongoing cage replacement	Regionwide			
Bus Shelter Replacement	Replace 2 bus shelters	Regionwide			
Guard fence Replacement	Peacocks Road and Martins Road	Regionwide			
PROGRAM PROPOSED		Totals ('000)	\$150	\$150	\$70
YET TO BE ALLOCATED		Totals ('000)	\$0	\$0	\$80
LTFP ADOPTED		Totals ('000)	\$150	\$150	\$150
Other New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Roundabout Landscaping Upgrade - Regionwide	3 Sites - Verdun, Crafers (one near Cafers Hall) and Piccadilly roundabouts landscaping proposed to commence in September 2018 and completed by the end of December (DPTI have advised that there are some logistical and methodology elements, which also involved SA Water, which will not enable it to occur before this time)	Regionwide	\$ 120		
Fence Reserve Avenue Lobethal	Fencing of reserve adjacent Kindergarten for Nature Play	Lobethal	\$ 10		
NIL PROPOSED	Subject to consultation				
NIL PROPOSED	Subject to consultation				
PROGRAM PROPOSED		Totals ('000)	\$130	\$0	\$0
YET TO BE ALLOCATED/ (OVER-ALLOCATED)		Totals ('000)	\$(130)	\$0	\$0
LTFP ADOPTED		Totals ('000)	\$0	\$0	\$0



Pavement Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Frick Street	Mt Torrens Road to Kumnick Street	Lobethal			
Deviation Road	Northern End	Basket Range			
Mattner Road	Junction Road to End of Seal	Balhannah			
Lower Hermitage Road	Widening and reconstruction from Millar to Milbrook	Lower Hermitage			
Millar Road/ Lower Hermitage Road	Junction renewal	Lower Hermitage			
Asset Management	Workflow System Development	Regionwide			
Newman Road	Reconstruction of Road Pavement in Charleston Township - Onkaparinga Valley Road to Jocelyn Avenue (Current scope requires \$ 500k in new stormwater, kerbing and pavement car parking)	Charleston			
Asset Management	Workflow System Development	Regionwide			
Tiers Road	Vickers to Kumnick Hill	Lenswood			
Tiers Road	Baldocks to Woodroffe	Woodside			
	PROGRAM PROPOSED	Totals ('000)	\$1,128	\$475	\$645
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$150	\$312
	LTFP ADOPTED	Totals ('000)	\$1,128	\$625	\$957
Pavement New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
NIL PROPOSED					
Newman Road Reconstruction	Charleston pavement widening and car parking areas	Charleston		\$ 250	
NIL PROPOSED					
	PROGRAM PROPOSED	Totals ('000)	\$0	\$250	\$0
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$0	\$(250)	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0

Seals Renewal					
Proposed Project Name	Project Description		2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Ridge Road	Rose Street to Wattle Street	Lobethal			
Ridge Road	Reserve Rd to Bartholomew Av	Lobethal			
Ridge Road	Bartholomew Av to Jungfer Rd	Lobethal			
Ridge Road	Wattle Street to Church Street	Lobethal			
Burfords Hill Road	Woodlands Road to Rural Property Address 270	Kenton Valley			
Eves Place	Hender Road to End of Road	Heathfield			
Tregarthen Road	Greenhill Road to Bickles Road	Summertown			
Gilburn Court	Norton Summit Road to End of Seal	Teringie			
Spring Street	High Street to Glover Street	Kersbrook			
Old Mount Barker Road	Gould Road to Pepper Avenue	Stirling			
Carey Gully Road	Princes Highway (Northern side On/Off Ramps) to Fowler Road (middle of bridge)	Mount George			
Rose Street	Union Street to Vine Street	Lobethal			
Pioneer Avenue	Main Street to End Pioneer Avenue	Lobethal			
Oliver Street	Schocroft Avenue to Spring Gully Road	Crafers			
Wakefield Place	Emma Street to End of Cul de sac	Kersbrook			
Castle Close	Hillcrest Avenue to End of Road	Crafers West			
Parkgate Place	Parkgate Court to End of Seal	Upper Sturt			
Morialta Lane	Norton Summit RD to Start of Private Rd (i.e. After 1st 30m)	Norton Summit			
Oakbank Street	Milan Terrace to Johnston Street	Stirling			
Fleet Street	Avoca Avenue to Omrah Street	Bridgewater			
Forreston Road	Quinns Road to Alexander Forrest Road	Forreston			
Lenton Lane	Birch Rd to End of Road	Stirling			
Monarto Rd	Kanmantoo Road to Sunny Spring Glen Rd	Aldgate			
Rudiba Gr	Sunny Spring Glen Rd to End of Seal	Aldgate			
Schirmer Av	Arcoona Ave to Marola Av	Rostrevor			
St Marks Drive	Onkaparinga Valley Road to Start Pavers (90M East Of Clayfield Ct)	Woodside			
Sunnyspring Glen Rd	Monarto Rd to Rubida Grove	Aldgate			
Tay Cresent	Tay Rd to Tay Rd	Woodforde			
Weemala Crescent	Marola Av to T Junction	Rostrevor			
Weemala Crescent	T Junction to End of Road	Rostrevor			
Lower Hermitage Road	Rural Property Address 385 to Millbrook Rd	Lower Hermitage			
Paracombe Road	Murphy Rd to Pitt Road	Paracombe			
Paracombe Road	Pitt Road to Murray Rd	Paracombe			
Pitt Rd	Paracombe rd to End of seal	Paracombe			
Miller Road	Schapel Road to Staffords Rd	Lobethal			
Juers Road	Graebbers Road to Jungfer Road	Charleston			
Brettig Rd	Kenton Valley Rd to end of seal	Lobethal			
Woodland Way	Alpine Place to Teringie Dr	Teringie			
Woodland Way	Swiss Place to Alpine Place	Teringie			
Alpine Place	Woodland Way to Cul -de-sac	Teringie			
Teringie Dr	18 Teringie Drive to Woodland Way	Teringie			
Boyle Swamp Road	Rural Property Address 44 to Rural Property Address 154	Mylor			
Georgina Avenue	Piccadilly Road to End of Seal	Crafers			
Hawker Road	Penola Road to End of Road	Aldgate			
Wattle Street	Oratava Avenue to Osterley Avenue	Bridgewater			
Oak Avenue	Osterley Avenue to Ophir Avenue	Bridgewater			
Wycombe Road	Ludgate Hill Road to Ashenden Road	Aldgate			
Moffett Street	Onkaparinga Valley Road to Robert Street	Woodside			
Teringie Drive	25 Metres West of Woodland Way to 50 Metres East of Woodland Way at Seal Change	Teringie			
Teringie Drive	Norton Summit Road to 18 Teringie Drive	Teringie			
Meet Street	Copeland Avenue to End of Road	Lobethal			
Penola Road	Hawker Road to Wilpena Terrace	Aldgate			
Harvey Road	Hurst Road to End of Seal	Paracombe			
Exeter Road	Kingsland Road to Suffolk Road	Aldgate			
Ridge Road	John Street to Jacaranda Drive	Woodside			
Ridge Road	Elizabeth Street to John Street	Woodside			
Newman Road	Rural Property Adrerss Number 242 to Rural Property Adrerss Number 270	Charleston			
North Street	First Street to Hill Street	Mylor			

Wissell Street	Wembley Avenue to End of Road	Bridgewater			
Sheoak Road	Princes Avenue to Albert Avenue	Crafers West			
Jacaranda Drive	Onkaparinga Valley Road to Allendale Grove	Woodside			
Tatiara Grove	End of Road to Weemala	Rostrevor			
Glover Street	Emma Street to Smithers Court	Kersbrook			
Garrod Place	Garrod Crescent to End of Road	Stirling			
Lesley Crescent	Old Mount Barker Road to Kalmia Avenue	Crafers			
Pepper Avenue	Braeside Road to Dell Road	Stirling			
Sneddon Avenue	Bradshaw Avenue to End of Road	Crafers			
Wilpena Terrace	Arkaba Road to Conifer Close	Aldgate			
Scott Creek Road	After RA 178 to Morgan Road	Heathfield			
Wilpena Terrace	Conifer Close to Penola Road	Aldgate			
Willow Lane	Mount Barker Road to End of Road	Stirling			
Banksia Drive	Hill View Road to Shannon Court	Bridgewater			
Glover Street	Scott Street to Emma Street	Kersbrook			
Shurdington Road	Mount Street to James Street	Crafers			
Curtis Close	Piccadilly Road to End of Seal	Piccadilly			
Prairie Road	Gorge Road to End of Seal	Cudlee Creek			
Carroll Road	Devonshire Road to End of Seal	Heathfield			
High Street	Scott Street to Spring Street	Kersbrook			
Knoll Crescent	Valley Road to End of Road	Teringie			
Basket Range Road	Range Road to Nicols Road	Basket Range			
Glen Street	Hill Street to End of Seal	Crafers West			
Magpie Avenue	Riley Street to School Road	Lobethal			
Hillcrest Avenue	30m from Heather Road (fork junction) to End of Road	Crafers West			
Lesley Crescent	Kalmia Avenue to Old Mount Barker Road	Crafers			
Waverley Court	Howard Drive to End of Road	Stirling			
Snows Road	Mount Barker Road to Pirralilla Place	Aldgate			
Kanmantoo Road	Yappo Road to Monarto Road	Aldgate			
Riley Street	Magpie Avenue to Mill Road	Lobethal			
Wembley Avenue	Charlton Street to Rosenthal Road	Bridgewater			
Vista Terrace	Vista Tce service lane to Alta Crescent	Stirling			
Parkgate Court	Parkgate Place to End of Road	Upper Sturt			
Reserve Terrace	Mount Barker Road to Sharon Court	Aldgate			
Wycombe Road	Strathalbyn Road to Ludgatehill Road	Aldgate			
Maxton Street	Onkaparinga Road to Shannon Court	Bridgewater			
Baroota Avenue	Werona Place to Marola Avenue	Rostrevor			
Shurdington Road	Near South Eastern Freeway to Mount Street	Crafers			
Jones Road	Johnson Road to Pain Road	Balhannah			
Jones Road	Junction Road to Rural Property Address 94	Balhannah			
Jones Road	Rural Property Address 94 to Johnson Road	Balhannah			
Neudorf Road	Lobethal Road to Post Office Road	Lobethal			
Pound Road	Marble Hill Road to Osborne Road	Ashton			
Levett Road	Smith Road to End of Seal (Length 999.38m)	Kersbrook			
Allumba Drive	Ironbank Road to Pimpala Road	Ironbank			
Maidstone Road	South Para Road to End of Seal	Kersbrook			
Quintin Avenue	Greenhill Road to Yarrabee Road	Greenhill			
Naughtons Road	Henry Street to Rural Property Address 52 (End of Sealed section)	Woodside			
Coleman Road	Kenton Valley Road to End of Seal	Gumeracha			
Ridge Road	Woodside Road to Reserve Avenue	Lobethal			
Ridge Road	Jungfer Road to Rose Street	Lobethal			
Bagshaw Road	Kersbrook Road to End of Seal	Kersbrook			
Paracombe Road	Lower North East Road to Rural Property Address 93	Paracombe			
Tiers Road	Baldocks Road to Woodroffe Road	Woodside			
Tiers Road	Rural Property Address 143 to Bonython Road	Lenswood			
Gall Road	Paracombe Road to End of Seal	Paracombe			
Kerria Place	Emmett Road to End of Road	Crafers West			
Old Carey Gully Road	Nara Road to Golflinks Road	Stirling			
Deviation Road	Boundary Road to Ranns Road	Carey Gully			
Range Road South	Rural Property Address 29 to Amberdale Road	Houghton			
Corkscrew Road	Corkscrew Deviation Road to Montacute Road	Montacute			
Erica Road	Longwood Road to Heathfield Road	Heathfield			
Fowler Road	Carey Gully Rd to Tee Junction of 2nd Segment	Mount George			
Oakwood Road	Elizabeth Street to Onkaparinga River Bridge	Oakbank			
Mawson Drive	Mount Lofty Summit Road to End of Road	Crafers			
Leslie Creek Road	Porteus Road to Longwood Road	Longwood			
Weemala Crescent	T Junction to Around Island	Rostrevor			

Old Mount Barker Road	Yappo Road to Kain Avenue	Aldgate			
Swiss Place	Woodland Way to End of Road	Teringie			
Hollidays Road	Greenhill Road to Rural Property Address 51 (End of Road)	Summertown			
Parkgate Place	Upper Sturt Road to Parkgate Court	Upper Sturt			
	PROGRAM PROPOSED	Totals ('000)	\$852	\$1,187	\$779
	YET TO BE ALLOCATED/ NOT ALLOCATED	Totals ('000)	\$348	\$13	\$421
	LTFP ADOPTED	Totals ('000)	\$1,200	\$1,200	\$1,200
<b>Seals New</b>					
<b>Proposed Project Name</b>	<b>Project Description</b>	<b>Suburb</b>	<b>2018/19 Proposed ('000)</b>	<b>2019/20 Intended ('000)</b>	<b>2020/21 Intended ('000)</b>
Hartley Vale Sealing	Sealing of 300m of Hartley Vale Road to Cherry Farm - include the extension of culvert	Gumeracha	\$ 110		
Winton Road Sealing Design	Investigation and Design	Gumeracha	\$ 20		
Winton Road Sealing	Sealing of section to Torrens Valley Cherries, stormwater upgrade and possible kerbing required (approx 350m will remain unsealed)	Gumeracha		\$ 70	
	PROGRAM PROPOSED	Totals ('000)	\$130	\$70	\$0
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$(130)	\$(70)	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0

Shoulder Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Paracombe Road Sholders	Identified priority segments	Paracombe			
Juers Road Shoulders	Full Length	Charleston			
Ironbank Road Shoulders	Identified priority segments	Ironbank			
Carey Gulley Road Shoulders	Identified priority segments	Mount George			
Morgan Road Shoulders	Full Length	Ironbank			
	To be determined following grading program and updated condition audit				
					\$500
	To be determined following grading program and updated condition audit				
	PROGRAM PROPOSED	Totals ('000)	\$500	\$500	\$500
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$0
	LTFP ADOPTED	Totals ('000)	\$500	\$500	\$500
Shoulder New/Upgrade					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
NIL PROPOSED					
NIL PROPOSED					
NIL PROPOSED					
	PROGRAM PROPOSED	Totals ('000)	\$0	\$0	\$0
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0

Sport and Recreation (including Playgrounds) Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Paracombe Hall Playspace	Local Playspace Upgrade	Paracombe			
Birdwood Oval Playspace	Local Playspace Upgrade	Birdwood			
Heathfield Oval Drainage	Oval Drainage Renewal	Heathfield			
Stirling Oval Drainage	Oval Drainage Renewal	Stirling			
Stirling Oval Carpark / Driveway	Oval Carpark Renewal	Stirling			
Gumeracha Tennis / Netball Courts	Contribution to Court Resurfacing (20% of total cost & will be used as matched funding / leverage for ORS grant application)	Gumeracha			
Cherryville Courts	Court Resurfacing (Council owned, community courts, no lease)	Cherryville			
Montacute Courts	Court Resurfacing (Council owned, community courts, no lease)	Montacute			
Yarrabee Road Reserve Courts	Court Resurfacing (Council owned, community courts, no lease)	Greenhill			
Recreation Precinct Carpark / Driveways / Drainage	To be determined by new Framework position	Regionwide			
Oval / Pitch Drainage & Irrigation	To be determined by new Framework position	Regionwide			
Court Resurfacing	To be determined by new Framework position	Regionwide			
Mount Torrens Oval Playspace	Local Playspace Upgrade	Mount Torrens			
Charleston Centennial Park Playspace	Local Playspace Upgrade	Charleston			
Bradbury Oval / Pitch Drainage	Oval Drainage Renewal	Bradbury			
Bridgewater Oval Drainage	Oval Drainage Renewal	Bridgewater			
Recreation Precinct Carpark / Driveways / Drainage	To be determined by new Framework position	Regionwide			
Oval / Pitch Drainage & Irrigation	To be determined by new Framework position	Regionwide			
Court Resurfacing	To be determined by new Framework position	Regionwide			
Federation Park Gumeracha Playspace	Regional Playspace Upgrade	Gumeracha			
Recreation Precinct Carpark / Driveways / Drainage	To be determined by new Framework position	Regionwide			
Oval / Pitch Drainage & Irrigation	To be determined by new Framework position	Regionwide			
Court Resurfacing	To be determined by new Framework position	Regionwide			
	PROGRAM PROPOSED	Totals ('000)	\$1,044	\$270	\$500
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$955	\$628
	LTFP ADOPTED	Totals ('000)	\$1,044	\$1,225	\$1,128
Sport and Recreation New Projects					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
	PROGRAM PROPOSED	Totals ('000)	\$0	\$0	\$0
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$0	\$0	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0

Stormwater Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Junction Road Stormwater	Renewal existing network - associated with upgrade works	Balhannah			
Renown Avenue Crafers	Investigate system and identify replacements	Crafers			
Mill Road	Install new pipe network to reduce flooding and erosion	Lobethal			
Minor Stormwater Projects	Unspecified allocation for small stormwater issue that arise during the year	Regionwide			
Kumnick Street Stormwater	Repair back of block drain at no. 30-32 and additional pit at no. 22-24	Lobethal			
Heather Avenue Stormwater	Replace damaged box culvert near number 29.	Woodforde			
Renown Avenue Crafers	Undertake renewal to ensure minimum service level	Crafers			
Minor Stormwater Projects	Unspecified allocation for small stormwater issue that arise during the year	Regionwide			
Henry Street Stormwater	Investigate and design of back of block drain replacement	Woodside			
Henry Street Stormwater	Replace back of block stormwater	Woodside			
Minor Stormwater Projects	Unspecified allocation for small stormwater issue that arise during the year. Typical value of individual project \$ 5k to \$ 20k)	Regionwide			
	PROGRAM PROPOSED	Totals ('000)	\$240	\$85	\$100
	YET TO BE ALLOCATED/ NOT ALLOCATED	Totals ('000)	\$70	\$205	\$140
	LTFP ADOPTED	Totals ('000)	\$310	\$290	\$240
Stormwater New					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
Junction Road Stormwater	Upgrade of network to improve capacity -associated with renewal of adjacent network.	Balhannah	\$ 100		
Spring Street, Kersbrook, Culvert	Stage 2 - Upgrade Creekline to minimise flooding	Kersbrook	\$ 385		
Mill Street	Install new pipe network to reduce flooding and erosion	Lobethal	\$ 15		
Grivell Road	Install new stormwater pipes and pits	Verdun	\$ 60		
Kiln Crt Stormwater	Design for upgrade of new system from Norton Summit out fall to Kiln Crt	Woodforde	\$ 20		
Church Street Stormwater Detention	Extend detention basin and upgrade outlet	Birdwood	\$ 20		
Kiln Crt Stormwater	Construction of new system from Norton Summit out fall to Kiln Crt	Woodforde		\$ 100	
Spring Street, Kersbrook, Culvert	Stage 3 - Install larger culvert under Spring to minimise flooding	Kersbrook		\$ 195	
Stormwater Masterplanning	High level review of existing infrastructure to ensure minimum service standards are met.	Regionwide		\$ 25	
Lower Hermitage Road Stormwater	Design of Pipe crossing upgrade near 375 Lower Hermitage			\$ 20	
North East Road - Inglewood Footpath	Extend stormwater to allow footpath extension	Inglewood		\$ 25	
Newman Road Reconstruction	New stormwater system			\$ 80	
Lower Hermitage Road Stormwater	Replace existing 900mm pipe with 1500mm to deliver service level capacity upgrade.				\$ 130
	PROGRAM PROPOSED	Totals ('000)	\$600	\$445	\$130
	YET TO BE ALLOCATED/ (OVER-ALLOCATED)	Totals ('000)	\$(450)	\$(295)	\$(130)
	LTFP ADOPTED	Totals ('000)	\$150	\$150	

Unsealed Renewal						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
Hirthe Road	End seal to Maidment Road	Mount Torrens				
Coleman Road	Gumeracha / Lobethal Road to Fire Track	Gumeracha				
Kersbrook Forest Road	End seal to Car Park	Kersbrook				
Stone Quarry Road	Little Para Road to Morgan Road	Kersbrook				
Stone Quarry Road	Morgan Street to Wattle Road	Kersbrook				
Welsh Road	Smith Road to End Road	Kersbrook				
Orana Drive	Bradbury Road to End Road	Mylor				
Harrison Road	Dump Access Road to Pfeiffer Road	Woodside				
Mundoo Lane	Vicks Road to Gate - Mundoo house	Ironbank				
Woolshed Road	Watts Gully Road to Lot 15 -RPA 117	Kersbrook				
Woolshed Road	Lot 15- RPA 117 to End Road	Kersbrook				
Watts Gully Road	Power line to Rocky Creek Road	Forreston				
Watts Gully Road	Rocky Creek Road to Synbank Road	Forreston				
Bagshaw Road	Adelaide Gully Road to Gate Lot 103, RPA 157	Kersbrook				
Bagshaw Road	Gate Lot 103, RPA 103 to Gate 021-489	Kersbrook				
Debneys Road	End of Seal to Pull off area	Ashton				
Debneys Road	Pull off area to Marble Hill Road	Ashton				
Raymonds Road	Pipe Crossing to end RPA 149	Basket Range				
Lewis Road	Teakle Road to Newman Road	Charleston				
Retreat Valley Road	Gorge Road to Gate 058-426, RPA 379	Gumeracha				
Retreat Valley Road	Gate 058-426, RPA 379 to O'Dea Road	Gumeracha				
Retreat Valley Road	O'Dea Road to House, RPA 113	Gumeracha				
Bonython Road	Tiers Road to Kumnick Hill Road	Lenswood				
Sprigg Road	Gores Road to Mt Lofty Summit Road	Piccadilly				
Days Road	Nairne Road to End Road	Woodside				
Head Road	Murphy Road to end of Road	Paracombe				
Cromer Road	Section to Council Boundary	Birdwood				
Woolshed Road	Junction with Priavte Road and Drainage Modificaitons	Mount Torrens				
Pfeiffer Road	End seal - Harrison road to Five Lane Road	Woodside				
Jungfer Road	Shoenthal Road to Onka Valley Road	Charleston				
High Street	End Of Seal to End Road Gun Club	Stirling				
Reefton Road	Bird in Hand Road to Pfeiffer Road	Woodside				
Mylkappa Road	Angas Creek Road to end of road	Birdwood				
Magarey Road	Burtons Road to End Road	Birdwood				
Magarey Road	Cyanide Road to End Road	Birdwood				
Gurr Road west	Cemetery Road to End of Road	Bradbury				
Cranwell Road	Ridge Road to End Road	Greenhill				
Mattners Road	End of seal to Daniels Road	Balhannah				
Mattners Road	Daniels Road to Dust Sign	Balhannah				
Mattners Road	End of Seal Junction Road end to Downing Road	Balhannah				
Size Road	End of seal to End of road	Oakbank				
Onkaparinga Road	Grivel Road to End Road	Verdun				
Baldocks Road	Tiers Road to End Road	Woodside				
Banksia Court	Murray Road to End Road	Woodside				
Bonython Road	Tiers Road to Kumnick Hill Road	Woodside				
Burnley Road	Bird In Hand Road to Sandy Waterhole Road	Woodside				
Pedare Park Road North	Burns Road to End Road. note end Burns private Road	Woodside				
Pedare Park Road South	Tiers Road to End Private Road	Woodside				
Scottsburn Road	End Seal (Donoghue Road End) to Gate Lot 4, RPA 107	Woodside				
Scottsburn Road	Gate Lot 4, RPA 107 to Gate Taminga, RPA 214	Woodside				
Scottsburn Road	Gate taminga, RPA 214 to Gate Scottsdale	Woodside				
Scottsburn Road	Gate Scottsdale to Burnley Road	Woodside				
Willow View Road	Harrison Road to End of seal	Woodside				
Wuttke Road	MuRoadoch Hill Road to End of Road	Woodside				
Watts Gully Road	Synbank Road to Deloraine Road	Forreston				
Watts Gully Road	Deloraine Road to Gate 078-541, RPA 328	Forreston				
Watts Gully Road	Gate 078-541, RPA 328 to Gate, RPA 250	Forreston				
Watts Gully Road	Gate, RPA 250 to Woolshed Road, RPA 124	Forreston				
Berry Hill Road	Langley Road to End resheet, RPA 505	Gumeracha				
Berry Hill Road	End resheet, RPA 506 to Ferndale Road	Gumeracha				
Berry Hill Road	Ferndale Road to Reservoir Road	Gumeracha				
Berry Hill Road	Reservoir Road to Fire gate, RPA 61	Gumeracha				
Grivell Road	Onkparinga Valley Road to Beaumont Road	Verdun				
Kayannie Road	Quarry Road to Naughton Road	Woodside				
PROGRAM PROPOSED			Totals ('000)	\$1,269	\$931	\$551
YET BE BE ALLOCATED/ NOT ALLOCATED			Totals ('000)	\$231	\$569	\$949
LTFP ADOPTED			Totals ('000)	\$1,500	\$1,500	\$1,500
Unsealed New						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
NIL PROPOSED						
NIL PROPOSED						
NIL PROPOSED						
Totals ('000)			\$0	\$0	\$0	



Plant and Fleet Renewal						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
Maintenance	Double Drum Roller					
Drainage Team	9 tonne Tipper with Crane					
Bobcat truck South	9 tonne Tipper					
Bobcat truck North	9 tonne Tipper					
Maintenance North	9 tonne Tipper					
Community Gumeracha	12 Seat Bus					
Natural Resource	Trailer					
Library	Mobile Library (subject to business case)					
Light Fleet	Renewal on 3 year program					
Maintenace North	9 tonne Tipper					
Grader Support	Tandem Tipper					
Grader South	Tandem Tipper					
Tree Team	Wood Chipper					
Parks Team	Slasher for Bulldozer					
Light Fleet	Renewal on 3 year program					
Maintenance	Roller					
Parks Team	Zero Turn Mower					
Maintenance South	9 tonne Tipper					
Tree Team	Chipper Truck					
Maintenance North	9 tonne Tipper					
Bitumen Team South	Flocon					
Parks Team	Trailer					
Drainage Team	Excavator Trailer					
Light Fleet	Renewal on 3 year program					
	PROGRAM PROPOSED	Totals ('000)	\$1,225	\$777	\$883	
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$0	
	LTFP ADOPTED	Totals ('000)	\$1,225	\$777	\$883	
Plant and Fleet New						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
NIL PROPOSED						
NIL PROPOSED						
NIL PROPOSED						
		Totals ('000)	\$0	\$0	\$0	

ICT Renewal					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
General	Priority list of minor items to be established	Regionwide			
	To be determined				
	To be determined				
	PROGRAM PROPOSED	Totals ('000)	\$200	\$0	\$0
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$200	\$200
	LTFP ADOPTED	Totals ('000)	\$200	\$200	\$200
ICT New/Upgrade					
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)
NIL PROPOSED					
NIL PROPOSED					
NIL PROPOSED					
	PROGRAM PROPOSED	Totals ('000)	\$0	\$0	\$0
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$0
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0


Minor Plant and Equipment Renewal						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
General	Priority list of minor items to be replaced. ( Vibrating Plates, chainsaws, Blowers, brush cutters, mowers etc)	Regionwide				
	To be determined					
	To be determined					
	PROGRAM PROPOSED	Totals ('000)	\$60	\$0	\$0	
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$60	\$60	
	LTFP ADOPTED	Totals ('000)	\$60	\$60	\$60	
Minor Plant and Equipment New/Upgrade						
Proposed Project Name	Project Description	Suburb	2018/19 Proposed ('000)	2019/20 Intended ('000)	2020/21 Intended ('000)	
	PROGRAM PROPOSED	Totals ('000)	\$0	\$0	\$0	
	YET TO BE ALLOCATED	Totals ('000)	\$0	\$0	\$0	
	LTFP ADOPTED	Totals ('000)	\$0	\$0	\$0	

## Appendix 3

### Rates Policy Detail

Including rebates, deferral and capping options

# COUNCIL POLICY

	<b>RATING</b>
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Policy Number:	FIN-02
Responsible Department(s):	Financial Services
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	<i>Local Government Act 1999</i> <i>Valuation of Land Act 1971</i> <i>Natural Resources Management Act 2004</i> <u><i>Aged Care Act 1987 (Commonwealth)</i></u> <u><i>Community Housing Providers National Law</i></u> <u><i>Community Titles Act 1996</i></u> <u><i>Education Act 1972</i></u> <u><i>Health Commission Act 1976</i></u>
Policies and Procedures Superseded by this policy on its Adoption:	Rating, 28 June 2016, Item 14.9, 1.11, 122 Rating, 27 June 2017, Item 14.3, 1.11, 130/17
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	1 July 2017
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	June 2019 or as legislatively required

## RATING POLICY

### 1. INTRODUCTION

- 1.1 In South Australia, council rates are a form of property tax levied by Local Government, as our primary source of funding for the many mandatory and discretionary services that are provided by councils. Rates are administered by each council in line with the *Local Government Act 1999* (the Act) which allows some flexibility for each council to make decisions that suit its local community. This document sets out the policy of the Adelaide Hills Council for setting and collecting rates from its community.

### 2. PURPOSE

- 2.1 The purpose of this policy is to outline Council's approach towards rating its communities and to meet the requirements of the Act with particular reference to section 123 which requires Council to have a rating policy that must be prepared and adopted (as part of the Annual Business Plan) each financial year in conjunction with the declaration of rates.

### 3. DEFINITIONS

- 3.1 **'Act'** refers to the *Local Government Act 1999* (SA).
- 3.2 **'Capital value'** refers to the valuation methodology used in determining the value of land, as defined in the *Valuation of Land Act 1971*.
- 3.3 **'Council'** refers to the elected Council body.
- 3.4 **'CWMS'** refers to the Community Wastewater Management System within the Council area.
- 3.5 **'Differential rate'** refers to a rate that may be applied to a category of land that is different to the rate **applied** to other land categories (termed differential rates under the Act).
- 3.6 **'Fixed charge'** refers to a charge that must apply equally to each separate piece of rateable land in the **area** under section 152(1) of the Act.

### 4. POLICY STATEMENT

- 4.1 Council's powers to raise rates are found in Chapter 10 of the Act which provides the framework within which the Council must operate, but also leaves room for the Council to make a range of policy choices. This document includes reference to compulsory features of the rating system, as well as the policy choices that the Council has made on how it imposes and administers the collection of rates.

All land within a Council area, except for land specifically exempt (e.g. Crown Land, Council occupied land and a few other limited categories under section 150(a) of the Act, is rateable.

Rates are not fees for services. They constitute a system of taxation for Local Government purposes. Council considers the fairest and most equitable method of charging rates to our community is through the combined use of a fixed charge component and a variable rate per rateable property.

#### 4.1 PRINCIPLES OF TAXATION

This Policy represents the Council's commitment to balancing the five main principles of taxation.

- i) **Benefits received** (i.e. services provided, or resources consumed). Reliance on this principle suggests that (all other things being equal) a person who received more benefits should pay a higher share of tax.
- ii) **Capacity to pay.** This principle suggests that a person who has less capacity to pay should pay less; and that persons of similar means should pay similar amounts.
- iii) **Administrative simplicity.** This principle refers to the costs involved in applying and collecting the tax and how difficult it is to avoid.
- iv) **Economic efficiency.** This refers to whether or not the tax distorts economic behaviour.
- v) **Policy consistency.** The principle that taxes should be internally consistent, and based on transparent, predictable rules that are understandable and acceptable to taxpayers.

Further, in achieving equity across the community, this policy has an overriding principle that all ratepayers should contribute an amount to basic service provision.

#### 4.2 VALUATION OF LAND

Council is permitted to adopt one of three valuation methodologies to value the properties in its area (section 151 of the Act):

- **Capital Value** – the value of the land and all of the improvements on the land.
- **Site Value** – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements.
- **Annual Value** – a valuation of the rental potential of the property.

The Council has adopted the use of capital value as the basis for valuing land. Council considers that this method provides the fairest way to distribute the rate burden across all ratepayers on the following basis:

- the 'capacity to pay' principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;

- 'property value' is a relatively good indicator of wealth (when lifetime incomes, including incomes from capital gains, are taken into account). Capital value closely approximates the market value of a property, provides the best indicator of overall property value

Council does not determine property valuations but chooses to exercise the right under Section 151 of the Act to adopt the capital valuations as assessed by the Valuer-General through the State Valuation Office. If you are dissatisfied with the valuation made by the State Valuation Office your rates notice will include information about how to object to the valuation. The Council has no role in this process. The lodgement of an objection does not change the due date for the payment of rates.

#### 4.3 COMPONENTS OF RATES

##### **Fixed Charge or Minimum Rate**

Council has discretion to apply either:

- a fixed charge (applying equally to all rateable properties); or
- a minimum rate (to lower-value properties)

but cannot use both of these mechanisms.

The Adelaide Hills Council will apply a fixed charge ~~in 2017/18~~ this financial year as in previous years. Council considers a fixed charge to be the most fair and equitable means of ensuring that all ratepayers contribute equally to the administration of Council's services and the development and maintenance of the community's infrastructure. In addition, the fixed charge provides a mechanism to adjust the rates contributions across high and low valued properties. This redresses the balance and equity of the rate system.

The Council is unable to raise more than 50% of total rate revenue by the imposition of a fixed charge component of general rates as per section 151(10) of the Act.

~~For 2017/18 the value of the fixed charge has been set at \$613.50. This amount provides for an increase of \$13.50 in the fixed charge from \$600 in 2016/17. This increase results in a 2.25% movement and reflects the average rate increase determined by Council for the year as set out within the Long Term Financial Plan.~~

##### **A rate in the dollar**

The largest component of rates levied is the component that is calculated by reference to the value of the property. Property values reflect, among other things, the relative availability of and access to Council services. This applies to all types of land use, and to land in all locations.

The Act allows councils to 'differentiate' rates based on the use of the land, the locality of the land, the use and locality of the land or on some other basis determined by the council. The Council applies different rates on the basis of land use.

Definitions of the use of the land are prescribed by regulation and are categorised as follows for rating purposes:



- Residential
- Commercial
- Industrial
- Primary Production
- Vacant Land
- Other

#### *Commercial and Industrial Differential Rate:*

~~For 2017/18~~ Those properties categorised as commercial or industrial will pay a differential rate in the dollar that is 15% higher than the rate in the dollar charged for other categories of ratepayer.

If a ratepayer believes that a particular property has been wrongly classified as to its land use, then an objection may be made with the Council.

#### **Separate Rate**

##### *Stirling Business Separate Rate:*

A separate rate for businesses in Stirling (Stirling Business Separate Rate) will be applied to carry out the activity of promoting and enhancing business viability, profitability, trade and commerce within the zone.

This rate is levied on all properties within the precinct known as the District Centre (Stirling) Zone and businesses fronting both sides of Mt Barker Road east of the District Centre (Stirling) Zone to Pine Street, excluding land attributed a land use category 1 (residential) and government owned land. Council also sets a maximum amount ( 'top') and a minimum amount ( 'tail') per property each financial year for this separate rate~~The rate has a maximum level of \$2,145 per property and a minimum of \$240.~~

The ~~rate will amount~~ raised ~~\$85,000 and~~ is distributed to the Stirling Business Association to promote Stirling as a destination, the 'Gateway to the Hills'.

##### *Verrall Road Separate Rate:*

A separate rate for Verrall Road, Upper Hermitage at a value of \$858 will be applied. This rate which provided for the sealing of the northern end of the road in 2014/15 is levied on the properties that use that section of road.

#### **Natural Resources Management Levy**

The Council is required under the Natural Resources Management Act 2004 to make a specified contribution to the Adelaide and Mt Lofty Ranges Natural Resources Management Board region. This is done by imposing a separate rate against all rateable properties.

This separate rate is effectively a State tax that Councils are required to collect, and return to a State Government agency, the local Natural Resources Management Board.

#### **Community Wastewater Management System**

The Council provides Community Wastewater Management System (CWMS) to some areas within the Council district. To fund the provision of this service Council imposes a service charge to recover the cost to the council of establishing, operating, maintaining,

improving and replacing infrastructure (taking into account depreciation of any assets and including future capital works).

Following a detailed assessment of the cost of providing CWMS services, in accordance with the guidelines set by the Essential Services Commission of South Australia (ESCOSA) as part of the 2017/18 Budget, it has been identified that current charging is approximately 30% below the levels necessary to achieve full recovery. As such charging for CWMS services has been increased by 10% in 2017/18-2018/19 as part of 2018/19, being the second year of an incremental step towards full recovery over a three year period.

#### 4.4 RATES CAPPING

The Act (s153(3)) requires a council to decide each year whether to apply a maximum rate increase (or a rates cap) to a ratepayers principal place of residence. A cap is applied to provide relief against a substantial change in rates payable incurred due to rapid changes in valuations.

The Council has determined that it will apply a maximum increase (rates cap) of 15% for the general rate to be charged on rateable land constituting the principal place of residence of a principal ratepayer.

#### 4.5 REBATE OF RATES

##### Mandatory rebates

Councils are required to rebate (discount) the rates payable on some land.

The Adelaide Hills Council will act in accordance with the Local Government Act in providing mandatory rebates as referenced in Section 160 – 165 of the Act.

A 100% rebate must be applied to land used for:

- Health services,
- Religious purposes,
- Public cemeteries,
- The Royal Zoological Society.

A compulsory rebate of at least 75% ~~(or more, at the Council's discretion)~~ must be applied to land used by:

- Community service organisations, and
- Schools and universities.

Where a “community services organisation” is eligible for a mandatory rebate, the residential rate must be applied to the land to which the rebate relates in accordance with Section 161 (2) of the Act. This is as a result of Council declaring differential rates according to land use and providing for a distinct residential rate.

Where the Council is satisfied from its own records, or from other sources, that a person or body meets the necessary criteria for a mandatory rate rebate, the Council will grant the rebate accordingly.

Where the Council is not satisfied based upon the information in its possession or otherwise does not hold relevant information it will require the person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require.

Applicants who satisfy the criteria for a mandatory rebate will be granted the rebate at any time provided the application is lodged prior to the 30 June of the rating year and provided the entitlement to the rebate existed at 1 July of the rating year.

Council will confirm the continuation of a person or body's eligibility for a mandatory rebate on a regular basis (at least biennially) to ensure that rebates are only granted where they are warranted. This will require the relevant person or body to lodge an application form with such information as stipulated and any other information that the Council may reasonably require to confirm the continuation of eligibility.

### **Discretionary rebates**

In addition, the Council is allowed a wide discretion to rebate any percentage of rates for a number of other purposes, such as:

- Securing proper development of an area;
- Assisting or supporting a business;
- Preservation of historically significant places;
- Facilities or services for children or young persons; or accommodation for the aged or persons with disability; or other purposes.

As identified in Section 166 of the Act Council may grant a discretionary rebate of rates up to and including 100% of the relevant rates or service charges under a number of cases and for a period not exceeding the timeframe.

Council has determined that only where a not-for-profit community services organisation, that in the opinion of the Council:

- provides a direct benefit or service to the local community under Section 166 (j) of the Act that is significantly aligned to Council's outcomes in accordance with Council's Strategic Plan, Corporate Plan and functional strategies being services that would be required to be provided by Council if not undertaken/ offered by organisations seeking a rebate (including Community Halls); or
- provides community services that support the disadvantaged or sections of the community that require assistance;

a discretionary rebate of 100% will be granted

In all other circumstances, the maximum discretionary rebate will be 75% to ensure ratepayers contribute an amount towards basic service provision.

Under the same premise, although Council may, pursuant to the Act, increase a mandatory rebate by up to a further 25%, Council will not grant any additional discretionary rebate to ensure ratepayers contribute an amount towards basic service provision.

In deciding whether to grant a discretionary rebate for land uses, Council will take the matters as detailed in Section 166 (1a) of the Act to determine its decision.

Financial assistance via discretionary rate rebates will be aimed at persons who or bodies which have a limited capacity to raise funds. Discretionary rebates will not be

provided to groups and organisations whose purposes are considered to be primarily the responsibility of State or Federal Government or to “for profit” organisations.

Persons who or bodies which seek a discretionary rebate will be required to submit an application form to the Council and provide to the Council such information as stipulated on the application form and any other information that the Council may reasonably require.

All persons who or bodies which wish to apply to the Council for a discretionary rebate of rates must do so on or before 30 April prior to the rating year unless the application is a result of a change in eligibility for a mandatory rebate or rate exemption. In those circumstances where an application relates to a change in rebate/rate exemption in a relevant rating year, then the application will be applied for the full rating year if received within 2 months of the change in rebate/exemption being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Persons or bodies who previously received a discretionary rebate greater than 75% may apply for a phasing in period (up to 2 years) in circumstances where the above change impacts significantly on the persons or bodies’ financial capacity. In these circumstances, an application will be considered if received within 2 months of the change in rebate being advised. The Council reserves the right to refuse to consider applications received after the specified date.

Where there is no maximum timeframe specified for a rebate provided under Section 166, Council will grant a discretionary rebate to the last rating period commencing within a Council term to allow for a regular review of discretionary rate rebates.

A summary of all discretionary rebates applied for, including whether they have been successful or not and the associated reasons will be reported to Council on an annual basis.

Each rebate that is granted either reduces the Council’s revenue and hence its capacity to provide services, or else it effectively increases the amount that must be collected from other ratepayers. ~~Therefore, decisions on these applications must be carefully considered.~~ The principles of equity dictate that Council remains diligent in only awarding rebates and exemptions where they are warranted.

Council has determined that those primary production properties genuinely in the business of primary production but not benefitting from a notional capital value for their property can apply for a 10% rebate on the differential rate.

If you or your organisation wishes to apply for a discretionary rate rebate, you may apply by contacting the Council’s Rate Administrator.

### **All rebates**

If an entitlement to a rebate ceases or no longer applies during the course of a financial year, council will recover rates proportionate to the remaining part of the financial year.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement

to a rebate ceases. If a person or body fails to do so that person or body is guilty of an offence.

The Council will, in writing, advise an applicant for the rebate of its determination of that application. The advice will state:

- if the application has been granted, the amount of the rebate; or
- if the application has not been granted, the reasons why.

Any person or body who is aggrieved by a determination of the delegated officer in respect of an application for a rebate may seek a review of that decision in accordance with Council's Internal Review of Council Decisions Policy.

### **Single Farming Enterprise**

The Local Government Act 1999 provides that "if two or more pieces of rateable land within the area of the Council constitute a single farm enterprise, only one fixed charge may be imposed against the whole of the land".

A Single Farm Enterprise is defined in the Local Government Act -

*"A reference to a single farm enterprise is a reference to two or more pieces of rateable land*

*(a) which –*

- (i) are farm land; and*
- (ii) are farmed as a single enterprise; and*
- (iii) are occupied by the same person or persons,*

*whether or not the pieces of land are contiguous; or*

*(b) which –*

- (i) as to all the pieces except one, are farm land farmed as a single enterprise occupied by the same person or persons; and*
- (ii) as to one piece contiguous with at least one of the other pieces, is the principal place of residence of that person or one of those persons."*

In effect, this means that land can be recognised as a "single farming enterprise" and not attract a fixed charge to each of the assessments, provided:

- that if the occupier of all the land concerned is the same person, (this means that if there is a house being occupied that is not your principal place of residence, it cannot be part of the single farm enterprise)
- all of the land is used to carry on the business of primary production, and
- managed as a single unit for that purpose,

Primary producers can apply to the Council for the 'single farming enterprise' provisions of the Local Government Act.

You should also be aware that if the grounds on which you apply for a single farm enterprise cease to exist, the person or body who have the benefit of the provisions must immediately inform the Council of the fact.

#### 4.6 **RATE RELIEF**

Council applies rate remissions and postponement in accordance with the Act.

##### **Remission of rates**

The Council has a discretion to partially or wholly remit (i.e. waive) rates on the basis of hardship. If you are suffering financial hardship, you may contact the Council's Rates Administrator to discuss the matter. Such inquiries are treated confidentially, and any application will be considered on its merits.

##### **Seniors Postponement**

If you hold a State Seniors Card then (unless you have a mortgage entered before 2007 that is greater than 50% of your home's value) you are eligible to postpone, on a long-term basis, a large component of the rates on your principal place of residence. The postponed amount is subject to a monthly interest charge, with the accrued debt falling due for payment only when the property is sold or transferred to someone else, or no longer becomes the principal place of residence. However, some or all of the debt may be paid at any earlier time, at your discretion.

Persons other than the holders of a Seniors Card may also apply for postponement of rates. The Council will consider each case on its merits, but any successful applicant should expect that any postponed rates would be subject to accruing interest charges in the same manner as the Seniors Rate Postponement Scheme.

#### 4.7 **PAYMENT OF RATES**

Rates are declared annually, and may be paid, at your discretion, either in one lump sum, or in quarterly instalments that fall due in September, December, March and June. The exact dates that rates fall due, and the various options for paying rates, are clearly indicated on your rates notice.

If you have (or are likely to have) difficulty meeting these payments, you should contact the Council's Rates Administrator to discuss alternative payment arrangements. Such inquiries are treated confidentially.

#### 4.8 **LATE PAYMENT OF RATES**

The Act provides that councils must impose a penalty of 2% on any payment for rates by instalment, which is not paid on or before the due date. A payment that continues to be late is then charged a prescribed interest rate for each month it continues to be late.

When Council receives a payment in respect of overdue rates Council applies the money received in accordance with the Act as follows:

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs;
- Third – in payment of any fines imposed;
- Fourth – in payment of rates, in chronological order (starting with the oldest account first).

#### **4.9 NON- PAYMENT OF RATES**

A separate Debt Recovery Policy has been adopted by Council and is available for review on the Adelaide Hills Council website.

The purpose of this policy is to set out Council's principles in regard to the management of debt and to ensure that money owed to Council is collected as soon as possible through efficient and effective debt recovery practices. This policy assists to ensure a strategic, equitable, accountable, consistent and transparent approach to Council's debt management, collection decisions and practices.

It should be noted that Council may sell any property where the rates have been in arrears for three years or more. Council is required to notify the owner of the land of its intention to sell the land, provide the owner with details of the outstanding amounts, and advise the owner of its intention to sell the land if payment of the outstanding amount is not received within one month.

### **5. CONTACTING THE COUNCIL'S RATES ADMINISTRATOR**

- 5.1 If you believe that Council has failed to properly apply this policy you should contact the Council's Rates Administrator to discuss the matter. (See contact details below). If after this, you are still dissatisfied then you should write to the Council's Chief Executive Officer at PO Box 44, Woodside SA 5244.

For further information, queries, or to lodge an application for rate postponement or remissions please contact the Council's Rates Administrator on:

Phone: 8408 0400  
E-mail: [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)  
Post: PO Box 44, Woodside SA 5244

### **6. DELEGATIONS**

- 6.1 The Chief Executive Officer has the delegation to approve, amend and review any procedures that shall be consistent with this Policy.

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

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

## Appendix 4

### Budgeted Financial Statements

A statutory requirement



# Uniform Presentation of Finances

	2018-19 Proposed Budget \$'000	2017-18 \$'000
<b>INCOME</b>		
Rates	37,049	35,536
Statutory charges	1,080	991
User charges	1,207	1,363
Grants, subsidies and contributions	4,089	5,394
Investment income	28	58
Reimbursements	266	493
Other income	379	371
Net gain - equity accounted Council businesses	100	-
<b>Total Income</b>	<b>44,197</b>	<b>44,206</b>
<b>EXPENSES</b>		
Employee costs	16,599	15,931
Materials, contracts & other expenses	18,120	17,595
Depreciation, amortisation & impairment	8,358	8,027
Finance costs	868	668
<b>Total Expenses</b>	<b>43,945</b>	<b>42,221</b>
<b>NET BUDGETED SURPLUS / (DEFICIT) BEFORE CAPITAL AMOUNTS</b>	<b>252</b>	<b>1,986</b>
<b>Net Outlays on Existing Assets</b>		
Capital Expenditure on Renewal and Replacement of Existing Assets	(10,408)	(12,699)
Proceeds from Sale of Replaced Assets	501	459
Depreciation	8,358	8,027
<b>NET OUTLAYS ON EXISTING ASSETS</b>	<b>(1,549)</b>	<b>(4,213)</b>
<b>Net Outlays on new and Upgraded Assets</b>		
Capital Expenditure on New and Upgraded Assets & Remediation costs	(5,127)	(4,004)
Capital Grants and Monetary Contributions for New and Upgraded Assets	500	917
Proceeds from Sale of Surplus Assets	2,257	1,285
<b>NET OUTLAYS ON NEW AND UPGRADED ASSETS</b>	<b>(2,370)</b>	<b>(1,803)</b>
<b>Net Lending/ (Borrowing) for Financial Year</b>	<b>(3,667)</b>	<b>(4,030)</b>
<b>Net Financial Liabilities at Beginning of Year</b>	<b>(24,015)</b>	<b>(19,985)</b>
Non Cash Equity Movement	(100)	-
<b>Net Financial Liabilities at End of Year</b>	<b>(27,782)</b>	<b>(24,015)</b>

## Financial Indicators

	2018-19 Budget		2017-18 Budget	
\$ '000				

These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

### 1. Operating Surplus Ratio

Operating Surplus - \$000's	252	0.6%	1,986	4.5%
Total Operating Revenue - \$000's	44,197		44,206	

*This ratio expresses the operating surplus as a percentage of total operating revenue*

### 2. Net Financial Liabilities Ratio

Net Financial Liabilities - \$000s	27,782	63%	24,015	54%
Total Operating Revenue \$000's	44,197		44,206	

*Net Financial Liabilities are defined as total liabilities less financial assets these are expressed as a percentage of total operating revenue.*

### 3. Asset Sustainability Ratio

Asset Renewals - \$000's	9,907	91%	12,240	149%
Infrastructure & Asset Management Plan required expenditure \$000s	10,853		8,213	

*Asset renewal expenditure is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.*

## Appendix 5

### Glossary of Terms

# Glossary of Terms

Acronym	Description
AHBTC	Adelaide Hills Business & Tourism Centre
AMP	Asset Management Plan
CBD	Central Business District
CPI	Consumer Price Index
CRM	Customer Relationship Management
CWMS	Community Wastewater Management Systems
DDA	Disability Discrimination Act
DPA	Development Plan Amendment
FBT	Fringe Benefits Tax
ICLEI	International Council for Local Environmental Initiatives
ICT	Information & Communication Technology
IS	Information Systems
JV	Joint Ventures
KPI's	Key Performance Indicators
LTFP	Long Term Financial Plan
NDI	Non-Disclosed Information
PV	Photovoltaic
SP	Strategic Plan
WH&S	Work Health & Safety

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## **Appendix 2**

*Current listing of discretionary rate rebates*

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Assessment Number	LG Act Section	Owners Name Address	Property Address	Land Use	Rebate Amount (excluding NRM)	Rebate Type	Existing Rebate	Proposed Rebate for 2018/19	Impact of Proposed Change
11270	166 (1) (f) Health Care - Hospital	Stirling & Districts Hospital Inc	20 Milan Terrace, Stirling	Rates - Commercial	(16,140)	Discretionary	100%	75%	4,035
2001	166 (1) (g) Services for Children - Camp	Scout Assoc Of Australia	Carinya Road & 21-37 Spring Gully Road, Piccadilly	Rates - Other	(2,611)	Discretionary	75%	75%	
2248	166 (1) (g) Services for Children - Camp	Youth With A Mission	Colonial Drive & 625 Norton Summit Road, Norton Summit	Rates - Other	(3,362)	Discretionary	100%	100%	
12628	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch	99 Milan Terrace, Stirling	Rates - Other	(1,856)	Discretionary	100%	100%	
19475	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch	182 Muller Road, Mount George	Rates - Other	0	Discretionary	Non Rateable	100%	
6589	166 (1) (g) Services for Children - Scout Hall	The Scout Assoc of Australia SA Branch & AHC	9 Pye Road, Balhannah	Rates - Other	0	Discretionary	Non Rateable	100%	
4670	166 (1) (h) Accommodation for aged/disabled - Nursing Home	Lobethal & District Aged Homes Inc	8 Woodside Road, Lobethal	Rates - Commercial	(4,376)	Discretionary	75%	75%	
19097	166 (1) (h) Accommodation for aged/disabled - Nursing Home	Summerhill Inc	1142-1144 Greenhill Road, Uraidla	Rates - Residential	(2,835)	Discretionary	75%	75%	
10008	166 (1) (j) Local Community - Camp	Baptist Churches Of SA Inc	32 Wingrove Road, Mylor	Rates - Commercial	(3,294)	Discretionary	75%	75%	
15605	166 (1) (j) Local Community - Carpark	Uniting Church in Aust Property Trust (SA)	9 Wellington Street, Gumeracha	Rates - Commercial	(474)	Discretionary	50%	50%	
5897	166 (1) (j) Local Community - disadvantaged/assistance	Hearing Dogs Inc	793 Mount Barker Road, Verdun	Rates - Other	(3,243)	Discretionary	100%	100%	
18456	166 (1) (j) Local Community - retirement village - community centre	Valley Of Praise Retirement Village Inc	85A Main Street, Lobethal	Rates - Residential	(1,402)	Discretionary	100%	75%	350
20383	166 (1) (j) Local Community - retirement village - community centre	KeyInvest Ltd	18A Tolmer Road, Woodside	Rates - Residential	(3,183)	Discretionary	100%	75%	796
1904	166 (1) (j) Local Community - Hall	Piccadilly Community Hall	171 Piccadilly Road, Piccadilly	Rates - Other	(998)	Discretionary	100%	100%	
2649	166 (1) (j) Local Community - Hall	Basket Range War Memorial Hall Inc	5 Burdetts Road, Basket Range	Rates - Other	(1,593)	Discretionary	100%	100%	
5729	166 (1) (j) Local Community - Hall	Verdun Fighting Forces Memorial Hall Inc	17 Onkaparinga Valley Road, Verdun	Rates - Other	(1,307)	Discretionary	100%	100%	
8037	166 (1) (j) Local Community - Hall	Upper Sturt Soldiers Memorial Hall	171-173 Upper Sturt Road, Upper Sturt	Rates - Other	(1,725)	Discretionary	100%	100%	
10075	166 (1) (j) Local Community - Hall	Scott Creek Prog Assoc	517 Scott Creek Road, Scott Creek	Rates - Other	(1,139)	Discretionary	100%	100%	
10546	166 (1) (j) Local Community - Hall	The Hut Community Centre Inc SA	Nation Ridge Road, Aldgate	Rates - Other	(1,115)	Discretionary	100%	100%	
12087	166 (1) (j) Local Community - Hall	Aldgate Memorial Hall Inc	2/24 Fenchurch Road, Aldgate	Rates - Other	(1,749)	Discretionary	100%	100%	
12824	166 (1) (j) Local Community - Hall	Aldgate RSL	2 Kemp Road, Aldgate	Rates - Other	(1,319)	Discretionary	100%	100%	
15037	166 (1) (j) Local Community - Hall	Mount Torrens Memorial Hall	34 Townsend Street, Mount Torrens	Rates - Other	(941)	Discretionary	100%	100%	
15812	166 (1) (j) Local Community - Hall	Forreston Community Centre Inc	231 Forreston Road, Forreston	Rates - Other	(950)	Discretionary	100%	100%	
17920	166 (1) (j) Local Community - Hall	Charleston Community Centre Inc	1 Newman Road, Charleston	Rates - Other	(1,749)	Discretionary	100%	100%	
18741	166 (1) (j) Local Community - Hall	Kersbrook Public Hall Inc	13 Scott Street, Kersbrook	Rates - Other	(1,247)	Discretionary	100%	100%	
18934	166 (1) (j) Local Community - Hall	Oakbank Soldier's Memorial Hall	210 Onkaparinga Valley Road, Oakbank	Rates - Other	(1,426)	Discretionary	100%	100%	
6948	166 (1) (j) Local Community - Hall	Lobethal RSL	8 Wattle Street, Lobethal	Rates - Commercial	(1,094)	Discretionary	100%	100%	
16424	166 (1) (j) Local Community - Hall	Cudlee Creek Soldiers Memorial Ground Inc	4 Redden Drive, Cudlee Creek	Rates - Other	(1,354)	Discretionary	100%	100%	
1522	166 (1) (j) Local Community - Hall	Uraidla Institute	1197 Greenhill Road, Uraidla	Rates - Other	(1,450)	Discretionary	100%	100%	
17249	166 (1) (j) Local Community - Hall	Country Womens Association Inc	17 Blackhill Road, Houghton	Rates - Other	(1,127)	Discretionary	Non Rateable	100%	

To review in 2018/19 to determine if 100% discretionary appropriate

Proposed change to be implemented for 2018/19

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## **Appendix 3**

*Current listing of mandatory rebates*

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Assessment Number	LG Act Section	Owners_Name_Address	Property Address	Land Use	Rebate Amount (excluding NRM)	Size
18519	160 Health Services	Hills Area Health Advisory Council Inc	Albert Street, Gumeracha	Rates - Commercial	(11,262)	100%
8703	161 (4) (c) (ii) Food/Clothing for Disadvantaged	Meals on Wheels Inc & Adelaide Hills Council	3 Reserve Terrace, Aldgate	Rates - Other	(971)	75%
20164	161 (4) (c) (ii) Food/Clothing for Disadvantaged	Lobethal CFS & Country Fire ServiceBoard	65 Main Street, Lobethal	Rates - Commercial	(749)	75%
3779	161 (4) (c) (iii) Supported Accommodation	Westside Housing Assocaation Inc	14 Freshford Place, Woodside	Rates - Residential	(998)	75%
7006	161 (4) (c) (iii) Supported Accommodation	The Frederic Ozanam Housing Association Inc.	10 West Terrace, Balhannah	Rates - Residential	(1,079)	75%
8463	161 (4) (c) (iii) Supported Accommodation	The Frederic Ozanam Housing Association Inc.	291 Ironbank Road, Ironbank	Rates - Residential	(1,052)	75%
12854	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	454A Mount Barker Road, Bridgewater	Rates - Residential	(1,141)	75%
13084	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	25 Oratava Avenue, Bridgewater	Rates - Residential	(1,052)	75%
15657	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	1/7 Albert Street, Gumeracha	Rates - Residential	(828)	75%
18615	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	9/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(806)	75%
18616	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	8/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(779)	75%
18617	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	7/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(779)	75%
18618	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	6/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(806)	75%
18619	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	5/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(779)	75%
18620	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	4/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(779)	75%
18621	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	3/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(779)	75%
18622	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	2/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(806)	75%
18623	161 (4) (c) (iii) Supported Accommodation	Cornerstone Housing Ltd	1/135 Onkaparinga Valley Road, Woodside	Rates - Residential	(806)	75%
20378	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	2/7 Albert Street, Gumeracha	Rates - Residential	(828)	75%
20379	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	4/7 Albert Street, Gumeracha	Rates - Residential	(817)	75%
20380	161 (4) (c) (iii) Supported Accommodation	Unity Housing Co Ltd	3/7 Albert Street, Gumeracha	Rates - Residential	(828)	75%
8696	161 (4) (c) (iii) Supported Accommodation	James Brown Memorial Trust	1/2 Fullgrabe Drive, Crafers	Rates - Residential	(3,956)	75%
4707	161 (4) (c) (iii) Supported Accommodation	Valleys Housing Association Inc	1/23 Copeland Avenue, Lobethal	Rates - Residential	(837)	75%
4710	161 (4) (c) (iii) Supported Accommodation	Valleys Housing Association Inc	2/23 Copeland Avenue, Lobethal	Rates - Residential	(837)	75%
4712	161 (4) (c) (iii) Supported Accommodation	Valleys Housing Association Inc	3/23 Copeland Avenue, Lobethal	Rates - Residential	(837)	75%
18324	161 (4) (c) (iv) Disabled Essential Services	Carers` Link	37 Onkaparinga Valley Road, Woodside	Rates - Other	(1,733)	75%
2365	162 Religious Purposes	Baptist Churches Of SA Inc	9 Church Road, Norton Summit	Rates - Other	(2,119)	100%
2824	162 Religious Purposes	Synod Diocese Adelaide Anglican Church Aust	15 Church Road, Montacute	Rates - Other	(1,075)	100%
3796	162 Religious Purposes	Synod Diocese Murray Anglican Church Aust Inc SA	2 Junction Road, Balhannah	Rates - Other	(1,450)	100%
3818	162 Religious Purposes	Synod Diocese Murray Anglican Church Aust Inc SA	12 Junction Road, Balhannah	Rates - Other	(893)	100%
3961	162 Religious Purposes	Uniting Church Balhannah	3 Bridge Street, Balhannah	Rates - Other	(2,071)	100%
4601	162 Religious Purposes	Woodside Community Church Inc	67 Onkaparinga Valley Road, Woodside	Rates - Other	(1,438)	100%
4927	162 Religious Purposes	Uniting Church Lobethal	22 Main Street, Lobethal	Rates - Other	(1,199)	100%
5186	162 Religious Purposes	Uniting Church Aust P/Trust (SA) Wdsde	35 Nairne Road, Woodside	Rates - Other	(2,191)	100%
5303	162 Religious Purposes	Synod Diocese Murray Anglican Church Aust Inc SA	92 Main Street, Lobethal	Rates - Other	(934)	100%
6526	162 Religious Purposes	Uniting Church Aust P/Trust (SA) M/Hill	202 Donoghue Road, Woodside	Rates - Other	(924)	100%
6928	162 Religious Purposes	Churches Of Christ in SA & NT Inc	7 Rogers Lane, Lenswood	Rates - Other	(960)	100%
7179	162 Religious Purposes	Uniting Church Lenswood	1606 Lobethal Road, Lenswood	Rates - Other	(948)	100%
7186	162 Religious Purposes	Spring Head Trinity Lutheran Church Inc	280 Springhead Road, Mount Torrens	Rates - Other	(1,695)	100%
8059	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst (SA)	261 Sturt Valley Road, Upper Sturt	Rates - Other	(1,354)	100%
8330	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst (SA)	40 Spencer Street, Stirling	Rates - Other	(2,865)	100%
8481	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst (SA)	352 Pole Road, Ironbank	Rates - Other	(1,089)	100%
8724	162 Religious Purposes	Synod Diocese Adelaide Anglican Church Aust	2 Arkaba Road, Aldgate	Rates - Other	(1,522)	100%
8895	162 Religious Purposes	Aldgate Baptist Church & Baptist Churches of SA Inc	202 Old Mount Barker Road, Aldgate	Rates - Other	(2,089)	100%
9898	162 Religious Purposes	Adelaide Hills Catholic Parish	135 Old Mount Barker Road, Aldgate	Rates - Other	(1,641)	100%
9931	162 Religious Purposes	Synod Diocese Adelaide Anglican Church Aust	Epiphany Place & Epiphany Place, Crafers	Rates - Other	(1,880)	100%
9933	162 Religious Purposes	Adelaide Sri Lanka Buddhist Vihara Inc	8 James Street, Crafers	Rates - Other	(2,717)	100%
10965	162 Religious Purposes	Murray Anglican Church	2 First Street, Mylor	Rates - Other	(1,271)	100%
10977	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst(SA)	16 First Street, Mylor	Rates - Other	(1,175)	100%
11235	162 Religious Purposes	Australasian Conference Assoc Ltd	47 Snows Road, Stirling	Rates - Other	(1,713)	100%
12128	162 Religious Purposes	Churches Of Christ in SA & NT Inc	52-56 Strathalbyn Road, Aldgate	Rates - Other	(3,541)	100%
14127	162 Religious Purposes	Christian Community in Aust Adelaide Inc	3 Anzac Ridge Road, Bridgewater	Rates - Other	(1,378)	100%
14168	162 Religious Purposes	Lutheran Church Of Australia SA & NT District Holdings Ltd	1-3 Rosenthal Road, Bridgewater	Rates - Other	(1,390)	100%
14169	162 Religious Purposes	Lutheran Church Of Australia SA & NT District Holdings Ltd	15 Wembley Avenue, Bridgewater	Rates - Other	(1,856)	100%
14178	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst(SA)	407 Mount Barker Road, Bridgewater	Rates - Other	(1,498)	100%
14210	162 Religious Purposes	Synod Diocese Adelaide Anglican Church Aust	435 Mount Barker Road, Bridgewater	Rates - Other	(1,187)	100%
14666	162 Religious Purposes	Australasian Conference Assoc Ltd	13 Olivedale Street, Birdwood	Rates - Other	(869)	100%
14880	162 Religious Purposes	Catholic Church Endowment Society Inc	Shannon Street, Birdwood	Rates - Other	(1,713)	100%
14990	162 Religious Purposes	Birdwood United Church Inc	71 Shannon Street, Birdwood	Rates - Other	(1,378)	100%
15039	162 Religious Purposes	Uniting Church in Aust Pty Trust	26-30 Townsend Street, Mount Torrens	Rates - Other	(1,223)	100%
15111	162 Religious Purposes	Synod Diocese Murray Anglican Church Aust Inc SA	3 Tuck Street, Mount Torrens	Rates - Other	(979)	100%



Assessment Number	LG Act Section	Owners_Name_Address	Property Address	Land Use	Rebate Amount (excluding NRM)	Size
15548	162 Religious Purposes	Salem Baptist Church Inc	30 Victoria Street, Gumeracha	Rates - Other	(1,378)	100%
15603	162 Religious Purposes	Uniting Church In Aust Property Tst (SA)	5 Wellington Street, Gumeracha	Rates - Other	(907)	100%
16282	162 Religious Purposes	Churches Of Christ in SA & NT Inc	10-12 Scott Street, Kersbrook	Rates - Other	(1,390)	100%
16306	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst(SA)	1524 South Para Road, Kersbrook	Rates - Other	(1,139)	100%
16761	162 Religious Purposes	Uniting Church Of Australia	31 Gould Place, Cudlee Creek	Rates - Other	(948)	100%
17085	162 Religious Purposes	Uniting Church In Australia Property Trust (SA)	360 Paracombe Road, Paracombe	Rates - Other	(1,127)	100%
17264	162 Religious Purposes	Uniting Church In Aust Property Tst (SA)	6 Horn Street, Houghton	Rates - Other	(1,354)	100%
17841	162 Religious Purposes	Lobethal Lutheran Church Inc	46 Main Street, Lobethal	Rates - Other	(4,796)	100%
17842	162 Religious Purposes	Lobethal Lutheran Church Inc	46A Main Street, Lobethal	Rates - Other	(958)	100%
17918	162 Religious Purposes	Uniting Church Charleston & Charleston Cemetery Trust Inc	6 Mount View Road & 36-38 Newman Road, Charleston	Rates - Other	(1,283)	100%
17997	162 Religious Purposes	St Johns Lutheran Church Woodside Inc	137 Onkaparinga Valley Road, Woodside	Rates - Other	(2,239)	100%
18025	162 Religious Purposes	Mission Kwa Sizabantu Australia Inc	17 Frick Street, Lobethal	Rates - Other	(1,677)	100%
18083	162 Religious Purposes	Adelaide Hills Catholic Parish	Mount Barker Road, Bridgewater	Rates - Other	(2,119)	100%
18225	162 Religious Purposes	Holy Cross Lutheran Church Inc	2017 Church Street, Birdwood	Rates - Other	(2,622)	100%
19138	162 Religious Purposes	The Source Church Stirling Inc & Stirling Family Church Inc	2 Avenue Road, Stirling	Rates - Other	(2,933)	100%
19142	162 Religious Purposes	Stirling Family Church	2 Avenue Road, Stirling	Rates - Commercial	(1,009)	100%
19263	162 Religious Purposes	Synod Diocese Adelaide Anglican Church Aust	St John Road, Norton Summit	Rates - Other	(1,101)	100%
19326	162 Religious Purposes	Synod Diocese Murray Anglican Church Aust Inc SA	88-90 Onkaparinga Valley Road, Woodside	Rates - Other	(1,737)	100%
19397	162 Religious Purposes	Uniting Church in Aust Property Trust (SA) & Uniting Church In Aust Property Tst(SA)	5A Bonython Road & 1054-1058 Greenhill Road, Summertown	Rates - Other	(3,004)	100%
19469	162 Religious Purposes	Serbian Orthodox Monastery St Sava	61 Chapman Road, Inglewood	Rates - Other	(794)	100%
19637	162 Religious Purposes	Adelaide Hills Catholic Parish	38 Ridge Road, Lobethal	Rates - Other	(1,223)	100%
2347	163 Public Cemeteries	Adelaide Hills Council - Estates of Late T Playford & J Abbott & J Phillips & J Wood & R Norton	Monument Road, Norton Summit	Rates - Other	(729)	100%
4336	163 Public Cemeteries	Lobethal Public Cemetery Inc	775 Kenton Valley Road, Lobethal	Rates - Other	(1,211)	100%
4636	163 Public Cemeteries	Uniting Church Balhannah	2654 Greenhill Road, Balhannah	Rates - Other	(829)	100%
5057	163 Public Cemeteries	Uniting Church Inverbrackie	Nairne Road, Woodside	Rates - Other	(1,115)	100%
7176	163 Public Cemeteries	Spring Head Trinity Lutheran Church Inc	208 Springhead Road, Mount Torrens	Rates - Other	(924)	100%
16760	163 Public Cemeteries	R B Pritchard & E R James & E G Ludewigs & G K Schlein	25 Gould Place, Cudlee Creek	Rates - Other	(726)	100%
325	165 Education	Trustees of Edmund Rice Education Aust	67-91 Glen Stuart Road, Woodforde	Rates - Other	(47,244)	75%
5873	165 Education	Hills Christian Community School Inc	24 Onkaparinga Valley Road, Verdun	Rates - Other	(1,554)	75%
6453	165 Education	Hills Christian Community School Inc	Sadow Road, Verdun	Rates - Other	(3,316)	75%
15078	165 Education	Mission Kwa Sizabantu Australia Inc	39 Prescott Street, Mount Torrens	Rates - Other	(351)	75%
15079	165 Education	Mission Kwa Sizabantu Australia Inc	45 Prescott Street, Mount Torrens	Rates - Other	(944)	75%
17603	165 Education	Christian Brothers Inc	1 Kintyre Road, Woodforde	Rates - Other	(6,363)	75%
18283	165 Education	Hills Montessori School Inc	12 Anderson Road, Aldgate	Rates - Other	(2,970)	75%
18285	165 Education	St Catherine's School & Adelaide Hills Catholic Parish	22 Ayers Hill Road, Stirling	Rates - Other	(5,210)	75%
18311	165 Education	Hills Christian Community School Inc	16 Onkaparinga Valley Road, Verdun	Rates - Other	(3,776)	75%
18313	165 Education	Hills Christian Community School Inc	14 Onkaparinga Valley Road, Verdun	Rates - Other	(1,004)	75%
18315	165 Education	Spring Head Trinity Lutheran School	280 Springhead Road, Mount Torrens	Rates - Other	(1,047)	75%
18317	165 Education	Lobethal Lutheran School Inc	48 Main Street, Lobethal	Rates - Other	(2,611)	75%
18436	165 Education	Minister For Education & Child Development & Hills Christian Community School Inc	154 Onkaparinga Valley Road, Oakbank	Rates - Other	(1,796)	75%
19973	165 Education	HMS Mercantile Pty Ltd	2/142 Mount Barker Road, Aldgate	Rates - Other	(1,733)	75%
12629	165 Education	Stirling Community Children's Centre Inc	25 Pine Street, Stirling	Rates - Other	(1,697)	75%
5318	165 Education	Bridgewater Kindergarten Inc	87 Onkaparinga Road, Bridgewater	Rates - Other	(1,462)	75%

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## **Appendix 4**

*Summarised list of non-rateable properties*

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Assessment Number	Capital Value	Legislative Exemption	Ratepayer	PropertyAddress	Property Locality	PrimaryLand Use	SecondaryLand Use
	97,309,577	147 (2) (f) - occupied or held by Council	Adelaide Hills Council (353)				
	667,000	147 (2) (b) Crown - Public Purpose	Australian National Railways Commission (4)				
	4,125,000	147 (2) (b) Crown - Public Purpose	Australian Rail Track Corp Limited (23)				
	648,500	147 (2) (b) Crown - Public Purpose	Commissioner Of Highways (7)				
	358,500	147 (2) (b) Crown - Public Purpose	Dept Of Road Transport (2)				
	6,055,500	147 (2) (b) Crown - Public Purpose	Governors of the Botanic Garden (8)				
	22,275,000	147 (2) (b) Crown - Public Purpose	Minister For Communities & Social Inclusion (2)				
	45,682,337	147 (2) (b) Crown - Public Purpose	Minister For Education & Child Development (45)				
	1,056,100	147 (2) (b) Crown - Public Purpose	Minister For Infrastructure (11)				
	45,900	147 (2) (b) Crown - Public Purpose	Minister For Primary Industries (4)				
	42,855,102	147 (2) (b) Crown - Public Purpose	Minister For Sustainability Environment & Conservation (125)				
	3,081,000	147 (2) (b) Crown - Public Purpose	Minister For Transport & Infrastructure (6)				
	1,620,000	147 (2) (b) Crown - Public Purpose	Minister For Transport & Urban Planning (2)				
	652,000	147 (2) (b) Crown - Public Purpose	Minister For Urban Develop Planning City Adelaide (3)				
	1,426,200	147 (2) (b) Crown - Public Purpose	Minister Of Water Resources (9)				
	960,000	147 (2) (b) Crown - Public Purpose	SA Police Department (3)				
	48,686,700	147 (2) (b) Crown - Public Purpose	SA Water Corporation (151)				
	401,000	147 (2) (b) Crown - Public Purpose	Transport SA (2)				
1297	460,000	147 (2) (b) Crown - Public Purpose	Airservices Aust (Commonwealth Govt Transmitter)	49 Ridge Road	Summertown	4 - Commercial - Other	6740 - Radio Transmitting
9509	485,000	147 (2) (b) Crown - Public Purpose	Board of the Botanic Gardens & State Herbarium	9 Campbell Avenue	Crafers	8 - Vacant Land	4101 - Vcnt Lnd Minor Impr (Urban)
5012	13,000,000	147 (2) (b) Crown - Public Purpose	Commonwealth Of Australia	226 Nairne Road	Woodside	9 - Other	5420 - Army
19149	205,000	147 (2) (b) Crown - Public Purpose	Min For Housing Urban Dev & Local Govt	Mount Lofty Summit Road	Crafers	8 - Vacant Land	4101 - Vcnt Lnd Minor Impr (Urban)
3536	255,000	147 (2) (b) Crown - Public Purpose	Min. Of Environment & Natural Resources	Fenwick Road	Balhannah	9 - Other	4210 - Wooded Area Conservation
18271	5,300	147 (2) (b) Crown - Public Purpose	Minister For Forests	Kersbrook Road	Kersbrook	7 - Primary Production	9411 - Forest
11500	1,025,000	147 (2) (b) Crown - Public Purpose	Minister For Police	46 Mount Barker Road	Stirling	9 - Other	5910 - Police
7302	1,050,000	147 (2) (b) Crown - Public Purpose	Minister for Recreation Sport & Racing	Mount Barker Road	Crafers West	9 - Other	7900 - Recreation Nec
887	127,000	147 (2) (b) Crown - Public Purpose	Minister Of Works	36 Teringie Drive	Teringie	9 - Other	6230 - Water Storage
18082	20,000	147 (2) (b) Crown - Public Purpose	SA Co (road reserve not transferred to Crown)	Onkaparinga Valley Road	Woodside	9 - Other	4530 - Rd Reserve, Median Strip
15366	320,000	147 (2) (b) Crown - Public Purpose	The Crown	Cyanide Road	Mount Torrens	9 - Other	6990 - Public Utilities N.E.C.
19987	24,000	147 (2) (b) Crown - Public Purpose	TransAdelaide	Edward Avenue	Crafers West	9 - Other	6490 - Railway,Rapid Rail&Streetcar Transp.N.E.C.
6414	650,000	147 (2) (d) Rec Ground Exemption	Balhannah Recreation Ground Inc & Adelaide Hills Council	117 Onkaparinga Valley Road	Balhannah	9 - Other	7530 - Parks/Gdns (Picnicking)
2672	96,000	147 (2) (d) Rec Ground Exemption	Basket Range Cricket Club & D J Cranwell & A M Cranwell	226 Range Road	Basket Range	9 - Other	7130 - Cricket
14881	330,600	147 (2) (d) Rec Ground Exemption	Birdwood Park & Sporting Clubs Association Inc	Torrens Valley Road	Birdwood	9 - Other	7100 - Recngrdovalshed
6028	191,000	147 (2) (d) Rec Ground Exemption	Forest Range Recreation Ground	1263 Lobethal Road	Forest Range	9 - Other	7530 - Parks/Gdns (Picnicking)
17304	440,000	147 (2) (d) Rec Ground Exemption	Houghton/Inglewood/Hermitage SM Park Inc	1377 Lower North East Road	Houghton	4 - Commercial - Other	7500 - Extensive Areas
7182	400,000	147 (2) (d) Rec Ground Exemption	Lenswood Memorial Park Inc	693 Swamp Road	Lenswood	9 - Other	7100 - Recngrdovalshed
17992	780,000	147 (2) (d) Rec Ground Exemption	Lobethal Recreation Grnd Sports Club Inc	Golf Links Road	Lobethal	9 - Other	7140 - Football
4517	590,000	147 (2) (d) Rec Ground Exemption	Mid Hills Netball Association	10 Onkaparinga Valley Road	Woodside	9 - Other	7250 - Tennis
15165	330,000	147 (2) (d) Rec Ground Exemption	Mount Torrens Centenary Park Inc	40 Oval Road	Mount Torrens	9 - Other	7100 - Recngrdovalshed
17050	215,000	147 (2) (d) Rec Ground Exemption	Paracombe Recreation Ground Inc	383 Paracombe Road	Paracombe	9 - Other	5620 - Public Halls
17051	154,000	147 (2) (d) Rec Ground Exemption	Paracombe Recreation Ground Inc	Paracombe Road	Paracombe	9 - Other	7100 - Recngrdovalshed
17052	310,000	147 (2) (d) Rec Ground Exemption	Paracombe Recreation Ground Inc	Paracombe Road	Paracombe	9 - Other	7552 - Equestrian Centres
1343	350,000	147 (2) (d) Rec Ground Exemption	Summertown Community Centre	1051 Greenhill Road	Summertown	9 - Other	7250 - Tennis
1723	390,000	147 (2) (d) Rec Ground Exemption	Uraidla & Summertown Hort & Floric Soc	86 Swamp Road	Uraidla	9 - Other	5580 - Showgrounds
1724	200,000	147 (2) (d) Rec Ground Exemption	Uraidla & Summertown Hort & Floric Soc	Swamp Road	Uraidla	8 - Vacant Land	4100 - Vac Land Urban
1714	210,000	147 (2) (d) Rec Ground Exemption	Uraidla District Soldiers Memorial Park Inc	1192 Greenhill Road	Uraidla	4 - Commercial - Other	5680 - Private Clubs (Non-Resid)
1722	790,000	147 (2) (d) Rec Ground Exemption	Uraidla District Soldiers Memorial Park Inc	1208 Greenhill Road	Uraidla	9 - Other	7530 - Parks/Gdns (Picnicking)
4521	230,000	147 (2) (d) Rec Ground Exemption	Woodside Bowling Club Inc	20 Onkaparinga Valley Road	Woodside	9 - Other	7230 - Lawn Bowls
12227	380,000	147 (2) (ga) Fire & Emergency Services	Aldgate Emergency Fire Service Land & Property Assoc	21 Strathalbyn Road	Aldgate	9 - Other	5940 - Fire
5131	114,648	148 (2) (ga) Fire & Emergency Services	Lobethal CFS & Minister for Emergency Services	65 Main Street	Lobethal	9 - Other	5940 - Fire
9143	496,800	149 (2) (ga) Fire & Emergency Services	Minister for Emergency Services	52 Old Mount Barker Road	Crafers	8 - Vacant Land	4150 - Vac Land Rural
20601	240,000	150 (2) (ga) Fire & Emergency Services	Minister for Emergency Services	3 South Street	Mylor	9 - Other	5941 - Fire Station/Depot
14503	490,000	151 (2) (ga) Fire & Emergency Services	Minister for Emergency Services	9 Avenue Road	Stirling	9 - Other	5941 - Fire Station/Depot
20584	305,000	152 (2) (ga) Fire & Emergency Services	P J Edwards & M G Edwards (Mount Torrens CFS)	40 Springhead Road	Mount Torrens	9 - Other	5941 - Fire Station/Depot
17834	390,000	153 (2) (ga) Fire & Emergency Services	SA Ambulance Service	8-10 Nairne Road	Woodside	4 - Commercial - Other	5850 - Ambulance
19494	430,000	154 (2) (ga) Fire & Emergency Services	SA Country Fire Service	1 Victoria Street	Gumeracha	9 - Other	5941 - Fire Station/Depot
18844	25,300	155 (2) (ga) Fire & Emergency Services	SA Country Fire Service	51 Glover Street	Kersbrook	9 - Other	5941 - Fire Station/Depot
1409	240,000	156 (2) (ga) Fire & Emergency Services	Summertown & Dist Emer Fire Service Inc	1081 Greenhill Road	Summertown	9 - Other	5941 - Fire Station/Depot
18396	3,837,820	National Trust - SA Act Exemption	History Trust Of South Australia	Shannon Street	Birdwood	9 - Other	5520 - Museum
18982	537,940	National Trust - SA Act Exemption	History Trust Of South Australia	Shannon Street	Birdwood	9 - Other	5520 - Museum
12072	1,125,000	National Trust - SA Act Exemption	National Trust Of SA	2-10 Euston Road & 1-5 Fenchurch Road	Aldgate	9 - Other	5560 - Botanical Garden & Arboretum
13661	-	National Trust - SA Act Exemption	National Trust Of SA	Wattle Street	Bridgewater	9 - Other	4210 - Wooded Area Conservation
7312	330,000	National Trust - SA Act Exemption	National Trust Of SA	Heath Road	Crafers West	9 - Other	7530 - Parks/Gdns (Picnicking)
4289	-	National Trust - SA Act Exemption	National Trust Of SA	Leslie Road	Forest Range	9 - Other	4210 - Wooded Area Conservation
16392	320,000	National Trust - SA Act Exemption	National Trust Of SA	1118 South Para Road	Kersbrook	9 - Other	4210 - Wooded Area Conservation
10607	420,000	National Trust - SA Act Exemption	National Trust Of SA	Kyle Road	Mylor	8 - Vacant Land	4151 - Vcnt Land-Minor Improvemnts (Rural Living)
8399	-	S23 Native Vegetation Act 1991 (rebate via property valuation)	D P Kilmartin & J S Kilmartin	131 Ironbank Road	Ironbank	8 - Vacant Land	4150 - Vac Land Rural
18410	-	S23 Native Vegetation Act 1991 (rebate via property valuation)	T J Bartlett & J C Bartlett	133 Ironbank Road	Ironbank	8 - Vacant Land	4150 - Vac Land Rural
4625	-	S23 Native Vegetation Act 1991 (rebate via property valuation)	Field Naturalists Society of SA Inc	Collins Road	Forest Range	9 - Other	4210 - Wooded Area Conservation
	311,220,824						

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April, 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.9

**Originating Officer:** Renee O'Connor, Sport and Recreation Planner

**Responsible Director:** Peter Bice, Director Engineering and Assets

**Subject:** Sport and Recreation Facility Grants - Guidelines Review

**For:** Decision

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**SUMMARY**

The 2017/2018 Sport and Recreation Facility Grants round was supported by new guidelines and eligibility criteria, a new online application process, staff assessment and recommendation process, and Council endorsement of recommendations. With these significant changes, Council recommended a review of the guidelines in preparation for the 2018/2019 round.

Due to the overwhelming number of applications, the 2017/2018 round was oversubscribed and assessment criteria were applied rigorously by the assessment panel. There were a number of applications that had merit, but missed out on receiving funding as others met the criteria to a greater extent. Applications received for the development of Hall facilities were impacted by this; with assessment deeming that they may have lesser recreation impact when compared with other applicants.

Following the review, some changes are proposed. They include:

- Change the name of the grants to '*Community and Recreation Facility Grants*' and their associated guidelines to allow halls and community facilities to be clearly eligible.
- Minor Facility Development: Up to \$9,999. Major Facility Development: \$10,000 - \$40,000.
- Organisations are only able to submit one application per round.
- Remove the land owner consent from the application

In addition, some minor changes to wording that ensure consistency have been made throughout the document.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
  2. To adopt the Community and Recreation Facility Grant Guidelines as contained in Appendix 1
  3. To authorise the Chief Executive Officer to make any formatting, nomenclature or other minor changes to the Guidelines during the period of its currency.
-

## 1. GOVERNANCE

### ➤ Strategic Management Plan/Council Policy

Goal 3                      Places for people and nature  
Strategy 3.5              We will take a proactive approach, and long term view, to  
                                 infrastructure maintenance and renewal.

The delivery of sound and transparent grant funding for sport and recreation assets, infrastructure and facilities contributes to a number of goals and strategies in our Strategic Plan.

In addition, Council's recently endorsed Sport and Recreation Strategy lists the following Strategic Actions that relate to the delivery of the Sport and Recreation Facilities grant funding:

- Review all payments made to all clubs and groups, including but not limited to: grant funding, bore electricity reimbursements, other reimbursements, maintenance grants, insurance payments.
- Develop a funding position and associated guidelines that are transparent and equitable for all clubs and groups, regardless of facility ownership.
- Revoke Council's Sport and Recreation Policy. This document will be replaced by updated guidelines and lease documents.

### ➤ Legal Implications

Not Applicable.

### ➤ Risk Management Implications

Grant funding assessment and distribution is an area of Council business that attracts scrutiny. Having in place clear and structured Sport and Recreation facility guidelines helps to mitigate the risk of:

*Unclear grant provision processes resulting in uncertainty and lack of equity in funding provided*

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

### ➤ Financial and Resource Implications

\$80,000 is allocated towards these Grants annually. \$20,000 of Council's Sustainability funding will also be made available for those applications that addressed sustainability initiatives in their applications.

Staff resources will continue to be used to assess grant applications. The impact is minimal and their involvement contributes to the transparency of the assessment process.

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

The proposed changes to these guidelines allow for a wider eligibility, and therefore potential funding for projects that impact a larger proportion of our community.

Considering the changes to the guidelines, staff will ensure that all relevant information will be communicated to eligible clubs and groups within our region. These grants will continue to be advertised in the Courier and Messenger newspapers, promoted on Council's social media channels and via our email communication channels with clubs. Two optional information sessions will also be held in the lead up to the grants opening date.

Community groups and clubs can use this opportunity to discuss their project ideas and the changes to the guidelines with staff.

➤ **Environmental Implications**

Grant funding for facility sustainability projects will continue to be available as part of this program. To facilitate this, Council's Sustainability Officer will continue to be a member of the Community and Recreation Facility Grants Assessment Panel.

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

Council Members and the Sport and Recreation Advisory Group have been consulted with, and asked to provide feedback on the proposed changes to these guidelines. Feedback has been considered and applied in the guidelines where appropriate.

Several Administration Staff have been involved in the process of reviewing the grant guidelines, or have provided feedback on the proposed changes. They include:

- Director Engineering and Assets
- Director Community and Customer Service
- Manager Open Space
- Manager Property
- Manager Community Development
- Sustainability Officer
- Community and Cultural Development Officer

## **2. BACKGROUND**

The 2017/2018 Sport and Recreation Facility Grants round was supported by new guidelines and eligibility criteria, a new online application process, staff assessment and recommendation process, and Council endorsement of recommendations. With these significant changes, Council recommended a review of the guidelines in preparation for the 2018/2019 round.

Feedback from applicants to the 2017/2018 round was that the guidelines were clear and that the application process was simple. The staff assessment process was considered to be robust, with transparent, equitable and sustainable recommendations made. The 2017/2018 grant round delivered the following:

- Number of applications received: 31
- Value of all applications: \$417,344
- Amount of funding available: \$175,000
- Number of recommended applicants: 18
- Value of recommended applications: \$174,622

The 2017/2018 guidelines stated that the Sport and Recreation Facility Grants were available to not-for-profit community organisations located within the Adelaide Hills Council area that provide sporting or recreation services to our community.

Due to the overwhelming number of applications, the round was oversubscribed and assessment criteria were applied rigorously by the assessment panel. There were a number of applications that had merit, but missed out on receiving funding as others met the criteria to a greater extent. Applications received for the development of hall facilities were impacted by this; with assessment deeming that they may have lesser recreation impact when compared with other applicants.

### **3. ANALYSIS**

The review of the guidelines and process used to administer the 2017/2018 round highlighted the following:

- Guidelines and eligibility were clear to applicants.
- Information sessions were well attended and applicants found them useful.
- The online application system was simple to navigate and well utilised.
- The administration assessment panel conducted a robust, transparent and equitable process. Endorsement by Council Members contributed to this through process.
- The inclusion of the sustainability funding was successful, and should continue.
- Timing alignment with the community grants made it simple for the community to understand what funding was available, and the differences between the two grant programs; this should also continue.
- Both the 'minor facility' and 'major facility' categories both included \$10,000. 'Minor facility' should be changed to 'up to \$9,999'.
- It was not clear that clubs could only submit one application per round to the Sport and Recreation Facility Grants, this should be made clearer.
- The land owner consent process was difficult, and could be done during the assessment process instead.
- There were a large number of applications when compared with the amount of funding available.

However, the most significant change to come from the review is as follows:

Halls and other community facilities do not have as many grant funding opportunities when compared with that of a traditional sporting club. Several applications to the Council's 2017/2018 Sport and Recreation Facility Grants round from halls were deemed unsuccessful after assessment due to their recreation impact. By changing the title and wording throughout the guidelines (Appendix 1) to 'Community and Recreation Facility Grants' this type of facility would be clearly eligible for funding. The intent of the grants is for eligible groups to apply for financial assistance from Council to establish or improve facilities; and while this does not change, community facilities eligibility becomes clearer. In addition to providing a new grant opportunity for community facilities, this change

provides an opportunity for alignment with the upcoming 'Community and Recreation Facility Framework'.

#### **4. OPTIONS**

Council has the following options:

- I. That the new Community and Recreation Facility Grant Guidelines be adopted. (Recommended)
- II. That the new Community and Recreation Facility Grant Guidelines be adopted, subject to minor amendments. (Not Recommended)
- III. That the new Community and Recreation Facility Grants Guidelines are not adopted, and grant funding is deferred until after the Local Government Election Caretaker Period. (Not Recommended)

#### **5. APPENDIX**

- (1) Community and Recreation Facility Grant Guidelines



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# **Appendix 1**

## *Community and Recreation Facility Grant Guidelines*

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# Sport Community & Recreation Facility Grants Application Guidelines

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**Sport Community** & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide **sporting community** or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of **sportcommunity initiatives** and **recreation-recreation opportunities** within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

**Potential applicants should** ~~Please~~ consider attending a short information session on **<day> <date> <month> Monday 28<sup>th</sup> August** to discuss **their your** application (details for the sessions can be found on the last page of this document). The information session will include advice on completing the online application form and an opportunity to discuss **your-projects** with staff. Alternatively, **applicants can please** contact the Council prior to submitting **your their** application to determine its suitability for funding. It is also important **for applicants** to read the guidelines to ensure that **their your** organisation and proposed project are eligible.

These guidelines were accurate at the time of publishing, and supersede all terms and conditions contained in any previous guidelines. For information, assistance or to discuss your application, please contact:

Renee O'Connor | Sport & Recreation Planner | 8408 0404 or roconnor@ahc.sa.gov.au

## About the Funding

**Community Sport** & Recreation Facility Grants are available to not-for-profit community organisations located within the Adelaide Hills Council area that provide sporting or recreation services to our community.

Grants are available for improvements or upgrades to facilities that will contribute to the development of sport and recreation within the region; are beneficial to the community; improve sustainability and that support the Adelaide Hills Council Strategic Plan & Sport & Recreation Strategy. Funding is also available for facility planning documents such as master plan or feasibility study projects.

MINOR FACILITY DEVELOPMENT: Up to **\$10,000 \$9,999**. No matched funding required.

MAJOR FACILITY DEVELOPMENT: \$10,000 - \$40,000. Funding must be matched. The applicant's contribution towards the project can include voluntary labour and/or donated materials.

#### FACILITY PLANNING:

Up to \$20,000. No matched funding required.

Funding is only available for projects that commence in <month> <year> December 2017 or later, after grant agreements have been finalised. Organisations are only eligible to submit one application per round.

<u>Grant Applications Open</u>	<u>&lt;day&gt; &lt;date&gt; &lt;month&gt; &lt;year&gt;</u>
<u>Information Session</u>	<u>&lt;day&gt; &lt;date&gt; &lt;month&gt; &lt;year&gt; (2pm or 6pm)</u>
<u>Grant Applications Close</u>	<u>&lt;day&gt; &lt;date&gt; &lt;month&gt; &lt;year&gt; (5pm)</u>
<u>Applicants Notified</u>	<u>&lt;month&gt; &lt;year&gt;</u>
<u>Agreements Finalised &amp; projects can commence</u>	<u>&lt;month&gt; &lt;year&gt;</u>
<u>Project Evaluation &amp; Acquittal Due</u>	<u>&lt;month&gt; &lt;year&gt;</u>
<u>Grant Applications Open</u>	<u>Friday 1<sup>st</sup> September, 2017</u>
<u>Information Session</u>	<u>Monday 28<sup>th</sup> August, 2017 (2pm or 6pm)</u>
<u>Grant Applications Close</u>	<u>Saturday 30<sup>th</sup> September, 2017 (5pm)</u>
<u>Applicants Notified</u>	<u>December, 2017</u>
<u>Agreements Finalised &amp; projects can commence</u>	<u>December, 2017</u>
<u>Project Evaluation &amp; Acquittal Due</u>	<u>December, 2018</u>

#### Who can apply?

Any incorporated, not-for-profit, community, sport and recreation organisations that are physically located within the Adelaide Hills Council area.

Groups that are not incorporated are still eligible, provided applications are made through an appropriate incorporated body that is willing to sponsor the project (accept responsibility for the funding).

To be eligible for funding, organisations must:

- Be not-for-profit, incorporated active recreation and sporting groups that do not hold a Gaming Machine Licence and/or
- Be a community-based incorporated organisation whose role is to manage active recreation and sport facilities (e.g. Progress Associations) that do not hold a Gaming Machine Licence.

#### Who can't apply?

- Those outside the Adelaide Hills Council area
- Organisations that hold a Gaming Machine Licence
- For profit, commercial organisations
- Unincorporated organisations
- Schools or other educational institutions
- An organisation that has overdue Adelaide Hills Council grant acquittal or, where Council loan-repayments are in arrears.

## What projects can be funded?

Funding is only available for projects:

- That commence in ~~<month> <year> December 2017~~ or later. Projects that commence prior to this date will be considered ineligible for funding
- That have the consent of the landowner (refer Landowner Consent form in the application).

The following list is example projects that may be funded. The list is by no means exhaustive, and applications for other projects that meet the objectives of the program are welcome. In addition, it is recommended that ~~you~~ applicants contact Council to discuss ~~your~~ their project prior to submitting ~~your~~ an application.

- Upgrade or development of a single use active recreation and sport facility or multi use sports hub
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety and accessibility regulations
- Major upgrades to playing surfaces such as court resurfacing, installation of playing field irrigation systems/drainage systems, fencing requirements, conversion to drought tolerant grass species
- Installation of floodlighting
- Construction/development of trails (walking, horse, bike, water-based), steps, boardwalks, styles, retaining walls & fences
- Water and energy saving initiatives including water harvesting, installation of new or upgrades to improve irrigation efficiencies to existing infrastructure, water re-use opportunities to reduce reliance on mains or bore water, more efficient lighting, sensor lighting and other innovative smart technologies
- Facility planning documents such as master plan or feasibility study projects.

## What projects will not be funded?

The following project types are ineligible:

- Projects conducted outside of the Adelaide Hills Council area
- Projects that do not support community, active recreation and sport activities
- Projects where the major beneficiary holds a Gaming Machine Licence
- Projects that commence prior to a Grant Agreement being finalised (~~<month> <year> December 2017~~)
- Projects where the request for funding is more than \$40,000
- Projects above ~~\$9,999~~ \$10,000, where the request for funding is greater than 50 per cent of the total project cost
- Projects that do not have the consent of the landowner
- Requests for the purchase of recreation, entertainment, sporting, maintenance or any other equipment
- The repair or replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that would normally be covered by insurance

- Regular maintenance and / or repairs to property where the responsibility is with a private entity, local council, State or Commonwealth Government Department
- Recurrent operational costs
- Residential buildings including caretaker residences
- Payment of salaries, wages or match fees
- Fundraising or sponsorship
- Commercial or political activities
- Training or education in government or private institutions, or research activities that will be offered for assessment
- Academic research or conference costs
- Interstate or overseas travel
- Individual, private, political or commercial enterprise

### What project costs are ineligible?

If you are successful, this grant Grant Funding cannot be used to cover the following project costs:

- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities
- Insurances
- Any Costs associated with preparing and submitting a funding application
- Building work and professional fees incurred prior to a Grant Agreement being finalised (December 2017)

### How are applications assessed?

Priority will be given to projects that:

- Demonstrate significant community or recreational benefit to the community region (including the number of people who will benefit) , & attempt to meet an unmet community need
- Are delivered by an organisation that can demonstrate financial viability
- Have funding contribution from the applying organisation and / or other funding sources
- Comply with all relevant legal and statutory requirements
- Provide broader community access to facilities
- Align with current and emerging community, recreation and sporting trends
- Have a positive environmental impact and sustainability outcomes
- Are joint or collaborative projects between organisations
- Are identified in your an organisation's business or strategic plan, or identified through a feasibility study, master planning process or similar
- Contributes to the delivery of the Adelaide Hills Council Strategic Plan, Sport & Recreation Strategy, Water Management Strategy or Trails Strategy
- Actively address risk management issues or contribute to the organisation's ongoing sustainability

- Provide opportunities for special needs populations
- Facilitate improvements to meet Legislation and, or Australian Standards
- Consider the Child Protection Act, Natural Resources Management Act 2004, and other relevant legislation.

Applications will be accepted from organisation groups that have received grant funding in previous financial years, but please be aware that if the total number of eligible applications received exceeds the amount of funds available, priority will be given to organisations that have not received funding within the previous three years.

The Conservation Council of SA with the Office of Recreation and Sport has developed an 'Environmental Sustainability Guide for Sport and Recreational Clubs' which aims to help clubs to save energy and water while reducing energy costs. This guide, or aspects of it, may be useful in identifying opportunities to conserve water and energy for the purpose of this application. The Guide is available at:

[http://ors.sa.gov.au/\\_data/assets/pdf\\_file/0018/307125/Environmental\\_Sustainability\\_Guide\\_2016final.pdf](http://ors.sa.gov.au/_data/assets/pdf_file/0018/307125/Environmental_Sustainability_Guide_2016final.pdf)

## Conditions for Successful Applicants

The following conditions will apply to successful applicants:

- Use the funds provided only for the approved project
- Supervise the administration of the grant
- Complete the project evaluation & acquittal report including an expenditure statement (with a photocopy of receipts) within the allocated time frame. signed off by at least two current members of the organisation's Management Committee and forward to us with the Project Evaluation Report including photographs of the completed project
- Understand that ~~the~~ the organisation is to seek written approval from the Adelaide Hills Council to continue with the project if any changes are required
- Obtain any relevant land owner consent before commencing the project
- Obtain any required planning, development and building approvals before commencing the project
- Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding
- Obtain all necessary insurances, and that the Adelaide Hills Council will not be held liable for any matters arising out of this grant
- Ensure that all works carried out comply with any applicable construction industry or public health and safety standards
- Understand that ~~the~~ the organisation is responsible for any further works or repairs at the premises which arise as a result of the project
- Ensure that the installation of sporting infrastructure complies with relevant sporting standards for your sporting code
- ~~Provide a certificate of currency for Public Liability (minimum of \$10 million) with the signed Conditions of Funding~~

- ◆ Complete the project within 12 months and return the Project Evaluation & Acquittal Report provided.

## GST & Tax Information

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.

Please note that if an your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then they you are required by the Australian Tax Office to be registered for the GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant. Organisations that are not registered for the GST will not have their grant grossed up.

If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.

## How to apply

Online grant applications can be accessed at the Adelaide Hills Council website [ahc.sa.gov.au](http://ahc.sa.gov.au). Applicants You are guaranteed confidentiality and security when lodging a Community Grants Application. The online grants system is easy to use and assistance is available if required.

For information, assistance or to discuss your application, please contact:

Renee O'Connor | Sport & Recreation Planner | 8408 0404 or [roconnor@ahc.sa.gov.au](mailto:roconnor@ahc.sa.gov.au)

## Information Sessions

Two short, optional information sessions will be held on <day> <date> <month> <year> Monday 28<sup>th</sup> August, 2017. The information session will include advice on completing the online application form and an opportunity to discuss your projects with staff.

<day> <date> <month> <year>  
Monday 28<sup>th</sup> August, 2017

2pm                      Positive Ageing Centre  
                              36 Nairne Rd Woodside

Or...

<day> <date> <month> <year>  
Monday 28<sup>th</sup> August, 2017

6pm                      Stirling Library <Venue>  
                              63 Mount Barker Road, Stirling



**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.10

**Originating Officer:** Terry Crackett, Director Corporate Services

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Community Loans Policy

**For:** Decision

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**SUMMARY**

At the 27 February 2018 meeting, Council approved the draft *Community Loans Policy* to be released for public consultation. The consultation period has now closed and a revised Policy is presented for adoption.

This report outlines the minor changes made to the document as a result of the consultation, and seeks endorsement of the *Community Loans Policy*.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted.
  2. With an effective date of 8 May 2018, to adopt the *Community Loans Policy* as provided in Appendix 1.
- 

**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 proposed 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 Committee* The Policy was presented 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 in relation to the addition of criteria regarding registration with the Australian Charities and Not-for-Profit Commission (ACNC) and compliance with all governance requirements

<i>Council Workshops:</i>	A workshop of Council was held on 30 January 2018 where key issues associated with the development of a Community Loans Policy were discussed.
<i>Advisory Groups:</i>	Not Applicable.
<i>Administration:</i>	The Executive Leadership Team has reviewed the draft Policy and endorses it for consideration by Council.
<i>Community:</i>	Consultation with the community was undertaken from 7 March 2018 to 30 March 2018 with one submission being received.

## 2. BACKGROUND

### 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

## 3.

At the 27 February 2018 meeting, Council approved the draft *Community Loans Policy* to be released for public consultation. The consultation period has now closed and a revised Policy is presented for adoption.

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

#### 4. ANALYSIS

The draft Community Loans Policy was advertised in local newspapers, published online in the 'Have Your Say' section, promoted via social media, and made available at libraries and community centres. An extract of the EngageHQ activity feed is provided as follows:



As indicated in the above extract, whilst there was reasonable interest expressed, only one person responded to the consultation process. This feedback was in support of the Policy and made one suggested change that has been accommodated via 'track changes'. This feedback was as follows:

*"Reading the Draft Policy, under 4.2 Criteria dot points 8 and 9 seem to be duplicated at dot points 10 and 11, I would suggest these be merged. Apart from that the Policy has covered all basis to ensure Council is not to be a first option for raising money for Community Groups, rather a last resort option to complete projects. I think this is a solid Policy document."*

The draft Community Loans Policy included as **Appendix 1** has been developed taking into account feedback provided by Council and has been consulted with the community as outlined above and is now recommended for adoption.

#### 5. OPTIONS

The Council has the following options in relation of the Community Loans Policy:

- I. Approve the draft Policy with any proposed amendments (Recommended)
- II. Not approve the draft Policy (Not Recommended)

#### 6. APPENDIX

- (1) Draft Community Loans Policy

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# **Appendix 1**

## *Draft Community Loans Policy*

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## COUNCIL POLICY

 Adelaide Hills COUNCIL	<b>COMMUNITY LOANS</b>
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<b>Policy Number:</b>	<b>FIN-06</b>
<b>Responsible Department(s):</b>	<b>Financial Services</b>
<b>Other Relevant Policies:</b>	<b>Debt Recovery Policy Grant Giving Policy</b>
<b>Relevant Procedure(s):</b>	<b>None</b>
<b>Relevant Legislation:</b>	<b><i>Local Government Act 1999.</i></b>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>None</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<i>To be entered administratively</i>
<b>Effective From:</b>	<i>To be entered administratively</i>
<b>Minute Reference for Adoption:</b>	<i>To be entered administratively</i>
<b>Next Review:</b>	<b>No later than February 2020 or as required by legislation or changed circumstances</b>

## 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.

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**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](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

DRAFT

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.11

**Originating Officer:** Kylie Hopkins, Governance & Performance Project Officer

**Responsible Director:** Terry Crackett, Director Corporate Services

**Subject:** Delegations – Expiation of Offences Act 1996 & Fines Enforcement and Debt Recovery Act 2017

**For:** Decision

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**SUMMARY**

A new enforcement regime under the *Fines Enforcement and Debt Recovery Act 2017* and the *Expiation of Offences Act 1996* will commence on 30 April 2018.

These new provisions will have the effect of renaming the State Government role of 'Fines Enforcement and Recovery Officer' to the 'Chief Recovery Officer' and implementing a revised regime for the enforcement and recovery of expiation fees not paid by recipients of expiation notices issued by councils and the recovery of fines and costs payable to councils by Order of a Court.

The provisions also make amendments to the *Expiation of Offences Act 1996* which provide new powers for councils to deal with trifling expiation notices in certain circumstances and enable councils to withdraw expiation notices in circumstances where the council is of the view that the alleged offender should be excused from the offence on account of a cognitive impairment.

Council must determine if it will delegate some or all of the powers and functions contained in the attached Instruments.

**RECOMMENDATION**

**Council resolves:**

1. That the report be received and noted
2. To hereby revoke its previous delegations to the Chief Executive Officer of those powers and functions under the *Expiation of Offences Act 1996* to take effect from 30 April 2018
3. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Appendices 2 & 3 (each of which is individually identified as indicated below) are hereby delegated this 24th day of April 2018 to the person occupying the office of Chief Executive Officer to take effect from 30 April 2018 subject to

**the conditions and or limitations specified herein or in the Schedule of Conditions in each such proposed Instrument of Delegation.**

- ***Expiation of Offences Act 1996 (appendix 2)***
- ***Fines Enforcement and Debt Recovery Act 2017 (appendix 3)***

4. **The powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in each such proposed Instrument of Delegation.**

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## 1. **GOVERNANCE**

### ➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Governance

Delegations are an important element of Council's commitment to open and transparent decision-making which facilitates public accountability.

### ➤ **Legal Implications**

Review of the legislation and delegations to staff is required under Section 44(6) of the *Local Government Act 1999*.

### ➤ **Risk Management Implications**

The maintenance of a robust legislative delegation regime is an important control in managing 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: there are many other controls that also assist in mitigating this risk.

### ➤ **Financial and Resource Implications**

Not directly applicable

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

Delegations allow Council's legislative obligations to be discharged in an effective and efficient manner and enable the administration to provide more timely service.

➤ **Environmental Implications**

Not directly applicable

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

*Council Committees:* Not Applicable

*Council Workshops:* Not Applicable

*Advisory Groups:* Not Applicable

*Administration:* The following were consulted and provided input into the report:

- Director Corporate Services
- Director Strategy & Development
- Executive Manager Governance & Performance
- Manager Property Services
- Manager Development Services
- Manager Waste Health & Regulatory Services
- Director Engineering & Assets
- Manager Open Space
- Team Leader Regulatory Services
- Team Leader Environmental Health

*Community:* Not Applicable

## 2. **BACKGROUND**

A new enforcement regime under the *Fines Enforcement and Debt Recovery Act 2017* and the *Expiation of Offences Act 1996* will commence on 30 April 2018.

These new provisions will have the effect of renaming the State Government role of the 'Fines Enforcement and Recovery Officer' to the 'Chief Recovery Officer' and implementing a revised regime for the enforcement and recovery of expiation fees not paid by recipients of expiation notices issued by councils and the recovery of fines and costs payable to councils by Order of a Court.

The provisions also make amendments to the *Expiation of Offences Act 1996* which provide new powers for councils to deal with trifling expiation notices in certain circumstances and enable councils to withdraw expiation notices in circumstances where the council is of the view that the alleged offender should be excused from the offence on account of a cognitive impairment.

### 3. ANALYSIS

The commencement of these provisions requires revision to the delegations under the *Expiation of Offences Act 1996* and new delegations created under the *Fines Enforcement and Debt Recovery Act 2017*.

It is important that these delegations are in place by 30 April 2018 to enable a seamless transition to the new enforcement regime.

This report incorporates the updates identified in the 'Table of Updates' (**Appendix 1**), dated 1 February 2018, provided by the Local Government Association in Circular 9.8.

All changes to the *Expiation of Offences Act 1996* (**Appendix 2**) commencing on 30 April 2018, have been tracked on the attached instrument.

The *Fines Enforcement and Debt Recovery Act 2017* (**Appendix 3**) instrument is a new set of delegations, also commencing on 30 April 2018.

If the powers contained in the attached instruments were not delegated all decisions must come to Council for its consideration and the Chief Executive Officer will not be empowered to act in relation to such matters.

As with all Council delegations, delegating a power under these Acts does not transfer that power from the Council to the delegate, it merely replicates it. As such, where the situation requires, matters will be brought to Council for decision.

It is a matter for Council to determine whether it will delegate to the Chief Executive Officer some or all of the powers and functions contained in the appendices. The previous delegations, in the case of the *Expiation of Offences Act 1996*, must be revoked and replaced with the new delegations.

### 4. OPTIONS

The Council has the following options:

- I. Approve the delegations with any proposed amendments (Recommended)
- II. Not approve the delegations (Not Recommended)

### 5. APPENDICES

- (1) Table of updates dated 1 February 2018
- (2) Instrument of Delegation under *Expiation of Offences Act 1996*
- (3) Instrument of Delegation under the *Fines Enforcement and Debt Recovery Act 2017*

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# **Appendix 1**

*Table of updates 1 February 2018*

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**LOCAL GOVERNMENT ASSOCIATION**  
**UPDATES OF DELEGATION TEMPLATES ON WEBSITE**

**(Note: Paragraph references below refer to updated version – As at 1 February 2018)**

<b>Act Document/ Page on Website</b>	<b>Para number in instrument which contain changes</b>	<b>Section number of Act/ Regulation</b>	<b>Whether change is Addition/ Amendment/ Deletion</b>	<b>Reason for change</b>	<b>Date of latest version</b>	<b>Recommendation</b>
Webpage entitled – 'Delegations – Introduction'						
Webpage entitled – 'General Information'						
Instrument of Delegation under the Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014						
Instrument of Delegation under the Community Titles Act						
Instrument of Delegation under the Development Act, Development (Development Plans) Amendment Act 2006 and Development Regulations 2008						
Instrument of Delegation under the Dog & Cat Management Act						
Instrument of Delegation under the Electronic Conveyancing National Law (South Australia) Act 2013						



Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act/ Regulation	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Environment Protection Act						
Instrument of Delegation under the Expiation of Offences Act	3.2	8A(4)	Amendment	Legislative amendment	30 April 2018	Updated Instrument to take effect from 30 April 2018
	3.4	8A(6a)	Addition	Legislative amendment		
	3A.1	9(2)	Deletion	Legislative amendment		
	3A.2	9(12)	Deletion	Legislative amendment		
	4.1	11(1)	Amendment	Legislative amendment		
	5.1	11A(1)	Amendment	Legislative amendment		
	6.1	12	Amendment	Legislative amendment		
	7.1	13(1)	Deletion	Legislative amendment		
	7.2	13(4)	Deletion	Legislative amendment		
	8.1.3A	16(1)	Addition	Legislative amendment		
	8.3	16(6)	Amendment	Legislative amendment		
	8.4	16(11)	Amendment	Legislative amendment		
	18	9.1.1	Amendment	Legislative amendment		

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act/ Regulation	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
	18	9.1.2	Amendment	Legislative amendment		
Instrument of Delegation under the Fences Act						
Instrument of Delegation under the Fines Enforcement and Debt Recovery Act 2017	All	All	New legislation	Legislative amendment	30 April 2018	Updated Instrument to take effect from 30 April 2018
Instrument of Delegation under the Fire & Emergency Services Act						
Instrument of Delegation under the Food Act						
Instrument of Delegation under the Freedom of Information Act						
Instrument of Delegation under the Heavy Vehicle National Law Act						
Instrument of Delegation under the Land & Business (Sale & Conveyancing) Act						
Instrument of Delegation under the Liquor Licensing Act						
Instrument of Delegation under the Local Government Act 1999						
Instrument of Delegation under the Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017						

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act/ Regulation	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Natural Resources Management Act						
Instrument of Delegation under the Planning, Development and Infrastructure Act 2016						
Instrument of Delegation under the Public & Environmental Health Act 1987, the Public & Environmental Health (Waste Control) Regulations 2010 and the Public & Environmental Health (Legionella) Regulations 2008						
Instrument of Delegation under the Real Property Act						
Instrument of Delegation under the Roads (Opening & Closing) Act						
Instrument of Delegation under the Road Traffic Act 1961, Road Traffic (Miscellaneous_ Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014						
Subdelegations to Chief Executive Officer under the Road Traffic Act 1961						
Authorisations under Road Traffic Act 1961						

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act/ Regulation	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Instrument of Delegation under the Safe Drinking Water Act 2011						
Instrument of Delegation under the South Australian Public Health Act 2011						
Instrument of Delegation under the South Australian Public Health (Legionella) Regulations 2013						
Instrument of Delegation under the South Australian Public Health (Wastewater) Regulations 2013						
Instrument of Delegation under the Strata Titles Act 1988						
Instrument of Delegation under the Supported Residential Facilities Act						
Instrument of Delegation under the Water Industry Act 2012 and Water Industry Regulations 2012						
Instrument of Delegation under the Work Health Safety Act 2012						
Instrument of Delegation under the Unclaimed Goods Act 1987						
Webpage entitled – 'Guide for use – Template Resolutions'						

Act Document/ Page on Website	Para number in instrument which contain changes	Section number of Act/ Regulation	Whether change is Addition/ Amendment/ Deletion	Reason for change	Date of latest version	Recommendation
Draft Resolutions for the making of Delegations	1.1.5	-	Temporary Addition	New Act	21 February 2018	Delegations can be made now and will take effect on 30 April 2018. Councils wishing to only update their Expiation of Offences Act delegations and create new Fines Enforcement and Debt Recovery Act delegations should instead use the Special Resolution provided.
	2.1.4	-	Temporary Addition	New Act		
	2.1.26	-	Addition & Temporary Addition	New Act		
Webpage entitled – 'Documents for Making Subdelegations'						
Template Instrument of Subdelegation						
Notification of Subdelegations for Council Officers						
Notification of delegations to Officers who are 'acting' in a position						
Webpage entitled – 'Legislative Requirements'						
Webpage entitled – 'Best Practice Recommendations'						

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## **Appendix 2**

*Instrument of Delegation under the  
Expiation of Offences Act 1996*

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		Direct Delegation from Council	Conditions/ Limitations
<b>INSTRUMENT OF DELEGATION UNDER THE EXPIATION OF OFFENCES ACT 1996</b>			
<b>1. Certain Offences May Be Expiated</b>			
1.1 The power pursuant to Section 5(1) of the Expiation of Offences Act 1996 ("the Act") to issue an expiation notice under the Act to a person alleged to have committed an offence under an Act, regulation or by-law, and the alleged offence may accordingly be expiated in accordance with the Act		CEO	NIL
<b>2. Expiation Notices</b>			
2.1 The power pursuant to Section 6(3)(b)(ii) of the Act to authorise a person in writing to give an expiation notice for an alleged offence.		CEO	NIL
<b>3. Review of Notices on Ground that Offence is Trifling</b>			
3.1 The power pursuant to Section 8A(2) and (3) of the Act to require an alleged offender who is seeking a review of the notice on the ground that the offence is trifling:		CEO	NIL
3.1.1 to provide further information; and			
3.1.2 to provide a statutory declaration verifying the information contained in, or supporting, an application for review.			
<del>3.2 The duty pursuant to Section 8A(4) of the Act to determine an application for review before issuing a certificate for an enforcement order in respect of the offence to which the application relates.</del>		CEO	NIL
<del>3.3.2 The power pursuant to Section 8A(4) of the Act to determine an application for review before providing the Chief Recovery Officer with relevant particulars under Section 22 of the Fines Enforcement and Debt Recovery Act 2017 in respect of the offence to which the application relates.</del>			
<del>3.4.3</del> 3.3 The duty pursuant and subject to Section 8A(5) and (6) of the Act upon being satisfied the offence is trifling to withdraw the expiation notice in respect of the offence by giving written notice to the alleged offender.		CEO	NIL
<del>3.4 The power pursuant to Section 8A(6a) of the Act, if an enforcement determination made under section 22 of the Fines and Enforcement Debt Recovery Act 2017 is revoked on the ground that the alleged offender had not had a reasonable opportunity to apply for review of the notice under Section 8A of the Act, and the alleged offender makes an application under Section 8A of the Act within 14 days of being notified of the revocation, to withdraw the expiation notice under Section 8A of the Act.</del>			
<del>3A. Deliberately left blank</del> <del>3A. Arrangements as to Manner and Time of Payment</del>			
<del>3A.1 The power pursuant to Section 9(2) of the Act to agree with the Fines Enforcement and Recovery Officer the manner in which the Fines Enforcement Recovery Officer must give the Council notice of any arrangement entered into under Section 9 of the Act.</del>		CEO	NIL
<del>3A.2 The power pursuant to Section 9(12) of the Act, if an arrangement terminates under Section (9), (10) or (11) of the Act, to agree with the Fines Enforcement and Recovery Officer the manner in which the Fines Enforcement and Recovery Officer must give the Council notice of the termination and the amount then outstanding (taking into account, where the arrangement required the performance of community service, the number of hours of community service so performed).</del>		CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
<b>4. Expiation Reminder Notices</b>			
4.1	<del>The duty pursuant to Section 11 of the Act where an alleged offender has neither paid the expiation fee nor entered into an arrangement under Section 9 of the Act and the Council has not received a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice, by the end of the expiation period, and before the Delegate takes any action under this Act to enforce the expiation notice, to send an expiation reminder notice in the prescribed form to the alleged offender before any action is taken under the Act to enforce the expiation notice.</del>	CEO	NIL
4.1	<u>The duty pursuant to Section 11(1) of the Act where an alleged offender has neither paid the expiation fee nor entered into an arrangement under Section 20 of the Fines Enforcement and Debt Recovery Act 2017 and the Council has not received a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice, by the end of the expiation period, and before the Delegate takes any action under this Act or the Fines Enforcement and Debt Recovery Act 2017 to enforce the expiation notice, to give an expiation reminder notice in the prescribed form to the alleged offender.</u>		
<b>5. Expiation Enforcement Warning Notices</b>			
5.1	<del>The duty pursuant to Section 11A of the Act where the Council has received a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice or expiation reminder notice, and before the Delegate takes action under this Act to enforce the expiation notice, to send an expiation enforcement warning notice, in the prescribed form, to the alleged offender by post.</del> <u>The duty pursuant to Section 11A(1) of the Act where the Council has received a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice or expiation reminder notice, and before the Delegate takes action under this Act or the Fines Enforcement and Debt Recovery Act 2017 to enforce the expiation notice, to give an expiation enforcement warning notice, in the prescribed form, to the alleged offender.</u>	CEO	NIL
<b>6. Late Payment</b>			
6.1	<del>The power pursuant to Section 12 of the Act to accept late payment of the amount due under an expiation notice at any time before an enforcement determination is made under Section 13 of the Act.</del> <u>The power pursuant to Section 12 of the Act to accept late payment of the amount due under an expiation notice at any time before an enforcement determination is made under Section 22 of the Fines Enforcement and Debt Recovery Act 2017.</u>	CEO	NIL
<b>7. Enforcement Procedures Deliberately left blank</b>			
7.1	<del>The power pursuant to Section 13(1) of the Act to enforce an expiation notice against an alleged offender by sending to the Fines Enforcement and Recovery Officer:</del>	CEO	NIL
7.1.1	<del>a certificate that contains the particulars determined by the Fines Enforcement and Recovery</del>		



		Direct Delegation from Council	Conditions/ Limitations
<del>Officer relating to:</del>			
<del>7.1.1.1 the alleged offender; and</del>			
<del>7.1.1.2 the offence or offences that remain unexpiated; and</del>			
<del>7.1.1.3 the amount due under the notice; and</del>			
<del>7.1.1.4 compliance by the Council as the authority with the requirements of the Act and any other Act;</del>			
<del>7.1.2 the prescribed fee.</del>		CEO	NIL
7.2	<del>The power pursuant to Section 13(4) of the Act to apply to the Fines Enforcement and Recovery Officer under and in accordance with Section 13 of the Act within 30 days of notice of an enforcement determination being given, sent or published in accordance with Section 13 of the Act for the enforcement determination to be revoked.</del>		
8.	<b>Withdrawal of Expiation Notices</b>		
8.1	The power pursuant to Section 16(1) of the Act, to withdraw an expiation notice with respect to all or any of the alleged offences to which an expiation notice relates where:	CEO	NIL
8.1.1	in the opinion of the Delegate the alleged offender did not commit the offence or offences, or that the notice should not have been given with respect to the offence or offences;		
8.1.2	the Council as issuing authority receives a statutory declaration or other document sent to the Council by the alleged offender in accordance with a notice required by law to accompany the expiation notice or expiation reminder notice; or		
8.1.3	the notice is defective; or		
	<del>8.1.3A in the opinion of the Delegate the alleged offender is suffering from a cognitive impairment that excuses the alleged offending; or</del>		
	8.1.4 the Delegate decides that the alleged offender should be prosecuted for the offence or offences.		
8.2	The power pursuant to Section 16(5) of the Act, where an expiation notice is withdrawn under subsection (1), to commence prosecution for an offence to which the notice related.	CEO	NIL
8.3	<del>The duty pursuant to Section 16(6) of the Act, subject to Section 16(7) of the Act, to withdraw an expiation notice if it becomes apparent that the alleged offender did not receive the notice until after the expiation period, or has never received it, as a result of error on the part of the Council as issuing authority or failure of the postal system. The duty pursuant to Section 16(6) of the Act, subject to Section 16(7) of the Act, to withdraw an expiation notice if it becomes apparent that the alleged offender did not receive the notice until after the expiation period, or has never received it, as a result of error on the part of the Council as issuing authority or failure of the postal system or failure in the transmission of an email.</del>	CEO	NIL
8.4	<del>The duty pursuant to Section 16(11) of the Act, where an expiation notice is withdrawn under Section 16 of the Act and the notice of withdrawal does not specify that the notice is withdrawn for the purposes of prosecuting the alleged offender, and if an enforcement determination has been made under Section 13</del>	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
<p><u>of the Act, to inform the Fines and Enforcement Recovery Officer of the withdrawal of the notice. The duty pursuant to Section 16(11) of the Act, where an expiation notice is withdrawn under Section 16 of the Act and the notice of withdrawal does not specify that the notice is withdrawn for the purposes of prosecuting the alleged offender, and if an enforcement determination has been made under Section 22 of the Fines Enforcement and Debt Recovery Act 2017, to inform the Chief Recovery Officer of the withdrawal of the notice.</u></p>			
9.	<b>Giving of Certain Notices and Certificates</b>		
9.1	The power pursuant to Section 18 of the Act to enter into an agreement with the <del>Fines Enforcement and Chief</del> Recovery Officer in relation to:	CEO	NIL
9.1.1	the manner in which the <del>Fines Enforcement and Chief</del> Recovery Officer is to provide information to the Council in relation to action taken by the <del>Fines Enforcement and Chief</del> Recovery Officer under the Act in respect of an expiation notice issued by the Council; and		
9.1.2	the manner in which the Council is to provide information to the <del>Fines Enforcement and Chief</del> Recovery Officer in relation to the issuing of an expiation notice by the Council or any other action taken by the Council in respect of an expiation notice so issued.		

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## **Appendix 3**

*Instrument of Delegation under the  
Fines Enforcement and Debt Recovery Act 2017*

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		Direct Delegation from Council	Conditions/ Limitations
<b>INSTRUMENT OF DELEGATION UNDER THE EXPIATION OF FINES ENFORCEMENT AND DEBT RECOVERY ACT 2017</b>			
<b>1. Amounts Due Under Expiation Notices may be Treated as Part of Pecuniary Sum</b>			
1.1	The power pursuant to Section 9(2) of the Fines Enforcement and Debt Recovery Act 2017 ( <b>the Act</b> ) if a debtor requests the making of an aggregation determination but no enforcement determination has been made under Section 22 of the Act in relation to the expiation amount, to pay the prescribed fee.	CEO	NIL
<b>2. Arrangements as to Manner and Time of Payment</b>			
2.1	The power pursuant to Section 20(4) of the Act to agree with the Chief Recovery Officer the manner in which the Chief Recovery Officer is to give the Council notice of an arrangement entered into under Section 20 of the Act.	CEO	NIL
2.2	The power pursuant to Section 20(18) of the Act to agree with the Chief Recovery Officer the manner in which, if an arrangement terminates under Sections 20(15) or (17) of the Act, the Chief Recovery Officer is to give the Council notice of the termination and the amount then outstanding (taking into account, where the arrangement required the performance of community service, the number of hours of community service to be performed).	CEO	NIL
<b>3. Enforcement Determination</b>			
3.1	The power pursuant to Section 22(1) of the Act to enforce an expiation notice against the alleged offender by providing to the Chief Recovery Officer the particulars determined by the Chief Recovery Officer relating to: (a) the alleged offender; and (b) the offence or offences that remain unexpiated; and (c) the amount due under the notice; and (d) compliance by the council with the requirements of the Act and any other Act.	CEO	NIL
3.2	The power pursuant to Section 22(2) of the Act to pay the prescribed fee.	CEO	NIL

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
AGENDA BUSINESS ITEM**

**Item:** 12.12

**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

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**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
27/06/2017	Ordinary Council	138/17	Review of Rating Policy re Differential Rate for Commercial Property
26/09/2017	Ordinary Council	205/17	Rural Property Addressing
28/11/2017	Ordinary Council	284/17	Revocation of Community Land - Dunnfield Development Mt Torrens
12/12/2017	Ordinary Council	298/17	Road Closures and Mergers with Adelaide Hills Business and Tourism Centre Land at Lobethal
12/12/2017	Ordinary Council	299/17	Draft Waste & Resource Recovery Service Policy
12/12/2017	Ordinary Council	302/17	Code of Conduct Complaint
23/01/2018	Ordinary Council	15/18	MWN - Pedestrian Crossing Milan Tce Stirling
23/01/2018	Ordinary Council	16/18	Balhannah Railway Station - Results of Assessment
20/02/2018	Audit Committee	AC18/3	Community Loans Policy
20/02/2018	Audit Committee	AC18/4	Long Term Financial Plan Review
20/02/2018	Audit Committee	AC18/4(2)	Appointment of External Auditor
20/02/2018	Audit Committee	AC18/4(3)	Appointment of External Auditor
20/02/2018	Audit Committee	AC18/4(4)	Appointment of External Auditor
27/02/2018	Ordinary Council	29/18	MON Traffic Safety Measures Checker Hill Road Kersbrook
27/02/2018	Ordinary Council	38/18	Sale of Closed Road, Kenton Valley
27/02/2018	Ordinary Council	39/18a	Community Loans Policy
27/02/2018	Ordinary Council	60/18	Confidential Item - Appointment of External Auditor
13/03/2018	Special Council	62/18	Kaurna Native Title Claim Settlement
27/03/2018	Ordinary Council	66/18	Dog Registration Fees & DACO Introduction
27/03/2018	Ordinary Council	70/18	Waste & Resource Recovery Service Policy
27/03/2018	Ordinary Council	73/18	Complaint Handling Policy Amendment
27/03/2018	Ordinary Council	73/18	Complaint Handling Policy Amendment
27/03/2018	Ordinary Council	74/18	Delegations Review March 2018
27/03/2018	Ordinary Council	77/18	Old Balhannah Railway Station
27/03/2018	Ordinary Council	83/18	AHRWMA - Purchase of Hooklift Truck Confidential Item
27/03/2018	Ordinary Council	84/18	AHRWMA - Purchase of Hooklift Truck Period of Confidentiality
27/03/2018	Ordinary Council	70/18	Waste & Resource Recovery Service Policy

## 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.

There are currently resolutions requiring a 2 year update which will be provided at the May Council meeting.

**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



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# Appendix 1

*Action List*

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Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	3/04/2018	30/06/2018	Land has been rededicated with an effective date of 30.6.17. Heritage Agreement notation will now be progressed. Heritage Agreement application has been sent to DEWNR, receipt date 6th March 2018. Currently under assessment with DEWNR.
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	19/03/2018	8/05/2018	The outcomes of the Trails Strategy review will be coming to the workshop in May, following the Vision for Cleland presentation, where next steps will be discussed.
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	22/03/2018	30/04/2018	We have engaged a contractor to mill some of the timber to ascertain if it 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.
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	19/03/2018	30/03/2018	Report to Council forthcoming in April 2018 outlining options.
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	21/03/2018	30/06/2018	The Open Space and Places for People funding application was submitted for Round 2 (for the Mt Torrens to Birdwood section), but was not successful. Council is exploring a joint application with neighbouring Councils for a broader Inter-Regional Cycle Network project.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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 Road prior to installing any additional safety barriers	Peter Bice	In Progress	21/03/2018	30/06/2019	Engineering Consultants will provide design options 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.
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	11/04/2018	30/06/2018	Progressing as per resolution with draft boundary 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. Church considering amended plans and valuation. Further changes requested to the draft plan which have been attended to and approved. Updated valuation is being reviewed by the Church.
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	21/03/2018	30/03/2018	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 are currently awaiting the announcement of the successful projects.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
24/05/2016	Ordinary Council	91/16	Road Closure portion Sinkinson Road Mt Torrens	<p>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.</p> <p>3. Subject to closure of the above mentioned portion of unformed public road, that:</p> <p>a. It not to be placed on the Community Land Register; and</p> <p>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.</p> <p>4. To authorise the Mayor and Chief Executive Officer to finalise and sign all necessary documentation to close and sell the above portion of closed road.</p>	Terry Crackett	In Progress	11/04/2018	31/05/2018	<p>Final plan has been prepared. Land owner has obtained a valuation which is considered acceptable.</p> <p>Final documents have been executed and lodged with the Surveyor-General for processing</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
24/05/2016	Ordinary Council	105/16	Land at Houghton Request to Purchase	<p>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.</p> <p>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.</p> <p>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.</p> <p>To negotiate and accept a transfer or vesting of the land described as CT 5421/887 from the Department of Planning, Transport &amp; Infrastructure for nil consideration.</p>	Terry Crackett	In Progress	11/04/2018	31/12/2018	<p>The acquisition from RJ &amp; BE Day has been completed and registered at the Lands Titles Office.</p> <p>The Section 210 process is yet to be commenced.</p> <p>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, awaiting response from Registrar-General.</p> <p>The request to DPTI for the transfer of land has been made and awaiting a response.</p>
12/07/2016	SPDPC	29/16	MON - Woodforde Road and Reserve Naming	<p>1. Staff pursue, with the developer, the inclusion of indigenous names within Hamilton Park and in relation to future stages</p> <p>2. A progress report be made to Council or the Strategic Planning &amp; Development Policy Committee within 3 months</p>	Peter Bice	In Progress	21/03/2018	30/06/2018	<p>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.</p>
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	11/04/2018	24/04/2018	<p>Initial investigations undertaken to confirm any encroachments onto Harms Road with none detected.</p> <p>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.</p> <p>Investigations to determine if there are any DA or other restrictions on access from the Main Road to be undertaken.</p> <p>Road Officer commenced on 6 November and had undertaken further investigations, complex issue to be further discussed with Property Advisory Group and then to a report going to Council.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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</p>	Terry Crackett	In Progress	11/04/2018	31/12/2018	DA granted by DPTI on 15 December 2017. 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	21/03/2018	30/06/2018	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, and perhaps even 2019/20. Intended to be included in Year 3 of the Capital Program to be developed as part of the 2018/19 Annual Business Plan.
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	3/04/2018	26/09/2018	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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
7/12/2016	Special Council	272/16	Contract for Sale Portion of AHBTC site	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: Issuance of an approval for the land division application (community title) of the draft community plans attached as Appendices 3a and 3b Deposit by the Registrar-General of the primary and secondary community plans substantially in accordance with the draft community plans attached as Appendices 3a and 3b Finance approval for the purchaser	Terry Crackett	In Progress	11/04/2018	30/06/2018	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.
7/12/2016	Special Council	276/16	Retirement Villages Review	As per confidential minute	Terry Crackett	In Progress	11/04/2018	27/02/2018	This item has been released from confidentiality. Expression of Interest period closed on 31 August 2017. A confidential workshop was presented to Council on 6 December 2017 and a report was presented to Council on 27 February 2018. A number of actions were identified as part of the review which are being progressed.
7/12/2016	Special Council	267/16	Woorabinda Bushland Reserves Heritage Agreement	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: a. Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381 b. Council owned land located at 9 Ethel Street , Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98 c. Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715 d. Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219 3. That following the assessment by DEWNR, a further report be brought back to Council prior to approval to enter into the Heritage Agreements	Peter Bice	In Progress	3/04/2018	30/06/2018	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 2017. Currently in assessment with DEWNR.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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 &amp; 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	11/04/2018	30/06/2018	DA granted by DPTI 15 December 2017. Council awaiting receipt of draft lease from CFS. Refer 163/16 resolution
24/01/2017	Ordinary Council	7/17	Cromer Cemetery Revocation of Community Land	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.	Terry Crackett	In Progress	11/04/2018	31/12/2018	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 assessment of the native vegetation on the land, this is likely to take some months.
13/02/2017	Audit Committee	AC16/17	ICT Security Risk Assessment Action Implementation Update - Period of Confidentiality	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	Terry Crackett	In Progress	19/03/2018	31/05/2018	Retain in confidence until additional security measures are undertaken. Work is progressing with consultants to deliver and progress with activities to close out recommendations from the assessment. Confidentiality period extended on 12/12/17 to remain confidential until 06/11/2018.



Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
28/02/2017	Ordinary Council	53/17	Community Wastewater Management Systems Review – 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 30 June 2018	Marc Salver	In Progress	3/04/2018	30/06/2018	Retain in confidence. CWMS Expression of Interest process still being progressed
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</p>	David Waters	In Progress	13/04/2018	30/04/2018	<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. Expecting completion in April 2018.</p>
27/06/2017	Ordinary Council	138/17	Review of Rating Policy re Differential Rate for Commercial Property	That Council consider as part of its review of the Rating Policy the appropriateness of the current higher differential rate for commercial property.	Terry Crackett	Completed	12/04/2018	24/04/2018	The appropriateness of the current higher differential rate for commercial property was covered in the Annual Business Plan and Budget Workshop on 6 April 2018 and subsequently

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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 met The cost of all works are to be met by the Developer The Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) years The 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 Developer, the dispute is referred to an Independent Arbiter for resolution, with costs being shared equally by the parties.	Peter Bice	In Progress	21/03/2018	30/06/2018	In the process of drafting a maintenance agreement to 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 The CEO review and report on the Guidelines by the 31 August 2018.	Peter Bice	In Progress	19/03/2018	28/08/2018	The reviewed guidelines will be presented to the April 2018 Council meeting.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
25/07/2017	Ordinary Council	159b/17	Lobethal Recreation Ground - Transfer of Land	<p>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:</p> <p>Each party meeting their own costs and expenses for the transfer</p> <p>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</p> <p>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</p> <p>The LRGSCI, if requested, grant a long term lease to Council for the area identified in Appendix 7 for one (1) dollar per annum</p> <p>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.</p> <p>The Mayor and CEO be authorised to sign all necessary documents to effect the Transfer of the Subject Land.</p>	Terry Crackett	In Progress	11/04/2018	30/06/2018	<p>Draft contract and transfer documents have been provided to LRGSCI for review.</p> <p>LRGSCI have advised that they want to get planning approval for the boundary realignment before they complete the transfer transaction.</p> <p>LRGSCI lodged their DA in late December '17, currently being assessed.</p>
8/08/2017	SPDPC	SP39/17	Update on Primary Production Lands DPA	<p>That as a result of the implementation of the new planning reforms and the introduction of the <i>Planning, Development &amp; Infrastructure Act 2016</i>, Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning &amp; Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA</p> <p>That reports be prepared for future SPDPC meetings as milestones are reached and notable work is released for comment.</p>	Marc Salver	In Progress	13/04/2018	21/12/2018	<p>A draft Collaborative Work Program with DPTI regarding the development of the Planning &amp; Design Code has been signed. Staff will provide further updates as this work progresses during the year</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	11/04/2018	30/04/2018	Council staff met with LGRS to discuss options for public liability insurance on 13 October. Association information provided to LGRS for assessment. LGRS have confirmed they are collating information for Council to review however due to the large number of groups and facilities, this is taking some time. Information to be included as part of the Community & Recreation Facility Framework in a future workshop to Council.
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 Adelaide Hills Council.	Peter Bice	Completed	13/02/2018		Report was endorsed at February Council meeting. Rural property Addressing to proceed as proposed.
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	3/04/2018	30/06/2018	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 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	3/04/2018	30/06/2018	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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	3/04/2018	30/06/2018	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.
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	3/04/2018	27/03/2018	A separate Council report will be provided following clarification on the Heritage Application process in respect to the Crown Land status of Hender Reserve. Report has been provided to Council and the Heritage Agreement application was completed and sent to DEWNR, receipt date 08/02/18. Currently in assessment with DEWNR.
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	11/04/2018	31/03/2018	Documentation signed by parties and is being processed through Lands Titles Office.
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	13/04/2018	30/04/2018	Work is proceeding on the development of an Action 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 April 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	3/04/2018	21/09/2018	Probity services are to be maintained through open market expression of interest process.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	3/04/2018	21/09/2018	Action to commence following completion of resolution 233c/17.
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	3/04/2018	26/09/2018	Report, related attachments and the minutes of Council held in confidence.
24/10/2017	Ordinary Council	246/17	Road Closure and Disposal – Schapel Road, Lobethal	To make a Road Process Order pursuant to the <i>Roads (Opening &amp; 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 closed road pursuant to this	Terry Crackett	In Progress	11/04/2018	30/04/2018	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.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
24/10/2017	Ordinary Council	250/17	DEWNR Fuel Reduction on Private Lands Program	That DEWNR's Strategic Fuel Reduction program is approved for the Adelaide Hills Council region	Peter Bice	In Progress	9/01/2018	31/05/2018	Following Council's endorsement of DEWNR's Strategic 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 2018/19 include Lobethal Bushland Park, Yanagin Reserve and Belair (Upper Sturt) site. The Heathfield Waste Facility site is scheduled for Autumn 2019/20 program, whilst , there are no confirmed dates for Mylor Parklands. AHC Biodiversity Officers are organising bird surveys for these sites both pre and post burn. It is also anticipated that Council will collaborate with DEWNR on post weed management activities.
24/10/2017	Ordinary Council	261/17	Sale of Land at Adelaide Hills Business and Tourism Centre - CONFIDENTIAL	As per confidential minute	Terry Crackett	In Progress	11/04/2018	30/06/2018	Progressing per confidential minutes
24/10/2017	Ordinary Council	262/17	Sale of Land at Adelaide Hills Business and Tourism Centre - Period of Confidentiality	Review confidential item for release -the subject matter be retained in confidence until the earlier of settlement of the property transactions or 12 months.	Terry Crackett	In Progress	11/04/2018	30/06/2018	
6/11/2017	Audit Committee	AC60/17	Internal Audit Actions Implementation - Period of Confidentiality	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.	Terry Crackett	In Progress	19/03/2018	31/05/2018	Retain in confidence until additional security measures are undertaken. Work is progressing with consultants to deliver and continues to progress with activities to close out recommendations from the assessment.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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</p> <p>Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council</p> <p>To 'in principle' retain Council and Community/Independent Members on Advisory Groups</p> <p>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	15/04/2018	22/05/2018	<p>HVRP ceased, Australia Day Awards 2018 assessed by staff.</p> <p>Further consultation occurring with Council Members, ELT and AG EOs.</p> <p>Council report scheduled for 22 May 2018 Council meeting.</p>
28/11/2017	Ordinary Council	280/17	Draft Play Space Policy	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.	Peter Bice	In Progress	19/03/2018	2/02/2018	The consultation is now complete, with a final policy being presented to the March 2018 Council meeting for endorsement.
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</p> <p>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	3/04/2018	30/06/2018	Council is awaiting the outcome of the LGASA process which is likely to occur shortly.



Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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</p> <p>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></p> <p>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></p> <p>To authorise the CEO to sign all necessary documents to effect this resolution</p>	Terry Crackett	In Progress	16/04/2018	30/06/2018	Application for rededication has been completed and submitted to DEWNR. Gazettal for rededication has not yet occurred.
28/11/2017	Ordinary Council	284/17	Revocation of Community Land - Dunnfield Development Mt Torrens	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").	Terry Crackett	Completed	11/04/2018	30/04/2018	Application for revocation has been lodged with the Minister, awaiting response.
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</p> <p>That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution</p>	Terry Crackett	In Progress	11/04/2018	30/06/2018	Final road widening plan drafted by surveyor. Documentation prepared and being circulated for signing by Conveyancer

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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 this resolution.	Terry Crackett	Completed	11/04/2018	30/04/2018	Completed
12/12/2017	Ordinary Council	299/17	Draft Waste & Resource Recovery Service Policy	As resolved by Council in December 2017, community consultation was undertaken in February 2018. A follow up report will now be considered by Council for adoption of a final Waste and Resource Recovery Service Policy on 27 March 2018.	Marc Salver	Completed	13/04/2018	31/03/2018	Council adopted the Waste and Resource Recovery Service Policy at the 27 March 2018 Council meeting.
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	13/04/2018	31/08/2018	Bookings have been made for venues at each of the nominated locations for the following dates: Kersbrook - Wed 28 March. Bradbury/Longwood - Tue 1 May. Montacute (TBC August).

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
12/12/2017	Ordinary Council	302/17	Code of Conduct Complaint	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	Terry Crackett	Completed	15/04/2018	27/03/2018	<p>Apology for Part 2 breach was made verbally at the 27 March 2018 Council meeting, written apology attached to the meeting minutes.</p> <p>The suspected breaches of Part 3 of the Code have been referred to the Ombudsman.</p>
23/01/2018	Ordinary Council	3/18	Capital Program Review & Amendments	<p>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)</p>	Peter Bice	In Progress	19/03/2018	30/06/2018	<p>Council staff are working through the amended Capital Program and the Capital Works Program for 2018/19 being developed.</p>
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	<p>To issue a Road Process Order pursuant to the <i>Roads (Opening &amp; 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 &amp; 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison</p> <p>Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 &amp; 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison</p> <p>The closed road be excluded as Community Land</p>	Terry Crackett	In Progress	11/04/2018	31/10/2018	<p>Mr Willison passed away in late January prior to documents being signed.</p> <p>The road exchange process will be held pending issue of Grant of Probate of Mr Willison's estate.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	Completed	12/04/2018	27/03/2018	A report was provided to 27 March Council meeting. Further data collection and speed assessment underway to consider 30km/h zone. Consultant engaged to assess zebra crossing against The Code and Operational Instruction
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	Completed	11/04/2018	27/03/2018	Completed
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	Completed	16/03/2018	27/02/2018	Community Loan Policy updated for Audit Committee comments and endorsed for community consultation by Council on 27 February 2018

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
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	Completed	16/03/2018	27/02/2018	LTFP updated for commentary for key matters raised by Audit Committee and presented to Council for endorsement at 27 February 2018 Council Meeting.  The draft LTFP is currently out for consultation and will be subsequently considered by Council during April 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	Completed	16/03/2018	27/02/2018	Recommendation considered and approved by Council at its 27 February 2018 meeting.
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	Completed	16/03/2018	27/02/2018	Recommendation considered and approved by Council at its 27 February 2018 meeting.
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	Completed	16/03/2018	27/02/2018	Recommendation considered and approved by Council at its 27 February 2018 meeting.
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	In Progress	15/04/2018	30/06/2018	Discussions with the Manager ICT have identified that implementation of actions is progressing steadily and should be completed in the coming months. At which time the confidentiality order can be considered for release.
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	In Progress	15/04/2018	30/03/2021	Given the commercial in confidence information, the release of the confidentiality order is unlikely to occur for 3-5 years depending on whether the option under the contract is exercised.  Nevertheless the cost of Statutory Audit services is reported in the Annual Report.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/02/2018	Ordinary Council	29/18	MON 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.	Peter Bice	Completed	22/03/2018		A letter has been sent to the 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.
27/02/2018	Ordinary Council	30/18	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.	Peter Bice	In Progress	3/04/2018	18/02/2019	Information on the Woodside Recreation Ground masterplan process will be presented to Council at a workshop on Tuesday 10 April 2018.
27/02/2018	Ordinary Council	31/18	Arts & Heritage Hub	That the report be received and noted. 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. That the Administration proceeds with the establishment of an Arts and Heritage Hub using the Business Development Framework as a guide. That the development of a Hub Evaluation Framework, as envisaged in the Business Development Framework, occur as early as possible and include key performance and results targets, and mechanisms for review of the implementation by Council to ensure alignment	David Waters	In Progress	13/04/2018	31/12/2018	Staff have begun pre-recruitment industry communication about the hub and the hub director role.  The role parameters are being development and recruitment will commence in April.
27/02/2018	Ordinary Council	32/18	AHBTC Plan of Division & Divestment	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.	Terry Crackett	In Progress	11/04/2018	30/06/2018	Documents being prepared for execution.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/02/2018	Ordinary Council	34/18	Mobile Food Vending Businesses	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.	Marc Salver	In Progress	3/04/2018	20/07/2018	Fees and Charges Register has been updated pursuant with resolution 3.  Planning has commenced to undertake further consultation required by resolution 4.  Focus group session planned for 30 April 2018. Council workshop scheduled to be held 8 May 2018 to consider feedback from focus group and discuss development of Location Rules. Community drop in sessions to be held to inform final Location Rules for adoption at 26 June Council meeting.
27/02/2018	Ordinary Council	38/18	Sale of Closed Road, Kenton Valley	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.	Terry Crackett	Completed	11/04/2018	30/04/2018	Completed

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/02/2018	Ordinary Council	39/18	Community Loans Policy	<p>1. The report be received and noted</p> <p>2. The Community Loans Policy as provided at Appendix 1 be endorsed for community consultation.</p> <p>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.</p> <p>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.</p>	Terry Crackett	In Progress	16/03/2018	30/04/2018	<p>Community Loan Policy currently out for Community Consultation in accordance with Council Resolution.</p> <p>Council currently liaising with LGFA and Mount Torrens Centenary Park Incorporated in relation to execution of loan agreements for borrowing in accordance with Council resolution.</p>
27/02/2018	Ordinary Council	39/18a	Community Loans Policy	<p>1. The report be received and noted</p> <p>2. The Community Loans Policy as provided at Appendix 1 be endorsed for community consultation.</p>	Terry Crackett	Completed	12/04/2018	12/04/2018	Community Loan Policy is open for public consultation from 7 - 30 March. It will then be amended (as necessary) and brought back to Council for approval
27/02/2018	Ordinary Council	42/18	Rural Property Addressing Consultation Outcomes	That the report be received and noted. 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	Peter Bice	In Progress	21/03/2018	30/06/2018	Process now underway for transitioning affected residents to Rural property Addressing in collaboration with City of Tea Tree Gully.
27/02/2018	Ordinary Council	48/18	Investigation of Speed Limit Jungfer Road Charleston	That the CEO investigate the request for a reduction of the speed limit to a maximum of 60kph on Jungfer Road Charleston and, should the investigation justify a change, make the appropriate submissions to the Department Planning Transport & Infrastructure.	Peter Bice	In Progress	21/03/2018	30/09/2018	Investigations are now underway.
27/02/2018	Ordinary Council	49/18	Naming of Council Owned Premises in Lobethal - AHBTC	That the CEO, after consultation with interested parties, provide a report to Council on a recommended name for the Council owned premises at the AHBTC, Lobethal, by 31 October 2018.	David Waters	In Progress	13/04/2018	31/10/2018	Staff are developing a process for this exercise.
27/02/2018	Ordinary Council	54/18	Confidential Item - Retirement Village Review	As per confidential Minute	Terry Crackett	In Progress	11/04/2018	31/12/2018	Per confidential resolution



Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/02/2018	Ordinary Council	55/18	Retirement Village Review - 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 the sale has been finalised, but not longer than 12 months. Pursuant to section 91(9)(c) of the <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Terry Crackett	In Progress	11/04/2018	31/12/2018	
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	As per confidential minute	Terry Crackett	In Progress	11/04/2018		Matter being progressed. Further updates to be provided.
27/02/2018	Ordinary Council	58/18	AH Swimming Centre Shade Sail - Period of Confidentiality	that an order be made under the provisions of sections 91(7) and (9) of the <i>Local Government Act 1999</i> 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 <i>Local Government Act 1999</i> , Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.	Terry Crackett	In Progress	11/04/2018		
27/02/2018	Ordinary Council	60/18	Confidential Item - Appointment of External Auditor	1. That the report be received and noted 2. To appoint 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. 3. To delegate to the Chief Executive Officer 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	Completed	15/04/2018	30/03/2018	Contract has been executed.
13/03/2018	Special Council	62/18	Kaurna Native Title Claim Settlement	That the report be received and noted.To withdraw as a respondent to the Kaurna Native Title Claim as it does not support the State's anthropological position due to Peramangk traditional interests in the area.That if it is not permitted to withdraw, that Council instructs Norman Waterhouse Lawyers to execute the determination document on the basis that it is purely procedural and is not an	David Waters	Completed	22/03/2018	22/03/2018	Council has successfully withdrawn as a respondent to the proceedings. It was not necessary to invoke part 3 of the resolution.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/03/2018	Ordinary Council	65/18	Memorial for late Cr Val Hall	That in view of the service the late Cr Val Hall rendered to both the Council and the various community groups, Council erects a memorial seat in Federation Park, Gumeracha, with financial support from the community groups with which she was associated.	Peter Bice	Not Started	28/03/2018		
27/03/2018	Ordinary Council	66/18	Dog Registration Fees & DACO Introduction	That the report be received and noted. That the following schedule of dog registration fees and concession charges for 2018/19 be adopted and forwarded to the Dog and Cat Management Board. Proposed Registration Category Fee Standard Dog \$45.00 Concession Standard Dog \$22.50 Non-standard Dog \$90.00 Concession Non-standard Dog \$45.00 Puppy dogs under six months of age \$35.00 Guide, Hearing or Assistance Dog \$0.00 Working Dogs \$35.00 Fee free – other (e.g. SES Search & Rescue Dogs, Military Dogs) \$0.00 Business involving dogs – all animals at full fee \$90.00 Late registration payment fee \$17.50 Transfer of dog with paid registration in another South Australian Council area \$0.00 Replacement registration disc \$0.00 Proposed Concessions DVA “Gold” Card DVA “White” Card Pensioner Card Senior Health Card Health Card	Marc Salver	Completed	3/04/2018	28/03/2018	Dog registration fees forwarded to Dog and Cat Management Board 28 March 2018.
27/03/2018	Ordinary Council	67/18	Revocation of Community Land - Lobethal Retirement Village	That the report be received and noted. To commence the process to revoke the community land classification of the land located at 3 Jeffrey Street Lobethal contained in Certificate of Title Volume 6017 Folio 705 (Appendix 1) by undertaking community consultation. To report back to Council following completion of the community consultation process.	Terry Crackett	In Progress	11/04/2018	30/06/2018	Consultation commenced on 18 April

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/03/2018	Ordinary Council	68/18	Milan Terrace Pedestrian Safety	1. That the report be received & noted 2. That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility 3. That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing 4. That Council submits a proposal to the Department of Planning, Transport & Infrastructure to reduce the speed limit on Milan Terrace to 30km/h from a point approximately 80 metres west of the Druid Avenue intersection and approximately 40 metres east of the Johnston Street intersection 5. That a report be brought back to Council to determine whether future budget considerations are applicable including costings for a wombat or zebra crossing.	Peter Bice	Not Started	28/03/2018		
27/03/2018	Ordinary Council	69/18	Play Space Policy	That the report be received and noted. With an effective date of 2 July, 2018, to adopt the Play Space Policy in Appendix 1.	Peter Bice	In Progress	12/04/2018	2/07/2018	Policy being prepared for effective date of 2 July 2018.
27/03/2018	Ordinary Council	70/18	Waste & Resource Recovery Service Policy	1. That the report be received & noted. 2. With an effective date of 10 April 2018, to adopt the Waste & Resource Recovery Service Policy, as contained in App 1. 3. With an effective date of 10 April 2018 to revoke the Kerbside Green Organics Service Implementation Policy and the Community Groups Access to Waste Disposal Sites Policy. 4. The Fees and Charges Register be amended, for the remaining 2017/18 financial year, to include the following charges for a commercial or industrial premises for a kerbside green organics service: a. Annual service fee – \$0 b. Application fee (once off) – Abolished 5. Consideration be given to allocating an additional \$20,000 to the recurrent Waste Management Budget for a kerbside green organics collection service to Inglewood and Houghton as part of setting and adopting the 2018/19 operating budget.	Marc Salver	Completed	3/04/2018	31/07/2018	Fees and charges register has been updated pursuant with resolution 4. Old Polies have been revoked on 10 April 2018 in accordance with resolution 3 and implementation of new policy pursuant with resolution 2. \$20,000 has been included in the draft 2018/19 Budget in accord with resolution 5.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/03/2018	Ordinary Council	73/18	Complaint Handling Policy Amendment	That the report be received and noted. With an effective date of 2 April 2018, to revoke the 13 June 2017 Complaint Handling Policy and adopt Complaint Handling Policy as contained in Appendix 1 with the addition of an ultimate sentence in	David Waters	Completed	13/04/2018	2/04/2018	
27/03/2018	Ordinary Council	73/18	Complaint Handling Policy Amendment	That the report be received and noted. With an effective date of 2 April 2018, to revoke the 13 June 2017 Complaint Handling Policy and adopt Complaint Handling Policy as contained in Appendix 1 with the addition of an ultimate sentence in Clause 4 of "in such circumstances the	David Waters	Completed	13/04/2018	2/04/2018	Amended policy uploaded onto Council's external website. Policy manual updated.
27/03/2018	Ordinary Council	74/18	Delegations Review March 2018	That the report be received and noted That, having conducted its quarterly review of Council's Delegations Register, in accordance with Section 44(6) of the <i>Local Government Act 1999</i> , the Council 2.1 Revocation Hereby revokes its previous delegations to the Chief Executive Officer of those powers and functions under the following Acts: ..... as per resolution	Terry Crackett	Completed	4/04/2018		Delegations and sub-delegations updated and put onto Council's external website.
27/03/2018	Ordinary Council	77/18	Old Balhannah Railway Station	Council resolves that the report be received and noted that Council does not proceed with the purchase of the disused railway station at Balhannah at this stage.	Terry Crackett	Completed	11/04/2018		
27/03/2018	Ordinary Council	79/18	Congratulations to Members of Parliament for appointment to Ministry	1. Council congratulates the Honourable John Gardner MP and the Honourable Stephan Knoll on their appointments to the inaugural Marshall Ministry. 2. The Chief Executive Officer conveys the congratulations to the new Ministers.	Andrew Aitken	Not Started	28/03/2018		
27/03/2018	Ordinary Council	83/18	AHRWMA - Purchase of Hooklift Truck Confidential Item	As per confidential item	Marc Salver	Completed	13/04/2018		AHRWMA has been advised of Council's decision in this regard.
27/03/2018	Ordinary Council	84/18	AHRWMA - Purchase of Hooklift Truck Period of Confidentiality	that an order be made under the provisions of Sections 91(7) and (9) of the <i>Local Government Act 1999</i> that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 3 August 2019.	Marc Salver	Completed	13/04/2018		AHRWMA has been advised of Council's decision in this regard. The decision of Council to remain confidential until 3 August 2019.
27/03/2018	Ordinary Council	69/18	Play Space Policy	Implement policy and communicate to staff and/or community if applicable	Peter Bice	Not Started	28/03/2018		

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Est. Completion	Comments
27/03/2018	Ordinary Council	70/18	Waste & Resource Recovery Service Policy	<p>2. With an effective date of 10 April 2018, to adopt the Waste &amp; Resource Recovery Service Policy, as contained in Appendix 1.</p> <p>3. With an effective date of 10 April 2018 to revoke the Kerbside Green Organics Service Implementation Policy and the Community Groups Access to Waste Disposal Sites Policy.</p>	Marc Salver	Completed	13/04/2018	13/04/2018	The old policies have been revoked and the new policy effective from 10 April 2018 has been uploaded onto Council's website.

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## **Item 18 Reports of Committees**

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**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

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**Present**

**Presiding Member**

Professor Stephen Hamnett

**Members**

Piers Brissenden

Linda Green

Rob McBryde

**In Attendance**

Marc Salver

Deryn Atkinson

Sam Clements

Jonathan Luke

Karen Savage

Director Strategy & Development

Assessment Manager

Team Leader Statutory Planning

Senior Statutory Planner

Minute Secretary

**1. Commencement**

The meeting commenced at 6.32pm

**2. Apologies/Leave of Absence**

**2.1 Apologies**

Simon Bradley

**2.2 Leave of Absence**

Nil

**3. Previous Minutes**

**3.1 Meeting held 14 March 2018**

**The minutes were adopted by consensus of all members**

**(16)**

**That the minutes of the meeting held on 14 March 2018 be confirmed as an accurate record of the proceedings of that meeting.**

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 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**

Nil

**8. Development Assessment Applications**

**8.1 Development Application 17/1123/473 by Mill Hill Capital Pty Ltd for Land Division (1 into 139) (non-complying) (SCAP relevant authority) at 298 Nairne Road, Woodside**

**8.1.1 Representations**

Nil

7:28pm The meeting was adjourned for a short break
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7:49pm The meeting resumed
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**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

---

**8.1.2 Decision of Panel**

**The following recommendation was adopted by consensus of all members (17)**

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 advises the State Commission Assessment Panel that it has no objection to the proposed land division in Development Application 17/1123/473 (473/D085/17) by Mill Hill Capital Pty Ltd for Land division (1 into 139) (non-complying) (SCAP relevant authority) at 298 Nairne Road, Woodside SA 5244, but requests that the decision of this matter be deferred until the following comments have been addressed to permit further assessment of the proposal and the following conditions are to be included on any future consent:

**Comments:**

- 1) It is recommended that prior to determination of this application the following information is required to be prepared and submitted to enable a proper and full assessment of the application against the AHC Development Plan:
  - a) A vegetation and tree survey showing location of trees and details of species. This should specifically focus upon areas of the sites that are proposed to be developed for residential and tourist uses and areas where infrastructure is proposed. The survey is to include the relevant tree protection zones (TPZ). This information will inform the location and design of both allotment layout (with boundaries fencing and building envelopes), as well as the location and design of infrastructure such as stormwater management. Allotment design should aim to avoid clearance of native trees.
  - b) The Native Vegetation Branch has advised that any native vegetation clearance required to facilitate development of the site should be identified at subdivision stage including application for vegetation clearance to meet the requirements of the Native Vegetation Regulation 12(35). This should account for all expected vegetation clearance and include Significant Environmental Benefit (SEB) offset provided by the applicant for subdivision. Following preparation of item 1a) this should be addressed.
  - c) A revised Stormwater Management Plan and Stormwater Concept Plan that provides further information to address the matters raised by the EPA and Council's Engineering Department in relation to:
    - i. Minor and major storm events,
    - ii. Confirmation that WSUD standards and targets can be achieved post development, and

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

---

- iii. Stormwater Concept Plan amendments in order to reduce impact on native vegetation and address the matters raised by Council's Engineer listed 1-11 below and as shown annotated by Council's Engineer on the scanned copy of the WGA Concept plan:
1. The proposed infiltration systems within private sites are not supported due to ongoing maintenance issues. The concept should be amended to provide an underground stormwater (SW) pipe system (sealed system) to be installed at the rear of these allotments. The location of such piping is to avoid native vegetation including root zones.
  2. The proposed SW drain at No.56 Lucknow Avenue is non-standard as it will run uphill; therefore this is to be amended to have an easement drain running along the boundary of allotment 2.
  3. A major flow release path is shown proposed in between Nos. 72 and 74 Lucknow Avenue (allotments 46 and 47 Caledonia Avenue in the Amended Proposal Plan of 03/04/2018) together with an underground pipe system. It is recommended that the whole allotment areas of Nos. 72 and 74 be reserved for a detention basin, therefore major flow path reservations will not be required across these allotments.
  4. The proposed outfall through the adjoining property to the west at the northern corner of the development is to be relocated to within the development site, or alternatively necessary drainage easements are to be negotiated with the adjoining property owner and formalised. If this is proposed to be relied upon, then the existing outfall swale drain will require appropriate upgrading works to be undertaken.
  5. The major flow release path (to be followed with underground minor system) is to be proposed/constructed at the boundary of Nos. 31-32 and 32-34 Lucknow Avenue. Drainage easements of the required width (3m) should be formalised as part of this land division via a consent condition.
  6. Overland Major flow release path to be proposed/constructed at the allotment boundaries No.3 First Avenue and No.1 Lucknow Avenue and 12 Alamein Avenue are to cater for both major and minor stormwater events.
  7. Provide concept details and specifications for the perimeter cut off drains, rock armouring and stormwater detention basins etc.
  8. Provide concept detail/specification for the proposed riffles, open swales etc. Currently there is no detail as to how they satisfy WSUD objectives.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

9. Existing swale at the road verge adjacent to No 2 Balmoral Place (Crest Place) is to be upgraded. Specifically, installation of underground pipes, side entry pits and other infrastructure as per AHC standards is required in this location.
  10. The proposed non-standard SW drain is to be relocated along the boundary of Nos. 38 and 40 Alamein Avenue or to the adjacent boundary to avoid the 'sharp' pipe bend at this location.
  11. It is required that the existing, eroded stormwater infrastructure along Nairne Road, being the overall outfall/discharge point from the development, is upgraded.
- d) In relation to wastewater treatment confirmation of the following:
- i. That the wastewater treatment facility has the capacity for the additional allotments and tourist facility.
  - ii. That the existing infrastructure (pumps, pipe network) to reach the treatment facility is adequate for both the additional allotments and tourist facility.
- e) An amended land division plan should be provided that both responds to and addresses the matters listed in Item 1 above and makes the following changes:
- i. Detailed design of the stormwater detention basins should demonstrate that maintenance vehicle access can be achieved.
  - ii. All allotment drainage easements, including those proposed within allotment 202, shall be shown on the Plan of Division.
- f) A footpath/pedestrian movement plan. A 1.5m wide concrete footpath is to be provided along at least one side of each road within the development site. Pram ramps need to be provided for all footpaths in the proposal. There are 4 existing pram ramps that do not comply with current requirements, these pram ramps are proposed to be removed and replaced along with additional pram ramps to be added as required to provide sufficient pedestrian access. A footpath and pathways plan should be provided for Council's review and approval.
- g) Road layout plans, including section drawings, should be provided to prove the carriageway widths (kerb to kerb) will be increased to achieve a minimum of 6m width to meet the Minister's Code Undertaking Development in Bushfire Protection Areas. It is noted that the existing carriageways and the proposed laneway accessed via Innes Court is under 6m in width and turning head plans are also required to demonstrate compliance with this code. (Amendments may affect allotment sizes and should be considered at the assessment stage).

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

- h) The applicant should enter into an Infrastructure Agreement with the Council or provide further plans and details to demonstrate a commitment to the following urban design matters:
  - (a) Consistent fencing around the perimeter of the site.
  - (b) Fencing abutting the Public reserves is consistent in appearance and 50% open style to allow for passive surveillance.
  - (c) A landscaping plan is to be approved by Council and this landscaping planted prior to Section 51 Clearance. A minimum of one street tree should be provided per additional allotment and a number of trees are to be provided along the northern side of Balmoral Road. Additional landscaping treatments to the two entrance points into the site shall be provided to the reasonable satisfaction of Council.
  - (d) An open space plan confirming a replacement shelter shall be provided and a 1.5m wide pathway shall be provided within reserve allotment 200 to provide a walking and cycling network within the site, which connects with the footpaths in the existing road network.
  - (e) Access for maintenance vehicles is to be provided into proposed allotment 201 via Innes Court through to the proposed northern detention basin.
  
- 2) Council would prefer for the entire stormwater network infrastructure to be contained within the site and discharged directly to Nairne Road given that it is unlikely that the Department of Defence will grant easements in favour of Council over their land. Council requires access to its stormwater infrastructure for maintenance purposes.
  
- 3) It is recommended that prior to determination of this application the applicant enters into an Infrastructure Agreement with the Council to ensure the following:
  - a) Any mutually agreed stormwater infrastructure works outside the subject land are undertaken prior to Section 51 Clearance at the developer's expense.

**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:
  - Amended Land Division Plan Sheets 1 to 4 drawing number 25894SU1-R15 prepared by Fyfe Pty Ltd dated 3/04/2018

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

**REASON:** *To ensure the proposed development is undertaken in accordance with the approved plans.*

**(2) Fencing Plans**

A detailed plan and elevations shall be provided of all proposed external perimeter fencing and fencing abutting reserves prior to construction.

**REASON:** *To ensure the development does not detract from the rural landscape character of the locality and to ensure passive surveillance of reserves.*

**(3) External Perimeter and Reserve Fencing**

All external perimeter fencing is the responsibility of the developer and shall be installed to the satisfaction of Council and at the developer's cost.

**REASON:** *To ensure the perimeter fencing does not detract from the character of the locality.*

**(4) CFS Access Requirements- Public Roads**

Public roads created by a land division to and from the proposed allotments shall be in accordance with the Minister's Code: Undertaking Development in Bushfire Protection Areas (Minister's Code) Part 2.2.2.

The road and turning head design shall meet the following requirements:

- Provide for a mainly continuous street pattern serving new allotments that eliminates the use of cul-de-sac or dead end roads. Where this is not practicable such roads should not exceed 200m in length and the end of the road should have either :
  - a turning area with a minimum formed surface radius of 12.5m (*refer to The Code Figure 1*); or
  - a 'T' or 'Y' shaped turning area with a minimum formed surface length of 11m and minimum internal radii of 9.5m (*refer to The Code Figures 1 and 2*)
- All public roads shall be of all-weather construction with a minimum-formed road surface width of 6 metres, and shall have minimum internal radii of 9.5 metres on all bends.
- Vegetation overhanging the access road shall be pruned to achieve a minimum vehicular clearance of not less than 4 metres width and a vertical height clearance of 4 metres.
- The gradient of the access road shall not exceed 16 degrees (29%), in steep terrain the construction of the public road or driveway shall be a sealed surface.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

- Solid crossings over waterways shall be provided to withstand the weight of large bushfire appliances (GVM 21 tonnes).

NOTE: It would need to be demonstrated that turning heads to all the proposed public roads meet the above requirements and laneway via Innes Court would need to be increased in width unless further consultation with the CFS is undertaken.

**REASON:** *To ensure safe access and egress from the site in a bushfire event.*

**(5) Rubbish Trucks - Roadway Design**

Detailed design of the road layout shall demonstrate that swept paths are satisfactory to accommodate movement of garbage trucks without creating safety issues such as overhang of pedestrian footpaths.

In this regard the turning circle should be based on an ACCO F2350G external steer wheel of 18.644m, however a benchmark of 20m is recommended.

**REASON:** *To ensure the roadway and turning heads are designed to cater for rubbish collection trucks.*

**(6) Street Lighting**

Street and public area lighting shall comply in all respects with the Lighting Code AS1158 and the style and type of lighting shall be selected and constructed to the reasonable satisfaction of Council and ETSA.

**REASON:** *To ensure adequate infrastructure is provided.*

**(7) Site works/Construction Hours of Operation**

Site work, demolition work and building work shall be carried out only between the hours of 7.00am to 5.00pm Monday to Saturday. No works are permitted on Sundays other than those necessary for dust control, emergency works or works that cannot be carried out at any other time without causing unnecessary disruption; following approval from Council and as per EPA requirements for work of this nature.

**REASON:** *To ensure the amenity of the locality is not unreasonable impact upon during the construction period.*

**(8) Design of Roads and Other Infrastructure**

The detailed design of all footpaths, roads, verges and other public areas must comply with the Australian Standards, Council's Standards and the Disability Discrimination Act.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

**REASON:** *For safe and convenient movement of people and goods.*

**(9) Design of Stormwater Infrastructure**

All major and minor drainage systems including the rear of allotment drainage shall be designed in accordance with the Councils Standards and Requirements for Land Development. All drainage designs shall be approved by Council prior to construction commencing.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(10) Stormwater Treatment is to Comply with the EPA Water Quality Targets**

Run-off into the receiving waters (adjacent watercourse within the Council reserve) shall meet the following EPA water quality targets:

- 90% reduction in litter/gross pollutants
- 45% reduction in average annual total nitrogen
- 60% reduction in average annual total phosphorous, and
- 80% reduction in average annual total suspended solids.

A water quality model shall be provided to the Council to prove that these targets have been achieved by the stormwater treatment/management design.

**REASON:** *To ensure pollution from the proposed development to the receiving waters are minimised.*

**(11) Pedestrian Footpaths**

A concrete footpath of at least 1.5m in width shall be provided along at least one side of each road within the development site. Pram ramps need to be provided for all footpaths in the proposal. There are 4 existing pram ramps that do not comply with current requirements. These pram ramps are required to be removed and replaced, and additional pram ramps are to be added as required to provide safe pedestrian access.

**REASON:** *For safe and convenient movement of people and vehicles.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

**(12) Requirement for Drainage Easements**

Allotments that do not have the ability to discharge stormwater directed to the street water table via gravity, shall be provided with a 3m wide Council drainage easement for the installation and maintenance of stormwater infrastructure. Drainage within Council drainage easements shall be via a sealed underground system. Drainage easements shall be provided to acknowledge proposed drainage infrastructure within proposed allotment 202 and within adjoining land to the west of the subject site.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(13) Tree Protection Zone Fencing to be Established**

Prior to any civil or earthworks commencing on-site, tree protection zone (TPZ) fencing for all native vegetation, identified for protection, shall be erected to the satisfaction of Council. The TPZ fencing shall remain in place for the duration of the civil works. The perimeter of the TPZ shall be protected by the erection of a secure fence and shall:

- a) consist of a 2.0 metre high solid, chain mesh, steel or similar fabrication with posts at 3m intervals; and
- b) incorporate on all sides a clearly legible sign displaying the words "Tree Protection Zone."

**REASON:** *To protect the Native vegetation from the impact of the development.*

**(14) Allotments to be Connected to SA Water Sewerage Services**

All additional allotments created shall be connected to SA Water sewerage services.

**REASON:** *To ensure safe and efficient disposal of effluent occurs.*

**(15) Stormwater Design and Construction**

All stormwater designs and construction shall be in accordance with the relevant Australian Standard and recognised engineering best practices to ensure that stormwater does not adversely affect any adjoining property or public road.

**REASON:** *For safe and efficient drainage of stormwater from the proposed allotments and from the site.*



**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

---

**PLANNING NOTES**

**(1) Responsibility In Relation To Flooding**

The applicant is reminded that Adelaide Hills Council accepts no responsibility for damage to, or loss of property, as a result of flooding. It is the applicant's responsibility to ensure that all appropriate steps are undertaken to minimise the potential damage to property as a result of flooding.

**(2) Land Division Development Approval**

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.

**COUNCIL LAND DIVISION REQUIREMENTS**

**STORMWATER MANAGEMENT**

**(1) Stormwater Management Design**

Prior to Section 51 Clearance, a detailed final stormwater management plan, including:

- Full stormwater network design and treatment train
- Landscaping plans for swales and sedimentation/detention basins
- Detailed basin and swale designs
- Stormwater calculations
- Hydrological studies for upstream and downstream of the proposed site
- Drains and water quality modelling results
- Rear of allotment drainage (sealed system)
- Any other relevant plans, reports or calculations

**REASON:** *To ensure stormwater is appropriately detained on-site and water quality objectives are achieved. The stormwater management infrastructure is to be approved prior to construction.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

**(2) Installation of Stormwater Network and Upgrade Works**

Prior to Section 51 Clearance, the full stormwater drainage network and treatment train, including basins, pipes, swales, upgrade works and other infrastructure as approved shall be constructed to the satisfaction of Council.

**REASON:** *To ensure the entire stormwater infrastructure is operational for safe and efficient drainage of stormwater.*

**(3) Amended Land Division Plan**

Prior to Section 51 Clearance, an amended land division plan shall be provided that shows:

- Council drainage easements where required and any drainage easements for drainage infrastructure outside of Council reserves (within private land)

**REASON:** *All public drainage infrastructure is to be contained within Council land or within drainage easements.*

**LANDSCAPING AND VERGE AREAS**

**(4) External Fencing and Landscaping Treatments**

Prior to Section 51 Clearance, details and plans of fencing and landscaping treatments to all external boundaries of the site shall be provided to and approved by Council and installed at the developer's expense by an approved date.

**REASON:** *To improve the appearance and character and amenity of the locality.*

**(5) Landscape Plan**

Prior to Section 51 Clearance, a detailed landscaping scheme shall be undertaken by the owner/applicant which includes tree planting within road reserves and a detailed landscaping plan of trees, groundcovers and furniture shall be provided to Council for approval. Such landscaping shall be undertaken to the satisfaction of Council. The scheme shall also reflect the retention of native vegetation. The landscaping scheme shall be completed within six months of completion of construction or re-seal of the relevant road (in relation to road verge landscaping or some other time agreed to by Council). No landscape works shall be undertaken without the prior written approval of Council. The owner/applicant shall be responsible for maintenance of the landscaping for a minimum period of 12 months following the issue of notification of Practical Completion by Council.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

**REASON:**        *To improve the appearance and character and amenity of the locality.*

**(6) Urban Design Master Plan & Landscape Designs**

Prior to Section 51 Clearance, the following detailed plans shall be provided to Council for approval:

- Pedestrian network pathways plan (1.5m width gravel pathways within both the reserves and 1.5m concrete footpaths in the roadways)
- Street tree plan
- Verge treatments plan showing groundcovers and street furniture
- Open Space Plan for the two reserves detailing how these areas are to be developed with drainage infrastructure, paths, lighting, irrigation, fencing, park furniture, plantings and other infrastructure, including details of the location of the replacement shelter and details and elevations of this shelter and pathways in both reserves
- Detail plans for the landscaping and any urban design features (e.g. entrance statements) at two entrances to the land division
- Irrigation plans (if any areas are proposed to be irrigated):  
All works shall be undertaken to the satisfaction of Council once approval is achieved. The landscape scheme shall also reflect the retention of native vegetation. The landscaping scheme shall be completed within six months of completion of construction or re-seal of the relevant road (in relation to road verge landscaping or some other time agreed to by Council). No landscape works shall be undertaken without the prior written approval of Council. The owner/applicant shall be responsible for maintenance of the landscaping for a minimum period of 12 months following the issue of notification of Practical Completion by Council.

**REASON:**        *To improve the appearance and character and amenity of the locality.*

**(7) Street Tree Plantings**

Street tree plantings are to comply with the Council's approved planting schedule to the reasonable satisfaction of Council.

**REASON:**        *To improve the appearance and character and amenity of the locality.*

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

**(8) Vesting of Public Open Space**

Public open space areas designated as Reserves shall be vested to Council pursuant to Section 50 of the Development Act. Reserve areas are required to be developed in accordance with Open Space Plan to be submitted to Council for approval.

**REASON:** *Statutory Requirement under Section 50 of the Development Act 1993.*

**(9) Installation of Street Name Signs**

Prior to Section 51 Clearance, street name signs shall be erected at the owner's/applicant's expense, to the satisfaction of Council in accordance with Councils Standards (unless otherwise bonded with the Council).

A plan should be submitted to Council's Engineering Department which indicated the proposed location of street signage prior to engineering approval being granted.

**REASON:** *To ensure the streets and properties within the land division can be identified.*

**ROADS & FOOTPATHS**

**(10) Civil Designs of Prescribed Infrastructure**

Prior to Section 51 Clearance, detailed designs and specifications, prepared by a professional engineer, for all civil works including new roads, re-sealing works, new kerbing, turning heads, intersection treatment works and footpaths is to be provided to Council for approval. Road designs including structural road design and all traffic control devices shall be in accordance with Council Standards. No work (including any civil engineering works) is to commence prior to the receipt of written approval from Council. All costs for the design of all civil infrastructure shall be borne by the owner/applicant.

**REASON:** *For safe and convenient movement of people and vehicles, and safe and efficient management of stormwater.*

**(11) Construction of Prescribed Infrastructure**

Prior to Section 51 Clearance, all approved civil works including new roads, re-sealing works, new kerbing, turning heads, intersection treatment works and footpaths shall be constructed to the satisfaction of Council.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

All costs for the construction of all approved civil infrastructure shall be borne by the owner/applicant. Following a certificate of Practical Completion from Council the owner/applicant shall be responsible for all maintenance for a period of 12 months.

**REASON:** *For safe and convenient movement of people and vehicles, and safe and efficient management of stormwater.*

**(12) Bushfire Protection**

Prior to Section 51 Clearance, the land division plan shall be updated to achieve compliance with the Minister's Code: Undertaking Development in Bushfire Protection Areas (Minister's Code).

**REASON:** *For safe access and egress of bushfire fighting vehicles in a bushfire event.*

**(13) Laneway Design**

Prior to Section 51 Clearance, a detailed design shall be provided to the SCAP and Council for the laneway via Innes Court at the rear of allotments 133-138 prior to the commencement of site works. This road reserve shall be increased to ensure a minimum roadway/carriageway width of 6m (road reserve width of 7m) to accord with the Minister's Code: Undertaking Development in Bushfire Protection Areas and/or to facilitate safe two way vehicle movements.

**REASON:** *To ensure this new roadway can facilitate two-way traffic flow.*

**GENERAL REQUIREMENTS**

**(14) Full Engineering Documentation Required**

Prior to Section 51 Clearance and construction commencing, Engineering Approval must be obtained from Council. Sufficient documentation is required for assessment which may include:

- Staging plan
- General construction plan
- Geometric road setout plan
- Geometric drainage setout plan
- Final surface contours plan
- Cut and fill/bulk earthworks plans
- Pavement treatment plan
- Intersection design contour plan

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

---

- Traffic control plan (line-marking and signage)
- On-street parking plan
- Waste management (garbage collection) plan
- Road longitudinal sections
- Road cross sections
- Drainage longitudinal sections
- Drainage cross sections
- Construction details
- Construction specifications
- Stormwater calculations
- Pavement calculations
- Traffic impact statements
- Any other relevant plans, reports or calculations

**REASON:** *To ensure adequate documentation is provided for the assessment of the prescribed infrastructure.*

**(15) SEDMP and CEMP**

Prior to Section 51 Clearance, a Soil Erosion and Drainage Management Plan (SEDMP) and Construction Environment Management Plan (CEMP) shall be prepared in accordance with Environmental Protection Authority Guidelines and provided to Council for approval.

**REASON:** *To minimise erosion, protect the environment and to ensure no ponding of stormwater resulting from development occurs on adjacent sites.*

**(16) Flood Mitigation Works**

Prior to Section 51 Clearance, a Hydrological Engineering report shall be provided to confirm that allotments adjacent to major stormwater flow paths are sited above the 1 in 100 ARI flood level. If the proposed allotments would be subject to inundation, the lots shall be filled (including freeboard) or the drainage swales and detention basins shall be increased in capacity. All these works shall be undertaken prior to Section 51 Clearance once Council Engineering Approval has been achieved.

**REASON:** *To ensure the allotments created are not subject to flooding.*

**(17) Compaction of Fill**

Prior to Section 51 Clearance, geotechnical documentation shall be provided to Council demonstrating that any filling complies with the requirements of AS2879-1998-Residential Services Footing Code. The excavation and filling of land shall be undertaken to the satisfaction of Council.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

*[Please Note: These minutes are unconfirmed until 9 May 2018]*

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**REASON:**        *To ensure all filling of land is appropriately compacted.*

**(18) Reinstatement of Excavations**

Prior to Section 51 Clearance, all trenches or excavation are to be reinstated to the satisfaction of Council. All excavation, trenching of underground services and reinstatement in existing road pavements and verge areas shall be done to the satisfaction of Council.

**REASON:**        *To ensure no safety hazards are created.*

**(19) Street Lighting**

Prior to Section 51 Clearance, street and public lighting shall be installed (or bonded) and shall comply in all respect with the Lighting Code AS 1158. The style and type of lighting shall be approved by both Council and ETSA.

**REASON:**        *To ensure a safety and security within the land division.*

**(20) Land to be Cleared**

Prior to Section 51 Clearance, all structures shall be cleared from the subject land, and all obsolete material and rubbish shall be removed to the satisfaction of Council.

**REASON:**        *To ensure no environmental health impact and that the site is clear for development.*

**(21) Tree Protection Zone Plan**

Prior to Section 51 Clearance, a plan shall be provided to Council that designates tree protection zones for all native vegetation identified in the vegetation survey to be retained on the site.

**REASON:**        *To protect the native vegetation from the impact of the development.*

**(22) As-Built Drawing to be Supplied to Council**

Prior to Section 51 Clearance for each stage of the land division, the works required by the design plans stamped approved by Council for construction shall be constructed for that stage to the satisfaction of the Council and, "as-built" drawings of the infrastructure shall be submitted to the Council along with certification from a professional engineer that the works for that state have been completed in accordance with the approved design.

**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

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**REASON:** *To ensure the civil works are undertaken in accordance with the approved designs.*

**(23) Asset Register**

Prior to Section 51 Clearance, an asset register of the infrastructure constructed shall be provided to the Council's satisfaction in digital format.

**REASON:** *To ensure Council has an asset register of all infrastructure constructed.*

**(24) Water Supply- For Bushfire and Firefighting Purposes**

Prior to Section 51 Clearance, the owner/applicant shall confirm that an appropriate water supply and fire plug/hydrant system of adequate capacity (to be used for fire and other emergencies) has been provided to the appropriate SA Water Standards.

**REASON:** *To ensure a water supply is available for bushfire and firefighting purposes in a designated medium risk area.*

**COUNCIL LAND DIVISION NOTES**

**(1) Land Division Development Approval**

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.

**(2) Construction Hold Points**

Council is required to inspect the construction works at key hold points and the applicant shall provide an "Inspection Test Plans" (ITP) prior to commencement of any work. Hold points are to be signed off by Council before proceeding to next level of the construction works.

**(3) Land Division Conditions- Completion of Public Infrastructure**

Section 51 clearance will not be issued until all the conditions of the Land Division Approval have been satisfied. To allow for Section 51 clearance prior to the completion of public infrastructure the Developer may enter into a bond agreement with Council for the full cost of the infrastructure works and project management fees. Another bond is required to cover the 12 month defects liability period.



**ADELAIDE HILLS COUNCIL  
MINUTES OF COUNCIL ASSESSMENT PANEL MEETING  
WEDNESDAY 11 APRIL 2018  
63 MOUNT BARKER ROAD, STIRLING**

***[Please Note: These minutes are unconfirmed until 9 May 2018]***

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The Developer is required to maintain the road, drainage and reserve infrastructure works for a 12 month defect liability period from the date of Practical Completion or the date of rectification if the defect item is considered major by Council.

**REASON:**        *To ensure the prescribed infrastructure is undertaken prior to Section 51 Clearance or a bonding agreement is enter into.*

- 9. Policy Issues for Advice to Council**  
Nil

- 10. Other Business**

- 10.1 Accredited Professionals Scheme Discussion Paper – Council comments to DPTI**

**Moved**    Linda Green  
**S/-**        Rob McBryde

**Carried Unanimously**  
**(18)**

The Council Assessment Panel endorses the comments as presented in Council's report, including the amendments discussed, which are to be forwarded to DPTI as the Adelaide Hills Council's feedback on the Accredited Professionals Scheme Discussion Paper.

- 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 9 May 2018.

- 14. Close meeting**  
The meeting closed at 8.18pm.

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING 12 APRIL 2018  
63 MT BARKER ROAD STIRLING**

*(These minutes will be confirmed at the next meeting of this Committee)*

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**Members:**

**Presiding Member:** Cr Jan Loveday

Mayor Bill Spragg (by phone)  
Cr Jan-Claire Wisdom (by phone)  
Cr Linda Green (by phone)  
Ms Paula Davies, Independent Member

**In attendance:**

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

**1 Commencement**

The meeting commenced at 6.10pm.

**2 Apologies/Leave of Absence**

**2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

**3 Previous Minutes**

**3.1 CEO Performance Review Panel Meeting – 8 November 2017**

**Moved Mayor Bill Spragg**  
**S/- Paula Davies**

**PRP1/18**

**That the minutes of the CEO Performance Review Panel meeting held on 8 November 2017 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
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**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING 12 APRIL 2018  
63 MT BARKER ROAD STIRLING**

*(These minutes will be confirmed at the next meeting of this Committee)*

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**4 Presiding Member's Opening Comments**  
Nil

**5 Delegation of Authority**  
The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

**6 Declaration of Interest by Members of the Committee**  
Nil

**7 Officer Reports – Decision Items**  
Leave of the meeting was granted to move items 7.2 and 7.3 forward in the agenda.

**7.2 Internal or External CEO Performance Review 2018**

Moved Cr Jan-Claire Wisdom  
S/- Paula Davies

**PRP3/18**

That the Panel resolves:

1. That the report be received and noted
2. That the CEO Performance Review Panel recommends to Council to undertake the 2018 CEO Performance Review and TEC Package review using an external consultant.

<b>Carried Unanimously</b>
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**7.3 2018 CEO Performance Review Panel Meeting and Process Schedule**

Moved Cr Linda Green  
S/- Paula Davies

**PRP4/18**

That the Panel resolves:

1. That the report be received and noted.
2. That the 2018 CEO Performance Review Panel Meeting and Process Schedule, as contained in Appendix 1, be adopted.

<b>Carried Unanimously</b>
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**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING 12 APRIL 2018  
63 MT BARKER ROAD STIRLING**

*(These minutes will be confirmed at the next meeting of this Committee)*

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**8. OFFICER REPORTS – INFORMATION ITEMS**

**8.1 Proposed 2018 – 2019 CEO Performance Targets**

**Moved Paula Davies**

**PRP2/18**

**S/- Cr Jan-Claire Wisdom**

**That the Panel resolves that the report be received and noted.**

<b>Carried Unanimously</b>
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Cr Jan-Claire Wisdom & Cr Linda Green left the meeting a 6.50pm and did not return.

**7.1 Update on 2017-2018 CEO Performance Review 2018**

**Moved Mayor Bill Spragg**

**PRP5/18**

**S/- Paula Davies**

**That the CEO Performance Review Panel resolves that the report be received and noted.**

<b>Carried unanimously</b>
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**9. Motions Without Notice**

Nil

**10. Questions Without Notice**

Nil

**11. Confidential items**

Nil

**12. Next Meeting**

The next ordinary meeting of the CEO Performance Review Panel will be held at 6.00pm on Tuesday 29 May 2018 at 63 Mount Barker Road, Stirling.

**13. Close Meeting**

The meeting closed at 6.56pm.

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 24 April 2018  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 19.1

**Originating Officer:** Mike Carey - Manager Financial Services

**Responsible Director:** Terry Crackett – Director Corporate Services

**Subject:** Sale of Land for Non-Payment of Rates

**For:** Decision

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**1. Sale of Land for Non-Payment of Rates – 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:

- Acting CEO, David Waters
- Acting Director Engineering & Assets, Chris Janssan
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Terry Crackett
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Financial Services, Mike Carey
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: (Sale of Land for Non-Payment of Rates) 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 that we take place, involving the council or an employee of the council, the disclosure of which could reasonably be expected to prejudice the legal processes required to progress the sale of land.

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. Sale of Land for Non Payment of Rates – 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)(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, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until either the negotiations for sale are completed and a settlement reached or until legal proceedings have concluded, but no longer than 12 months.

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