



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 25 September 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 25 September 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 Cr Kirrilee Boyd (email 28/8/18)

3.2. Leave of Absence

Nil

3.3. Absent

4. MINUTES OF PREVIOUS MEETINGS

4.1. Council Meeting – 28 August 2018

That the minutes of the ordinary meeting held on 28 August 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4.2. Special Council Meeting – 06 September 2018

That the minutes of the special meeting held on 06 September 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4.3. Special Council Meeting – 11 September 2018

That the minutes of the special meeting held on 11 September 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

Nil

7.2. Questions Lying on the Table

Nil

8. PETITIONS / DEPUTATIONS / PUBLIC FORUM

8.1. Petitions

Nil

8.2. Deputations

William Hannaford re Charleston Conservation Park

8.3. Public Forum

9. PRESENTATIONS (by exception)

Dr Emily Moskwa, UniSA, re results of bushfire vs biodiversity conservation study

10. QUESTIONS ON NOTICE

10.1. Milan Terrace 40km speed limit zone – Cr John Kemp

What progress has been made in discussions with the Department of Transport & Infrastructure regarding extending the 40km speed limit zone beyond the regulated distances in regard to the proposed wombat crossing adjacent to the Stirling Hospital?

10.2. SA Power Networks – Tree Trimming – Cr John Kemp

Would it be appropriate for Council to have discussions with SA Power Networks regarding the diligence with which the tree trimming contractors apply the regulations contained in the SA Government publication “Trees and powerlines” (Office of the Technical Regulator) to ensure unsightly excessive trimming does not occur?

11. MOTIONS ON NOTICE

Nil

12. OFFICER REPORTS – DECISION ITEMS

12.1. Development Application Fee Refund Policy Review

- 1. That the report be received and noted*
- 2. To revoke the 12 May 2015 Development Application Fee Refund Policy and to adopt the draft September 2018 Development Application Fee Refund Policy with an effective date of 9 October 2018.*

12.2. Election of LGA President

- 1. That the report be received and noted*
- 2. For the Mayor to mark the ballot paper with the Adelaide Hills Council’s vote for _____ and to lodge the completed ballot paper in accordance with the process set out in Appendix 1.*

12.3. Election for GAROC 2018-2020

- 1. That the report be received and noted*
- 2. For the Mayor to mark the ballot paper with the Adelaide Hills Council’s vote for _____ and
_____ and
_____ and
_____ and
_____ and
_____ and
_____ and to lodge the completed ballot paper in accordance with the process set out in Appendix 1.*

12.4. Delegations Review September 2018

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 *Electronic Conveyancing National Law (SA) Act*
- 2.1.2 *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005*
- 2.1.3 *Planning, Development and Infrastructure Act 2016*
- 2.1.4 *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
- 2.1.5 *Roads (Opening & Closing) Act 1991*
- 2.1.6 *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013*

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, 4, 5, 6, 7, and 8 (each of which is individually identified as indicated below) are hereby delegated this 25th day of September 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.*

- *Electronic Conveyancing National Law (SA) Act*
- *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005*
- *Planning, Development and Infrastructure Act 2016*
- *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
- *Roads (Opening & Closing) Act 1991*
- *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013*

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.*

2.4 *Authorisations and Subdelegation under the Road Traffic Act 1961*

2.4.1 *In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the 'Instrument') the Council authorises the following person(s) pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such person(s) shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements: Director Infrastructure and Operations, Manager Civil Services.*

2.4.2 *In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument: Director Infrastructure and Operations, Manager Civil Services.*

2.4.3 *In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument and contained in the proposed Instrument of Subdelegation (Appendix 10) is hereby sub-delegated this 26th day of June to the person occupying the office of Chief Executive Officer of the Council subject to:*

- (i) the conditions contained in the Instrument; and*
- (ii) any conditions contained in this Resolution or in the Instrument of Subdelegation; and*
- (iii) the creation of a separate instrument in writing reflecting such subdelegation under the Instrument and this Resolution.*

2.4.4 *In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of traffic management Plans: Director Infrastructure and Operations, Manager Civil Services.*

12.5. Status Report – Council Resolutions Update

1. *The Council Action List be received and noted*

2. *The following completed items are removed from the Action List:*

13. OFFICER REPORTS – INFORMATION ITEMS

13.1. Department for Environment and Water Fuel Reduction on Private Lands Program annual update

Council resolves that the report be received and noted.

13.2. Harms Avenue, Birdwood

Council resolves that the report be received and noted.

13.3. Age Friendly Community Strategic Plan – Status Report

Council resolves that the report be received and noted.

13.4. Corporate Plan 2017 – 2020 Status Report

Council resolves that the report be received and noted.

13.5. Local Government Election Update

Council resolves that the report be received and noted.

14. MISCELLANEOUS ITEMS

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 – *copies of minutes*

18.1. Council Assessment Panel – 12 September 2018

That the minutes of the CAP meeting held on 12 September 2018 as supplied, be received and noted.

19. CONFIDENTIAL ITEMS

Nil

20. NEXT MEETING

Tuesday 23 October 2018, 6.30pm, 63 Mt Barker Road, Stirling

21. CLOSE MEETING

Council Meeting/Workshop Venues 2018

DATE	TYPE	LOCATION	MINUTE TAKER
OCTOBER 2018			
Mon 8 October	Audit	Stirling	TBA
Tues 9 October	Workshop	Woodside	N/A
Wed 10 October	Council Assessment Panel	TBA	Karen Savage
Tues 16 October	Professional Development	Stirling	N/A
Tues 23 October	Council	Stirling	Pam Williams
NOVEMBER 2018			
Mon 5 November	Audit	Stirling	TBA
Tues 6 November	CEO PRP	Stirling	TBA

Caretaker Period

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

DATE	LOCATION
Tuesday 13 March 2018	Kersbrook
Tuesday 1 May 2018	Bradbury/Longwood
Tuesday 7 August 2018	Montacute

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL ☐ ACTUAL ☐ PERCEIVED ☐

MATERIAL: Conflict arises when a council member or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

ACTUAL: Conflict arises when there is a conflict between a council member's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

PERCEIVED: Conflict arises in relation to a matter to be discussed at a meeting of council, if a council member could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

2. The nature of my conflict of interest is as follows:

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

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

☐ I intend to **leave** the meeting

OR

☐ I intend to **stay** in the meeting (complete Part 4)

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

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

Governance use only: Member voted FOR/AGAINST the motion.

Ordinary Business Matters

A **material, actual or perceived** Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

The following ordinary business matters are prescribed under Regulation 8AAA of the Local Government (General) Regulations 2013.

- (a) the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act
- (b) the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)
- (c) the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act
- (d) the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act
- (e) the adoption or revision of an annual business plan
- (f) the adoption or revision of a budget
- (g) the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration
- (h) a discussion or decision of a matter at a meeting of a council if the matter—
 - (i) relates to a matter that was discussed before a meeting of a subsidiary or committee of the council
 - (ii) the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.
- (2) For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.

Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest **actual or perceived** in a matter to be discussed at a meeting of council by reason only of:

- an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party
- membership of a community group, sporting club or similar organisation (as long as the member **is not** an office holder for the group, club or organisation)
- the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school
- a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

For example: *If your **only** involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are NOT required to declare your interest.*

8. DEPUTATIONS

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

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

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

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

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 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
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Marc Salver	Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance
John McArthur	Manager Waste & Emergency Management
Ashley Curtis	Manager Civil Services
Natalie Westover	Manager Property Services
Melanie Bright	Manager Economic Development
Steven Watson	Governance & Risk Coordinator
Renee O'Connor	Sport & Recreation Planner
Steven Brooks	Biodiversity Officer
Lynne Griffiths	Community & Cultural Development Officer
Pam Williams	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.33pm.

Mayor _____ 25 September 2018

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

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

Nil

3.2 Leave of Absence

Nil

3.3 Absent

Nil

4. MINUTES OF PREVIOUS MEETINGS

4.1 Council Meeting – 24 July 2018

Moved Cr Ian Bailey

S/- Cr Linda Green

186/18

That the minutes of the Ordinary Council meeting held on 24 July 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4.2 Special Council Meeting – 17 July 2018

Moved Cr Nathan Daniell

S/- Cr Lynton Vonow

187/18

That the minutes of the Ordinary Council meeting held on 17 July 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

4.3 Special Council Meeting – 1 August 2018

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

188/18

That the minutes of the Ordinary Council meeting held on 1 August 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4.4 Special Council Meeting – 14 August 2018

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

189/18

That the minutes of the Ordinary Council meeting held on 14 August 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

5.1 Material Conflict of Interest, Mayor Bill Spragg – Item 12.13, OmbudsmanSA Final Investigation Report

Under Section 74 of the *Local Government Act 1999* Mayor Bill Spragg disclosed a Material Conflict of Interest in Item 12.13, OmbudsmanSA Final Investigation Report, the nature of which is as follows:

- I was the source of the original complaint which lead to the referral to the Ombudsman.

Mayor Bill Spragg intends to leave the Chamber when this matter is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

5.2 Material Conflict of Interest, Cr Ian Bailey – Item 12.3, Community Grants 2018 - 2019

Under Section 74 of the *Local Government Act 1999* Cr Ian Bailey disclosed a Material Conflict of Interest in Item 12.3, Community Grants 2018 – 2019, the nature of which is as follows:

- I am President of Piccadilly CFS Management Committee and this group has been recommended for a grant.

Cr Bailey intends to leave the Chamber when this matter is discussed.

5.3 Material Conflict of Interest, Cr Malcolm Herrmann – Item 12.7, CWMS Review

Under Section 74 of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a Material Conflict of Interest in Item 12.7, CWMS Review, the nature of which is as follows:

- I jointly own a property serviced by a CWMS scheme.

Cr Malcolm Herrmann intends to leave the Chamber when this matter is discussed.

5.4 Material Conflict of Interest, Cr Malcolm Herrmann – Item 12.13, OmbudsmanSA Final Investigation Report

Under Section 74 of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a Material Conflict of Interest in Item 12.13, OmbudsmanSA Final Investigation Report, the nature of which is as follows:

- I am the subject of the Ombudsman report.

Cr Malcolm Herrmann intends to leave the Chamber when this matter is discussed.

5.5 Material Conflict of Interest, Cr Linda Green – Item 12.7, CWMS Review

Under Section 74 of the *Local Government Act 1999* Cr Linda Green disclosed a Material Conflict of Interest in Item 12.7, CWMS Review, the nature of which is as follows:

- I own a property and occupy that property that has a CWMS connection, and therefore may benefit or suffer a loss (direct).

Cr Linda Green intends to leave the Chamber when this matter is discussed when this item is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

5.6 Material Conflict of Interest, Cr Andrew Stratford – Item 12.7, CWMS Review

Under Section 74 of the *Local Government Act 1999* Cr Andrew Stratford disclosed a Material Conflict of Interest in Item 12.7, CWMS Review, the nature of which is as follows:

- I own property connected to the CWMS system.

Cr Andrew Stratford intends to leave the Chamber when this matter is discussed.

5.7 Actual Conflict of Interest, Mayor Bill Spragg – Item 12.6, Community & Recreation Facility Grants

Under Section 75A of the *Local Government Act 1999* Mayor Bill Spragg disclosed an Actual Conflict of Interest in Item 12.6, Community & Recreation Facility Grants, the nature of which is as follows:

- My wife is President of the Montacute Progress Association

Mayor Bill Spragg intends to participate in discussions and will vote, if required, when this item is discussed.

5.8 Perceived Conflict of Interest, Cr Malcolm Herrmann – Item 12.3, Community Grants 2018 - 2019

Under Section 75A of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a **Perceived** Conflict of Interest in Item 12.3, Community Grants 2018 – 2019, the nature of which is as follows:

- I am Patron or member of organisations subject of the report which may or may not receive a grant

Cr Malcolm Herrmann intends to participate in discussions and vote when this item is discussed.

5.9 Perceived Conflict of Interest, Cr Malcolm Herrmann – Item 12.6, Community & Recreation Facility Grants

Under Section 75A of the *Local Government Act 1999* Cr Malcolm Herrmann disclosed a **Perceived** Conflict of Interest in Item 12.6, Community & Recreation Facility Grants, the nature of which is as follows:

- I am Patron or member of organisations subject of the report which may or may not receive a grant

Cr Malcolm Herrmann intends to participate in discussions and vote when this item is discussed.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

5.10 Perceived Conflict of Interest, Cr Andrew Stratford – Item 12.3, Community Grants 2018 - 2019

Under Section 75A of the *Local Government Act 1999* Cr Andrew Stratford disclosed a Perceived Conflict of Interest in Item 12.3, Community Grants 2018 - 2019, the nature of which is as follows:

- I am the Club representative on the Woodside Recreation Ground

Cr Andrew Stratford intends to participate in discussions and vote when this item is discussed.

6. PRESIDING MEMBER'S OPENING REMARKS

- This is last ordinary meeting of Council before Caretaker Period, commencing 18 September 2018.
- Nominations for candidates for LG Elections commence 4 September 2018.

7. QUESTIONS ADJOURNED/LYING ON THE TABLE

7.1 Questions Adjourned

Nil

7.2 Questions Lying on the Table

Nil

8. PETITIONS/DEPUTATIONS/PUBLIC FORUM

8.1 Petitions

8.1.1 Deloraine Road Kersbrook

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

190/18

Council resolves that the petition signed by 11 signatories, about the condition of Deloraine Road Kersbrook, be received and noted.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

8.2 Deputations

- Tim Possingham, Sporting Car Club of South Australia re Rally
- Joe Frank, road closures for conduct of racing car activities on public roads

8.3 Public Forum

7.07pm Cr Linda Green left the Chamber

Mr Steve Steggles re development application and lodgement of submission

7.13pm Cr Linda Green returned to the Chamber

Mr Joe Frank re Festival & Events Policy

9. PRESENTATIONS

Nil

10. QUESTIONS ON NOTICE

10.1 Footpath Corner Merrion Tce & Mt Barker Road Stirling – Cr John Kemp

The footpath adjacent to the service station at this intersection has not been available for use for many months and it appears there is no progress being made to make it usable. What power does Council have to rectify this situation?

OFFICER'S RESPONSE – Peter Bice, Director Infrastructure & Operations

A contractor was engaged by Council Staff on 16 August 2018 with a view to rectification works being undertaken week beginning 27 August 2018.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

11. MOTIONS ON NOTICE

11.1 Footpath Assessment and Renewal

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

191/18

That

1. In supporting its adopted Asset Management Policy, the Council gives priority to the renewal of footpaths in areas of high utilisation (utilising Council Priority Map Rating - High to Low) and low condition rating.
2. When considering new/upgraded footpaths that priority be given to locations of high utilisation (utilising Council Priority Map Rating - High to Low) with locations having no footpath being the highest priority.
3. When prioritising footpath investment utilises the principles above which align and support Council's Policies and Strategic documents.

VARIATION with the leave of the meeting

That

1. In supporting its adopted Asset Management Policy, the Council gives priority to the renewal of footpaths in areas of high utilisation (utilising Council Priority Map Rating - High to Low) and low condition rating.
2. When considering new/upgraded footpaths that priority be given to locations of high utilisation (utilising Council Priority Map Rating - High to Low) with locations having no footpath being the highest priority.
3. When prioritising footpath investment utilises the principles above which align and support Council's Policies and Strategic documents.
4. Future priority mapping to include hospitals and aged care facilities.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

11.2 Kangaroo Management on Public Lands

Moved Cr Malcolm Herrmann
S/- Cr Ron Nelson

192/18

That the Chief Executive Officer writes to the Minister for Primary Industries and Regional Development (The Hon. Tim Whetstone MP) and the Minister for the Environment and Water (The Hon. David Speirs MP) seeking advice on what the government policy is on the management of kangaroos on public land.

Carried Unanimously

11.3 Kenton Valley Memorial Park

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

193/18

That the Chief Executive Officer, in consultation with residents and community groups, investigates and provides a report by 31 March 2019, on future management options for the Kenton Valley Memorial Park.

Carried Unanimously

11.4 Randell's Workers' Cottages

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

194/18

I move that the Chief Executive Officer, in consultation with residents and interest groups, investigates and provides a report by 31 March 2019 on future management options for Randell's Workers' Cottages, 1 Beavis Court Gumeracha.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

11.5 Traditional Aboriginal Names of Localities and Places

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

195/18

I move that Council requests that the Administration prepare a report on the potential for dual naming, incorporating traditional Aboriginal place names alongside existing place names, of localities and places in the district.

That, considering the report, resourcing for signage be considered for the 2019-20 budget.

VARIATION with the leave of the meeting

I move that Council requests that the Administration prepare a report on the potential for dual naming, incorporating traditional Aboriginal place names alongside existing place names, of localities and places in the Adelaide Hills Council district.

That, considering the report, resourcing for signage be considered for the 2019-20 budget.

Carried Unanimously

12. OFFICER REPORTS – DECISION ITEMS

12.1 Shannons Adelaide Rally Support for Road Closure

Mr Tim Possingham, Sporting Car Club of South Australia, answered questions from Council Members

**Moved Cr John Kemp
S/- Cr Nathan Daniell**

196/18

Council resolves:

- 1. That the report be received and noted.**
- 2. That, in relation to the Shannons Adelaide Rally 2018, Council's support of the event is contingent on the organisers, to the satisfaction of the Chief Executive Officer:**
 - a. Providing evidence of satisfactory insurance to cover any damage to 3rd party property caused by the event;**

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

- b. Providing confirmation that affected business owners are aware of the road closures;
 - c. Providing written confirmation to confirm that the concerns raised by affected residents have been addressed and that arrangements for egress and regress from those properties can be managed within the event;
 - d. Written confirmation from the organisers that they will erect advance notices of road closures on the affected roads, at least 3 weeks prior to the event.
3. That subject to the requirements of 2. being undertaken, Council provides consent for road closure orders in relation to the Shannons Adelaide Rally 2018, to be held between Wednesday 28 November and Saturday 1 December 2018 as follows:

Wednesday 28 November

- a. **Stage 4 – Summit Road**
Approximate closure 3:00pm-6:30pm
Summit Road - from Greenhill Road, Summertown to Cleland Wildlife Park entrance, Crafers.

Friday 30 November

- b. **Stage 16 & 20 – Chain of Ponds**
Approximate closure 9:15am-1:15pm & 1:45pm-5:30pm
North East Road - from Fidlers Hill Road, Millbrook to Tippet Road, Chain of Ponds.
- c. **Stage 17 & 21 – Mt Bera Reverse**
Approximate closure 9:45am-1:30pm & 2:00pm-5:45pm
Gorge Road - from Cudlee Creek Road, Cudlee Creek to North East Road, Gumeracha.
- d. **Stage 18 & 22 – Castambul**
Approximate closure 10:00am-1:45pm & 2:30-5:45pm
Gorge Road, Corkscrew Road & Montacute Road – from Torrens Hill Road, Cudlee Creek to 503 Gorge Road, Montacute.
- e. **Stage 23 – Gorge Road**
Approximate closure 2:30pm-6:55pm
Gorge Road – from Range Road South and Greenhill Road intersection to Torrens Hill Road and Gorge Road Intersection.

Saturday 1 December

- f. **Stage 24 – Mt Lofty**
Approximate closure 8:30am-12:30pm
Greenhill Road and Summit Road – from Greenhill Recreation Park, Greenhill Road Council boundary to Cleland Wildlife Park entrance, Crafers.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

- g. Stage 29 – Mt Lofty Short**
Approximate closure 1:00-4:45pm
Greenhill Road and Summit Road – from Yanagin Road and Greenhill Road intersection to Cleland Wildlife Park entrance, Crafers.
- h. Stage 25 & 30 – Ironbank**
Approximate closure 9:30am-1:15pm & 1:45pm-5:30pm
Morgan Road and Scott Creek Road – From Evans Drive, Heathfield to Ironbank Road, Ironbank.
- i. Stage 26 & 31 – Stirling**
Approximate closure 9:45am-1:45pm & 2:00pm-5:45pm
Sturt Valley Road and Ironbank Road – From Evans Drive, Ironbank to Longwood Road, Heathfield.
- j. Stage 28 – Basket Range Reversed**
Approximate closure 10:15am-2:15pm
Lobethal Road – From 376 Lobethal Road, Ashton to Basket Range Road, Basket Range.
- k. Stage 27 – Old Basket Range Reversed**
Approximate closure 10:00am-2:00pm
Lobethal Road and Deviation Road – From Fernglen Road to Boundary Drive (South).
- l. Stage 32 – Norton Summit**
Approximate closure 2:15pm-6:30pm
New Norton Summit Road – From Glen Stuart Road, Magill to Lobethal Road, Norton Summit.
- 4. That the Chief Executive Officer be authorised to negotiate and execute the agreements identified in 2 and sign all necessary documentation to give effect to these agreements.**
- 5. That the Chief Executive Officer be authorised to consider and respond to requests for consent to minor changes to the timing and extent of the road closures listed in this resolution.**

Carried

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

8.06pm Cr Kemp left the Chamber

8.07pm Cr Kemp returned to the Chamber

8.06pm Cr Herrmann left the Chamber

8.08pm Cr Herrmann returned to the Chamber

12.2 Household Hazardous Waste Disposal

Justin Lang, Manager Local Government and Infrastructure Green Industries SA, was in the Gallery to answer any questions from the Council.

Moved Cr Ian Bailey

S/- Cr Ron Nelson

197/18

Council resolves:

1. **That the report be received and noted.**
2. **That the Council supports, in principle, acceptance of funding from Green Industries SA to establish and operate a Household Chemical and Paint Drop-off Facility at the Heathfield Resource Recovery Centre.**
3. **That delegation is given to the CEO to negotiate and if to their satisfaction, enter into a funding agreement between Green Industries SA and the Adelaide Hills Region Waste Management Authority and Adelaide Hills Council for a Household Chemical and Paint Drop-off Facility at the Heathfield Resource Recovery Centre.**
4. **A future report to be provided to Council on the outcome of the negotiation with Green Industries SA, the Adelaide Hills Region Waste Management Authority and Adelaide Hills Council.**

Carried Unanimously

Cr Ian Bailey declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.3 and left the Chamber.

8.15pm Cr Jan-Claire Wisdom left the Chamber

Cr Malcolm Herrmann declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.3.

Cr Herrmann remained in the Chamber and voted.

Cr Andrew Stratford declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.3.

Cr Stratford remained in the Chamber and voted.

8.16pm Cr Jan-Claire Wisdom returned to the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.3 Community Grants 2018 – 2019

Moved Cr Ron Nelson
S/- Cr Jan Loveday

198/18

Council resolves:

1. That the report be received and noted.
2. That Council award Community Grants totalling \$45,847 as follows:

Organisation	Summary	Amount awarded \$
Woodside Bowling Club	Purchase of a St John wall mounted defibrillator for the bowling club and surrounding sport clubs	2,295.00
Aldgate Table Tennis Club Inc.	Replace old table tennis tables and nets for club and community use	2,500.00
Upper Sturt CFS Brigade	Purchase portable fridge to keep food and water cool for consumption and first aid purposes	1,685.00
Friends of Scott Creek Conservation Park	Continuing restoration work of native habitat in park and woody weed control	2,500.00
Hills Radio	Equipment for Outside Broadcast Bus to support volunteers broadcasting community events	1,982.00
Top of the Torrens Gallery	Installation of reverse cycle air conditioner for gallery	2,500.00
Oakbank Golf Club	Installation of exhaust fan for kitchen	1,980.00
Birdwood Parks & Sporting Clubs Association	Supply and installation of outdoor seating at Birdwood Park	2,500.00
Mylor Netball Club	Upgrading and replacing netball poles, protectors, court squeegee and training equipment such as bibs and balls	2,500.00

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

Forest Range Recreation Ground Incorporated	Refurbishment of public toilet in community park	2,000.00
Aldgate Brigade of the SA Country Fire Service	Purchase portable fridge to keep food and water cool for consumption and first aid purposes	2,500.00
Uraidla Netball Club	Purchase St John wall mounted defibrillator for Netball club and surrounding sport clubs	2,500.00
Mt Lofty Kindergym Inc.	Purchase of upgraded lighter gym equipment for easier movement	2,500.00
Mylor Citizens Friendship Club of Mylor Inc.	Replacement of kitchen stove and range hood in Cotton Memorial Hall	2,470.00
Lights of Lobethal	Refurbish Santa's Cave with updated props	2,500.00
Piccadilly CFS	Purchase external defibrillator for use on fire truck	2,410.00
Adelaide Hills Masters Cycling Club Inc.	Improved on site recording of race events and volunteer Safety through purchase of laptop and gazebo to support activities off site.	2,400.00
The Warrawong Sanctuary Foundation	Purchase of animal carriers, display stands and falconry gloves to facilitate community wildlife education	2,100.00
Adelaide Hills Outdoor Playgroup	Create and build an outdoor nature play space with main feature a water course	2,025.00
Mt Lofty Districts Historical Society Inc.	Design digital platform and purchase digital recorder to store historical materials available to professional and amateur researchers	2,000.00

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

Cr Malcolm Herrmann voted in the affirmative
Cr Andrew Stratford voted in the affirmative

The majority of persons who were entitled to vote at the meeting voted in favour of the motion.

8.22pm Cr Bailey returned to the Chamber

12.4 Reconciliation Action Plan Working Group

The Executive Manager Governance & Risk, as Returning Officer, called for nominations. Nominations were received for Cr Ian Bailey and Cr John Kemp. There being two nominations for one position, the Returning Officer indicated that an election was necessary.

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

Moved Cr Linda Green
S/- Cr Nathan Daniell

199/18

Council resolves:

- 1. That the report be received and noted.**
- 2. To endorse a regional approach to the establishment of a Reconciliation Action Plan Working Group in partnership with Mount Barker District Council.**
- 3. Subject to a commitment to the same effect by the Mount Barker District Council, adopt the draft Terms of Reference as contained in *Appendix 1*.**
- 4. To authorise the Chief Executive Officer to make any minor alterations to the Terms of Reference as may be required.**
- 5. To appoint Cr Ian Bailey to the Reconciliation Action Plan Working Group for the remainder of the current term of Council.**

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.5 Proposal to enter 11 AHC Reserves into Heritage Agreements 2018

Moved Cr John Kemp
S/- Cr Lynton Vonow

200/18

1. That the report be received and noted.
2. That the Biodiversity Officer be authorised to enter:
 - a. Doris Coulls Reserve, 152 Old Mt Barker Road, Aldgate
 - b. Heathfield Waste Facility, 32 Scott Creed Road, Heathfield
 - c. Kiley Reserve, 15 Kiley Road, Aldgate
 - d. Shanks Reserve, 1 Shanks Road, Aldgate
 - e. Stock Reserve, Stock Road, Mylor
 - f. Leslie Creek Reserve, Leslie Creek Road, Mylor
 - g. Mi Mi Reserve, 125 Aldgate Valley Road, Mylor
 - h. Aldgate Valley 2 Reserve, 114 Aldgate Valley Road, Mylor
 - i. Kyle Road Nature Reserve, Kyle Road, Mylor
 - j. Carey Gully Water Reserve, Deviation Road, Carey Gully
 - k. Heathfield Stone Reserve, 215 Longwood Road, Heathfield

all being of significant biodiversity value, into Heritage Agreements.

3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves.

Carried Unanimously

Mayor Bill Spragg declared an Actual Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.6.

Mayor Bill Spragg remained in the Chamber and was not required to vote.

Cr Malcolm Herrmann declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.6.

Cr Malcolm Herrmann remained in the Chamber and voted.

8.52pm Cr Jan Loveday left the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.6 Community & Recreation Facility Grants

Moved Cr John Kemp

S/- Cr Linda Green

201/18

Council resolves:

- 1. That the report be received and noted**
- 2. That Council approve the 14 Community & Recreation Facility Grant application recommendations, totalling \$97,741 as recommended in Appendix 1.**

Carried Unanimously

Cr Malcolm Herrmann voted in the affirmative.

Mayor Bill Spragg was not required to vote.

12.6.1 Short Adjournment

Moved Cr Ian Bailey

S/- Cr Andrew Stratford

202/18

That the Council meeting adjourn for a short break.

Carried Unanimously

9.05pm Cr Loveday returned to the Chamber

9.05pm The Council meeting resumed

Cr Andrew Stratford, Cr Linda Green and Cr Malcolm Herrmann declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.7.

9.05pm Cr Andrew Stratford, Cr Linda Green and Cr Malcolm Herrmann left the Chamber.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.7 Community Wastewater Management Systems Review – Update and Consultation Outcomes

Moved Cr John Kemp
S/- Cr Lynton Vonow

203/18

Council resolves that:

1. The report be received and noted
2. The CEO undertakes a request for tender process for the divestment of Council's CWMS assets to inform Council's decision to sell or retain these assets.
3. The resolution to undertake a request for tender process is subject to there being no matters of material impact identified through further due diligence and request for tender preparation activities, as determined by the CEO.
4. Subject to Council resolving to proceed to a request for tender for the divestment of Council's CWMS assets, the CEO be delegated to prepare and approve an evaluation plan for the purposes of assessing responses received including but not limited to the following criteria:
 - CWMS customer pricing and fees
 - Sale price for CWMS assets
 - Respondents financial capacity
 - Respondents operational capacity and capability
 - Network investment and expansion
5. That ongoing analysis be undertaken on continued Council ownership of CWMS assets for request for tender comparison purposes to inform future decision making.
6. The Prudential Review Report and the Probity Report be received and noted.
7. The Council acknowledges that whilst S48 of the Local Government Act 1999 does not require a prudential review to be undertaken, the report in relation to this project is consistent with the provisions of S48.
8. The Administration is to continue to work collaboratively with the City of Onkaparinga and Rural City of Murray Bridge for the potential divestment of Council's CWMS.
9. That probity advisory services continue to be maintained throughout the CWMS review process.
10. That a further report be provided to Council detailing the outcomes of the second stage request for tender and evaluation process with recommended next steps.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

9.17pm Cr Andrew Stratford, Cr Linda Green and Cr Malcolm Herrmann returned to the Chamber.

12.8 Mobile Food Vending

Moved Cr Ian Bailey
S/- Cr Linda Green

204/18

Council resolves:

1. That the report be received and noted.
2. That Council adopt the Mobile Food Vending Business Location Rules contained in Appendix 1 of this report with an effective date of 1 September 2018.
3. That Council adopt the Mobile Food Vending Business pre-approved sites and site specific rules contained in Appendix 2 of this report with an effective date of 1 September 2018.
4. That the Chief Executive Officer be authorised to approve or revoke, in accordance with the Location Rules, sites for the pre-approved sites list and 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.

Carried Unanimously

12.9 Regional Transport Study Funding Request

Moved Cr Malcolm Herrmann
S/- Cr Kirrilee Boyd

205/18

Council resolves:

1. That the report be received and noted.
2. To endorse the provision of \$10,000 from the Chief Executive Officer's contingency allocation to contribute to the regional transport study into passenger transport linkages between Adelaide and Mount Barker and beyond.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.10 Road Closures Young Driver Awareness Course 2018-2019

Moved Cr Andrew Stratford

S/- Cr Ian Bailey

206/18

Council resolves:

1. That the report be received and noted.
2. That pursuant to Section 33(1) of the *Road Traffic Act 1961* and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013, to:
 - a. Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the *Road Traffic Act 1961* applies.
 - b. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Thursday 11 October 2018, and 9.00am and 6.00pm Wednesday 17 April 2019.
 - c. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road)
 - d. Make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.

Carried Unanimously

12.11 Road Widening – Oakwood Road Oakbank

Moved Cr Andrew Stratford

S/- Cr Lynton Vonow

207/18

Council resolves:

1. That the report be received and noted
2. To purchase the area of land, being 104.6m², identified in red on the plan attached as *Appendix 2 ("Land")* from the owners of the adjoining land at 2 Oakwood Road Oakbank in consideration of fencing and asphalt works with an estimated value of \$5,285 plus all reasonable costs to vest the land as public road, including lodgement fees and stamp duty costs totalling approximately \$3,000 (and thus a total value of approximately \$8,285).
3. That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

12.12 Revocation of Community Land Lobethal Retirement Village

Moved Cr Malcolm Herrmann

S/- Cr Ron Nelson

208/18

Council resolves:

- 1. That the report be received and noted**
- 2. That the community land classification over the land comprised in Certificate of Title Volume 6017 Folio 705 being Allotment 202 in Deposited Plan No. 75850 be revoked.**

Carried Unanimously

Mayor Bill Spragg and Cr Malcolm Herrmann declared a Material Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.13.

9.34pm Mayor Bill Spragg and Cr Malcolm Herrmann left the Chamber .

12.13 OmbudsmanSA- Final Investigation Report – Cr Herrmann

Executive Manager Governance & Performance, Lachlan Miller, advised Council that he had a Conflict of Interest at item 12.13 and that he had sought and was granted approval to continue to act from the CEO, Andrew Aitken pursuant to s120(2) of the *Local Government Act 1999*. Further, he confirmed that he has advised the Council of this conflict prior to providing advice pursuant to s120(4).

Moved Cr John Kemp

S/- Cr Linda Green

209/18

Council resolves:

- 1. That the report be received and noted**
- 2. To note that having investigated the alleged breach of the Code of Conduct for Council Members, the Ombudsman finds that:**
 - a. Cr Malcolm Herrmann has breached the provisions of section 63 of the *Local Government Act 1999* and clause 3.2 of Part 3 of the Code of Conduct for Council Members and further, that Cr Herrmann acted in a manner that appears to be contrary to law within the meaning of section 25(1)(a) of the *Ombudsman Act 1972*; and**

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

- b. Further investigation into whether Cr Herrmann breached clause 3.4 of Part 3 of the Code of Conduct for Council Members is unnecessary and unjustifiable pursuant to the *Ombudsman Act 1972*.
- 3. To require Cr Herrmann to attend training on Council's *Records & Information Management Policy* and the *State Records Act 1997* by 26 September, 2018.
- 4. To revise clause 4.1.1 of Council's *Records & Information Management for Council Members Procedure* to read as follows: 'Email correspondence is to be conducted via the Council Member's corporate email account.'

Carried Unanimously

9.52pm Mayor Spragg returned to the Chamber

9.52pm Cr Kirrilee Boyd left the Chamber

9.53pm Cr Malcolm Herrmann returned to the Chamber

12.14 Status Report – Council Resolutions Update

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

210/18

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
7/12/2016	Special Council	276/16	Retirement Villages Review
28/11/2017	Ordinary Council	285/17	Road Widening - Murray Road Inglewood
27/02/2018	Ordinary Council	39/18	Community Loans Policy
24/04/2018	Ordinary Council	87/18	By-Law Making
24/04/2018	Ordinary Council	90/18	Road Widening Edward Avenue Crafers
22/05/2018	Ordinary Council	116/18	Caretaker Policy

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

26/06/2018	Ordinary Council	140/18	Review of Confidential Items Register
26/06/2018	Ordinary Council	151/18	Special Event - Confidential Item
26/06/2018	Ordinary Council	139/18	Enforcement Policy
17/07/2018	Special Council	154/18	By-law Consultation Submissions
17/07/2018	Special Council	157/18	Revocation Community Land - Dunnfield Development Mt Torrens
24/07/2018	Ordinary Council	160/18	Petition Skatepark near Lobethal
24/07/2018	Ordinary Council	165/18	Volunteer Management Policy
24/07/2018	Ordinary Council	167/18	Road Widening - Edward Avenue Crafers
24/07/2018	Ordinary Council	168/18	Street Lighting Policy Review
24/07/2018	Ordinary Council	169/18	Flags & Tributes Policy
24/07/2018	Ordinary Council	170/18	Review of Physical Models for Major Development Policy
24/07/2018	Ordinary Council	171/18	Council Member Training & Development Policy
1/08/2018	Special Council	178/18	LG Rate Oversight Amendment Bill 2018

Carried Unanimously

12.14.2 Extension of Meeting Time

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

211/18

That the Council meeting be extended for 30 minutes until 10.30pm.

Carried Unanimously

9.54pm Cr Boyd returned to the Chamber

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

13. OFFICER REPORTS - INFORMATION ITEMS

13.1 Customer Service Standards Report – Quarter 4, 2017-18

Moved Cr John Kemp

S/- Cr Jan-Claire Wisdom

212/18

That the report be received and noted.

Carried Unanimously

9.57pm Cr Daniell left the Chamber and did not return

14. MISCELLANEOUS ITEMS

15. QUESTIONS WITHOUT NOTICE

- Cr Kirrilee Boyd – planting of trees to disguise stobie pole near petrol station on Merrion Terrace
- Cr Ian Bailey – climber on stobie pole
- Cr Malcolm Herrmann – cycle tracks for visitors to Hills
- Cr Andrew Stratford – memorial plinth near RSL Hall

10.07pm Cr John Kemp left the Chamber and did not return.

16. MOTIONS WITHOUT NOTICE

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

16.1 Review of Community Grants Policy

Moved Cr Ron Nelson

S/- Cr Ian Bailey

213/18

That the community grants policy be reviewed before the next round of community grants.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

17. REPORTS

17.1 Council Member Activities

Mayor Bill Spragg

- 31 July, LGA Candidate session, Adelaide
- 3 August, meeting with Josh Teague, Member for Heysen, Stirling
- 15 August, meeting with a Basket Range resident, Stirling
- 18 August, Mosh Comedy night with the City of Adelaide Lady Mayoress, Burnside
- 20 August, meeting with Dr Richard Harvey, Member for Newland, Stirling
- 22 August, interview with Courier journalist, Montacute
- 26 August, Montacute CFS station opening, Montacute
- 26 August, SALA exhibition at Marble Hill ruins, Marble Hill
- Tuesday 28th August, meeting with Stirling RSL members re- Memorial, Stirling

Cr Malcolm Herrmann

- 3 August, SALA Launch Arts Hub, Lobethal
- 8 August, Rotary Club, Lobethal
- 20 August, AGM RSL, Gumeracha
- 22 August, Federation Park Master Plan, Gumeracha
- 27 August, Top of the Torrens Gallery, Birdwood

Cr John Kemp

- 11 -12 August, Better Boards Conference, Adelaide
- 21 August, Heysen Friends of Nature Forum, Aldgate

Cr Linda Green

- 30 July, presentation at Hahndorf by Tourism Minister
- 3 August, SALA opening Lobethal Woollen Mills

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

Cr Malcolm Herrmann

- 16 August, Gawler River Flood Management Authority, Gawler

Cr Linda Green

- 17 August, East Waste Board meeting

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

17.3 CEO Report

Andrew Aitken, Chief Executive Officer, provided Council with a verbal Corporate Update.

- Footpath upgrades - Frick Street Lobethal and Murray Street Gumeracha
- Cr Val Hall's Memorial seat, Gumeracha
- Land Division Inverbrackie
- Dog registrations
- Food safety training
- Short course trail series success

18. REPORTS OF COMMITTEES

18.1 Council Assessment Panel – 8 August 2018

Moved Cr Linda Green

S/- Cr Jan Loveday

214/18

That the minutes of the Council Assessment Panel meeting of 8 August 2018 as distributed, be received and noted.

Carried Unanimously

18.2 Special Strategic Planning & Development Policy Committee – 14 August 2018

Moved Cr Malcolm Herrmann

S/- Cr Lynton Vonow

215/18

That the minutes of Strategic Planning & Development Policy Committee meeting of 14 August 2018 as distributed, be received and noted.

Carried Unanimously

18.3 Audit Committee – 13 August 2018

Moved Cr Malcolm Herrmann

S/- Cr Ian Bailey

216/18

That the minutes of Audit Committee meeting of 13 August 2018 as distributed, be received and noted.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

18.4 CEO Performance Review Panel – 9 August 2018

Moved Cr Jan Loveday
S/- Cr Jan-Claire Wisdom

217/18

That the minutes of the CEO Performance Review Panel meeting of 9 August 2018 as distributed, be received and noted.

Carried Unanimously

19. CONFIDENTIAL ITEMS

19.1 CEO Performance and Remuneration Reviews – Exclusion of the Public

Moved Cr Linda Green
S/- Cr Lynton Vonow

218/18

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 Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 19.1: (CEO Performance and Remuneration Reviews) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the Chief Executive Officer, in that details of his performance review and remuneration package will be discussed.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

19.1.1 Extension of Meeting Time

Moved Cr Jan-Claire Wisdom

S/- Cr Jan Loveday

219/18

That the Council meeting be extended for 10 minutes until 10.43pm.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

19.1.2 CEO Performance and Remuneration Reviews – Confidential Item

RELEASED 31 AUGUST 2018

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

220/18

Council resolves:

- 1. That the report be received and noted**
- 2. That the CEO ‘exceeded expectations’ in relation to the 2018 CEO Performance Review.**
- 3. That Council increase the CEO’s TEC Package by 3.5% to commence from 1 July 2018, having given due consideration to the following matters:**
 - 3.1 CPI increases**
 - 3.2 Remuneration Report, specifically the comparisons of Group 2 Councils’ CEO remuneration**
 - 3.3 The Panel’s assessment of the CEO’s performance for 2017/18 as ‘exceeding expectations’**
 - 3.4 The extended period of high performance by the CEO during his tenure with Council.**

Carried

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

19.1.3 CEO Performance and Remuneration Reviews – Period of Confidentiality

Moved Cr Malcolm Herrmann

S/- Cr Linda Green

221/18

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered at Agenda Item 19.1 in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the CEO has been advised in writing or by 31 August 2018, whichever is earlier.

Pursuant to section 91(9)(c) of the Local Government Act 1999, that Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.

Carried Unanimously

20. NEXT MEETING

The next ordinary meeting of the Adelaide Hills Council will be held on Tuesday 25 September 2018 from 6.30pm at 63 Mt Barker Road, Stirling.

21. CLOSE MEETING

The meeting closed at 10.43pm.

**ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 AUGUST 2018
63 MT BARKER ROAD STIRLING**

CODE OF CONDUCT COUNCIL RESPONSE

I accepted the provisional report dated 13 June 2018, with a comment requesting clarification as to what was acceptable training. The Ombudsman has since advised that it is for the council to determine the scope of the training.

I am happy to undertake any training that the Council determines I should. Further, I am pleased that the Ombudsman considered that **“further investigation into whether I had breached clause 3.4 of Part 3 of the Code of Conduct is unnecessary and unjustifiable pursuant to the Ombudsman Act “(page 13 of Ombudsman report dated 26 July 2018)**

To ensure that the Council minutes reflect the Ombudsman’s findings in full, I request that the council resolve to insert where appropriate:

“to note that the Ombudsman finds that further investigation into whether Cr. Malcolm Herrmann had breached clause 3.4 of Part 3 of the Code of Conduct is unnecessary and unjustifiable pursuant to the Ombudsman Act.”

I reiterate, I never had any intention to breach any Code of Conduct, other legislation or Council policies. I look forward to working constructively with elected members and continuing to represent the residents and businesses of the Torrens Valley Ward (soon to be the Valleys Ward).

Cr Malcolm Herrmann

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
THURSDAY 06 SEPTEMBER 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	Marble Hill
Councillor Nathan Daniell Councillor John Kemp	Mt Lofty
Councillor Lynton Vonow	Onkaparinga Valley
Councillor Linda Green Councillor Malcolm Herrmann	Torrens Valley

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance

1. COMMENCEMENT

The special council meeting commenced at 6.03pm

Cr Wisdom entered the Chamber at 6.05pm

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

Councillor Kirrilee Boyd
Councillor Andrew Stratford
Councillor Jan Loveday

Mayor _____ 25 September 2018

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
THURSDAY 06 SEPTEMBER 2018
63 MT BARKER ROAD STIRLING**

3.2 Leave of Absence

Nil

3.3 Absent

Nil

4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

Nil

5. PUBLIC FORUM

Nil

6. BUSINESS OF THE MEETING

6.1 Greater Adelaide Regional Organisation of Councils (GAROC) Nominations to the LGA

Cr Jan-Claire Wisdom advised that she wished to nominate.

Moved Cr John Kemp

S/- Cr Lynton Vonow

222/18

That:

- 1. Council resolves that the report be received and noted.**
- 2. Council nominates Cr Jan-Claire Wisdom as a candidate for membership of the Greater Adelaide Regional Organisation of Councils (GAROC) Committee.**

Variation, the mover with the consent of the seconder and with the leave of the meeting.

- 3. The completed Candidate Information Sheet be appended to the minutes of the meeting**

Carried Unanimously

7. CLOSE SPECIAL COUNCIL MEETING

The meeting closed at 6.27pm.



Candidate Information Sheet GAROC (266 words)

Name:	Deputy Mayor Jan-Claire Wisdom
Council:	Adelaide Hills Council (AHC)
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • Acting Mayor periodically during 2017 and 2018 • Deputy Mayor elected 5 times during period 2012-2018 • Councillor since 2010 • Local Govt rep State Libraries Board (Ministerial appt) since 2012 including State Library Director Selection and Appointment Panel 2018 • LGA Board since 2018 • MLGG since 2017 • SHLGA since 2017 • AHC CEO Review Panel since 2012 (Chair 2 years) • AHC CEO Selection panel 2012 • Member many AHC Committees, Advisory and Working Groups • Key knowledge/skills: Strategic Planning, Leadership, Collaboration and Partnerships, Advocacy, Public Speaking, Policy Development and Review, Communications, Community Development
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • Support - opposition to Rates Oversight Bill 2018 • Support - reform of CM Code of Behaviour • Support - structuring GAROC into council groupings/regions • Support - mix of representation & skills base for GAROC members • Support - benchmarking • Support - reviewing the representation review process • Support - opportunities to diversify local government revenue • Interest - local government leadership in waste & recycling sector • Interest - sustainable Public Library funding and reversion of cost shifting • Interest – building LG, uni and industry sector collaboration • Interest – greater role for LG in tourism development • Interest – developing improved community engagement processes
Other information	<ul style="list-style-type: none"> • Fellow of the Governor's Leadership Foundation (2015) • Excellence in Local Govt Leadership Award (2014) • Governor, Glenunga Intl High School (2009-13) • Qualifications: Degree in English and Philosophy, post-graduate degrees in Library and Information Studies, Journalism, Masters in Communications, and Doctor of Philosophy (PhD) in Policy Analysis • Currently an Adjunct Research Fellow in the Business School of UniSA • Currently developing a health services directory for six councils • Professionally qualified Librarian, Systems and Business Analyst, Journalist, Management Consultant, Small business owner/operator, and served 10 yrs as Defence Force (Army) reservist
	CURRENT CANDIDATE FOR MAYOR OF ADELAIDE HILLS COUNCIL

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

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 Nathan Daniell Councillor John Kemp	Mt Lofty
Councillor Lynton Vonow	Onkaparinga Valley
Councillor Linda Green Councillor Malcolm Herrmann	Torrens Valley

In Attendance:

Andrew Aitken	Chief Executive Officer
Terry Crackett	Director Corporate Services
Peter Bice	Director Infrastructure & Operations
Marc Salver	Director Development & Regulatory Services
David Waters	Director Community Capacity
Lachlan Miller	Executive Manager Governance & Performance / Minute Secretary
John McArthur	Manager Waste & Emergency Management
Natalie Westover	Manager Property Services
Sharon Leith	Strategic and Sustainability Officer
Steven Watson	Governance and Risk Coordinator

1. COMMENCEMENT

The special council meeting commenced at 6.32pm

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 SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

3. APOLOGIES/LEAVE OF ABSENCE

3.1 Apology

Councillor Kirrilee Boyd
Councillor Andrew Stratford

3.2 Leave of Absence

Nil

3.3 Absent

Nil

4. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

4.1 Nil

5. PUBLIC FORUM

Heath Sandiland – Pomona Road Bike Track
Elaine Anderson - Pomona Road Bike Track

6. BUSINESS OF THE MEETING

6.1 Pomona Road Bike Track Trial

Moved Cr Ian Bailey
S/- Cr Nathan Daniell

That:

1. The report be received and noted.
2. Council support a trial of a BMX facility in Stirling, within the Service Women's War Memorial Reserve (adjacent Pomona Road)
3. A report is prepared to Council by 26 November 2019 on completion of the trial.

Variation

With consent from the mover and seconder leave of the meeting was granted to vary the motion as follows:

4. Other sites for BMX Tracks be explored in the Adelaide Hills Council area and be included in the report to Council by 26 November 2019.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

Variation

With consent from the mover and seconder leave of the meeting was granted to vary the motion as follows:

5. The CEO continues conversations with the RSL to agree on ways to further acknowledge and appreciate the Service Women's War Memorial.

Motion as varied

**Moved Cr Ian Bailey
S/- Cr Nathan Daniell**

223/18

That:

1. The report be received and noted.
2. Council support a trial of a BMX facility in Stirling, within the Service Women's War Memorial Reserve (adjacent Pomona Road)
3. A report is prepared to Council by 26 November 2019 on completion of the trial.
4. Other sites for BMX Tracks be explored in the Adelaide Hills Council area and be included in the report to Council by 26 November 2019.
5. The CEO continues conversations with the RSL to agree on ways to further acknowledge and appreciate the Service Women's War Memorial.

Carried Unanimously

Leave of the meeting granted to bring Item 6.5 forward in the agenda.

6.5 Draft Gumeracha Main Street Masterplan

**Moved Cr Malcolm Herrmann
S/- Cr Linda Green**

224/18

That:

1. The report be received and noted.
2. Council endorses a broader community engagement process from 11 October to 2 November 2018 to enable the local community to provide feedback on the outcomes within the draft Masterplan.
3. The Chief Executive Officer be authorised to consider and respond to minor changes to the draft Masterplan and to timing, advertisements and extent of the broader community engagement process.
4. A report is provided back to Council by January 2019.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

Leave of the meeting granted to bring Item 6.7 forward in the agenda.

6.7 Draft Gumeracha Precinct Federation Park and Oval Masterplan

Moved Cr Malcolm Herrmann

S/- Cr Linda Green

225/18

That:

1. The report be received and noted.
2. Council endorse a broader community engagement process from 11 October to 2 November 2018 to enable the local community to provide feedback on the outcomes within the draft Masterplan.
3. The Chief Executive Officer be authorised to consider and respond to minor changes to the draft Masterplan and to the timing, advertisements and extent of the broader community engagement process.
4. A report is provided back to Council by January 2019.

Carried Unanimously

6.2 Parliamentary Inquiry into the Heritage System regarding Places or Objects

Moved Cr Linda Green

S/- Cr John Kemp

226/18

Council resolves:

1. That the report be received and noted
2. To approve the submission on the South Australian Environment, Resources and Development Committee Inquiry into the Heritage System as detailed in Appendix 2 of the report subject to the inclusion of the following words:
 - a. That the submission be amended to include the following words to be inserted in the first line of point b. under Inquiry Point 2, to read as follows:

“Council considers that anyone seeking heritage listing of a place should have the right to be heard in support of their submission. In addition if a landowner is not a party to the nomination than they too should have the right to be heard in support of their position.”

- b. That the submission be amended to include the following words to be inserted after the first paragraph under Inquiry Point 4:

“It is noted that there is a perception that heritage listing is an impediment for owners to maintain or repair their heritage places. This perception has led in some cases to unexpected consequences whereby owners of buildings nominated for heritage listing have declared that if their building was to be approved for listing, they would not continue to look after the building and they

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

would let it decay or fall in to a state of disrepair. This is clearly not the intent of heritage listing, and it is therefore suggested that the Inquiry look at ways to educate owners of heritage buildings, as a way to break down any misconceptions that owners may have toward Heritage protection and also to promote Heritage listing as an inherently positive outcome for the owner and the community for any building deemed worthy of protection.”

Carried Unanimously

6.3 AHBTC Divestment Update

Moved Cr Ian Bailey
S/- Cr Nathan Daniell

227/18

That the report be received and noted.

Carried Unanimously

6.4 2017-18 Preliminary End of Year Financial Results and Carry Forwards

Moved Cr John Kemp
S/- Cr Ron Nelson

228/18

That:

1. The report be received and noted.
2. The Preliminary End of Year Results for 2017-18 is noted.
3. Carry forward projects from 2017-18 totalling an amount of \$2.091m of expenditure and \$1.451m of income (Attachments 2 and 3 to this report) be approved.
4. The 2018-19 Proposed Budgeted Uniform Presentation of Finances reflecting a Budgeted Operating Surplus of \$302k before Capital Revenue and revised Net Borrowings of \$4.333m as summarised in Attachment 4 to this report be adopted.

Carried Unanimously

6.5 Item 6.5 was considered earlier in the meeting.

6.6 Road Exchange McBeath Drive, Skye Horsnell Gully

Moved Cr John Kemp
S/- Cr Lynton Vonow

229/18

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

That:

1. The report be received and noted.
2. In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following:
 - a. Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs;
 - b. Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process
3. The closed road is excluded as Community Land pursuant to the *Local Government Act 1999*.
4. Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1,242m² to Boral Resources (SA) Ltd for the amount of \$6,210 as determined by an independent valuation.
5. Subject to the successful completion of the road exchange process, Council undertakes a process in conjunction with the City of Burnside to realign the local government boundary along the new location of McBeath Drive to the south side of pieces 42, 52 and 62 of the proposed residential allotments in accordance with the provisions of the *Local Government (Boundary Adjustment) Amendment Act 2017* (to commence on 1 January 2019) and/or Part 2 of Chapter 3 of the *Local Government Act 1999*.
6. The Mayor and Chief Executive Officer be authorised to sign all documents necessary, including affixation of the common seal, to give effect to this resolution. .

Carried Unanimously

6.7 Item 6.7 was considered earlier in the meeting.

6.8 Burials outside Cemeteries Policy

Moved Cr John Kemp
S/- Cr Ron Nelson

230/18

That:

1. The report be received and noted.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

2. The Burials outside Cemeteries Policy as provided as Appendix 1 is endorsed for community consultation.
3. That the CEO be authorised to consider and respond to minor changes to the draft Policy and to the timing, advertisements and extent of the broader consultation process.

Carried

6.9 Exclusion of Community Land – Crafers Retirement Village

Moved Cr John Kemp
S/- Cr Ian Bailey

231/18

That:

1. The report be received and noted.
2. To exclude the land identified as Allotment 121 on the plan attached as Appendix 1 as Community Land pursuant to the Local Government Act 1999 when the land is vested in the Adelaide Hills Council as a land grant from the Crown

Carried Unanimously

Cr Lynton Vonow left Chamber at 7.55pm

6.10 Revocation of Community Land – Bridgewater Retirement Village

Cr Lynton Vonow returned to the Chamber at 7.57pm

Moved Cr Ian Bailey
S/- Cr Lynton Vonow

232/18

That:

1. The report be received and noted.
2. To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by:
 - a. Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available.
 - b. Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999.
3. To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.

4. To approve a budget allocation in the amount of \$10,000 for legal expenses for the preparation of an Application to the Supreme Court to vary the charitable trust.
5. That a further report be presented to Council for consideration after community consultation and further investigations have been completed

Carried Unanimously

6.11 Road Closure Glenside Lane, Crafers

Moved Cr John Kemp

S/- Cr Linda Green

233/18

That:

1. The report be received and noted.
2. Subject to there being no objections lodged during the public notification period, to make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1991 in accordance with the Preliminary Plan attached to this report as Appendix 2 as follows:
 - a. to close and merge the piece of land identified as "A" in the Preliminary Plan with Allotment 105 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5291 Folio 390;
 - b. to close and merge the pieces of land identified as "B" and "D" in the Preliminary Plan with Allotment 103 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5291 Folio 388; and
 - c. to close and merge the pieces of land identified as "C" and "E" in the Preliminary Plan with Allotment comprising pieces 101 and 102 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5281 Folio 387.
3. Subject to issue of a Road Process Order in accordance with the Preliminary Plan, that:
 - The closed road be excluded as Community Land pursuant to the Local Government Act 1999; and
 - The piece marked "A" be sold to Mr Ken Lehmann and Mrs Nydia Lehmann, the owners of Certificate of Title Volume 5291 Folio 390 for the amount of \$46,500 plus GST (if applicable) and all fees and charges associated with the road closure process.
 - The pieces marked "B", "C", "D" and "E" be sold to Mr Mark Edward Penfold Jolly, Mr Christopher Rawson Penfold Jolly and Mrs Angela Evelyn Penfold Foley, as Executors for the Estate of the Late Marjorie Anne Patterson Jolly, the owners of Certificates of Title Volume 5291 Folios 387 and 388 for the amount of \$45,500 plus GST (if applicable) and all fees and charges associated with the road closure process.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

4. Authorise the Chief Executive Officer to finalise and sign all necessary documentation to give effect to this resolution.

Carried Unanimously

6.12 Sale of closed unnamed road off Burton Road, Mt Torrens

Moved Cr Malcolm Herrmann
S/- Cr Ian Bailey

234/18

That:

1. The report be received and noted.
2. To sell the land comprised in Certificate of Title Volume 6191 Folio 688 known as Closed Road U in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$9,500 (exclusive of GST) to the adjoining land owner R T & T L Gladigau.
3. To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.

Carried Unanimously

6.13 Sale of closed unnamed road off McVitties Road, Birdwood

Moved Cr John Kemp
S/- Cr Linda Green

235/18

That:

1. The report be received and noted.
2. To sell the land comprised in Certificate of Title Volume 6193 Folio 468 known as Closed Road S in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$8,500 (exclusive of GST) to the adjoining land owner Talunga Pty Ltd.
3. To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.

Carried Unanimously

6.14 East Waste Kerbside Recycling Contract

Cr Ian Bailey left the Chamber at 8.09pm
Cr Ian Bailey returned to the Chamber at 8.11pm

Moved Cr Linda Green

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

S/- Cr John Kemp

236/18

Council resolves:

1. That the report be received and noted.
2. To note the inclusion of Council's annual kerbside recycling tonnes in the forthcoming East Waste request for tender process for the receipt and processing of Member Councils' recycling material.

Carried Unanimously

Cr Jan-Claire Wisdom left the chamber 8.15pm

Cr Jan-Claire Wisdom returned to the chamber 8.16pm

7. Former Ashton Landfill

7.1.1 Ashton Landfill – Exclusion of the Public

Moved Cr Nathan Daniell

S/- Cr John Kemp

237/18

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 Infrastructure & Operations, Peter Bice
- Director Development & Regulatory Services, Marc Salver
- Director Corporate Services, Terry Crackett
- Director Community Capacity, David Waters
- Executive Manager Governance & Performance, Lachlan Miller
- Manager Waste and Emergency Management, John McArthur
- Governance and Risk Coordinator, Steven Watson
- Council's Legal Advisor, Stephen Williams (Norman Water House)

be excluded from attendance at the meeting for Agenda Item 7.1 (Ashton Landfill) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

Section 90(3)(i) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council, the disclosure of which could reasonably be expected to prejudice the commercial position of person/agency/business involved with any litigation that may be undertaken.

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

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

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

7.1.2 Ashton Landfill – Confidential Item

**ADELAIDE HILLS COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
TUESDAY 11 SEPTEMBER 2018
36 NAIRNE ROAD WOODSIDE**

7.1.3 Ashton Landfill – Period of Confidentiality

Moved Cr Ian Bailey
S/- Cr Ron Nelson

239/18

That:

1. 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 7.1 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 10 September 2019.
2. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

8. CLOSE SPECIAL COUNCIL MEETING

The meeting closed at 8.21pm.

Item 10.1:	Question on Notice
Originating from:	Cr Kemp
Subject:	Milan Terrace 40km speed limit zone
Strategic Plan Goal:	1.9: We will work to make the district more age-friendly.

1. QUESTION

What progress has been made in discussions with the Department of Transport & Infrastructure regarding extending the 40km speed limit zone beyond the regulated distances in regard to the proposed wombat crossing adjacent to the Stirling Hospital?

2. OFFICER’S RESPONSE - Peter Bice, Director Infrastructure & Operations

The 40km/h speed limit on Milan Terrace, Stirling would be part of the wombat crossing proposal.

Council staff have investigated options and subsequently met with the Stirling Hospital CEO and verbal agreement was given on the crossing proposal (wombat crossing) that includes the loss of some parking on Milan Terrace.

Council intend to undertake broader community consultation as per its resolution 68/18 on 27 March 2018.

Following consultation staff would report to Council with a recommendation.

Currently, the installation of a pedestrian crossing (wombat crossing) and the associated 40km/h speed zone with that facility is unfunded.

Item 10.2:	Question on Notice
Originating from:	Cr Kemp
Subject:	SA Power Networks – Tree Trimming
Strategic Plan Goal:	3.3: We will complete the road reserves and reserve assessments (blue marker project), leading the nation in conservation and biodiversity management practices.

1. QUESTION

Would it be appropriate for Council to have discussions with SA Power Networks regarding the diligence with which the tree trimming contractors apply the regulations contained in the SA Government publication “Trees and powerlines” (Office of the Technical Regulator) to ensure unsightly excessive trimming does not occur?

2. OFFICER’S RESPONSE

Council staff continue to work with SAPN for the best outcomes in relation to tree pruning, SAPN are required under the Section 551 of the *Electricity Act 1996* to take reasonable steps to keep vegetation of all kinds clear of public powerlines under its control. Council staff attend information sessions and Council’s arborist (Damian) is on the SAPN LGA working group which looks at powerlines and trees including things such as tree species suitable for under powerlines.

A protocol for vegetation management near powerlines has been developed by SAPN to outline their approach to vegetation management, and to provide guidance on how vegetation around powerlines should be managed. The protocol has been developed in partnership with the Local Government Association (LGA) following extensive consultation and feedback from Local Government and key stakeholders. The protocol was endorsed by the LGA Board at its May 2016 meeting.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 12.1

Originating Officer: Deryn Atkinson, Manager Development Services

Responsible Director: Marc Salver, Director Development & Regulatory Services

Subject: Development Application Fee Refund Policy Review

For: Decision

SUMMARY

Council adopted the current *Development Application Fee Refund Policy* (the Policy) on 12 May 2015 and it is scheduled for review.

The Policy has been reviewed by the Administration who consider it is working well. No amendments to the current Policy are therefore considered to be required.

RECOMMENDATION

The Council resolves:

1. That the report be received and noted
 2. To revoke the 12 May 2015 Development Application Fee Refund Policy and to adopt the draft September 2018 Development Application Fee Refund Policy with an effective date of 9 October 2018.
-

1. GOVERNANCE

- **Strategic Management Plan/Council Policy**
Goal 1 People and business prosper

Council has statutory responsibilities for processing Development Applications lodged for development within the Council area. *The Development Application Fee Refund Policy* is associated with this role. On occasion there is a need to partly refund fees when a development application is withdrawn or fees are not utilised. The Policy ensures a consistent and efficient approach to the refunding of application fees where appropriate.

- **Legal Implications**

Development Act 1993

Development Regulations 2008

Development Application fee refunds can only be authorised by nominated staff in accordance with this Policy.

➤ **Risk Management Implications**

The Policy was updated in May 2015 and is working well. The nominated staff are able to authorise development application fee refunds in accordance with the Policy and thereby the Policy reduces the risk of fees being refunded inappropriately. On this basis the risk of fees being refunded inappropriately is considered low.

The maintenance of a Development Application Fee Refund Policy will assist in mitigating the risk of:

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

Inherent Risk	Residual Risk	Target Risk
High (4C)	Low (2D)	Low (2D)

➤ **Financial and Resource Implications**

Fees are only refunded in accordance with the Policy where a Development Application is withdrawn and the assessment of the development by Council staff is not substantially complete or there are unused fees. An example of the latter is where a referral to an external agency is no longer required.

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

The Policy provides consistency for Development Application fee refunds.

➤ **Environmental Implications**

Not Applicable

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

As no amendments to the Policy have been made community consultation was not deemed to be necessary.

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Applications Coordinator
Team Leader Statutory Planning
Team Leader Building Services

Community: Not Applicable

2. BACKGROUND

Development application fee refunds are at the discretion of individual Councils and there is no schedule set by development legislation. Council has had a *Development Application Fee Refund Policy* in place since 2000 to manage customer fee refunds.

The current Policy was adopted by Council on 12 May 2015.

Not all Development Applications proceed to a decision and may be withdrawn part way through the assessment process. Refunds are applied for regularly when a Development Application is withdrawn or if fees paid (such as public notification fees or referral fees) are not utilised. The latter occurs usually in cases where a development proposal is amended. The Policy may be referred to five to six times a month when refunds are processed.

3. ANALYSIS

The current version of the Policy was adopted on 12 May 2015 and is working well.

In recent times there have been no matters that have arisen which require amendment of the Policy, and therefore the Policy content in **Appendix 1** remains unchanged but the format of the Policy has been updated to the current template version.

4. OPTIONS

The Committee has the following options:

- I. To readopt the Policy as amended and attached (Recommended).
- II. To alter or substitute elements of the Policy (Not Recommended).

5. APPENDICES

- (1) Development Application Fee Refund Policy for readoption

Appendix 1
Development Application Fee
Refund Policy for readoption

COUNCIL POLICY

	DEVELOPMENT APPLICATION FEE REFUNDS
---	--

Policy Number:	DEV-07
Responsible Department(s):	Development Services
Other Relevant Policies:	None
Relevant Procedure(s):	None
Relevant Legislation:	Development Act 1993 Development Regulations 2008
Policies and Procedures Superseded by this policy on its Adoption:	New policies will not have any unless superseding a previously adopted policy. Policies that are being reviewed will have this updated if a new version is adopted.
Adoption Authority:	Council
Date of Adoption:	<i>To be entered administratively</i>
Effective From:	9 October 2018
Minute Reference for Adoption:	<i>To be entered administratively</i>
Next Review:	No later than September 2020 or as required by legislation or changed circumstances

DEVELOPMENT APPLICATION FEE REFUNDS POLICY

1. INTRODUCTION

The policy provides guidance to the Council administration and development applicants on the amount of development application fee refund an applicant will be entitled to.

2. OBJECTIVES

To provide a guide for the calculation of development application fee refunds to an applicant in the event the application is withdrawn or fees are not utilised. In all other instances all application fees are to be retained by Council.

3. DEFINITIONS

As defined in the Development Act 1993 and the Development Regulations 2008

4. POLICY STATEMENT

In cases of withdrawal of a development application, and upon written request from the applicant, the maximum fee that may be refunded shall be calculated in accordance with the following:-

1. Lodgement Fee	No refund
2. Planning Fee <ul style="list-style-type: none"> Where no assessment or consideration has been given to the application by planning staff Where assessment has commenced but has not been substantially completed Where assessment is substantially complete 	Minimum planning fee retained (i.e. the fee for development up to \$10,000 in construction value) First \$500 retained No refund
3. Non Complying Fees	No refund
4. Referral, public notification and advertising fees	Unused fees to be refunded
5. Land Division Fee	No refund
6. Building Fee <ul style="list-style-type: none"> Where no assessment or consideration has been given to the application by building staff Where assessment has commenced but has not been substantially completed, and no building surveyor's report has been sought Where assessment is substantially complete 	Minimum fee retained 70% of fee retained

	or a building surveyor's report has been requested	No refund
7.	Where the refund is calculated to be less than \$20	No refund
8.	Where the value of a Council Officer's time devoted to a particular proposal is estimated to be greater than the fees retained by Council, the Director Planning & Development Services may reduce the refund accordingly	
9.	Where it is demonstrated that a development application was submitted to Adelaide Hills Council in error a full refund of fees will be applied	

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

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

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au. 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 25 September 2018
AGENDA BUSINESS ITEM**

Item: 12.2

Originating Officer: Steven Watson, Governance & Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: LGA President Ballot

For: Decision

SUMMARY

Polling day for the election for the Local Government Association (LGA) President will occur on Friday 19 October 2018.

In July 2018, nominations for the position of President were requested from Member Councils and five nominations were received, as follows:

- Mayor Samuel Telfer
- Mayor David Burgess
- Mayor Erika Vickery OAM
- Mayor Ann Ferguson OAM
- Mayor Keith Parkes

Candidate profiles are at **Appendix 1**.

As a Member Council of the LGA, Adelaide Hills Council has an entitlement to cast a vote for the candidate that it wishes elected.

As there is only one position, Council only needs to resolve one candidate that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper and complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 18 October 2018.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
 2. For the Mayor to mark the ballot paper with the Adelaide Hills Council's vote for _____ and to lodge the completed ballot paper in accordance with the process set out in **Appendix 1**.
-

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal Organisational Sustainability
Strategy Governance

➤ Legal Implications

The position, role and function of President are set out in the LGA Constitution.

➤ Risk Management Implications

Notwithstanding that Council is only one of the 68 councils voting for the LGA President, given the role of the LGA, it is in Council's (and the sector's) interest to support a candidate that 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)

➤ Financial and Resource Implications

The position of LGA President is remunerated and this is funded out of, predominantly, the membership fees paid by Member Councils.

➤ Customer Service and Community/Cultural Implications

There are no direct end-user customer service implications regarding the election of the LGA President however given the prominence of the role in the community, there is the potential for the incumbent to shape the community's perception of local government and, by extension, the Council.

➤ Environmental Implications

Not directly applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Not Applicable

Community: Not Applicable

2. BACKGROUND

Under the LGA Constitution, the term of office for the LGA President is two years.

To be eligible for nomination the person must be a Council Member and must also be a current member of the South Australian Regions of Councils (SAROC) or the Greater Adelaide Region Organisation of Councils (GAROC) and have undertaken that role for a period of not less than one year.

The eligibility for office of President rotates each term between a person who is a Council Member of a Member within Regional Groupings of Members in SAROC and a Council Member of a Member within Regional Groupings of Members in GAROC.

The next term of President will be for a candidate from the SAROC Grouping.

Nominations for the role are made by Member Councils and this process concluded on 24 August 2018, five nominations were received from the following:

- Mayor Samuel Telfer
- Mayor David Burgess
- Mayor Erika Vickery OAM
- Mayor Ann Ferguson OAM
- Mayor Keith Parkes

Candidate profiles are at **Appendix 1**.

3. ANALYSIS

As there is only one position, Council only needs to resolve one candidate that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper and complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 18 October 2018.

4. OPTIONS

Council has the following options:

- I. To determine their preferred candidate and resolve accordingly (Recommended)
- II. To determine not to vote for a candidate (Not Recommended)

5. APPENDICES

- (1) Election of LGA President – Letter from LGA CEO 31 August 2018

Appendix 1

Election of LGA President – Letter from LGA CEO

31 August 2018



In reply please quote our reference: ECM 664995 AJ/JK

31 August 2018

Mr Andrew Aitken
Chief Executive Officer
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

**ADELAIDE HILLS COUNCIL
RECEIVED**

04 SEP 2018

SCANNED

04 SEP 2018

Dear Mr Aitken

Election of LGA President

On 26 July 2018, I wrote to councils calling for nominations for the position of LGA President. I wish to advise that at the close of nomination (5.00pm on 24 August 2018) I received five (5) nominations for the position of LGA President from the following candidates:

- Mayor Samuel (Sam) Joel Telfer
- Mayor David (Dave) James Burgess
- Mayor Erika Vickery OAM
- Mayor Ann Shirley Ferguson OAM
- Mayor Keith Parkes

As a result of receiving more than the required number of nominations, I hereby advise that in accordance with Clause 29.4 of the LGA Constitution an election for the position of LGA President will take place.

I have attached a copy of each candidate's profile together with a Ballot paper for your completion in accordance with the instructions below. I require the ballot paper to be returned to me by 5:00pm Thursday 18 October 2018.

Voting Instructions

Pursuant to clause 29 of the LGA Constitution, the casting of the vote by your council must be conducted as follows:

- each Member [council] shall determine by resolution the candidate it wishes elected (Clause 29.5.3);
- the Delegate of a Member [council] or in the Delegate's absence, the chair of the meeting for that Member [council] shall mark the ballot paper with an "X" next to the candidate that the Member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the Member's [council] name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 29.5.4);



- on receipt of the envelopes the Chief Executive must (Clause 29.5.5):
 - open the outer envelope addressed to the "Returning Officer" and record the name of the Member [council] which appears on the inside flap of the envelope on the roll of Member's [council] eligible to vote; and
 - place the envelope marked "Ballot Paper" unopened into the ballot box;
- the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 29.5.6);
- at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate (Clause 29.5.7);
- the candidate with the most votes shall be deemed elected and the Chief Executive shall declare the candidate elected at the Annual General Meeting (Clause 29.5.8); and
- in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate elected (Clause 29.5.9).

The counting of votes will take place at Local Government House on Friday 19 October 2018 commencing at 9:00am. Each candidate and another person nominated as the candidate's scrutineer may be present at the counting of the votes (Clause 29.5.6).

The successful candidate will be the candidate receiving the most votes, that is the "first past the post".

The successful candidate will take office from the conclusion of the LGA's 2018 Annual General meeting for a term ending at the conclusion of the 2020 LGA Annual General Meeting.

Please contact me on 8224 2039 if you have any questions.

Yours sincerely

Matt Pinnegar
Chief Executive Officer / Returning Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

Attach: Candidate Profiles; Ballot Paper (and envelope); Returning Officer envelope



Candidate Information Sheet

LGA President

(word limit is strictly 1,000 words)

Name:	<i>Mayor Sam Telfer</i>
Council:	<i>District Council of Tumby Bay</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none">• <i>Mayor – District Council of Tumby Bay</i>• <i>President – Eyre Peninsula Local Government Association (EPLGA)</i>• <i>Board Member – LGA Board</i>• <i>Member – SAROC Board</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none">• <i>I believe that...</i>• <i>The LGA needs to be proactive in areas of potential reform, such as financial management and audit standardisation, Code of Conduct reform, and enabling greater council collaborations and efficiencies.</i>• <i>The LGA needs to continually focus on the needs of its member Councils, with greater transparency and accountability.</i>• <i>The LGA needs to have collaborative and constructive relationships with the other two levels of government, to maximise opportunities for efficiencies, and to work together to remove restrictive 'red-tape' and regulation which continues to cost councils time and money.</i>
Other information	<ul style="list-style-type: none">• <i>Bachelor of Government & Public Management – Flinders University</i>• <i>Advanced Diploma in Rural Business Management</i>• <i>Chair – EPLGA Rural Health Working Group</i>• <i>LGA Subscriptions Review advisory group</i>• <i>RDWEP Agricultural Advisory Group member</i>• <i>4th generation family farming business</i>

This form must accompany the Nomination Form



Candidate Information Sheet

LGA President

(word limit is strictly 1,000 words)

Name:	David (Dave) James Burgess
Council:	Mid Murray Council
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • Immediate Past President of the Local Government Association. • Commissioner of the SA Local Government Grants Commission since May 2017. • Member of the Local Government Association Board for 6½ years • Member of the Local Government Association Executive for 6½ years • Member of SAROC for 7 years • Chair of the LGA Workers Compensation Scheme Board for 2½ years • Member of the LGA Mutual Liability Scheme Board for 2½ years • Director to represent LGA on Board of the Australian Local Government Association for 3½ years • President of Murraylands & Riverland Local Government Association for 6 years and Member nominated by Mid Murray Council for 11½ years • Currently Deputy Chairman of Regional Development Australia Murraylands and Riverland Board and Board Member for 8 years • Member of Murray River Lakes and Coorong Tourism Alliance (previously Murraylands Tourism Partnership) for 9 years • Mayor of the Mid Murray Council (MMC) in eighth year, 2nd term as Mayor. • Deputy Mayor for four years and Councillor for a further 3½ years. • Ex-officio Member of 11 Committees of Mid Murray Council (including Audit and Strategic Planning and Development Policy Committees) <p>Achievements/Advocacy</p> <ul style="list-style-type: none"> • \$2.5 Billion of development completed, underway or Development Applications lodged. • Strongly lobbied for the Cadell ferry to remain open. • Advocated through the Mid Murray Council, Murray and Mallee Local Government Association and met with the then State Minister for Transport, Tom Koutsantonis, for funding for replacement ferries in the State Budget. • Worked with the Department of Planning, Transport and Infrastructure to ensure a road swap with Mid Murray Council and will be receiving \$1.0 Million over five years. • Received the 2012 National Award for Local Government for the 'Youth Engagement and Participation' category for the Council's innovative Fun for YOUTH program.



	<ul style="list-style-type: none"> • In 2013 & 2015 won Heart Foundation's National Healthy Communities Award. • In 2012 received the State Medibank Community Healthy Participation Award for Council's commitment to community wellbeing and was also a State Finalist in the Rural Doctors Workforce Agency Rural Community Health and Wellbeing Award.
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • <u>No</u> political affiliations with any party. • Previous experience in advocating and working with the last State Government for funding, services and projects for the Sector. • Have five State Members of Parliament that cover the Mid Murray Council area – Tim Whetstone, Minister for Primary Industries and Regional Development, Dan van Holst Pellekaan, Minister for Energy and Mining, Stephan Knoll, Minister for Transport, Infrastructure and Local Government and Minister for Planning, John Gardner, Minister for Education and Adrian Pederick. Have good working relationship with all five MP's/Ministers. • Strongly committed to progressing and achieving the three key initiatives for the Sector:- Leadership and Advocacy, Capacity Building and Sustainability and Best Practice and Continuous Improvement. • I <u>strongly</u> believe in greater influence for Councils in matters affecting local communities. • Strong track record of working with Federal and State Governments <u>and</u> private enterprise to progress robust partnerships. This would include securing Supplementary Road Funding for South Australia as a <u>recurrent</u> item in future Federal Budgets, ensuring a better distribution of funds generated from the Waste Levy (including the \$100 million presently retained for the Green Industry Fund) and supporting Councils to build healthy and resilient communities. • Regular meetings with the Premier and State Ministers given the plans for reform and their policies from the last State Elections. This would include ensuring better infrastructure planning and provision in South Australia, traineeships for Local Government, which will assist in creating 20,000 new places in the Vocational Training Education and system, advocating, assisting and facilitating business growth and employment for <u>all</u> South Australia with assistance from the Regional Development Australia Boards, recognising the importance of our volunteers in the Sector and the Liberal Government's policy to abolish all fees payable by volunteers for screenings by the Department of Communities and Social Inclusion and partnering with the State Government for more and better sport and recreational facilities and greater participation by children. • I would also advocate in supporting industry and jobs growth with peak industry bodies, better health and medical services, particularly in regional and country hospitals and partnering with the Government and their Fund established to address mobile blackspots across South Australia. • Actively working with the State Government for the 'Royalties For Regions'-for dedicated regional roads and infrastructure funding in the State as well as the Regional Growth Fund. • Reviewing existing structures with the State Government to streamline and accelerate projects and developments across the State. • Reviewing compliance costs from the State Government to ensure such costs are decreased for Local Government.



	<ul style="list-style-type: none">• Ensuring that the State Local Government Relations Agreement meetings are robust to progress projects and matters of importance to Councils and the State Government.• Put in place mechanisms to make resource sharing and regional collaboration happen (recognising the existing reform of Natural Resources Management) with Regional Development Australia to create Councils own future. This may involve a greater role for Regional Local Government Associations. I believe this is one of the most important initiatives that <u>must</u> be progressed for the sector.• Continuation of the review of the Local Government Association Schemes and the Association's governance arrangements and implementation of recommendations.• Ensure more public awareness promoting the extent and value of Council services to our communities.• To implement further initiatives including more and better coordinated procurement across the State to ensure more savings for Councils.• To increase the number and quality of services offered to Member Councils.• Strong advocacy on behalf of the Sector to ensure continuity/increase in funding for projects and services.• I would attend Regional Local Government Associations meetings and Metropolitan Local Government Group meetings twice per year, so that I can hear first hand the issues of Councils to advocate on their behalf.
Other information	<ul style="list-style-type: none">• I have the passion, commitment and time to consult with Councils, Regional Local Government Associations, MLGG, SAROC, professional bodies, State and Federal Ministers and Chief Executives of Departments, so that your identified needs are strongly lobbied for.• Small business owner for over 30 years and operated a Bed and Breakfast.• Married to Lyn with 2 adult sons.

This form must accompany the Nomination Form



Candidate Information Sheet

LGA President

(word limit is strictly 1,000 words)

Name:	Mayor Erika Vickery OAM
Council:	Naracoorte Lucindale Council
Local Government Experience & Knowledge	<p>Local Government Sector - Current</p> <ul style="list-style-type: none"> • Mayor NLC since 2010 • Elected Member NLC since 2000; • Limestone Coast Local Government Association (LCLGA) President (2014-current) • SAROC Chairperson (2015 – current) • LGASA Vice-president and Board Member • Australian Migrant Resource Centre Board member (current) • RDA Limestone Coast Board Member and Secretary (2010 – current) • Limestone Coast Economic Development Group Chairman (2014-current) • LC LGA Representative on Limestone Coast Community Service Round Table (Health) (2015 – current) <p>Community - Current</p> <ul style="list-style-type: none"> • Naracoorte Tri-committee member (Health – hospital, doctors, council) (2013 – current) • Naracoorte Lucindale Community Care Network Chairperson (community well-being) (2014 – current) • Naracoorte Mental Health Roundtable member(current) • Naracoorte, Lucindale and Districts Suicide Prevention Network member (current) <p>Past Experience & Involvement</p> <ul style="list-style-type: none"> • Naracoorte Lucindale Road Safety Group Chairperson • LC LGA Representative on SA Regional Tourism Chairs Forum • Kowree Naracoorte Tatiara Netball Association President and Life Member • Executive positions Naracoorte Netball Club • Naracoorte High School Council Chairperson (late 1980s) • SE Regional TAFE Board
Local Government Policy Views & Interests	<p>I strongly support the LGA values & behaviours outlined in the LGA Strategic Plan 2016-2020</p> <p>I highly value key initiatives of</p> <ul style="list-style-type: none"> • Clear and open communication with member councils • Strong and positive advocacy for local government across all levels of government



	<ul style="list-style-type: none">• Partnering with State Government to progress local government reform agenda• Development of capacity building to ensure future sustainability for local government• Increasing LGA commercial enterprise capacity to reduce member costs• Ongoing accountability and transparency through pursuit of best practice and continuous improvement
Other information	<ul style="list-style-type: none">• Awarded OAM in 2017 for services to Local Government and the community• Recipient - LGA John Legoe Encouragement Award• Australia Day Citizen of Year Award 1991• Committee member Limestone Coast Opera• Patron Limestone Coast Symphony Orchestra• Musical director and Life Member of Naracoorte Singers• Attended ALGA and LGA General Meetings and AGMs, LGA training and residential sessions including: DAP, Audit, Mayor residential, elected member training, conferences, forums, seminars over the past 18 years• Participated in SA Trade delegations to Shandong, China in 2015 and 2016 and reciprocated hosting several delegations in Naracoorte 2015 - 2017

This form must accompany the Nomination Form



Candidate Information Sheet

LGA President

(word limit is strictly 1,000 words)

Name:	<i>Mayor Ann Ferguson OAM</i>
Council:	<i>Mount Barker District Council</i>
Local Government Experience & Knowledge	<p><i>I have been an elected member of council since 1992 and Mayor since 2006. I was a member of SAROC for 4 years, State Executive for 2 years, Chair of the SHLGA for 4 years and a member of the LGA Board for 6 years.</i></p> <p><i>Mount Barker has been determined to be a major regional growth centre for South Australia. Government policy failed to take due account of the aspirations and needs of our community and infrastructure requirements and good regional planning into consideration. Our council took a strong but constructive decision to ensure our best outcomes for the region. While we did not get everything we desired, we achieved a good outcome for current and future generations. As a result of this process the Government understood that we needed to change the way regional planning decisions were made.</i></p>
Local Government Policy Views & Interests	<p><i>As president of the LGA it will be necessary to represent the needs and aspirations of communities when negotiating with Government to determine policy directions. This relationship with Local Government and State Government is crucial and while there will always be creative tension between these two parties every effort must be made to ensure we have constructive outcomes.</i></p> <p><i>Relationships with the Federal Government are also key as they determine how much infrastructure is funded. We need to ensure that we have close working relationships with the local members and ministers in our attempts to influence policy.</i></p> <p><i>The development of policy at a Local Government level must be seen to be professional and consultative and ensuring that what we're asking for is reasonable, practical and achievable. It is crucial that we're seen to be an efficient and well-run Government sector. Being closest to the people is both an asset in that we have close association with our community but maybe sometimes difficult to capture the right emphasis.</i></p> <p><i>There is no doubt that climate change will have a considerable impact on how we live and work in our communities. Climate adaptation programs development in each region is crucial to ensure that we address changes as best we can. In addition to our own work in this area we need to ensure that State and Federal Government policies take due account of how they will impact on each of our areas.</i></p>



	<i>There will be many challenges that we'll face but I believe that we have the right structures in place to achieve our outcomes.</i>
Other information	<i>I was Chair of the Regional Development Australia Adelaide Hills, Fleurieu and Kangaroo Island Board for 9 years. I have been a member of the Royal Australian Nursing Federation and Nurses Board of South Australia, The Police Credit Union, Mount Barker DSM Hospital and other associations.</i> <i>I was awarded an OAM in 2014 for service to community and Local Government. These activities cover a wide range of the daily life of our community. I take great pleasure in being a part of these groups and engaging with so many hard-working individuals. My region is growing at a tremendous pace; by working with all these communities we can ensure that those new comers to our region not only fit in but make a contribution to the development of our community.</i> <i>Working in Local Government ensures that you get a grass roots view of what happens and what is important. It enables us to speak to other members of the Government with passion and authority. We need to balance this with the professionalism and economic certainty that will ensure the best mix for all of our communities.</i>

This form must accompany the Nomination Form



Candidate Information Sheet

LGA President

(word limit is strictly 1,000 words)

Name:	<i>Keith Parkes</i>
Council:	<i>Alexandrina Council</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • <i>Mayor, Alexandrina Council, 2014 to present; intention to run for Mayor in 2018 Council Elections</i> • <i>LGA Board member since 2016; Deputy Board Member 2014-16</i> • <i>SAROC Board member since 2016; Deputy Board Member 2014-16</i> • <i>SHLGA President since 2016; Member since 2014</i> • <i>Elected Member, Goolwa-Hindmarsh Island Ward 2010-2014</i>
Local Government Policy Views & Interests	<p><i>I will be campaigning on four platforms:</i></p> <ol style="list-style-type: none"> <i>1. My passion and work ethic. I will be dedicating time to a strong community presence across South Australia in tandem with local representatives.</i> <i>2. Recognising we are partners in progress by fostering a commitment to innovation, as a collaboration between elected bodies and respective administrations.</i> <i>3. Local government can't work alone. I will be working to harness the collective energy of all levels of government including exploring diversification of revenue sources and advocacy on financial assistance grants as well as building a strong, collaborative relationship with the SA State Government.</i> <i>4. Local government issues aren't just about local government functions. I will be putting a spotlight on contemporary issues for South Australians such as water, energy, climate change and an ageing population. Being from a regional council with peri-urban characteristics, I also believe I have a strong understanding of issues facing SA councils and their communities.</i>
Other information	<ul style="list-style-type: none"> • <i>Australian Institute of Company Directors, Directors course (2018)</i> • <i>Chair, Local Government Transport Advisory Panel (considers Special Local Roads funding)</i> • <i>SA representative on Australian Coastal Councils Association Committee</i> • <i>Chair, Goolwa-Wellington Local Action Planning Board</i> • <i>Various Alexandrina Council committees and advisory groups including Audit Committee and Economic Development Advisory Panel</i>

This form must accompany the Nomination Form



Ballot Paper

Election for President 2018-2020

1 Person Required

Ballot closes 5:00pm Thursday 18 October 2018

Important Note: In accordance with Clause 29.5.4 of the LGA Constitution, the Delegate of a Member Council (or in the Delegate's absence, the chair of the meeting for that Member Council) shall mark the ballot paper with an "X" next to the candidate that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The envelope should then be sealed and delivered to the Returning Officer.

<input type="checkbox"/>	TELFER, Samuel (Sam)	Mayor
<input type="checkbox"/>	BURGESS, David (Dave)	Mayor
<input type="checkbox"/>	VICKERY, Erika OAM	Mayor
<input type="checkbox"/>	FERGUSON, Ann OAM	Mayor
<input type="checkbox"/>	PARKES, Keith	Mayor

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 12.3

Originating Officer: Steven Watson, Governance & Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Election for GAROC 2018-2020

For: Decision

SUMMARY

Polling day for the Election for the Greater Adelaide Region Organisation of Councils (GAROC) membership will occur on Friday 19 October 2018.

In July 2018, nominations for a position on GAROC were requested from Member Councils and at the close of nominations (5.00pm on 7 September 2018) thirteen (13) nominations for the eight (8) positions on GAROC were received from the following candidates:

MEX, Christel	Councillor	Norwood, Payneham & St Peters
PIGGOT, Grant	Councillor	City of Burnside
ALDRIDGE, Gillian	Mayor	City of Salisbury
KNIGHT, Kevin	Mayor	City of Tea Tree Gully
BOUCHEE, Rosalina Marie	Councillor	City of Holdfast Bay
BYRAM, Janet	Deputy Mayor	City of Marion
REDMAN, Karen	Mayor	Town of Gawler
TRAINER, Hon John OAM	Mayor	City of West Torrens
WISDOM, Jan-Claire	Deputy Mayor	Adelaide Hills Council
GRIGG, Neville	Councillor	Campbelltown City Council
O'LOUGHLIN, David	Mayor	City of Prospect
PALMER, Don	Councillor	City of Unley
MANGOS, Arthur	Councillor	City of West Torrens

Candidate profiles are at **Appendix 1**.

As a Member Council of the LGA, Adelaide Hills Council has an entitlement to complete the Ballot Paper and cast a vote for eight (8) of the candidates that it wishes elected.

In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, Council needs to resolve eight (8) candidates that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 18 October 2018.

RECOMMENDATION

Council resolves:

1. That the report be received and noted
2. For the Mayor to mark the ballot paper with the Adelaide Hills Council's vote for
_____ and
_____ and
_____ and
_____ and
_____ and
_____ and
_____ and
_____ and to lodge the completed ballot paper in accordance with the process set out in *Appendix 1*.

1. GOVERNANCE

➤ Strategic Management Plan/Council Policy

Goal	Organisational Sustainability
Strategy	Governance

➤ Legal Implications

The position, role and function of GAROC are set out in the GAROC Terms of Reference.

➤ Risk Management Implications

Notwithstanding that Council is only one of the regional group of councils voting for members to GAROC, given the role of the GAROC, it is in Council's (and the sector's) interest to support the candidates that 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)

➤ Financial and Resource Implications

GAROC does not pay sitting fees and clarification is required as to whether GAROC funds travel and related expenses. It is anticipated that costs associated with GAROC will be funded by the LGA and therefore indirectly by the membership fees of councils.

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

There are no direct end-user customer service implications regarding the nomination of members to GAROC.

➤ **Environmental Implications**

Not directly applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Not Applicable

Community: Not Applicable

2. BACKGROUND

The Local Government Association (LGA) reviewed its governance structures and this includes its two constituent bodies being the South Australian Regions of Councils (SAROC) representing the regional councils and the Greater Adelaide Region Organisation of Councils (GAROC) representing the metropolitan councils.

The role of GAROC is regional advocacy, policy initiation and review, leadership, engagement and capacity building in the regions.

The GAROC Regional Groupings consists of:

Adelaide Hills Council	City of Onkaparinga
City of Burnside	City of Playford
Campbelltown City Council	City of Port Adelaide Enfield
City of Charles Sturt	City of Prospect
Town of Gawler	City of Salisbury
City of Holdfast Bay	City of Tea Tree Gully
City of Marion	City of Unley
City of Mitcham	Town of Walkerville; and
City of Norwood, Payneham & St Peters	City of West Torrens.

AHC has been a member of Metropolitan Local Government Group (MLGG) for a considerable period of time and the MLGG will evolve to be the constituent membership of GAROC.

As a Member Council of the LGA, Adelaide Hills Council has an entitlement to complete the Ballot Paper and cast a vote for eight (8) of the candidates that it wishes to be elected.

Candidate profiles are at **Appendix 1**.

3. ANALYSIS

In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, Council needs to resolve eight (8) candidates that they wish to be elected. Following Council's resolution the Mayor will mark the ballot paper complete the voting process as set out in **Appendix 1**. The completed ballot paper must be lodged with the Returning Officer by 5.00pm, Thursday 18 October 2018.

4. OPTIONS

Council has the following options:

- I. To determine the eight (8) preferred candidates for Election for GAROC and resolve accordingly (Recommended)
- II. To determine not to vote in the Election for GAROC (Not Recommended)

5. APPENDICES

- (1) Election for GAROC – Letter from LGA CEO 26 July 2018, Ballot Paper and Candidate Information Sheets.

Appendix 1

*Election for GAROC 21018-2020 – LGA CEO Letter
12 September 2018,
Ballot Paper and Candidate Information Sheets for
Elections for GAROC 2018 -2020*

In reply please quote our reference: ECM 665419 AJ/AL

12 September 2018

Mr Andrew Aitken
Chief Executive Officer
Adelaide Hills Council
PO Box 44
WOODSIDE SA 5244

Dear Mr Aitken

Election of GAROC Representatives

On 26 July 2018, I wrote to councils calling for nominations for the eight (8) positions on the Greater Adelaide Regional Organisation of Councils (GAROC). I wish to advise that at the close of nomination (5.00pm on 7 September 2018) I received thirteen (13) nominations for the eight (8) position on GAROC from the following candidates:

- Cr Christel Mex (City of Norwood, Payneham & St Peters)
- Cr Grant Piggott (City of Burnside)
- Mayor Gillian Aldridge (City of Salisbury)
- Mayor Kevin Knight (City of Tea Tree Gully)
- Cr Rosalina Marie (Mikki) Bouchee (City of Holdfast Bay)
- Deputy Mayor Cr Janet Byram (City of Marion)
- Mayor Karen Redman (Town of Gawler)
- Mayor Hon John Trainer OAM (City of West Torrens)
- Deputy Mayor Cr Jan-Claire Wisdom (Adelaide Hills Council)
- Cr Neville Grigg (Campbelltown City Council)
- Mayor David O'Loughlin (City of Prospect)
- Cr Don Palmer (City of Unley)
- Cr Arthur Mangos (City of West Torrens)

As a result of receiving more than the required number of nominations, I hereby advise that in accordance with Clause 4.4.4 of the GAROC Terms of Reference an election for the eight (8) positions on GAROC will take place.

I have attached a copy of each candidate's profile together with a Ballot paper for your completion in accordance with the instructions below. I require the ballot paper to be returned to me by **5:00pm Thursday 18 October 2018**.

Voting Instructions

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the casting of the vote by your council must be conducted as follows:

- each Member [council] shall determine by resolution the eight (8) candidates it wishes to elect (Clause 4.4.5(c));



- the chair of the meeting for that Member [council] shall mark the ballot paper with an "X" next to the eight (8) candidates that the Member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the Member's [council] name on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 4.4.5(d));
- on receipt of the envelopes the Chief Executive must (Clause 4.4.5(e)):
 - open the outer envelope addressed to the "Returning Officer" and record the name of the Member [council] which appears on the inside flap of the envelope on the roll of Member's [council] eligible to vote; and
 - place the envelope marked "Ballot Paper" unopened into the ballot box.
- the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f));
- at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate (Clause 4.4.5(g));
- the eight (8) candidates with the most votes shall be deemed elected and the Chief Executive shall declare the candidate elected at the Annual General Meeting 4.4.5(h)); and
- in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate(s) elected (Clause 4.4.5(i)).

The counting of votes will take place at Local Government House on Friday 19 October 2018 commencing at 9:00am.

The successful candidates will be the candidates receiving the most votes, that is "first past the post".

The successful candidates will take office from the conclusion of the LGA's 2018 Annual General meeting for a term ending at the conclusion of the 2020 LGA Annual General Meeting.

Please contact Dr Andrew Johnson on 8224 2094 if you have any questions.

Yours sincerely

Matt Pinnegar
Chief Executive Officer / Returning Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

Attach: Candidate Profiles; Ballot Paper (and envelope); Returning Officer envelope



Candidate Information Sheet

GAROC

Name:	<i>Cr Christel Lorraine Mex</i>	
Council:	<i>City of Norwood, Payneham & St Peters</i>	
Local Government Experience & Knowledge	<p>Having just completed my first term as councillor for the Kensington and East Norwood Ward in NPSP, I am ready to serve our communities at a regional level as a member of GAROC. I started my working career in local government as a community development officer for the City of Elizabeth, where the local Rotary Club presented with me the Vocation Service Award for services to the city in 1988. Now 'retired', I have since gained 25 years' experience with the State Government in senior roles across various agencies including the Department of the Premier and Cabinet, NRM, the State Library, Adelaide Festival Centre and the Office for Volunteers where I was its first general manager. In all these roles, I had positive dealings with local government and partnered in many projects, particularly with the LGA in developing targets for South Australia's Strategic Plan. Through this experience, I have an essential understanding of the dynamics between the different tiers of Government which will be beneficial if I am given the opportunity to serve as a representative on GAROC.</p>	
Local Government Policy Views & Interests	<p>We are entering a tumultuous time in Local-State Government relations, particularly around planning and cost-shifting issues. It is important to me and our communities that we safeguard our local suburban character, historic conservation zones and built heritage. I am worried that many years of hard work and community investment in local planning will be lost with the new planning policies that drastically reduce community empowerment.</p> <p>The issue of cost-shifting from the State Government is getting worse, and we will see more of it with increasing levies and funding cuts to critical services such as public libraries. The public needs to be aware of these cost pressures, especially if rate capping goes ahead. Electoral reform is also of interest to me, and it will be an ongoing challenge to balance cost pressures, the need to have manageable-sized wards for effective community engagement, and keeping the influence of political parties at bay.</p> <p>GAROC plays a crucial role in sharing information, and I am very interested in increasing collaboration and sharing of resources across councils. We need to move away from competition and explore initiatives where we can reduce costs as well as increase innovation in service delivery.</p> <p>I am also interested in building the capacity of our local community groups, who do so much for the well-being of our residents. These volunteer-led grassroots associations include our community bands, environment groups, historical society, service clubs and sporting clubs to mention a few. I believe that local government can do more to work with other tiers of government to</p>	



	increase support for these groups and encourage more members of our communities to get involved with them. More and more of our residents are living alone and are looking for ways to connect with their neighbours. Having a vibrant community sector provides an important pathway for our residents to become active in their communities.	
Other information	In August this year, I submitted a PhD thesis through Flinders University examining the issues facing volunteer leaders of community groups, which was supported by the Australian Research Council. My other qualifications include a Bachelor of Arts and Master of Business Administration. I have served on numerous boards for not-for-profit associations, professional associations, community groups and recently helped initiate South Australia's Volunteering Strategy. During my career, I was a finalist in the Telstra Business Women's Awards, received the National Marketing Award from the Australian Marketing Institute and the Outstanding Service Provider Award from the Adelaide Festival Centre Trust.	

This form must accompany the Nomination Form



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

*Refer attached
information.*

Name:	(insert title, first name and surname)
Council:	(insert council name)
Local Government Experience & Knowledge	<ul style="list-style-type: none">• (insert)
Local Government Policy Views & Interests	<ul style="list-style-type: none">• (insert)
Other information	<ul style="list-style-type: none">• (insert details of leadership, board, corporate governance experience etc)

This form must accompany the Nomination Form

Council	City of Burnside
Name	Grant Edward Piggott
LG Experience	<p>Elected member, 2010- present</p> <p>Board member, Eastern Waste Authority, 2010- present</p> <p>Member, Development Assessment Panel, 2011-2015</p> <p>Deputy Chair, 2012-2015</p> <p>Member Audit Committee, 2013</p> <p>Extensive knowledge of workings of local Government</p>
LG policy Views	<p>Particular interest in financial stability of Council - the need to balance the needs of the community with the need for financial sustainability.</p> <p>Active interest in the Annual Business Plan process, achieving sound investment in infrastructure and management of debt</p> <p>Passionate around delivery of the day-to day expectations of Council – infrastructure, waste, parks, aged care</p> <p>Major interest in Planning, borne out of my DAP experience and addressing with the issues of residents</p> <p>I work toward stability within the Council Chamber - it should be a robust but collegiate environment.</p>
Other Information	<p>Qualified Chartered Accountant</p> <p>30 years in financial & commercial roles</p> <p>General Manager, Royal Agricultural & Horticultural Society of SA Inc. – responsible for the delivery of the commercial areas of the Society business.</p> <p>Performed a number of voluntary Committee roles for Not-For-profit organisations.</p> <p>Active observer of the Local government sector.</p>



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Gillian Aldridge
Council:	City of Salisbury
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • Mayor of City of Salisbury since 2008 • Elected Member, City of Salisbury since 1988 • Voting Representative, Local Government Association Board • Member, MLGG – Executive Committee • Member, Metropolitan Local Government Group • Mawson Lakes Community Trust Fund • Gas Technical Advisory Committee • Morella Community Centre
Local Government Policy Views & Interests	<p>Mayor Aldridge is a firm believer that Local Government has a role to play in delivering leadership to the community, and to ensuring the City is one which people feel proud to be a part of.</p> <p>The City of Salisbury is a rapidly developing residential area in northern Adelaide, with a strong commercial sector focussing in defence research, electronics and information technology, automotive industries, food and value added agriculture.</p> <p>Gillian is passionate about continuing the City's sustainability initiatives, developing housing opportunities which couple with retail and commercial opportunities, as a way of creating community prosperity and connectedness.</p>
Other information	Mayor Aldridge is a member of the LGA Board and the MLGG – Executive Committee.

This form must accompany the Nomination Form



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Kevin Knight
Council:	City of Tea Tree Gully
Local Government Experience & Knowledge	<ul style="list-style-type: none">• First elected to position of Councillor 1993. Served on council continuously until 2006. Was Deputy Mayor for a year and served on many sub committees. The most predominant was chairman of CDAP until 2006.• Re-elected as a councillor in 2010 after 4 years off. Served on the Audit committee, Traffic Management subcommittee and CDAP.• Elected as Mayor in 2014.• Have been involved at the City of Tea Tree Gully for 18 years in total• Member of the LGA Board for the last two years.
Local Government Policy Views & Interests	<ul style="list-style-type: none">• Prudent financial management has been a priority and one of my major interests has always been planning.• Strong believer in the word "Local" it is what separates us from the other tiers of government.• Good governance policies have been a strong interest as well as Traffic management and open space.
Other information	<ul style="list-style-type: none">• Prior to retirement I held the position of State Manager for Simplex International in Adelaide and State manager for Micropay. I have an IT background along with Sales and management responsibility. I took a package at a reasonably young age and am now a self-funded retiree.

This form must accompany the Nomination Form



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	<i>Councillor Rosalina Marie (Mikki) Bouchee</i>
Council:	<i>City of Holdfast bay</i>
Local Government Experience & Knowledge	4 years Councillor City of Glenelg 4 years Alderman City of Glenelg 15 years Councillor City of Holdfast Bay Previously Deputy Mayor/member of Executive Committee/Chairman of Works Committee/Development Assessment Panel Member
Local Government Policy Views & Interests	<i>SALGA /GAROC to continue its efforts in getting more control over planning. Effects of Urban Consolidation on planning and infrastructure .</i> Negative budget impacts of State Government devolving responsibility/costs of legislation onto Local Government. Local Government (SALGA & ALGA) to be recognized in Australian Constitution. Research/initiatives into Waste Management/continue negotiating better deal with waste levy. For Local Government to be more pro active and lead the way....ahead of State Government. Strategic Planning
Other information	Board Member Southern Region Waste Management (6 years) Chair/Board Member Western Region Waste Management(8 years) Board Member NRM 2 years Deputy Member LGA 2 years

This form must accompany the Nomination Form



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Deputy Mayor Janet Byram
Council:	<i>City of Marion</i>
Local Government Experience & Knowledge	LGA Adelaide Metropolitan Zone Deputy Member 2018 City of Marion Council Elected Member 2014-18, Deputy Mayor 2018
Local Government Policy Views & Interests	I believe in the importance of Local Government. I see the LGA as vital in representing that importance across our State. I would like to see the LGA become a positive body for improving Local Government outcomes across SA by strengthening collaboration and co-operation between councils and standing for the highest standards in accountability and transparency.
Other information	20 years' Service in Australian Defence Force, as an Ordinance Officer Over 40 years' service to Scouts Australia as a Leader. Work over 40 years with youth programs including Children's Ministry. Advocate and teaching work in aged care and disability fields. Board member of South Australian Women's Memorial Playing Fields Trust Inc. since 2017/18, and member of SAWMPF Fundraising Committee

Candidate Information Sheet

GAROC (word limit is strictly 1,000 words)

Name:	<i>Mayor Karen Redman</i>
Council:	<i>Town of Gawler</i>
Local Government Experience & Knowledge	<p>Dear Mayors and Council Members</p> <p>I seek your support for my nomination to the Greater Adelaide Region of Councils (GAROC).</p> <ul style="list-style-type: none"> Local Government Experience and Knowledge As a Council Member for the Town of Gawler since 2010, Mayor of Gawler as of 2014, and Chair of the Metropolitan Local Government Group for the past two years, I believe I possess the experience, skills and knowledge required to be an effective GAROC member. <p>In addition, my experience as an LGA Board member since 2016 and most recently, as a Vice President of the LGA, gives me important insight and experience of our most senior Board in Local Government here in South Australia.</p>
Local Government Policy Views & Interests	<ul style="list-style-type: none"> I have been a strong supporter of efficiency and effectiveness across our sector, the promotion of smart communities through innovation and sharing of ideas and cultural tourism. I understand the value of our cultural heritage, how it builds strong communities, and why it will drive economic development in our respective Council areas and accordingly, South Australia. In Gawler, I have tirelessly raised the profile of my community and have understood that to be successful, we need to work together with our state and federal colleagues and have clear priorities. For GAROC, there is an opportunity to consider how the region functions and the potential for sub-regions to ensure all Councils have an effective voice at this strategic level. GAROC has the potential to be an important advocate on issues of importance to our metropolitan region.
Other information	<ul style="list-style-type: none"> It is critical we build public confidence in Local Government, to ensure that our community voice is not only heard, but also respected, as we engage with State and Federal governments. This will benefit not just Local Government, but critically the communities we serve.



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	<i>Hon. John Trainer OAM, Mayor</i>
Council:	<i>City of West Torrens</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none"><i>18 Years as Mayor, City of West Torrens. Elected in 2000. Four times re-elected unopposed. Member of National Executive of Australia Mayoral Aviation Council. Former LGA Vice President etc</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none"><i>My main value at this crucial point in time would be through my strong advocacy against rate capping and forced amalgamations.</i>
Other information	<ul style="list-style-type: none"><i>14 years as a State MP, including 4 as Speaker</i>

This form must accompany the Nomination Form



Candidate Information Sheet GAROC (266 words)

Name:	Deputy Mayor Jan-Claire Wisdom
Council:	Adelaide Hills Council (AHC)
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • Acting Mayor periodically during 2017 and 2018 • Deputy Mayor elected 5 times during period 2012-2018 • Councillor since 2010 • Local Govt rep State Libraries Board (Ministerial appt) since 2012 including State Library Director Selection and Appointment Panel 2018 • LGA Board since 2018 • MLGG since 2017 • SHLGA since 2017 • AHC CEO Review Panel since 2012 (Chair 2 years) • AHC CEO Selection panel 2012 • Member many AHC Committees, Advisory and Working Groups • Key knowledge/skills: Strategic Planning, Leadership, Collaboration and Partnerships, Advocacy, Public Speaking, Policy Development and Review, Communications, Community Development
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • Support - opposition to Rates Oversight Bill 2018 • Support - reform of CM Code of Behaviour • Support - structuring GAROC into council groupings/regions • Support - mix of representation & skills base for GAROC members • Support - benchmarking • Support - reviewing the representation review process • Support - opportunities to diversify local government revenue • Interest - local government leadership in waste & recycling sector • Interest - sustainable Public Library funding and reversion of cost shifting • Interest - building LG, uni and industry sector collaboration • Interest - greater role for LG in tourism development • Interest - developing improved community engagement processes
Other information	<ul style="list-style-type: none"> • Fellow of the Governor's Leadership Foundation (2015) • Excellence in Local Govt Leadership Award (2014) • Governor, Glenunga Intl High School (2009-13) • Qualifications: Degree in English and Philosophy, post-graduate degrees in Library and Information Studies, Journalism, Masters in Communications, and Doctor of Philosophy (PhD) in Policy Analysis • Currently an Adjunct Research Fellow in the Business School of UniSA • Currently developing a health services directory for six councils • Professionally qualified Librarian, Systems and Business Analyst, Journalist, Management Consultant, Small business owner/operator, and served 10 yrs as Defence Force (Army) reservist
	CURRENT CANDIDATE FOR MAYOR OF ADELAIDE HILLS COUNCIL



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Councillor Neville Grigg
Council:	Campbelltown City Council
Local Government Experience & Knowledge	<p>Elected to Campbelltown Council in the General Elections of November 2006.</p> <p>During this time I have attended most LGA (Local Government Association) Annual General Meetings, several National AGM's and a number of Local Government focussed conferences and seminars.</p> <p>My experience has given me a good insight into the workings of Local Government I am very keen to become further involved with the LGA.</p> <p>Over the 12 Years I have served on the following Council Committees:</p> <ul style="list-style-type: none">• Development Assessment Panel (Before the name change)• Audit & Governance Advisory Committee• Service Clubs Advisory Committee (as Chairman)• CEO Performance Review Panel (as Chairman)• Economic Development Advisory Committee. <p>Also served on the following external Committees:</p> <ul style="list-style-type: none">• Stradbroke School Governing Council• Magill Senior Citizens Hall Committee (as Chairman)• King George Hall Committee (as Chairman).
Local Government Policy Views & Interests	<ul style="list-style-type: none">• Strong Supporter of Local Democracy.• Strongly against Rate Capping.• Keen to work with Finance Committees having worked in the Finance Industry for over 30 Years.• Very keen to work with the Councils and help them whenever I can.• Strong Supporter of Sporting and Community Clubs.
Other information	<ul style="list-style-type: none">• As stated above I have been (and still are) Chairman of various Council Committees.• Member of Audit & Governance Advisory Committee.• Having been on Campbelltown Council for 12 Years I am keen to further my experience within Local Government.• I am a Self Employed Mortgage Broker and therefore have the flexibility to attend LGA meetings at any time as required within this role.



	<ul style="list-style-type: none">• My experience in the Local Government will enable me to be an effective Board Member and to help out Councils across the State.• Completed a Diploma of Local Government (Elected Members)• I am a Justice of the Peace
--	---

This form must accompany the Nomination Form

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Mayor David O'Loughlin
Council:	City of Prospect
Local Government Experience & Knowledge	<p>Extensive experience across many roles from local ward councillor to LGA Board representative, LGASA President and now ALGA President. Locally I've driven a raft of economic development reforms, sector leading planning reforms and investment attraction strategies which have transformed our city.</p> <p>At a state level I've championed internal improvements to the LGASA, improved relationships with key stakeholders across State government, and driven key change processes such developing new legislation for Boundary Reform and advocating for the sector throughout the government's planning reform process. In the wake of China National Sword I have energized significant discussion and advocated locally and nationally for culture change in waste management, recycling and targeted government procurement strategies to improve the circular economy.</p> <p>In my role on the State Commission Assessment Panel I represent local government and am constantly reinforcing the need to assess projects, no matter how major, against the local development plan and strategies. Procurement has been a professional focus of mine for decades through my construction background and I have been privileged to have been given the opportunity to apply these skills as chair of LGA's Procurement entity to derive exceptional value for Councils across the State.</p> <p>Previous and current roles include:</p> <p>LGA SA: Immediate Past President, 2015-2017; President, 2013-2015; State Executive Committee, 2006-2017; ALGA: Board Member, 2013-2017; ALGA President, 2017-current; Metropolitan Local Government Group Executive Committee, 2007-2014; Chair LGA Development Plan Reform Committee, 2012-2014; Chair of Metropolitan Local Government Group 2009, 2010, 2011; Founding Member, Eastern Region Alliance; Member, Capital City Committee 2011-2012 Ward Councillor, 2003-2006, including membership of several Section 41 committees; Presiding Member Development Assessment Panel 2005-2006; Chair Local Government Procurement Board, 2015-current; Commissioner Development Assessment Commission, 2015-2017 Member, State Commission Assessment Panel, 2017-current.</p>

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

<p>Local Government Policy Views & Interests</p>	<p>Local communities are the very foundation of our nation and local government is at the heart of them. The LGA has a pivotal role in representing the concerns and aspirations of local government and advocating for improvements across the sector, state and nation.</p> <p>By working collaboratively across council boundaries we present a stronger voice when negotiating with industry and other levels of Government. I am a strong advocate for us, as local government practitioners, being the masters of our own destiny because we are the experts in our field - provided that we can see and grasp the opportunities in front of us.</p> <p>I have always been motivated by the influential role Councils have in stimulating community growth, e.g. community arts and events, local economic development, changes in community behaviour such as waste recycling and energy sustainability measures. The LGA encourages Councils to look beyond their borders, share ideas and learn from each other for the benefit of our local communities - it is the primary reason I joined the Board and with to continue serving as a representative on GAROC.</p>
<p>Other Information</p>	<p>Over 35 years of community service in Adelaide and Whyalla, previously including: Lions Club, Knights of the Southern Cross, Young Christian Workers movement (Branch President, Diocesan President, Youth Worker, Chaplain), parish council, and Reconciliation SA.</p> <p>Currently serving the community via my local council and the following: Blackfriars Priory School Board (Chair), Prospect Kiwanis, Art Deco and Modernism Society SA (Convener), Diocesan Finance Council, and the UniSA Architecture Museum.</p> <p>I have also held a number of executive roles in the private and public construction industry for over 30 years.</p>



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	(insert title, first name and surname) <i>Mr Don PALMER</i>
Council:	(insert council name) <i>City of Unley</i>
Local Government Experience & Knowledge	<ul style="list-style-type: none">(insert) <i>Refer attached</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none">(insert)
Other information	<ul style="list-style-type: none">(insert details of leadership, board, corporate governance experience etc)

This form must accompany the Nomination Form

GAROC Nomination

Cr Don Palmer

City of Unley

Local Government Experience & Knowledge

I have been a member of the City of Unley since the 2010 periodic elections.

During this time I have participated in and held the following positions.

Deputy Mayor 2017

As Deputy Mayor (acting for our Mayor) I participated in the Metropolitan Local Government Group and the Eastern Regional Alliance.

Presiding Member

Development, Planning & Strategy Committee 2015-16. This committee managed the biggest development plan changes in the history of Unley.

Strategic Property Committee 2018.

Member

Development, Planning & Strategy Committee 2013-14.

Development Assessment Panel 2011-2014.

City Strategy Committee 2017-18.

Unley Business & Economic Development Committee 2012-2018.

CEO Performance Review Committee 2017-18.

Local Government Policy Views and Interests

Leadership

As I did in my business career I have always taken an interest in the industry in which I am participating, at this time the local government industry. I am a firm believer that the strength of an association is in the participation of its members.

I am also a firm believer in aiming to be part of the solution rather than the problem. To be someone who is seeking answers to issues rather than sitting back and criticising those taking the responsibility to seek the answers.

The LGA needs people willing to take on this responsibility. I stand ready to take on this role of leadership on your behalf.

As new blood I will also bring a fresh perspective to a fresh executive structure. This at a time when new blood will be positively received by our ratepayers.

Reform

As Unley's representative on the MLGG and ERA I have participated in the debate on the LGA's new structure. I back the new structure and look forward to advancing the reforms that the LGA executive have identified.

The local government industry needs to seek change and reform. We need to be the driver of change. This will require us to recognise where change is needed, and work with the Government to effect purposeful change. We need to be proactive to drive the reform and not be reactive to third parties.

Image

The local government industry needs also to work on changing the image of the industry to our ratepayers. It will not be enough to speak of the need for change. It is another to push the change and be the driver of change. We need mostly to be seen to be driving the change.

To achieve this we need to be seen as a sector responsive to our ratepayers needs. Once again this requires us being proactive, to undertake to understand what our ratepayers are seeking, and demonstrate that we do understand and that we are responsive.

Membership Participation

If the LGA is to be strong we need the LGA membership to be engaged.

GAROC will certainly need to provide the leadership to achieve the above aims. The general industry membership however needs to step up to the plate as well. As an association is only as strong as its membership we all need to participate in making.

We all need work toward bridging the gap that exists between some of us and the LGA.

I look forward to having the opportunity to provide a positive contribution to the local government industry to the betterment of the South Australian local government community.



Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Cr Arthur Mangos
Council:	West Torrens City Council
Local Government Experience & Knowledge	<p>Present</p> <ul style="list-style-type: none"> • Councillor for the City of West Torrens (Plympton Ward) - 27 years • Member of Local Government Association of South Australia Board (2016-2018) • Member of SA Public Health Council (2016-2018) • Chairperson of Strategy and Community Standing Committee (2014-2018) • Member of Corporate, Planning, Policy and Performance Committee • Chairperson Climate Adaptation Committee –Western Region (This comprises of the Cities of West Torrens, Port Adelaide and Charles Sturt Councils) (2014 - 2018) • Vice President of Region 7 Murray Darling Association {MDA} (2014-present). • Deputy Mayor for the City of West Torrens 2013 -2014, 2016-2017 • Australian Mayoral Advisory Committee – Member since 2002 (Proxy to the Mayor 2016-2017) • Treasurer of Australia Day Committee South Australia Branch (2015-2016) • Chairperson of the Audit and Risk Committee (2010-2014) • Member of the Civic Committee for West Torrens Council (2010-2014) • Australia Day Committee Member South Australia Branch (2012 - 2014) • St Martins Advisory Board – Nursing Home Member for 17years and Chairperson for six years •
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • Cr Mangos is concerned about the current economic climate and the effect of this, particularly with the possibility of rate capping, on businesses and the community. • Cr Mangos is passionate about the three levels of government working together for the benefit of the entire community to ensure fiscal responsibility and increased community capacity.



	<ul style="list-style-type: none">• <i>He is also passionate about environmental issues such as waste management and the impact of flooding.</i>• <i>Cr Mangos has a strong interest in asset management and infrastructure.</i>
Other information	<ul style="list-style-type: none">• <i>Councillor for City of West Torrens for over 27 years has served as deputy Mayor and Chair</i>• <i>Board Member of Athletics South Australia (2009 - 2013)</i>• <i>Treasurer SA Athletics (2009 - 2013)</i>• <i>Treasurer of Australia Day Committee 2015 - 2016.</i>• <i>Board Member Athletics South Australia 2009-2013; Treasurer in 2013.</i>• <i>Member of Adelaide Airport Consultative Committee</i>• <i>Justice of the Peace serving the community for 25 years.</i>• <i>Committee Member of Greek Orthodox Community of SA Inc (1993-present)</i>• <i>Committee member of the St Michaels and Gabriel O'Taxiarchis Church and St Nicholas Church (1993- present)</i>• <i>Member of West Beach Surf Lifesaving Club</i>

This form must accompany the Nomination Form

Ballot Paper

Election for GAROC 2018-2020

8 Persons Required

Ballot closes 5:00pm Thursday 18 October 2018

Important Note: In accordance with Clause 4.4.5(d) of the GAROC Terms of Reference, the chair of the meeting for that Member Council shall mark the ballot paper with an "X" next to the eight (8) candidates that the Member Council wishes elected, then seal the ballot paper in the envelope marked "Ballot Paper" and place it inside the envelope marked "Returning Officer". The envelope should then be sealed and delivered to the Returning Officer.

<input type="checkbox"/>	MEX, Christel	Councillor	City of Norwood, Payneham & St Peters
<input type="checkbox"/>	PIGGOT, Grant	Councillor	City of Burnside
<input type="checkbox"/>	ALDRIDGE, Gillian	Mayor	City of Salisbury
<input type="checkbox"/>	KNIGHT, Kevin	Mayor	City of Tea Tree Gully
<input type="checkbox"/>	BOUCHEE, Rosalina Marie (Mikki)	Councillor	City of Holdfast Bay
<input type="checkbox"/>	BYRAM, Janet	Deputy Mayor	City of Marion
<input type="checkbox"/>	REDMAN, Karen	Mayor	Town of Gawler
<input type="checkbox"/>	TRAINER, Hon John OAM	Mayor	City of West Torrens
<input type="checkbox"/>	WISDOM, Jan-Claire	Deputy Mayor	Adelaide Hills Council
<input type="checkbox"/>	GRIGG, Neville	Councillor	Campbelltown City Council
<input type="checkbox"/>	O'LOUGHLIN, David	Mayor	City of Prospect
<input type="checkbox"/>	PALMER, Don	Councillor	City of Unley
<input type="checkbox"/>	MANGOS, Arthur	Councillor	City of West Torrens

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 12.4

Originating Officer: Steven Watson, Governance and Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Delegations Review – September 2018

For: Decision

SUMMARY

Council's Register of Delegations is required to be reviewed in accordance with Section 44 (6) of the *Local Government Act 1999* at least once in every financial year. At Adelaide Hills Council a review occurs quarterly covering a proportion of the Register examining delegations under a number of Acts. This manages the annual review of each delegation in four manageable segments and also allows changes in legislation to be enacted in a timely fashion.

This report addresses delegations under the following Acts:

- *Electronic Conveyancing National Law (SA) Act*
- *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005*
- *Planning, Development and Infrastructure Act 2016*
- *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
- *Roads (Opening & Closing) Act 1991*
- *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013*

Council currently has delegations operating for all of the above Acts. Council must now determine if it will continue to 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. 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 *Electronic Conveyancing National Law (SA) Act***
- 2.1.2 *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005***
- 2.1.3 *Planning, Development and Infrastructure Act 2016***
- 2.1.4 *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014***
- 2.1.5 *Roads (Opening & Closing) Act 1991***
- 2.1.6 *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013***

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, 4, 5, 6, 7, and 8 (each of which is individually identified as indicated below) are hereby delegated this 25th day of September 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.**

- *Electronic Conveyancing National Law (SA) Act***
- *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005***
- *Planning, Development and Infrastructure Act 2016***
- *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014***
- *Roads (Opening & Closing) Act 1991***
- *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013***

- 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.

2.4 Authorisations and Subdelegation under the *Road Traffic Act 1961*

- 2.4.1** In accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the 'Instrument') the Council authorises the following person(s) pursuant to Clause A.7 of the Instrument to endorse Traffic Impact Statements for the purposes of Clause A of the Instrument provided that such person(s) shall take into account the matters specified in Clause A.7 of the Instrument in respect of Traffic Impact Statements: Director Infrastructure and Operations, Manager Civil Services.
- 2.4.2** In accordance with Clause A.7 of the Instrument, the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the Instrument: Director Infrastructure and Operations, Manager Civil Services.
- 2.4.3** In exercise of the power contained in, and in accordance with, Clause G.1 of the Instrument, the power contained in Section 33(1) of the Road Traffic Act 1961 and delegated to the Council pursuant to Clause G of the Instrument and contained in the proposed Instrument of Subdelegation (Appendix 10) is hereby sub-delegated this 26th day of June to the person occupying the office of Chief Executive Officer of the Council subject to:
- (i) the conditions contained in the Instrument; and
 - (ii) any conditions contained in this Resolution or in the Instrument of Subdelegation; and
 - (iii) the creation of a separate instrument in writing reflecting such subdelegation under the Instrument and this Resolution.
- 2.4.4** In accordance with Clause E.2 of the Instrument, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of traffic management Plans: Director Infrastructure and Operations, Manager Civil Services.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Governance

The review of Delegations is an important element of Council's commitment to open and transparent decision-making which facilitates public accountability.

➤ **Legal Implications**

An annual 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 conducted with Council Committee, Regional Subsidiary, Advisory Group, the Administration and Community**

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

<i>Administration:</i>	<i>To Occur with:</i> Director Corporate Services Director Development and Regulatory Services Director Community Capacity Director Infrastructure and Operations Executive Manager Governance & Performance Executive Manager Organisational Development Manager Property Services Manager Waste and Emergency Management Manager Civil Services Manager Financial Services Manager Information Systems Manager Sustainable Assets Manager Open Space
<i>Community:</i>	Not Applicable

2. BACKGROUND

Legislation is constantly changing and a review is required to ensure Council and staff are working with the updated legislation and has the appropriate delegations to carry out the various legislative functions. Model Delegations are prepared by the Local Government Association (LGA) and have been used as a basis for this review.

Delegations can be revoked by the Council by resolution and Council retains the right to act on any matter even if it has been delegated.

A schedule of reviews (**Appendix 1**) has been developed by Council's Administration to ensure delegations under all Acts/Regulations are reviewed over the course of the year.

3. ANALYSIS

This report incorporates the updates identified in the 'Table of Updates' (**Appendix 2**), dated 22 August 2018, provided by the Local Government Association in Circular 34.8.

As per the table of updates and Council's schedule of reviews, the following Acts and Regulations are being reviewed this quarter:

- *Electronic Conveyancing National Law (SA) Act*
- *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005*
- *Planning, Development and Infrastructure Act 2016*
- *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
- *Roads (Opening & Closing) Act 1991*
- *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013*

The Acts/Regulations with amendments in this review are:

- *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*

All changes have been highlighted or tracked on the attached instruments.

3.1 *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*

Minor amendments have been made to this Act. In summary, new delegations have been inserted for sections 17, 20 and 20A of the Road Traffic Act. These sections concern traffic control devices, roadworks permits and work area/site signs. To accommodate the new delegations, the delegations in the template have been renumbered.

There have been no changes to the other delegations in this review.

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.

4. OPTIONS

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 must be revoked and replaced with the new delegations.

5. APPENDICES

- (1) Delegations Review Schedule
- (2) Table of updates dated 25 September 2018
- (3) Instrument of Delegation under the *Electronic Conveyancing National Law (SA) Act*
- (4) Instrument of Delegation under the *Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005*
- (5) Instrument of Delegation under the *Planning, Development and Infrastructure Act 2016*
- (6) Instrument of Delegation under the *Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014*
- (7) Instrument of Delegation under the *Roads (Opening & Closing) Act 1991*
- (8) Instrument of Delegation under the *South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013*

Appendix 1

Delegations Review Schedule

DELEGATIONS REVIEW SCHEDULE

Act	Mar-18	Jun-18	Sep-18	Dec-18
LGA Circular Number	6.11	19.6	34.8	
Burial & Cremation Act 2013 and the Burial and Cremation Regulations 2014	27-Mar			
Community Titles Act 1996				
Crown Land Management Act 2009				
Development Act 1993 and Development Regulations 2008	27-Mar	26-Jun		
Dog & Cat Management Act 1995				
Electronic Conveyancing National Law (SA) Act			25-Sep	
Environment Protection Act 1993 and Environment Protection (Waste to Resources) Policy 2010	27-Mar	26-Jun		
Expiation of Offences Act 1996	27-Mar	26-Jun		
Fences Act 1975		26-Jun		
Fire and Emergency Services Act 2005 and Fire and Emergency Services Regulations 2005			25-Sep	
Food Act 2001	27-Mar			
Freedom of Information Act 1991 & Freedom of Information (Fees & Charges) Regulations 2003		26-Jun		
Heavy Vehicle National Law (South Australia) Act 2013				
Land & Business (Sale and Conveyancing) Act 1994		26-Jun		
Liquor Licensing Act 1997				
Local Government Act 1999		26-Jun		
Local Nuisance and Litter Control Act 2016 and Local Nuisance and Litter Control Regulations 2017	27-Mar			
Natural Resources Management Act 2004, Natural Resources Management (General) Regulations 2005 and Natural Resources Management (Transitional Provisions - Levies) Regulations 2005		26-Jun		
Planning, Development and Infrastructure Act 2016			25-Sep	
Private Parking Areas Act 1986				
Real Property Act 1886		26-Jun		
Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous) Regulations 2014 and Road Traffic (Road Rules – Ancillary and Miscellaneous Provisions) Regulations 2014		26-Jun		
Roads (Opening & Closing) Act 1991			25-Sep	
Safe Drinking Water Act 2011	27-Mar			
South Australian Public Health Act 2011, South Australian Public Health (Legionella) Regulations 2013 and the South Australian Public Health (Wastewater) Regulations 2013			25-Sep	
Strata Titles Act 1999				
Supported Residential Facilities Act 1992	27-Mar			
Unclaimed Goods Act 1987	27-Mar			
Water Industry Act 2012 and Water Industry Regulations 2012	27-Mar			
Work Health Safety Act 2012				

Appendix 2

Table of updates 22 August 2018

LOCAL GOVERNMENT ASSOCIATION
UPDATES OF DELEGATION TEMPLATES ON WEBSITE

(Note: Paragraph references below refer to updated version – As at 30 June 2018)

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
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						
Instrument of Delegation under the Fences Act						
Instrument of Delegation under the Fines Enforcement and Debt Recovery Act 2017						
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						

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
Local Nuisance and Litter Control Regulations 2017						
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	1.1	17(1)	Addition	Legislative amendment	30 June 2018	Adopt updated Instrument as soon as possible.
	1.2	17(2)	Addition	Legislative amendment		
	1.3	17(3)	Addition	Legislative amendment		
	1.4	17(5)	Addition	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
	3.1	20(3)	Addition	Legislative amendment		
	3.2	20(4)	Addition	Legislative amendment		
	3.3	20(6)	Addition	Legislative amendment		
	3.4	20(9)	Addition	Legislative amendment		
	4.1	20A(1)	Addition	Legislative amendment		
Subdelegations to Chief Executive Officer under the Road Traffic Act 1961						
Authorisations under Road Traffic Act 1961						
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						

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 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'						
Draft Resolutions for the making of Delegations						
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'						

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
Webpage entitled – 'Best Practice Recommendations'						

Appendix 3

Instrument of Delegation under the Electronic Conveyancing National Law (SA) Act

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION UNDER THE ELECTRONIC CONVEYANCING NATIONAL LAW (SOUTH AUSTRALIA) ACT 2013			
1. Client Authorisation			
1.1	The power pursuant to Section 10(1) of the Electronic Conveyancing National Law (South Australia) Act 2013 (the Act) to:	CEO	Nil
1.1.1	complete a client authorisation:		
1.1.1.1	that is in the form required by the participation rules; and		
1.1.1.2	by which the Delegate authorises a subscriber to do one or more things on the Council's behalf in connection with a conveyancing transaction so that the transaction, or part of the transaction, can be completed electronically.		

Appendix 4

*Instrument of Delegation under the
Fire and Emergency Services Act 2005 and Fire and
Emergency Services Regulations 2005*

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER UNDER THE FIRE AND EMERGENCY SERVICES ACT 2005 AND THE FIRE AND EMERGENCY SERVICES REGULATIONS 2005			
1. Areas of Urban Bushfire Risk			
1.1	The power pursuant to Section 4A(3) of the Fire and Emergency Services Act 2005 ('the Act'), to consult with and make submissions to the Commission before the Commission publishes a notice in the Gazette designating pursuant to Section 4A(1) of the Act an area within a fire district as an area of urban bushfire risk, varies an area designated under Section 4A(1) of the Act or revokes the designation of an area under Section 4A(1) of the Act. <i>(Note: only applies to Councils with areas within a 'fire district')</i>	CEO	NIL
2. Use of Facilities – State Bushfire Coordination Committee			
2.1	The power pursuant to Section 71C of the Act to make arrangements with the State Bushfire Coordination Committee for the State Bushfire Coordination Committee to make use of the services of the staff, equipment or facilities of the Council.	CEO	NIL
3. Use of Facilities – Bushfire Management Committees			
3.1	The power pursuant to Section 72D of the Act to make arrangements with a Bushfire Management Committee for the Bushfire Management Committee to make use of the services of the staff, equipment or facilities of the Council.	CEO	NIL
4. Bushfire Management Area Plans			
4.1	The power pursuant to Section 73A(7) of the Act, in relation to a proposal of a bushfire management committee to create or amend a Bushfire Management Area Plan for its area, to consult with and make submissions to the bushfire management committee where the Council's area is wholly or partly within the relevant bushfire management area. <i>(Note: only relevant where Council's area is wholly or partly within a 'bushfire management area')</i>	CEO	NIL
5. Fire Control Officers			
5.1	The power pursuant to Section 103(1) of the Act to request that the Chief Officer of the SACFS appoint a person as fire control officer for a designated area of the State (whether inside or outside a council area).	CEO	NIL
5.2	The power pursuant to Section 103(2) of the Act to consult with and make submissions to the Chief Officer of the SACFS before the Chief Officer of the SACFS of his or her own initiative appoints a person as a fire control officer for a designated area of the State (whether inside or outside a council area) in relation to the proposed appointment.	CEO	NIL
6. Giving of Expiation Notices			
6.1	The duty pursuant to Section 104 of the Act to not authorise a person (under Section 6(3)(b) of the Expiation of Offences Act 1996) to give expiation notices for alleged offences under Part 4 of the Act unless the person is a fire prevention officer.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
7. Appropriation of Penalties			
7.1	The duty pursuant to Section 105 of the Act if a summary offence against Part 4 of the Act is committed in the area of the Council and the complaint is laid by the Council (or an officer of the Council), to pay any fine recovered from the defendant into the general revenue of the Council (rather than into the Consolidated Account).	CEO	NIL
8. Interpretation			
8.1	The power pursuant to Section 105A of the Act to authorise for the purposes of Part 4A of the Act an authorised person appointed by the Council under the Local Government Act 1999.	CEO	NIL
9. Fire Prevention Officers			
9.1	The power and duty pursuant to Section 105B(1) of the Act and subject to Sections 105B(2) and 105B(3) of the Act, to appoint at least one person as a fire prevention officer for the Council's area.	CEO	NIL
9.2	The duty pursuant to Section 105B(3) of the Act to -		
9.2.1	in determining the number of fire prevention officers to appoint under Section 105B(1) of the Act; and	CEO	NIL
9.2.2	in assessing the qualifications or experience of a person for the purposes of Section 105B(2) of the Act,		
	take into account any policy developed by SACFS for the purposes of Section 105B of the Act.		
9.3	The power pursuant to Section 105B(3) of the Act to apply to the Chief Officer of the SACFS for an exemption for the Council from the requirement to appoint a fire prevention officer under Section 105B of the Act. <i>(Note: paragraphs 9.1 – 9.3 only relevant to 'rural councils' or councils that have a 'designated urban bushfire risk area' within their area)</i>	CEO	NIL
10. Reports			
10.1	The duty pursuant to Section 105E of the Act to, where required by written notice from the Commission, the State Bushfire Safety Coordination Committee or a bushfire management committee in whose bushfire management area the Council's area is wholly or partly located, provide to the Commission, the State Bushfire Coordination Committee or the bushfire management committee (within a period stated in the notice or at stated intervals) any report, or reports relating to the performance, exercise or discharge of the functions, powers or responsibilities of the fire prevention officer or officers (if any) for the Council's area, as the Commission, the State Bushfire Coordination Committee or the bushfire management committee (as the case may be) thinks fit.	CEO	NIL
11. Private Land			
11.1	The duty pursuant to Section 105F(2) of the Act, in determining the standard required to comply with Section 105F(1) of the Act (but subject to Section 105F(4) of the Act), to take into account the following matters (insofar as may be relevant and without limiting any other relevant matter):	CEO	NIL
11.1.1	the nature of the land;		

	Direct Delegation from Council	Conditions/ Limitations
11.1.2 whether the land is in a country, metropolitan, township or other setting;		
11.1.3 the activities carried out on the land (including whether flammable or combustible materials or substances are used or stored on the land);		
11.1.4 other statutory standards or requirements that apply to or in relation to the land.		
11.2 The power pursuant to Section 105F(5) of the Act, if the Delegate believes on reasonable grounds -	CEO	NIL
11.2.1 that an owner of private land has failed to comply with Section 105F(1) of the Act; or		
11.2.2 that measures should be taken in respect of particular private land for the purpose of -		
11.2.2.1 preventing or inhibiting the outbreak of fire on the land; or		
11.2.2.2 preventing or inhibiting the spread of fire through the land; or		
11.2.2.3 protecting property on the land from fire,		
to, by notice in writing that complies with any requirements set out in the regulations, require the owner of the private land to take specified action to remedy the default or to protect the land or property on the land, within such time as may be specified in the notice.		
11.3 The power pursuant to Section 105F(6) of the Act and without limiting the operation of Section 105F(5) of the Act, to include in a notice under Section 105F(5) of the Act directions -	CEO	NIL
11.3.1 to trim or remove vegetation on the land; or		
11.3.2 to remove flammable or combustible materials or substances, or to store flammable or combustible materials or substances in a specified manner; or		
11.3.3 to eliminate a potential ignition source; or		
11.3.4 to create, establish or maintain fire breaks or fuel breaks.		
11.4 The duty pursuant to Section 105F(7) of the Act, in acting under Section 105F(5) of the Act, to apply any guidelines prepared or adopted by the Minister for the purposes of Section 105F(5) of the Act and published by the Minister in the Gazette.	CEO	NIL
11.5 The power pursuant to Section 105F(9) of the Act to give a notice under Section 105(5) of the Act -	CEO	NIL
11.5.1 personally; or		
11.5.2 by post; or		
11.5.3 if the delegate cannot, after making reasonable inquiries, ascertain the name and address of the person to whom the notice is to be given -		
11.5.3.1 by publishing the notice in a newspaper circulating in the locality of the land; and		
11.5.3.2 by leaving a copy of the notice in a conspicuous place on the land.		
11.6 The power pursuant to Section 105F(10) of the Act to, by further notice in writing, vary or revoke a notice under Section 105(5) of the Act.	CEO	NIL
11.7 The duty pursuant to Section 105F(11) of the Act, if a notice under Section 105F(5) of the Act is directed to an occupier of land, to take reasonable steps to serve (personally or by post) a copy of the notice on the owner.	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
12. Council Land		
12.1 The power pursuant to Section 105G(5) of the Act to consult with and make submissions to the Minister on the referral of a matter under Section 105G(4) of the Act.	CEO	NIL
12.2 The duty pursuant to Section 105G(7) of the Act, to comply with a notice under Section 105G(6) of the Act.	CEO	NIL
13. Additional Provision in Relation to Powers of Authorised Officers		
13.1 The power pursuant to Section 105J(1) of the Act, for a purpose related to the administration, operation or enforcement of Part 4A of the Act, to -	CEO	NIL
13.1.1 at any reasonable time, after giving reasonable notice to the occupier of the land, enter the land; or		
13.1.2 with the authority of a warrant issued by a magistrate, or in circumstances in which the delegate reasonably believes that immediate action is required, use reasonable force to break into or open any part of, or anything in or on, the land.		
13.2 The power and duty pursuant to Section 105J(3) of the Act to apply for a warrant -	CEO	NIL
13.2.1 either personally or by telephone; and		
13.2.2 in accordance with any procedures prescribed by the regulations.		
13.3 The power pursuant to Section 105J(4) of the Act, in exercising a power under Part 4A of the Act, to -	CEO	NIL
13.3.1 give directions with respect to the stopping, securing or movement of a vehicle, plant, equipment or other thing;		
13.3.2 take photographs, films, audio, video or other recordings;		
13.3.3 give any other directions reasonably required in connection with the exercise of the power.		
13.4 The power pursuant to Section 105J(5) of the Act, in exercising a power under Part 4A of the Act, to be accompanied by such assistants as may reasonably be required in the circumstances.	CEO	NIL
13.5 The power pursuant to Section 105J(6) of the Act, if an owner of land refuses or fails to comply with the requirements of a notice under Section 105F(5) of the Act, to proceed to carry out those requirements.	CEO	NIL
13.6 The power pursuant to Section 105J(7) of the Act to authorise a person for the purposes of Section 105J(6) of the Act, to take action under Section 105J(6) of the Act on the Council's behalf.	CEO	NIL
13.7 The power pursuant to Section 105J(8) of the Act, to recover the reasonable costs and expenses incurred by an authorised person in taking action under Section 105J(6) of the Act as a debt from the person who failed to comply with the requirements of the relevant notice, if the relevant notice was given by the Council or a fire prevention officer or an authorised person appointed by the Council and authorised for the purposes of Part 4A of the Act.	CEO	NIL
13.8 The power pursuant to Section 105J(9) of the Act, if an amount is recoverable from a person by the	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
Council under Section 105J(8) of the Act, to recover the amount as if it were rates in arrears.		
14. Power to Provide Sirens		
The power pursuant to Section 129 of the Act to erect a siren in a suitable place for the purpose of giving warning of the outbreak or threat of a fire or the occurrence or threat of an emergency, and the power to test and use the siren.	CEO	NIL
DELEGATIONS UNDER FIRE AND EMERGENCY SERVICES REGULATIONS 2005		
15. SACFS Group Committee		
15.1 The power pursuant to Regulation 19(2)(e)(i) of the Fire and Emergency Services Regulations 2005 ('the Regulations') to nominate a representative from the Council to be a member of a SACFS group committee, where the Council's area lies wholly or partially within the area of the group.	CEO	NIL
16. Fires Permitted under Section 79(2) of Act		
16.1 The power pursuant to Regulation 32A(4) of the Regulations to consult with and make submissions to the Chief Officer before the Chief Officer makes a notice under Regulation 32A of the Regulations.	CEO	NIL
17. Special Provision relating to Gas and Electric Cooking Appliances		
17.1 The power pursuant to Regulation 34(3) of the Regulations, in addition to Regulation 34(1) and Regulation 34(2) of the Regulations, by notice in the Gazette, to declare part of the Council area to be an area where a person may, in accordance with the terms of the notice, operate a gas fire or electric element for cooking purposes in the open air contrary to the terms of a total fire ban in accordance with Regulation 34(4) of the Regulations, and such notice:	CEO	NIL
17.1.1 shall be in the form set out in Schedule 11; and		
17.1.2 may be limited in its operation to particular times of the day, and to particular days of the year; and		
17.1.3 will operate subject to the following conditions:		
17.1.3.1 that the space immediately around and above the gas fire or electric element must be clear of all flammable material to a distance of at least 4 metres;		
17.1.3.2 that a person who is able to control the gas fire or electric element must be present at all times while it is lighted or charged; and		
17.1.3.3 that an appropriate agent adequate to extinguish a fire must be at hand;		
17.1.4 will operate subject to such other conditions (if any) as may be specified by the Council or the Chief Officer of the SACFS (as the case may be); and		
17.1.5 may be varied or revoked by further notice in the Gazette.		
17.2 The duty pursuant to Regulation 34(5) of the Regulations, if a notice is published in accordance with Regulation 34 of the Regulations, to immediately send a copy of the notice to the Chief Officer of the SACFS.	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
18. Identity cards		
18.1 The duty pursuant to Regulation 52(2) of the Regulations issue to each fire prevention officer or assistant fire prevention officer appointed by the Council a certificate of identity in a form approved by the Chief Officer of the SACFS.	CEO	NIL
19. Roadside Fire Protection		
19.1 The power pursuant to Regulation 54(2) of the Regulations, where the Council has the care, control and management of a road in the country, or roadside vegetation in the country, for the purpose of providing fire protection on a road, or the verge of a road, to –	CEO	NIL
19.1.1 light a fire on the road, or on the verge of the road; and		
19.1.2 while the fire is burning, prohibit, direct or regulate the movement of persons, vehicles or animals along the road;		
subject to Regulation 54(3) of the Regulations.		
19.2 The duty pursuant to Regulation 54(3) of the Regulations to obtain a permit to light and maintain a fire under Regulation 54 of the Regulations during the fire danger season. (Note: only relevant to Councils with roads in the 'country').	CEO	NIL
20. Special Fire Areas		
20.1 The duty pursuant to Regulation 56(2) of the Regulations to consult with and make submissions to the Chief Officer of the SACFS regarding the inclusion of the area or part of the area of the Council within a special fire area.	CEO	NIL
20.2 The power pursuant to Regulation 56(4)(a) of the Regulations to nominate one or more representatives of the Council to a committee of management established under Regulation 56(3) of the Regulations.	CEO	NIL
21. Coronial Inquests		
The power pursuant to Regulation 65(b) of the Regulations to make representations to the South Australian Fire and Emergency Services Commission or an emergency services organisation that a coronial inquest should be held in relation to a fire or other emergency.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations	Sub-Delegation from CEO
INSTRUMENT OF DELEGATION TO FIRE PREVENTION OFFICER(S) UNDER THE FIRE AND EMERGENCY SERVICES ACT 2005				
1. Permit to Light and Maintain Fire				
The power pursuant to Section 81(14) of the Act, with the approval of the Chief Officer of the SACFS, to authorise a person to issue permits under Section 81 of the Act.		Fire Prevention Officer	NIL	
2. Removal of Debris from Roads				
2.1	The power pursuant to Section 87(1) of the Act, to require a person that has carried out work where flammable debris is left on or in vicinity of the road in the country, to remove the debris from the road.	Fire Prevention Officer	NIL	
2.2	The power pursuant to Section 87(2) of the Act where a person has failed to comply with Section 87(1) of the Act to –	Fire Prevention Officer	NIL	
2.2.1	burn or remove the flammable debris; and			
2.2.2	recover the cost of doing so as a debt due to the Council from the person in default. <i>(Note: only applies in relation to a road in the 'country')</i>			
3. Failure by a Council to Exercise Statutory Powers				
3.1	The power pursuant to Section 94(3) of the Act to consult with and make submissions to the Chief Officer of the SACFS in relation to him or her making a recommendation to the Minister pursuant to Section 94(2) of the Act that the powers and functions of the Council under Part 4 of the Act be withdrawn.	Fire Prevention Officer	CEO to be notified prior to submission	
3.2	The power pursuant to Section 94(4) of the Act if the Chief Officer of the SACFS makes a recommendation to the Minister under Section 94(2) of the Act to:	Fire Prevention Officer	CEO to be notified prior to submission	
3.2.1	make written submissions to the Minister in relation to the matter; and			
3.2.2	request at the time that the Delegate makes such written submissions that the Minister discuss the matter with a delegation representing the Council.			
3.3	The duty pursuant to Section 94(6) of the Act, if the Minister has published a notice under Section 94(5) of the Act, to receive written reasons from the Minister for his or her decision to withdraw Council's powers and functions under Part 4 of the Act within 14 days of the notice being published.	Fire Prevention Officer	NIL	

Appendix 5

Instrument of Delegation under the Planning, Development and Infrastructure Act 2016

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION UNDER THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE ACT 2016			
1. Planning Regions and Greater Adelaide			
1.1	The power pursuant to Section 5(5)(b) of the Planning, Development and Infrastructure Act 2016 (the Act) to make submissions to the Minister on a proposed proclamation under Section 5 of the Act.	CEO	NIL
2. Subregions			
2.1	The power pursuant to Section 6(3)(b) of the Act to make submissions to the Minister on the Minister's proposed course of action.	CEO	NIL
3. Environment and Food Production Areas – Greater Adelaide			
3.1	The power pursuant to Section 7(5) of the Act, in relation to a proposed development in an environment and food production area that involves a division of land that would create 1 or more additional allotments:	CEO Council's Assessment Panel (CAP)	NIL
3.1.1	to seek the concurrence of the Commission in the granting of the authorisation;		
3.1.2	to concur in the granting of the development authorisation to the development;		
3.1.3	to, if the proposed development will create additional allotments to be used for residential development, refuse to grant development authorisation in relation to the proposed development.		
4. Planning Agreements			
4.1	The power pursuant to Section 35(1)(a) of the Act to enter into an agreement (a planning agreement) with the Minister relating to a specified area of the State in accordance with Section 35 of the Act.	CEO	NIL
4.2	The power pursuant to Section 35(3) of the Act to, in a planning agreement, include provisions that outline the purposes of the agreement and the outcomes that the agreement is intended to achieve and to provide for:	CEO	NIL
4.2.1	the setting of objectives, priorities and targets for the area covered by the agreement; and		
4.2.2	the constitution of a joint planning board including, in relation to such a board:		
4.2.2.1	the membership of the board, being between 3 and 7 members (inclusive); and		
4.2.2.2	subject to Section 35(4) of the Act, the criteria for membership; and		
4.2.2.3	the procedures to be followed with respect to the appointment of members; and		
4.2.2.4	the terms of office of members; and		
4.2.2.5	conditions of appointment of members, or the method by which those conditions will be determined, and the grounds on which, and the procedures by which, a member may be removed from office; and		
4.2.2.6	the appointment of deputy members; and		
4.2.2.7	the procedures of the board; and		

		Direct Delegation from Council	Conditions/ Limitations
4.2.3	the delegation of functions and powers to the joint planning board (including, if appropriate, functions or powers under another Act); and		
4.2.4	the staffing and other support issues associated with the operations of the joint planning board; and		
4.2.5	financial and resource issues associated with the operations of the joint planning board, including:		
4.2.5.1	the formulation and implementation of budgets; and		
4.2.5.2	the proportions in which the parties to the agreement will be responsible for costs and other liabilities associated with the activities of the board; and		
4.2.6	such other matters as the Delegate thinks fit.		
4.3	The power pursuant to Section 35(5)(a) of the Act, at the expiry of a planning agreement, to replace it with a new agreement (in the same or different terms).	CEO	NIL
4.4	The power pursuant to Section 35(5)(b) of the Act, to vary or terminate a planning agreement by agreement between the parties to the agreement.	CEO	NIL
5.	Community Engagement Charter		
5.1	The power pursuant to Section 44(6)(a) of the Act, to, in accordance with the Charter, make submissions in relation to any proposal to prepare or amend a designated instrument under Part 5 Division 2 Subdivision 5 (unless the proposal has been initiated by the Council).	CEO	NIL
6.	Preparation and Amendment of Charter		
6.1	The power pursuant to Section 45(2)(c) of the Act to make representations (in writing or via the SA planning portal) on a proposal to prepare or amend the Charter.	CEO	NIL
6A.	Preparation and Amendment		
6A.1	The power pursuant to Section 73(2)(b)(iv) of the Act to initiate a proposal to amend a designated instrument with the approval of the Minister, acting on the advice of the Commissioner.	CEO	Subject to sign-off by SPDPC
6A.2	The power pursuant to Section 73(6) of the Act where the Council is authorised or approved under Section 73 of the Act, and after all of the requirements of Section 73 have been satisfied:	CEO	NIL
6A.2.1	to prepare a draft of the relevant proposal; and		
6A.2.2	to comply with the Community Engagement Charter for the purposes of consultation in relation to the proposal; and		
6A.2.3	to the extent that paragraph (b) of Section 73(6) of the Act does not apply, in the case of a proposed amendment to a regional plan that has been prepared by a joint planning board where the amendment is not being proposed by the joint planning board – to consult with the joint planning board; and		
6A.2.4	to the extent that paragraph (b) of Section 73(6) of the Act does not apply, in the case of a proposed amendment to the Planning and Design Code that will have a specific impact on 1 or more particular pieces of land in a particular zone or subzone (rather than more		

		Direct Delegation from Council	Conditions/ Limitations
	generally) – to take reasonable steps to give:		
	6A.2.4.1 an owner or occupier of the land; and		
	6A.2.4.2 an owner or occupier of each piece of adjacent land, a notice in accordance with the regulations; and		
	6A.2.5 to consult with any person or body specified by the Commission and any other person or body as the delegate thinks fit; and		
	6A.2.6 to carry out such investigations and obtain such information specified by the Commission; and		
	6A.2.7 to comply with any requirement prescribed by the regulations.		
6A.3	The power pursuant to Section 73(8) of the Act to, after the Council has furnished a report to the Minister under Section 73(7) of the Act, ensure that a copy of the report is published on the SA planning portal in accordance with a practice direction that applies for the purposes of Section 73 of the Act.	CEO	Subject to sign-off by SPDPC
6A.4	The power pursuant to Section 73(9) of the Act to enter into an agreement with a person for the recovery of costs incurred by the Council in relation to an amendment of the Planning and Design Code or a design standard under Section 73 of the Act (subject to the requirement to charge costs under Section 73(4)(b) of the Act (if relevant)).	CEO	Subject to sign-off by SPDPC
6B. Parliamentary Scrutiny			
6B.1	The power pursuant to Section 74(8) of the Act if the ERD Committee is proposing to suggest an amendment under Section 74(4) of the Act and the amendment is specifically relevant to the Council, to provide a comment and response within the period of 2 weeks.	CEO	NIL
6C. Entities Constituting Relevant Authorities			
6C.1	The power pursuant to Section 82(d) of the Act, subject to the Act, to appoint an assessment panel.		
6D. Panels Established by Joint Planning Boards or Councils			
6D.1	The power pursuant to Section 83(1) of the Act in relation to an assessment panel appointed by the Council under Division 1 of Part 6 of the Act, to:		
6D.1.1	appoint more than 1 assessment panel and if the delegate does so, to clearly specify which class of development each assessment panel is to assess;		
6D.1.2	determine:		
	6D.1.2.1 the membership of the assessment panel, being no more than 5 members, only 1 of which may be a member of a council, and, if the delegate thinks fit, on the basis that the assessment panel will be constituted by a different number of members depending on the particular class of development that is being assessed by the assessment panel; and		
	6D.1.2.2 the procedures to be followed with respect to the appointment of members; and		
	6D.1.2.3 the terms of office of members; and		

		Direct Delegation from Council	Conditions/ Limitations
6D.1.2.4	conditions of appointment of members, or the method by which those conditions will be determined, (including as to their remuneration) and the grounds on which, and the procedures by which, a member may be removed from office; and		
6D.1.2.5	the appointment of deputy members; and		
6D.1.2.6	who will act as the presiding member of the panel and the process for appointing an acting presiding member.		
6D.2	The power pursuant to Section 83(1)(h) of the Act to arrange the staffing and support required for the purposes of the operations of the panel.	CEO	NIL
6D.3	The power pursuant to Section 83(1)(i) of the Act to substitute the existing members of the panel with new members if directed to do so by the Minister acting on recommendation of the Commission under Section 86 of the Act.	CEO	NIL
6D.4	The power pursuant to Section 83(2) of the Act to form the opinion and be satisfied that a person to be appointed as a member of an assessment panel who is a member, or former member, of a council is appropriately qualified to act as a member of the assessment panel on account of the person's experience in local government.	CEO	NIL
6E. Panels Established by Minister			
6E.1	The power pursuant to Section 84(1)(c)(ii)(B) of the Act to make submissions to the Minister about the constitution of a regional assessment panel in relation to the area of the Council (or part of the area).		
6F. Substitution of Local Panels			
6F.1	The power pursuant to Section 86(2)(a) of the Act to make submissions to the Commission in relation to an inquiry.		
7. Initiation of Scheme			
7.1	The power pursuant to Section 163(3)(b) of the Act to request the Minister initiate a proposal to proceed under Section 163 of the Act.	CEO	NIL
7.2	The power pursuant to Section 163(10) of the Act to consult with the Minister in relation to the draft outline.	CEO	NIL
8. Consideration of Proposed Scheme			
8.1	The power pursuant to Section 166(1)(c) of the Act to consult with a scheme coordinator in relation to a scheme in accordance with the Community Engagement Charter.	CEO	NIL
9. Adoption of Scheme			
9.1	The power pursuant to Section 167(7) of the Act to consult with the Minister in relation to a variation to a scheme.	CEO	NIL
10. Funding Arrangements			
10.1	The power pursuant to Section 169(2)(b) of the Act in relation to a scheme that provides for the collection of contributions under Subdivision 8 of the Act to apply for a periodic review of the levels	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
	and amounts of those contributions and as part of such review for any matter to be considered or determined by ESCOSA.		
10.2	The power pursuant to Section 169(8) of the Act to approve a funding arrangement that provides for or includes the collection of contributions under subdivision 8 in relation to prescribed infrastructure.		
10.3	The power pursuant to Section 169(9) of the Act to consult with the Commission in relation to a funding arrangement that is specifically relevant to the Council.	CEO	NIL
11. Contributions by Constituent Councils			
11.1	The power pursuant to Section 177(4) of the Act to consult with the Minister in relation to the Council's share.	CEO	NIL
11.2	The power pursuant to Section 177(5) of the Act to, at the request of the Minister, supply the Minister with information in the possession of the Council to enable the Minister to determine shares under Sections 177(2) and (3) of the Act.	CEO	NIL
12. Imposition of Charge by Councils			
12.1	The power pursuant to Section 180(7) of the Act, if the Council incurs costs in recovering a charge as a debt, to claim the reimbursement of those costs (insofar as they are reasonable) from the relevant fund established under subdivision 9.	CEO	NIL
13. Authorised Works			
13.1	The power pursuant to Section 187(1) of the Act, subject to Section 187(3) of the Act, to carry out any infrastructure works if the Council is authorised to so do by or under the Act or any other Act.	CEO	NIL
13.2	The power pursuant to Section 187(5) of the Act, subject to Section 187(6) of the Act, to in relation to a proposal that involves disturbing the surface of a road, or that otherwise relates to a road to:	CEO	NIL
13.2.1	inform the relevant road maintenance authority of the proposal at least 28 days before the proposed commencement of any work; and		
13.2.2	give the relevant road maintenance authority a reasonable opportunity to consult with the Council in relation to the matter; and		
13.2.3	ensure that proper consideration is given to the views of the road maintenance authority.		
13.3	The power pursuant to Section 187(5)(b) of the Act to consult with the relevant road maintenance authority in relation to the matter.	CEO	NIL
13.4	The power pursuant to Section 187(6) of the Act, in a case of emergency, to only comply with Section 187(5) of the Act to such extent as is practicable in the circumstances.	CEO	NIL
14. Entry onto Land			
14.1	The power pursuant to Section 188(1) of the Act to authorise a person for the purpose of undertaking any work or activity in connection with the exercise of a power under Division 2 of Part 13 of the Act to:	CEO	NIL
14.1.1	enter and pass over any land; and		
14.1.2	bring onto any land any vehicles, plant or equipment; and		

		Direct Delegation from Council	Conditions/ Limitations
14.1.3	temporarily occupy land; and		
14.1.4	do anything else reasonably required in connection with the exercise of the power.		
14.2	The power pursuant to Section 188(4) of the Act to pay reasonable compensation on account of any loss or damage caused by the exercise of a power under Section 188(1) of the Act.	CEO	NIL
15. Acquisition of Land			
15.1	The power pursuant to Section 189(1) of the Act, to with the consent of the Minister, acquire land for a purpose associated with infrastructure works under and in accordance with the <i>Land Acquisition Act 1969</i> .	CEO	NIL
16. Review of Performance			
16.1	The power pursuant to Clause 3(3) of Schedule 4 of the Act to explain the Council's actions, and to make submissions (including, if relevant, an indication of undertakings that the Council is willing to give in order to take remedial action), to the Minister.	CEO	NIL
16.2	The power pursuant to Clause 3(14) of Schedule 4 of the Act to make submissions to the Minister on the report on which the action to be taken by the Minister under Clause 3(13) of Schedule 4 of the Act is based.	CEO	NIL
16.3	The power pursuant to Clause 3(15) of Schedule 4 of the Act, if the Minister makes a recommendation to the Council under Clause 3(13)(a) of Schedule 4 of the Act and the Minister subsequently considers that the Council has not, within a reasonable period, taken appropriate action in view of the recommendation, consult with the Minister in relation to the directions of the Minister.	CEO	NIL
16.4	The power pursuant to Clause 3(16) of Schedule 4 of the Act to comply with a direction under Clauses 3(13) or (15) of Schedule 4 of the Act.		
17. General Schemes			
17.1	The power pursuant to Clause 30(3) of Schedule 8 of the Act to request the Minister make a declaration under Clause 30(2) of Schedule 8 of the Act in relation to a scheme.	CEO	NIL

Appendix 6

*Instrument of Delegation under the
Road Traffic Act 1961 (SA), Road Traffic (Miscellaneous)
Regulations 2014 and Road Traffic (Road Rules
– Ancillary and Miscellaneous Provisions)
Regulations 2014*

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION UNDER THE ROAD TRAFFIC ACT 1961, THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 1999 AND THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 1999			
1. Installation etc of traffic control devices – general provision			
1.1	The power pursuant to Section 17(1) of the Road Traffic Act 1961 ('the Act'), to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, maintain, alter or operate, or cause to be installed, maintained, altered or operated, a traffic control device on, above or near a road.	CEO	NIL
1.2	The power pursuant to Section 17(2) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), remove a traffic control device or cause a traffic control device to be removed.	CEO	NIL
1.3	The power pursuant to Section 17(3) of the Act, to, with the approval of the Minister (or in accordance with a roadworks permit issued under Section 20 of the Act), install, display, alter, operate or remove traffic control devices:	CEO	NIL
1.3.1	in relation to an area where persons are engaged in work or an area affected by works in progress; or	CEO	NIL
1.3.2	in relation to a part of a road temporarily closed to traffic under the Act or any other Act; or	CEO	NIL
1.3.3	for any temporary purposes.	CEO	NIL
1.4	The power pursuant to Section 17(5) of the Act to make an application for an approval of the Minister in a manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.	CEO	NIL
2. Direction as to installation etc of traffic control devices			
2.1	The duty pursuant to Section 18(5) of the Act to carry out a direction which the Minister directs the Council (as a road authority) to carry out pursuant to Section 18(6) of the Act in circumstances where another road authority has failed to comply with the direction.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
2.2	The power pursuant to Section 18(7) of the Act where the Minister has directed the Council to carry out a direction pursuant to Section 18(6) of the Act, to recover as a debt due from the defaulting road authority any expenses incurred in carrying out the direction under Section 18(6) of the Act, subject to Section 18(8) of the Act.	CEO	NIL
3.	Work areas and work sites		
3.1	The power pursuant to Section 20(3) of the Act to, with a relevant authorisation and in accordance with Part 2 of the Act and any regulations made for the purposes of Part 2 of the Act, place signs on a road for the purpose of indicating a maximum speed to be observed by drivers while driving on, by or towards a work area or work site where workers are engaged, or works are in progress, at the direction of the Council or the Council's delegate.	CEO	NIL
3.2	The power pursuant to Section 20(4) of the Act to place speed limit signs on a road:	CEO	NIL
3.2.1	if the Council holds a permit issued by the Minister under Section 20 of the Act (a 'roadworks permit') and the signs are placed on the road in accordance with the permit; or	CEO	NIL
3.2.2	if:	CEO	NIL
3.2.2.1	the work is required to be undertaken by the Council as a matter of urgency; and	CEO	NIL
3.2.2.2	the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act; and	CEO	NIL
3.2.2.3	the Minister is notified of the placement of the signs as soon as is practicable (and, in any case, within two hours after the signs are placed on the road); and	CEO	NIL
3.2.2.4	the signs are placed on the road for a period not exceeding 24 hours or such longer period as may be determined by the Minister on an application under Section 20(9) of the Act; or	CEO	NIL
3.2.3	if:	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
3.2.3.1	the signs will not relate to any prescribed roads; and	CEO	NIL
3.2.3.2	the signs are placed on the road in accordance with an approval of the Minister under Part 2 of the Act.	CEO	NIL
3.3	The power pursuant to Section 20(6) of the Act to make an application for a roadworks permit in a manner determined by the Minister (which may differ between applications according to factors determined by the Minister) and to accompany the application with the fee fixed by, or calculated in accordance with, the regulations.	CEO	NIL
3.4	The power pursuant to Section 20(9) of the Act to make an application to the Minister for an extension of the 24 hour period referred to in Section 20(4)(b)(v) of the Act:	CEO	NIL
3.4.1	by telephone or any other manner prescribed by the regulations; and	CEO	NIL
3.4.2	at least three hours before the end of that 24 hour period (unless the Minister is satisfied that there were good reasons for a delay in making the application).	CEO	NIL
4. Appeal to District Court			
4.1	The power pursuant to Section 20A(1) of the Act, if the Council having applied for an approval of the Minister under Section 17 of the Act or for a roadworks permit under Section 20 of the Act, is dissatisfied with a decision of the Minister in relation to the application, or in relation to an approval or permit granted as a result of the application, to appeal to the District Court against the decision.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
5.	Action to deal with false devices or hazards to traffic	CEO	NIL
5.1	The power pursuant to Section 31(2) of the Act to remove from any road the care, control or management of which is vested in the Council and dispose of any false traffic control device or any device, structure or thing that the Delegate is satisfied might constitute a hazard to traffic.	CEO	NIL
6.	Road Closing and Exemptions for Certain Events		
6.1	The power pursuant to Section 33(2) of the Act, to consent to an order under Section 33(1) of the Act to close a road in the Council's area.	CEO	NIL
7.	Notice of Removal of Vehicle and Disposal of Vehicle if Unclaimed		
7.1	The duty pursuant to Section 40P(3) of the Act and subject to Section 40P(4) to offer a vehicle, which was removed by an officer of the Council under Section 40N of the Act and for which there had been notice given according to Section 40P(2) of the Act and the owner of the vehicle failed to take possession of the vehicle and pay all expenses in connection with the removal, custody and maintenance of the vehicle and of serving, posting or publishing the notice, within one month after service or publication of the notice in accordance with Section 40P(2) of the Act, for sale by public auction.	CEO	NIL
7.2	The power pursuant to Section 40P(4) of the Act, where a vehicle is offered for sale by public auction but is not sold at the auction or the relevant authority reasonably believes that the proceeds of the sale of the vehicle would be unlikely to exceed the costs incurred in selling the vehicle, to dispose of the vehicle in such manner as the Delegate thinks fit.	CEO	NIL
7.3	The duty pursuant to Section 40P(5) of the Act to apply the proceeds of the sale of a vehicle as follows:	CEO	NIL
7.3.1	firstly, in payment of the costs of and incidental to the sale;	CEO	NIL
7.3.2	secondly, in payment of the costs of and incidental to the removal, custody and maintenance of the vehicle and of the notice served, posted or published under this section; and	CEO	NIL
7.3.3	thirdly, in payment of the balance to the owner of the vehicle.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
7.4	The power pursuant to Section 40P(6) of the Act, if after reasonable inquiry following sale of the vehicle the owner of the vehicle cannot be found, to pay the balance of the proceeds of the sale to the Council.	CEO	NIL
8.	Council May Determine That Ticket for Parking be Obtained Without Fee		
8.1	The power pursuant to Section 86 of the Act, if the Council has installed, or determined that it will install, permissive parking signs to apply to a length of road or area, to (in addition to any other action the Council may be empowered to take by or under the Act):	CEO	NIL
8.1.1	determine that a ticket must be obtained for parking in the length of road or the area through the operation of parking ticket-vending machines installed or to be installed in or near the length of road or area without payment of a fee; or	CEO	NIL
8.1.2	vary or revoke a determination made under Section 86 of the Act.	CEO	NIL
9.	Compensation Orders for Damage to Road Infrastructure		
	The power, pursuant to Section 163ZC(2) of the Act and in accordance with Section 163ZC(5) of the Act to make an application for a compensation order.	CEO	NIL
10.	Assessment of Compensation		
10.1	The power pursuant to Section 163ZD(2) of the Act and in accordance with Section 163ZE of the Act to use in proceedings for the court to take into account in assessing the amount of any compensation:	CEO	NIL
10.1.1	any evidence not adduced in connection with the prosecution of the offence but adduced in connection with the making of the proposed order; and	CEO	NIL
10.1.2	any certificate of the Council, as the road authority stating that the Council maintains the road concerned; and	CEO	NIL
10.1.3	any other certificate of the Council as the road authority, such as a certificate:	CEO	NIL
10.1.3.1	estimating the monetary value of all or any part of the road infrastructure	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
	or of the damage to it; or	CEO	NIL
10.1.3.2	estimating the cost of remedying the damage; or		
10.1.3.3	estimating the extent of the offender's contribution to the damage.		
11. Service of Certificates		CEO	NIL
11.1	The duty, pursuant to Section 163ZE(1) of the Act, if the Council, as the road authority, proposes to use a certificate referred to in Section 163ZD in proceedings, to serve a copy of the certificate on the defendant at least 28 working days before the day on which the matter is set down for hearing.	CEO	NIL
12. Exemptions		CEO	NIL
12.1	The power pursuant to Section 174C(1) of the Act to exempt any person, or any persons of specified class, or any specified vehicle, or any vehicles of a specified class, from compliance with a prescribed provision of the Act, subject to the payment of such fee and to such other conditions (if any) as the Delegate thinks fit and specifies in the exemption.	CEO	NIL
DELEGATIONS UNDER THE ROAD TRAFFIC (MISCELLANEOUS) REGULATIONS 2014			
13. Event Management Plan			
13.1	The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with an applicant in the preparation of an event management plan for the purpose of Section 33(1) of the Act.	CEO	NIL
13.2	The power pursuant to Regulation 6(2) of the Road Traffic (Miscellaneous) Regulations 2014 to consult with the Commissioner of Police or the Commissioner of Highways in the preparation of an event management plan for the purpose of Section 33(1) of the Act.	CEO	NIL
DELEGATIONS UNDER THE ROAD TRAFFIC (ROAD RULES – ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 2014			
14. Permit Zones			
14.1	The power pursuant to Regulation 17(2) of the Road Traffic (Road Rules - Ancillary and	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
Miscellaneous Provisions) Regulations 2014 to determine:			
14.1.1	the class of permits required for vehicles to stop in a permit zone established by the Council;	CEO	NIL
14.1.2	the persons entitled to such permits;	CEO	NIL
14.1.3	any fees to be paid for such permits;	CEO	NIL
14.1.4	the conditions to which the permits will be subject (which may include conditions as to the period for which such permits remain in force and conditions as to the display of permits in vehicles).	CEO	NIL
and to vary any such determination.		CEO	NIL
14.2	The power pursuant to Regulation 17(3) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 to issue permits in respect of permit zones to persons entitled to them, on payment of a fee (if any) and subject to the conditions, determined by the Delegate.	CEO	NIL
15. Parking and Parking Ticket-Vending Machines or Parking Meters		CEO	NIL
15.1	The power pursuant to Regulation 22(2) of the Road Traffic (Road Rules - Ancillary and Miscellaneous Provisions) Regulations 2014 if the Council has installed or determined that it will install permissive parking signs to apply to a length of road or an area, to determine fees that will be payable for parking in the length of road or the area by the operation of parking ticket-vending machines or parking meters, installed or to be installed in or near the length of road or area, and the power to vary such fees.	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations	Sub-Delegation from CEO
SUBDELEGATION TO THE CHIEF EXECUTIVE OFFICER UNDER THE ROAD TRAFFIC ACT 1961 MADE IN ACCORDANCE WITH THE INSTRUMENT OF GENERAL APPROVAL AND DELEGATION TO COUNCIL DATED 22 AUGUST 2013 FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE			
<p>1. On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation Council (the 'Instrument') containing:</p> <p>1.1 General Approvals by the Minister to the Council in accordance with Section 12 of the Road Traffic Act 1961 (the 'Act') for the purposes of the Act; and</p> <p>1.2 delegations pursuant to Section 11 of the Act, by the Minister to the Council for the purposes of the Act.</p> <p>This document contains subdelegations made by the Council to the Chief Executive Officer of the Council, pursuant to the terms of the Instrument. The Instrument contains certain conditions, exceptions and requirements, and this document <u>must</u> be read in conjunction with the Instrument</p>	CEO	NIL	
<p>POWER TO CLOSE ROADS AND GRANT EXEMPTION FOR EVENTS</p> <p>2. The power pursuant to Section 33(1) of the Act to declare an event to be an event to which Section 33 of the Act applies and to make orders directing:</p> <p>2.1 that specified roads (being roads on which the event is to be held or roads that, in the opinion of the Delegate, should be closed for the purposes of the event) be closed to traffic for a specified period; and</p> <p>2.2 that persons taking part in the event be exempted, in relation to the specified roads, from the duty to observe the Australian Road Rules specified in Clause G.4 of the Instrument, subject to the conditions in Clause G.5 of the Instrument.</p>	CEO	NIL	

SCHEDULE OF CONDITIONS

**CONDITIONS OR LIMITATIONS
APPLICABLE TO DELEGATIONS
CONTAINED IN THIS INSTRUMENT**

[Instructions for use: any conditions or limitations which apply to delegations under this Act should be inserted here – DELETE this note once conditions/limitations are entered. If no conditions apply insert “NIL”]

Paragraph(s) in instrument to which conditions/limitations apply	Conditions / Limitations

**AUTHORISATIONS UNDER THE ROAD TRAFFIC ACT 1961
APPROVED BY THE CHIEF EXECUTIVE OFFICER OF THE COUNCIL IN ACCORDANCE WITH THE
INSTRUMENT OF GENERAL APPROVAL AND DELEGATION
TO COUNCIL DATED 22 AUGUST 2013
FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE**

BACKGROUND

1. On 22 August 2013 the Minister for Transport and Infrastructure issued an Instrument of General Approval and Delegation to Council (the '**Instrument**') containing:
 - (i) General Approvals by the Minister to the Council in accordance with Section 12 of the Road Traffic Act 1961 (the '**Act**') for the purposes of the Act; and
 - (ii) Delegations pursuant to Section 11 of the Act, by the Minister to the Council for the purposes of the Act.

This document contains Authorisations made by the Council to Officers of the Council and approved by the Chief Executive Officer on behalf of the Council, pursuant to the terms of the Instrument. The Instrument contains certain conditions, exceptions and requirements, and this document must be read in conjunction with the Instrument.

AUTHORISATIONS

2. TRAFFIC CONTROL DEVICES

- 2.1 Pursuant to Clause A of the Instrument the Minister granted the Council approval, for the purposes of Sections 17(1) and (2) of the Act, to install, maintain, alter, operate, or remove, or cause to be installed, maintained, altered, operated or removed, any traffic control device, on, above or near a road which is under the Council's care, control and management subject to the conditions specified in the Instrument, other than those specified in Clause A.8 of the Instrument, or those dealt with in other Clauses of the Instrument.
- 2.2 Pursuant to Clause A.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, provided that such authorisation is made by instrument in writing and approved by the Chief Executive Officer of the Council.
- 2.3 In accordance with Clause A.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council, the following Officers to be **AUTHORISED** to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause A of the Instrument, subject to the conditions specified in the Instrument in relation to Clause A of the Instrument: Director Infrastructure and Operations, Manager Civil Services.

3. SPEED LIMITS AT WORKS ON ROADS

- 3.1 Pursuant to Clause B of the Instrument, the Minister granted the Council approval, for the purposes of Section 20(2) of the Act, to place signs for the purpose of indicating the maximum speed to be observed by drivers while driving by or towards a work area or a worksite where workers are engaged or works are in progress at the direction of the Council subject to the conditions specified in the Instrument.
- 3.2 Pursuant to Clause B.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council

AUTHORISATIONS UNDER THE ROAD TRAFFIC ACT 1961
APPROVED BY THE CHIEF EXECUTIVE OFFICER OF THE COUNCIL IN ACCORDANCE WITH THE
INSTRUMENT OF GENERAL APPROVAL AND DELEGATION
TO COUNCIL DATED 22 AUGUST 2013
FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE

pursuant to Clause B of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.

- 3.3** In accordance with Clause B.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be **AUTHORISED** to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause B of the Instrument, subject to the conditions specified in the Instrument in relation to Clause B of the Instrument: Director Infrastructure and Operations, Manager Civil Services.

4. TRAFFIC CONTROL DEVICES SIGNS AT WORKS ON ROADS

- 4.1** Pursuant to Clause C of the Instrument, the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove any traffic control device in relation to an area where persons are engaged in work or an area affected by works in progress, or in relation to part of a road temporarily closed to traffic under the Act or any other Act, subject to the conditions specified in the Instrument.
- 4.2** Pursuant to Clause C.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause C of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 4.3** In accordance with Clause C.1 of the Instrument, I, as Chief Executive Officer of the Council approve on behalf of the Council the following Officer(s) to be **AUTHORISED** to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause C of the Instrument, subject to the conditions specified in the Instrument in relation to Clause C of the Instrument: Director Infrastructure and Operations, Manager Civil Services.

5. TEMPORARY PARKING CONTROLS

- 5.1** Pursuant to Clause D of the Instrument the Minister granted the Council approval for the purposes of Section 17(3) of the Act, to install, display, alter, operate or remove a traffic control device for the purposes of imposing, varying or abolishing a parking control on a temporary basis on a road or road which is under the Council's care, control or management subject to the conditions specified in the Instrument.
- 5.2** Pursuant to Clause D.1 of the Instrument, the Council may authorise any Officer to exercise, for and on behalf of the Council, the powers conferred on the Council in Clause D of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 5.3** In accordance with Clause D.1 of the Instrument, I, as Chief Executive Officer of the Council approve, on behalf of the Council the following Officers to be **AUTHORISED** to exercise for and on behalf of the Council the powers conferred on the Council pursuant to Clause D of the Instrument, subject to the conditions specified in the Instrument in relation to Clause D of the Instrument: Director Infrastructure and Operations, Manager Civil Services.

**AUTHORISATIONS UNDER THE ROAD TRAFFIC ACT 1961
APPROVED BY THE CHIEF EXECUTIVE OFFICER OF THE COUNCIL IN ACCORDANCE WITH THE
INSTRUMENT OF GENERAL APPROVAL AND DELEGATION
TO COUNCIL DATED 22 AUGUST 2013
FROM THE MINISTER FOR TRANSPORT AND INFRASTRUCTURE**

6. GRANT APPROVAL TO ANOTHER ROAD AUTHORITY

- 6.1** Pursuant to Clause F of the Instrument the Minister delegated to the Council the power conferred on the Minister pursuant to Section 17 of the Act to specifically approve the installation, maintenance, alteration, operation, or removal of a traffic control device in the municipality or district of the Council by a road authority, on, above, or near a road under the care control or management of the Council, subject to the conditions specified in the Instrument.
- 6.2** Pursuant to Clause F.1 of the Instrument, the Council may authorise any Officer(s) to exercise, for and behalf of the Council, the powers conferred on the Council in Clause F of the Instrument, provided that such authorisation is made by instrument in writing and is approved by the Chief Executive Officer of the Council.
- 6.3** In accordance with Clause F.1 of the Instrument, I, as Chief Executive Officer of the Council, approve on behalf of the Council, the following Officer(s) to be **AUTHORISED** to exercise, for and on behalf of the Council, the powers conferred on the Council pursuant to Clause F of the Instrument, subject to the conditions specified in the Instrument in relation to Clause F of the Instrument: Director Infrastructure and Operations, Manager Civil Services.

Appendix 7

*Instrument of Delegation under the
Roads (Opening & Closing) Act 1991*

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION UNDER THE ROADS (OPENING AND CLOSING) ACT 1991			
1. Commencement Of Road Process			
1.1	The power pursuant to Section 5 of the Roads (Opening and Closing) Act 1991 ("the Act") to commence a road process in relation to a road or proposed road within the area of the Council.	CEO	NIL
2. Deposit of Preliminary Plan and Statement of Persons Affected			
2.1	The duty pursuant to Section 9(1) of the Act where the Council proposes to commence a road process, to cause to be prepared:	CEO	NIL
2.1.1	a preliminary plan of the land subject to the proposed road process in a form approved by the Surveyor-General; and		
2.1.2	a statement in a form approved by the Surveyor-General containing –		
2.1.2.1	the names and addresses of those persons affected who can be identified by reasonable enquiry; and		
2.1.2.2	such information in relation to the land subject to the proposed road process as is required by the Surveyor-General.		
2.2	The duty pursuant to Section 9(2) of the Act where the Council has proposed a road process and a preliminary plan and statement has been prepared pursuant to the requirements of Section 9(1) of the Act, to deposit a copy of the said preliminary plan and statement at the Adelaide office of the Surveyor-General together with the prescribed fee.	CEO	NIL
3. Notification of Proposed Road Process			
3.1	The duty pursuant to Section 10(1) of the Act where the Council commences a road process (where the Council is the relevant authority in relation to the road process) to –	CEO	NIL
3.1.1	after compliance with the requirements of Section 9 of the Act, give public notice, in accordance with the Regulations, of the proposal; and		
3.1.2	at the same time to give notice in writing of the proposal on each person affected who can be identified by reasonable enquiry.		
3.2	The duty pursuant to Section 10(2) of the Act to (where the Council is a relevant authority in relation to a proposed road process) as soon as practicable after giving public notice under Section 10(1) of the Act in relation to the process, deposit a copy of the notice at the Adelaide office of the Surveyor-General.	CEO	NIL
4. Dealings in Land after Commencement of Road Process			
4.1	The power pursuant to Section 11(a)(ii) of the Act where the Council commences a road process under which a road is proposed to be opened over land not owned by the Council (where that land is land which has been brought under the Real Property Act 1886), to lodge a caveat with the Registrar-General forbidding any dealing with the land without the consent of the Council.	CEO	NIL
4.2	The power pursuant to Section 11(b)(iii) of Act where the Council commences a road process under which a road is proposed to be opened over land not owned by the Council (where that land is not	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
	land that has been brought under the Real Property Act 1886), to lodge a copy of the notice of the proposed road opening at the General Registry office, and by notice in writing served on any person, require the person to deliver up to the Registrar-General any instrument evidencing the person's interest in the land.		
5.	Power to make Preliminary Agreements		
5.1	The power pursuant to Section 12(1) of the Act and in accordance with the provisions of Section 12 to make agreements for exchange or transfer in relation to land subject to a proposed road closure with the owner of land adjoining that land.	CEO	NIL
5.2	The duty pursuant to Section 12(3) of the Act where the Delegate seeks to make an agreement for transfer in relation to land subject to a proposed road closure pursuant to Section 12 of the Act –	CEO	NIL
5.2.1	where adjoining land is owned by a person who owns land subject to a proposed road opening, to first endeavour to secure an agreement for exchange with that person;		
5.2.2	in any case, to first invite offers from the owners of land adjoining the land subject to the proposed road closure.		
6.	Meeting to Consider Objection or Application		
6.1	The duty pursuant to Section 14(1) of the Act in circumstances where the Council is the relevant authority and where the Council has commenced a road process and a person has made an objection or application in relation to the proposed road process, to notify that person in writing of a time and place at which the Council will meet as the relevant authority to consider all such objections and applications.	CEO	NIL
7.	Making of Road Process Order		
7.1	The duty pursuant to Section 15(1) of the Act to (as the relevant authority) as soon as practicable after the expiration of the time allowed for the making of objections and applications and after considering all objections and applications (if any) made in relation to a proposed road process -	CEO	NIL
7.1.1	make a road process order in relation to all or part of the land to which the proposed road process relates; or		
7.1.2	determine that no road process order is to be made.		
7.2	The duty pursuant to Section 15(3) of the Act where the Delegate (as the relevant authority) determines that no road process order is to be made, to as soon as practicable give notice in writing of that decision;	CEO	NIL
7.2.1	to the Surveyor General; and		
7.2.2	to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and		
7.2.3	in addition, in the case of a proposed road opening, to any person who has an interest in land over which the road was proposed to be opened.		
7.3	The duty pursuant to Section 16 of the Act when acting as the relevant authority, in determining whether to make a road process order and what order should be made, to have regard to –	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
7.3.1	any objections made by any person pursuant to the Act; and		
7.3.2	the plans, principles, regulations and other matters to which regard must be had by assessment authorities for determining applications for development authorisation under the Development Act 1993 in relation to developments in the area to which the proposed road process order relates; and		
7.3.3	whether the land subject to the road process is reasonably required as a road for public use in view of present and likely future needs in the area; and		
7.3.4	alternative uses of the land subject to the road process that would benefit the public or a section of the public; and		
7.3.5	any other matter that the Delegate considers relevant.		
7.4	The duty pursuant to Section 17 of the Act where, when acting as the relevant authority, a road process order or a road closure has been made, to as part of that order make one or more of the following orders dealing, or together dealing, with all of the land subject to the road closure:	CEO	NIL
7.4.1	if an agreement for exchange or transfer has been made in respect of land subject to the road closure, an order that the land be transferred or added to other land in accordance with the agreement;		
7.4.2	an order that the land be sold by public auction or tender, if the Delegate considers that land subject to the road closure can conveniently be used separately from other land and the power to so form that opinion;		
7.4.3	an order that land subject to the road closure be sold, or transferred, for use for some public, charitable or beneficial community purpose;		
7.4.4	if land subject to the road closure is required by the Council for some purpose - in order that the land be retained by the Council and the Certificate of Title be issued to the Council;		
7.4.5	an order that land subject to the road closure -		
7.4.5.1	be added to adjoining land that is dedicated under the Crown Lands Act 1929; or		
7.4.5.2	be transferred to the proprietor of adjoining land that is alienated in fee simple in trust under the Crown Lands Act 1929; or		
7.4.5.3	be vested in the Crown.		
7.5	The power pursuant to Section 18(1) of the Act and in accordance with the provisions in Section 18(2) of the Act, when acting as the relevant authority where a road process order for a road closure has been made, to make an order as part of that order for the granting of an easement over land subject to the road closure.	CEO	NIL
7.6	The power pursuant to Section 18(2)(d) of the Act, where an application for an easement has been made pursuant to Division 1 of Part 3 of the Act by a person as the owner of adjoining or nearby land, to form the opinion that the persons use or enjoyment of that adjoining or nearby land would be substantially altered if the easement were not granted and therefore make an order for the granting of the easement in favour of that person.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
7.7	The duty pursuant to Section 19 of the Act when acting as the relevant authority to as soon as is practicable after a road process order is made;	CEO	NIL
7.7.1	give notice in writing of the order to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and		
7.7.2	In addition, in the case of an order for a road opening –		
7.7.2.1	give notice in writing of the order to any person who has an interest in land over which a road is proposed by the order to be opened; and		
7.7.2.2	if the order does not deal with part of the land specified in the public notice of the proposed road opening given pursuant to Division 1 – give notice in writing of the discontinuance of the road process in respect of that land to any person who has an interest in that land; and		
7.7.2.3	deliver to the Adelaide office of the Surveyor-General a copy of the minutes of all meetings held by it in relation to the proposed road process certified by the Chief Executive Officer of the Council.		
7.8	The duty pursuant to Section 20 of the Act, within 3 months after a road process order is made to deposit at the Adelaide office of the Surveyor-General –	CEO	NIL
7.8.1	2 copies of the order; and		
7.8.2	survey plans as required by the Registrar-General for the purposes of this Section; and		
7.8.3	in the case of an order for a road closure that includes an order that land be transferred or added to other land in accordance with an agreement for exchange or transfer - a copy of the agreement for exchange or transfer on which is denoted all stamp duty payable in respect of the agreement; and		
7.8.4	in the case of an order for a road opening or the narrowing of a road - a statement that the order complies with the requirements of Part 8 of the Act as to the minimum width of roads; and		
7.8.5	any other document required by the Surveyor-General; and		
7.8.6	any fee prescribed by regulation including any fee required to be paid by a person in whom land or an interest in land would be vested on publication in the Gazette of notice of the order and its confirmation by the Minister.		
7.9	The duty pursuant to Section 20(3) of the Act in circumstances where a road process lapses by virtue of the provisions of Section 20(2) of the Act to, as soon as practicable, give notice in writing of that fact –	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
7.9.1	to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and		
7.9.2	in addition, in the case of a proposed road opening - to any person who has an interest in land over which a road is proposed to be opened.		
8. Review and Confirmation of Road Process Order			
8.1	The duty pursuant to Section 22(2)(i) of the Act as the relevant authority in circumstances where the Surveyor-General has amended a road process order under Section 22(1) of the Act and then provided a written notice of that amendment to the Council, to as soon as practicable give notice in writing of that amendment to any person who was required to be given notice in writing of the road process order under Section 19(a) or (b) of the Act.	CEO	NIL
8.2	The duty pursuant to Section 24(2)(b) of the Act in circumstances where the Minister declines to confirm a road process order under Section 24(1) of the Act and has then provided written notice of that decision to the Council, to as soon as practicable give notice in writing of that decision -	CEO	NIL
8.2.1	to any person who made an objection or application in relation to the proposed road process pursuant to Division 1 of Part 3 of the Act; and		
8.2.2	in addition, in the case of a proposed road opening - to any person who has an interest in land over which a road was proposed to be opened.		
9. Compensation			
9.1	The duty pursuant to Section 31(1)(a) of the Act where a road is opened pursuant to the Act over land not owned by the Council to -	CEO	NIL
9.1.1	serve notice in writing of the road process order on each person who had an interest in the land immediately before it vested in the Council by virtue of the road opening; and		
9.1.2	append to the notice an offer in writing stating the total amount of compensation that the Council proposes to pay to the person and dividing that amount, so far as is practicable, into its separable components.		
10. Acquisition of Additional Land under Land Acquisition Act			
10.1	The power pursuant to Section 33(1) of the Act in circumstances where a Council proposes to open a road over any land pursuant to the Act, to -	CEO	NIL
10.1.1	consider that the acquisition of additional land adjoining or near to the land to which the road opening relates is appropriate; and		
10.1.2	proceed to acquire the land, whether or not the land is required in connection with the proposed road.		
10.2	The power pursuant to Section 33(4) of the Act, where additional land is acquired by the Council pursuant to Section 33 of the Act, to sell or otherwise deal with that land in such manner as the Delegate considers appropriate, and to use the proceeds from the sale of any such land toward defraying expenses incurred by the Council in connection with the road opening.	CEO	NIL
10A. Roads Associated with Adelaide Park Lands			

	Direct Delegation from Council	Conditions/ Limitations
10A.1 The power pursuant to Section 34G(1) of the Act to prepare an application to be made by the Council to the Minister to make a road wider, narrower, longer or shorter pursuant to Section 6B of the Act.		
10A.2 The duty pursuant to Section 34G(2) of the Act to ensure that an application pursuant to Section 34G of the Act is accompanied by -		
10A.2.1 a preliminary plan of the land subject to the proposed road process, in a form determined or approved by the Surveyor-General; and		
10A.2.2 such other information as may be required by the Regulations.		
10A.3 The duty pursuant to Section 34G(4) of the Act, if the Minister, after consultation under Section 34G(3) of the Act, determines that the application should be considered to, in accordance with Section 34G(5) of the Act, -		
10A.3.1 give public notice, in accordance with the Regulations, of the proposal; and		
10A.3.2 give notice of the proposal to any State authority or council specified by the Minister; and		
10A.3.3 give notice of the proposal to the Adelaide Park Lands Authority (unless the Authority has already been consulted under Section 34G(3) of the Act and indicated that it has no further comment to make in relation to the matter).		
10A.4 The duty pursuant to Section 34G(6) of the Act to forward to the Surveyor-General, after the expiration of the period that applies under Section 34G(5) of the Act -		
10A.4.1 any representation in relation to the proposal made to the Council within the relevant period; and		
10A.4.2 any response that the Council wishes to make in relation to those representations.		
10A.5 The power pursuant to Section 34G(9) of the Act, if the Minister is willing to approve the application, to, after consultation with the Surveyor-General, cause survey plans and other documents to be prepared as required by the Registrar-General and submit them to the Minister.		
10A.6 The power and duty pursuant to Section 34G(14) of the Act, after publication of the order, to provide any documentation required by the Registrar-General to the Registrar-General.		
11. Duty to Fence		
11.1 The duty pursuant to Section 39 of the Act in any case in which a road is fenced along one or both of its boundaries and the road is altered or diverted, to ensure that the road as altered or diverted is fenced along its boundaries with a substantial fence of the same nature as the fence previously on the boundary of the road and the abutting land.	CEO	NIL

Appendix 8

*Instrument of Delegation under the
South Australian Public Health Act 2011, South
Australian Public Health (Legionella) Regulations 2013
and the South Australian Public Health
(Wastewater) Regulations 2013*

		Direct Delegation from Council	Conditions/ Limitations
INSTRUMENT OF DELEGATION UNDER THE SOUTH AUSTRALIAN PUBLIC HEALTH ACT 2011			
1. Power to Require Reports			
1.1	The power pursuant to Section 18(2) of the South Australian Public Health Act 2011 (the Act) to, if required by the Minister, provide a report on any matter relevant to the administration or operation of the Act.	CEO	NIL
1.2	The power pursuant to Section 18(3) of the Act to, if required by the Minister, in a case involving the Council provide a combined report with 1 or more other councils.	CEO	NIL
1.3	The power pursuant to Section 18(5) of the Act to provide the report in accordance with the requirements of the Minister.	CEO	NIL
2. Risk of Avoidable Mortality or Morbidity			
2.1	The power pursuant to Section 22(2) of the Act, if the Council receives a request under Section 22(1) of the Act, to consider the request and then respond in accordance with Section 22(3) of the Act to the Chief Public Health Officer within a reasonable time.	CEO	NIL
2.2	The power pursuant to Section 22(3) of the Act to include in a response under Section 22(2) of the Act details about:	CEO	NIL
2.2.1	any steps already being taken by the Council that may be relevant in the circumstances; and		
2.2.2	any plans that the Council may have that may be relevant in the circumstances; and		
2.2.3	any steps that the Council is willing to take in the circumstances; and		
2.2.4	any other matter relating to the Council that appears to be relevant.		
3. Cooperation Between Councils			
3.1	The power pursuant to Section 39(1) of the Act to, in performing the Council's functions or exercising the Council's powers under the Act, act in conjunction or partnership with, or cooperate or coordinate the Council's activities with, 1 or more other councils	CEO	NIL
3.2	The power pursuant to Section 39(2) of the Act to, if requested by the Chief Public Health Officer, cooperate with 1 or more other councils.	CEO	NIL
3.3	The power pursuant to Section 39(3) of the Act to, if the Council receives a request under Section 39(2) of the Act, within 28 days after receiving the request or such longer period as the Chief Public Health Officer may specify, furnish the Chief Public Health Officer with a written report on the action that the Council intends to take in response to the request.	CEO	NIL
4. Power of Chief Public Health Officer to Act			
4.1	The power pursuant to Section 40(2) of the Act to consult with the Chief Public Health Officer.	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
5.	Council Failing to Perform a Function Under Act		
5.1	The power pursuant to Section 41(1) of the Act to consult with the Minister in relation to the Minister's opinion that the Council has failed, in whole or in part, to perform a function conferred on the Council under the Act.	CEO	CEO to provide a report to Council within 14 days
5.2	The power pursuant to Section 41(6) of the Act to:		
5.2.1	make written submissions to the Minister in relation to the matter within a period specified by the Minister; and	CEO	NIL
5.2.2	request in the written submissions to the Minister that the Minister discuss the matter with a delegation representing the Council; and		
5.2.3	appoint a delegation representing the Council to discuss the matter with the Minister.		
6.	Transfer of Function of Council at Request of Council		
6.1	The power pursuant to Section 42(1) of the Act to request, in accordance with Section 42(2), of the Act that a function of the Council under the Act be performed by the Chief Public Health Officer.	CEO	NIL
6.2	The power pursuant to Section 42(10) of the Act to enter into an agreement with the Minister for the Minister to recover costs and expenses associated with the Chief Public Health Officer acting under Section 42 of the Act.	CEO	NIL
6.3	The power pursuant to Section 42(11) of the Act to request that the Minister vary or revoke a notice under Section 42 of the Act.	CEO	NIL
6.4	The power pursuant to Section 42(11) of the Act to consult with the Minister in relation to the Minister varying or revoking a notice under Section 42 of the Act.	CEO	NIL
7.	Local Authorised Officers		
7.1	The power pursuant to Section 44(1) of the Act, subject to Section 45 of the Act, to, by instrument in writing, appoint a suitably qualified person to be a local authorised officer.	CEO	NIL
7.2	The power pursuant to Section 44(2) of the Act to make an appointment under Section 44 subject to such conditions or limitations as the Delegate thinks fit.	CEO	NIL
7.3	The power pursuant to Section 44(4) of the Act to direct a local authorised officer.	CEO	NIL
7.4	The power pursuant to Section 44(6) of the Act to vary or revoke an appointment at any time.	CEO	NIL
7.5	The power pursuant to Section 44(7) of the Act to notify the Chief Public Health Officer in accordance with Section 44(8) of the Act, if the Council or the Delegate:	CEO	NIL
7.5.1	makes an appointment under Section 44 of the Act; or		
7.5.2	revokes an appointment under Section 44 of the Act.		
7.6	The power pursuant to Section 44(9) of the Act to determine the number of local authorised officers who should be appointed for the Council's area and in determining the number of local authorised	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
officers who should be appointed for the Council's area, take into account any policy developed by the Chief Public Health Officer for the purposes of Section 44 of the Act.			
8. Identity Cards			
8.1	The power pursuant to Section 46(1) of the Act to issue in accordance with Section 46(2) of the Act to an authorised officer appointed under the Act an identity card in a form approved by the Chief Public Health Officer:	CEO	NIL
8.1.1	containing the person's name and a photograph of the person; and		
8.1.2	stating that the person is an authorised officer for the purposes of the Act; and		
8.1.3	setting out the name or office of the issuing authority.		
9. Specific Power to Require Information			
9.1	The power pursuant to Section 49(1) of the Act to require a person to furnish such information relating to public health as may be reasonably required for the purposes of the Act.	CEO	NIL
10. Regional Public Health Plans			
10.1	The power pursuant to Section 51(1) of the Act to in accordance with Sections 51(2), (5), (6), (8), (9), (11), (12), (13) and (15) of the Act prepare and maintain a plan or, if the Minister so determines or approves, with a group of councils, prepare and maintain a plan, for the purposes of the operations of the Council or Councils under the Act (a regional public health plan).	CEO	NIL
10.2	The power pursuant to Section 51(10) of the Act, to, subject to Section 51(11), amend a regional public health plan at any time.	CEO	NIL
10.3	The power pursuant to Section 51(11) of the Act to, in relation to any proposal to create or amend a regional public health plan:	CEO	NIL
10.3.1	prepare a draft of the proposal; and		
10.3.2	when the draft plan is completed, subject to Section 51(12) of the Act:		
10.3.2.1	give a copy of it to:		
	(a) the Minister; and		
	(b) any incorporated hospital established under the <i>Health Care Act 2008</i> that operates a facility within the region; and		
	(c) any relevant public health partner authority under Section 51(23); and		
	(d) any other body or group prescribed by the regulations; and		

		Direct Delegation from Council	Conditions/ Limitations
10.3.2.2 take steps to consult with the public.			
10.4	The power pursuant to Section 51(12) of the Act to, if required by the Minister, consult with the Minister, or any other person or body specified by the Minister, before the Council or the Delegate releases a draft plan under Section 51(11).	CEO	NIL
10.5	The power pursuant to Section 51(13) of the Act to, before bringing a regional public health plan into operation, submit the plan to the Chief Public Health Officer for consultation.	CEO	NIL
10.6	The power pursuant to Section 51(15) of the Act to take into account any comments made by the Chief Public Health Officer, SAPHC, and any other body within the ambit of a determination under Section 51(14) of the Act, at the conclusion of the consultation processes envisaged by Sections 51(13) and (14).	CEO	NIL
10.7	The power pursuant to Section 51(16) of the Act to then adopt a plan or amend a plan with or without alteration.	CEO	NIL
10.8	The power pursuant to Section 51(17) of the Act to undertake the processes set out in Section 51 of the Act in conjunction with the preparation and adoption of its strategic management plans under Section 122 of the <i>Local Government Act 1999</i> (and the power if the delegate thinks fit, incorporate a regional public health plan into the Council's strategic management plans under that Act).	CEO	NIL
10.9	The power pursuant to Section 51(18) of the Act to provide in a regional public health plan, by agreement with the public health partner authority, for a public health partner authority to take responsibility for undertaking any strategy, or for attaining any priority or goal, under the plan.	CEO	NIL
10.10	The power pursuant to Section 51(19) of the Act to review a regional public health plan at least once in every 5 years.	CEO	NIL
10.11	The power pursuant to Section 51(20) of the Act to, in preparing and reviewing the Council's regional public health plan insofar as is reasonably practicable, give due consideration to the plans of other councils insofar as this may be relevant to issues or activities under the Council's plan.	CEO	NIL
10.12	The power pursuant to Section 51(21) of the Act to, when performing functions or exercising powers under the Act or any other Act, insofar as may be relevant and reasonable, have regard to the State Public Health Plan, any regional public health plan that applies within the relevant area and any other requirement of the Minister, and in particular to give consideration to the question whether the Council or the Delegate should implement changes to the manner in which, or the means by which, the Council or the Delegate performs a function or exercises a power or undertakes any other activity that has been identified in the State Public Health Plan as requiring change.	CEO	NIL
11. Reporting on Regional Public Health Plans			
11.1	The power pursuant to Section 52(1) of the Act to, in relation to a regional health plan for which the Council is responsible, on a 2 yearly basis, prepare a report that contains a comprehensive assessment of the extent to which, during the reporting period, the Council has succeeded in implementing its regional public health plan to the Chief Public Health Officer in accordance with	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
Sections 52(2), (3) and (4) of the Act.			
12.	Action to Prevent Spread of Infection		
12.1	The power pursuant to Section 66(6) of the Act to recover as a debt costs and expenses reasonably incurred in exercising powers under Section 66(5) of the Act from the person who failed to take the required action.	CEO	NIL
12.2	The power pursuant to Section 66(9) of the Act to, if the Chief Public Health Officer informs the Council of the occurrence of a disease constituting a notifiable condition, take such action as is reasonably open to the Delegate to assist in preventing the spread of the disease.	CEO	NIL
13.	Notices		
13.1	The power pursuant to Section 92(1) of the Act and subject to Sections 92(2), (3), (4), (5) and (12) of the Act to issue a notice for the purpose of:	CEO	NIL
13.1.1	securing compliance with a requirement imposed by or under the Act (including the duty under Part 6 or a requirement imposed under a regulation or a code of practice under the Act); or	CEO	NIL
13.1.2	averting, eliminating or minimising a risk, or a perceived risk, to public health.		
13.2	The power pursuant to Section 92(2) of the Act and subject to Section 92(12) of the Act, to, before issuing a notice to secure compliance with the general duty under Part 6 of the Act:		
13.2.1	have regard to:	CEO	NIL
13.2.1.1	the number of people affected, or potentially affected, by the breach of the duty;		
13.2.1.2	the degree of harm, or potential degree of harm, to public health on account of the breach of the duty;		
13.2.1.3	any steps that a person in breach of the duty has taken, or proposed to take, to avoid or address the impact of the breach of the duty,		
	and such other matters as the Delegate thinks fit; and		
13.2.2	subject to Section 92 of the Act, give the person to whom it is proposed that the notice be given a preliminary notice in writing:		
13.2.2.1	stating the proposed action, including the terms of the proposed notice and the period within which compliance with the notice will be required; and		
13.2.2.2	stating the reasons for the proposed action; and		
13.2.2.3	inviting the person show, within a specified time (of a reasonable period), why the proposed action should not be taken (by making representations to the Delegate or a person nominated to act on behalf of the Council).		
13.3	The power pursuant to Section 92(2)(b)(iii) of the Act to nominate a person to act on behalf of the Council.	CEO	NIL
13.4	The power pursuant to Section 92(3) of the Act to, in a case where Section 92(2)(b) of the Act	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
applies, after considering representations made within the time specified under Section 92(2)(b) of the Act:		
13.4.1 issue a notice in accordance with the terms of the original proposal; or		
13.4.2 issue a notice with modifications from the terms of the original proposal; or		
13.4.3 determine not to proceed further under Section 92.		
13.5 The power pursuant to Section 92(4) of the Act to:	CEO	NIL
13.5.1 not give notice under Section 92(2)(b) of the Act if the Delegate considers that urgent or immediate action is required in the circumstances of the particular case; and		
13.5.2 not give further notice before issuing a notice with modifications under Section 92(3)(b) of the Act.		
13.6 The power pursuant to Section 92(5) of the Act issue a notice under Section 92 of the Act:	CEO	NIL
13.6.1 in the form of a written notice served on the person to whom it is issued; and		
13.6.2 specifying the person to whom it is issued (whether by name or by a description sufficient to identify the person); and		
13.6.3 directing 2 or more persons to do something specified in the notice jointly; and		
13.6.4 without limiting any other provision, in the case of a notice that relates to the condition of any premises, to any person who:		
13.6.4.1 is the owner or occupier of the premises; or		
13.6.4.2 has the management or control of the premises; or		
13.6.4.3 is the trustee of a person referred to in Section 92(5)(i) or (ii) of the Act or is managing the affairs of such a person on some other basis; and		
13.6.5 stating the purpose for which the notice is issued and giving notice of the requirement or the risk to which it relates; and		
13.6.6 imposing any requirement reasonably required for the purpose for which the notice is issued including 1 or more of the following:		
13.6.6.1 a requirement that the person discontinue, or not commence, a specified activity indefinitely or for a specified period or until further notice from a relevant authority;		
13.6.6.2 a requirement that the person not carry on a specified activity except at specified times or subject to specified conditions;		
13.6.6.3 a requirement that the person take specified action in a specified way, and within a specified period or at specified times or in specified circumstances;		
13.6.6.4 a requirement that the person take action to prevent, eliminate, minimise or control any specified risk to public health, or to control any specified activity;		

		Direct Delegation from Council	Conditions/ Limitations
13.6.6.5	a requirement that the person comply with any specified code or standard prepared or published by a body or authority referred to in the notice;		
13.6.6.6	a requirement that the person undertake specified tests or monitoring;		
13.6.6.7	a requirement that the person furnish to a relevant authority specified results or reports;		
13.6.6.8	a requirement that the person prepare, in accordance with specified requirements and to the satisfaction of the relevant authority, a plan of action to secure compliance with a relevant requirement or to prevent, eliminate, minimise or control any specified risk to public health;		
13.6.6.9	a requirement prescribed under or for the purposes of the regulations; and		
13.6.7	stating that the person may, within 14 days, apply for a review of the notice or institute an appeal against the notice under the provisions of the Act.		
13.7	The power pursuant to Section 92(9) of the Act by written notice served on a person to whom a notice under Section 92 of the Act has been issued by the Delegate or the Council, vary or revoke the notice.	CEO	NIL
13.8	The power pursuant to Section 92(15) of the Act to, not comply with any other procedure, or hear from any other person, except as provided by Section 92 of the Act before the Delegate issues a notice under Section 92 of the Act.	CEO	NIL
14. Action on Non-compliance with Notice			
14.1	The power pursuant to Section 93(1) of the Act if the requirements of a notice under Part 12 of the Act are not complied with, to take any action required by the notice.	CEO	NIL
14.2	The power pursuant to Section 93(2) of the Act to authorise a person for the purpose of taking action on the Council's behalf under Section 93(1) of the Act.	CEO	NIL
14.3	The power pursuant to Section 93(4) of the Act to recover the reasonable costs and expenses incurred by the Council in taking action under Section 93 of the Act as a debt from the person who failed to comply with the requirements of the notice.	CEO	NIL
14.4	The power pursuant to Section 93(5) of the Act, if an amount is recoverable from a person by the Council under Section 93, to, by notice in writing to the person, fix a period, being not less than 28 days from the date of the notice, within which the amount must be paid by the person.	CEO	NIL
15. Action in Emergency Situations			
15.1	The power pursuant to Section 94(5) of the Act to recover the reasonable costs and expenses incurred by a local authorised officer in taking action under Section 94 from any person who caused the risk to which the action relates, as a debt.	CEO	NIL
16. Reviews – Notices Relating to General Duty			
16.1	The power pursuant to Section 95(13) of the Act to appear in proceedings before the Review Panel	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
as a representative of the Council.		
16.2 The power pursuant to Section 95(15) of the Act to make an application to the Review Panel to:	CEO	NIL
16.2.1 dismiss or determine any proceedings that appear:		
16.2.1.1 to be frivolous or vexatious; or		
16.2.1.2 to have been instituted for the purpose of delay or obstruction, or for some other improper purpose;		
16.2.2 bring any proceedings to an end that appear:		
16.2.2.1 to be more appropriate suited to proceedings before the District Court rather than the Review Panel; or		
16.2.2.2 to be unable to be satisfactorily resolved (or resolved within a reasonable period) by proceedings before the Review Panel; or		
16.2.3 bring any proceedings to an end for any other reasonable cause.		
17. Appeals		
17.1 The power pursuant to Section 96(3) of the Act and subject to Section 96(4) of the Act, appeal to the District Court against the outcome of review proceedings under Division 3, Part 12 of the Act.	CEO	NIL
INSTRUMENT OF DELEGATION UNDER THE SOUTH AUSTRALIAN PUBLIC HEALTH (LEGIONELLA) REGULATIONS 2013		
18. Duty to Register High Risk Manufactured Water System		
18.1 The power pursuant to Regulation 5(3) of the South Australian Public Health (Legionella) Regulations 2013 (the Legionella Regulations) to, on application made in a manner and form approved by the Council or Delegate and payment of the registration fee specified in Schedule 1 to the Council, register the high risk manufactured water system to which the application relates.	CEO	NIL
18.2 The power pursuant to Regulation 5(6) of the Legionella Regulations, to, on application made in a manner and form approved by the Council or Delegate and payment of the renewal fee specified in Schedule 1 to the Council, renew the registration of the high risk manufactured water system to which the application relates.	CEO	NIL
19. Register of High Risk Manufactured Water Systems		
19.1 The power pursuant to Regulation 6(2) of the Legionella Regulations and subject to Regulation 6(3) of the Legionella Regulations to determine the manner and form of a register of high risk manufactured water systems registered by the Council.	CEO	NIL
19.2 The power pursuant to Regulation 6(3) of the Legionella Regulations to include in relation to each high risk manufactured water system on the register:	CEO	NIL
19.2.1 the type of water system; and		
19.2.2 the address of the premises on which the water system is installed; and		

		Direct Delegation from Council	Conditions/ Limitations
19.2.3	the location of the water system on the premises; and		
19.2.4	the full name and residential and business addresses of the owner of the premises; and		
19.2.5	the full name, residential and business addresses, and residential and business telephone numbers, of the person nominated by the owner of the premises as being responsible for the operation and maintenance of the water system		
	and such other information as the Delegate thinks fit.		
19.3	The power pursuant to Regulation 15(2) of the Legionella Regulations to, at least once in every 12 months, give the owner of each of the premises on which a high risk manufactured water system registered with the Council is installed, written notice:	CEO	NIL
19.3.1	requiring the owner, within the period specified in the notice:		
19.3.1.1	to cause an inspection of the water system to be carried out by a competent person (not being the owner or person responsible for the operation and maintenance of the system); and		
19.3.1.2	to arrange for a NATA accredited laboratory to conduct microbiological testing, in accordance with AS/NZS 3896:		
	(a) of at least 1 sample of water taken from a cooling water system; and		
	(b) of at least 2 samples of water taken from a warm water system,		
	to determine the presence and number of colony forming units of Legionella in the water; and		
19.4	requiring the owner to submit to the Council written reports setting out the findings of the inspection and the results of the microbiological testing within 1 month of receiving the reports.		
20.	Power of Council to Require Microbiological Testing in Other Circumstances		
20.1	The power pursuant to Regulation 16(1) of the Legionella Regulations, if:	CEO	NIL
20.1.1	the Council is investigating the occurrence of Legionellosis in the near vicinity of premises on which a high risk manufactured water system is installed; or		
20.1.2	the Council or Delegate has reason to believe that a high risk manufactured water system installed on premises situated in its area is not being maintained as required by these regulations,		
	to give the owner of the premises written notice:		
20.1.3	requiring the owner (either immediately or within a period specified in the notice) to arrange for a NATA accredited laboratory to conduct microbiological testing, in accordance with AS/NZS 3896, of water taken from the system, to determine the presence and number of colony forming units of Legionella in the water; and		
20.1.4	requiring the owner to submit to the Council a written report setting out the results of the		

		Direct Delegation from Council	Conditions/ Limitations
microbiological testing within 24 hours of receiving the report.			
21. Fees			
21.1	The power pursuant to Regulation 21(3) of the Legionella Regulations, if a person is liable to pay a fee to the Council, to give the person written notice requiring the person to pay the fee within the period specified in the notice.	CEO	NIL
21.2	The power pursuant to Regulation 21(4) of the Legionella Regulations, to reduce or remit a fee payable to the Council under the Legionella Regulations if satisfied that it is appropriate to do so in a particular case.	CEO	NIL
21.3	The power pursuant to Regulation 21(5) of the Legionella Regulations, to recover a fee payable to the Council under the Legionella Regulations by action in a court of competent jurisdiction as a debt due to the Council.	CEO	NIL
INSTRUMENT OF DELEGATION UNDER THE SOUTH AUSTRALIAN PUBLIC HEALTH (WASTEWATER) REGULATIONS 2013			
22. Relevant Authority			
22.1	The power pursuant to Regulation 6(1)(b) of the South Australian Public Health (Wastewater) Regulations 2013 (the Wastewater Regulations) to, agree to act as the relevant authority for a matter relating to an on-site wastewater system with a capacity that does not, or will not, on completion of wastewater works, exceed 40 EP and that is located or to be located in another council area if the system is to be operated by another council or wastewater works related to the system are to be undertaken by another council, or by a person acting in partnership, or in conjunction with that other council.	CEO	NIL
23. Public Notification of Proposed Community Wastewater Management System			
23.1	The power pursuant to Regulation 8(1) of the Wastewater Regulations to, if the Council proposes to establish a community wastewater management system for the whole or part of its area in the interests of public and environmental health, to give notice to the owners of land in the area affected by the proposal containing the prescribed details relating to the proposal and inviting submissions in relation to the proposal within a period (which must be at least 21 days) specified in the notice.	CEO	NIL
24. Connection to Community Wastewater Management System			
24.1	The power pursuant to Regulation 9(1) of the Wastewater Regulations and subject to Regulation 9(2) of the Wastewater Regulations on obtaining a wastewater works approval for a community wastewater management system, to, by written notice, require the operator of an on-site wastewater system:	CEO	NIL
24.1.1	to connect the system to the community wastewater management system; and		
24.1.2	for that purpose, to complete and submit an application to the Council, within the period specified in the notice, for a wastewater works approval for:		
24.1.2.1	the connection; and		

		Direct Delegation from Council	Conditions/ Limitations
24.1.2.2 if necessary, consequential alterations to the on-site wastewater system.			
24.2	The power pursuant to Regulation 9(4) of the Wastewater Regulations, if the operator of an on-site wastewater system does not submit an application within the period specified in a notice under Regulation 9(1) of the Wastewater Regulations, to grant a wastewater works approval for the required wastewater works as if the application had been made.	CEO	NIL
24.3	The power pursuant to Regulation 9(6) of the Wastewater Regulations, if wastewater works are not carried out in accordance with a wastewater works approval for the connection of an on-site wastewater system to a community wastewater management system required under Regulation 9 of the Wastewater Regulations, to cause the requirements to be carried out (and a person authorised to do so by the Council may enter land at any reasonable time for the purposes of carrying out the relevant work).	CEO	NIL
24.4	The power pursuant to Regulation 9(6) of the Wastewater Regulations to if wastewater works are not carried out in accordance with a wastewater approval for the connection of an on-site wastewater system to a community wastewater management system required under Regulation 9 of the Wastewater Regulations, authorise a person to enter land at any reasonable time for the purpose of carrying out the relevant work.	CEO	NIL
24.5	The power pursuant to Regulation 9(7) of the Wastewater Regulations to recover as a debt the costs and expenses reasonably incurred in exercising a power under Regulation 9(6) of the Wastewater Regulations and the fee that would have been payable had the application been made as required under Regulation 9(1) of the Wastewater Regulations from the person who failed to comply with the notice.	CEO	NIL
25. Exemptions			
25.1	The power pursuant to Regulation 10(3) of the Wastewater Regulations to give an exemption by written notice and subject to conditions determined by the Delegate and stated in the notice.	CEO	NIL
25.2	The power pursuant to Regulation 10(4) of the Wastewater Regulations to vary or revoke an exemption by further written notice to the holder of the exemption.	CEO	NIL
26. Exemptions From Prescribed Codes			
26.1	The power pursuant to Regulation 15(3) of the Wastewater Regulations to give an exemption by written notice and is subject to conditions determined by the Delegate and stated in the notice.	CEO	NIL
26.2	The power pursuant to Regulation 15(5) of the Wastewater Regulations to vary or revoke an exemption by further written notice to the holder of the exemption.	CEO	NIL
27. Application			
27.1	The power pursuant to Regulation 23(2) of the Wastewater Regulations to, by written notice, ask the applicant to provide the Council with further technical specifications, information or documents relevant to the application or to modify the technical specifications submitted for approval.	CEO	NIL

	Direct Delegation from Council	Conditions/ Limitations
28. Determination of Application		
28.1 The power pursuant to Regulation 24(1) of the Wastewater Regulations to refuse to grant a wastewater works approval:	CEO	NIL
28.1.1 if the applicant fails to satisfy the Delegate of either or both of the following:		
28.1.1.1 that the technical specifications for the wastewater works comply with the prescribed codes;		
28.1.1.2 that the wastewater works will not, if undertaken in accordance with the conditions of approval, adversely affect or threaten public or environmental health; or		
28.1.2 for any other sufficient reason.		
28.2 The power pursuant to Regulation 24(2) of the Wastewater Regulations, if an application for a wastewater works approval relates to the connection of a community wastewater management system to SA Water sewerage infrastructure or a significant increase in the amount of wastewater to be discharged from a community wastewater management system to SA Water sewerage infrastructure, to give SA Water a reasonable opportunity to comment on the application and take into account any comments so made.	CEO	NIL
29. Conditions of Approval		
29.1 The power pursuant to Regulation 25(2) of the Wastewater Regulations to impose:	CEO	NIL
29.1.1 any 1 or more of the following prescribed expiable conditions:		
29.1.1.1 a condition that sets out mandatory notification stages during the progress of wastewater works when a person is required to notify the Council in a specified manner and stop the work pending an inspection carried out at the person's expense;		
29.1.1.2 a condition that requires the display of specified notices on the premises on which the wastewater system is located;		
29.1.1.3 a condition that requires a person to monitor the performance of the wastewater system in a specified manner (including by inspections carried out at specified times at the person's expense) and to provide the Council with specified information in a specified manner and at specified times;		
29.1.1.4 a condition that provides that specified material must not, or that only specified material may, be discharged into, or from, the wastewater system;		
29.1.1.5 a condition that requires the wastewater system to be operated, maintained or serviced by a person of a specified class;		
29.1.1.6 a condition that requires records of a specified kind to be created, maintained, and provided to the Council; or		

		Direct Delegation from Council	Conditions/ Limitations
29.1.2	any other conditions including any 1 or more of the following:		
29.1.2.1	a condition that requires decommissioning of the wastewater system:		
	(a) after a specified trial period; or		
	(b) in specified circumstances; or		
	(c) on written notice to the operator of the system;		
29.1.2.2	a condition that requires a wastewater system to be connected to a community wastewater management system;		
29.1.2.3	a condition that prevents activities that would adversely affect the operation or maintenance of a drain or treatment or disposal system or the reuse of wastewater from the wastewater system;		
29.1.2.4	a condition that requires a wastewater system to have various access points for maintenance or inspection (raised to or terminating at surface level, or as required by the Council);		
29.1.2.5	a condition that provides that a wastewater system must not be used unless or until it has been inspected or tested by an independent wastewater engineer and the Council supplied with a certificate given by that expert certifying that the wastewater works have been undertaken in accordance with the approved technical specifications;		
29.1.2.6	a condition that otherwise specifies requirements relating to:		
	(a) the installation of the wastewater system; or		
	(b) the decommissioning of the wastewater system; or		
	(c) the connection of the wastewater system to a community wastewater management system or SA Water sewerage infrastructure or the disconnection of the wastewater system from a community wastewater management system or from SA Water sewerage infrastructure; or		
	(d) the operation, servicing and maintenance of the wastewater system; or		
	(e) the reuse or disposal of wastewater from the wastewater system.		
29.2	The power pursuant to Regulation 25(3) of the Wastewater Regulations to impose a condition of approval that:	CEO	NIL
29.2.1	provides that a matter or thing is to be determined according to the discretion of the Council or some other specified person or body; and		
29.2.2	operates by reference to the manuals referred to in a product approval for the wastewater system; and		
29.2.3	operates by reference to a specified code as in force at a specified time or as in force from time to time.		

		Direct Delegation from Council	Conditions/ Limitations
29.3	The power pursuant to Regulation 25(6) of the Wastewater Regulations to, on application and payment of the fee fixed by Schedule 1, by written notice to the applicant, vary or revoke a condition of a wastewater works approval.	CEO	NIL
29.4	The power pursuant to Regulation 25(7) of the Wastewater Regulations to, on the Delegate's own initiative, by written notice to the operator of a wastewater system to which a wastewater works approval applies, vary or revoke a condition of the approval or impose a further condition, provided that the variation, revocation or imposition does not take effect until at least 6 months after the giving of the notice unless:	CEO	NIL
29.4.1	the operator consents; or		
29.4.2	the Delegate states in the notice that, in his/her opinion, the variation, revocation or imposition is necessary in order to prevent or mitigate significant harm to public or environmental health or the risk of such harm.		
30. Expiry of Approval			
30.1	The power pursuant to Regulation 26(2) of the Wastewater Regulations to, on application and payment of the fee fixed by Schedule 1, postpone the expiry of a wastewater works approval for a specified period.	CEO	NIL
31. Registers of Wastewater Works Approvals			
31.1	The power pursuant to Regulation 27(3) of the Wastewater Regulations, to extend the registers to include wastewater works approvals granted under the revoked regulations.	CEO	NIL
31.2	The power pursuant to Regulation 27(6) of the Wastewater Regulations to include in the registers other information considered appropriate by the Delegate.	CEO	NIL
32. Requirement to Obtain Expert Report			
32.1	The power pursuant to Regulation 29(1) of the Wastewater Regulations, if the Delegate suspects on reasonable grounds that a wastewater system is adversely affecting or threatening public or environmental health, to give the operator of the system a written notice requiring the operator to obtain and provide to the Council a written report from an independent wastewater engineer within a specified period addressing specified matters.	CEO	NIL
32.2	The power pursuant to Regulation 29(3) of the Wastewater Regulations, if the requirements of a notice under Regulation 29 of the Wastewater Regulations are not complied with to obtain the required report and recover the costs and expenses reasonable incurred in doing so from the person who failed to comply with the notice, as a debt.	CEO	NIL
32.3	The power pursuant to Regulation 29(3) of the Wastewater Regulations, to authorise a person to enter land at any reasonable time for the purposes of the report.	CEO	NIL
33. Fees			
33.1	The power pursuant to Regulation 33(1) of the Wastewater Regulations, to refund, reduce or remit	CEO	NIL

		Direct Delegation from Council	Conditions/ Limitations
	payment of a fee payable under the Wastewater Regulations if the Delegate considers that appropriate in the circumstances.		
33.2	The power pursuant to Regulation 33(2) of the Wastewater Regulations, to recover a fee payable to the Council by action in a court of competent jurisdiction as a debt due to the Council.	CEO	NIL
INSTRUMENT OF DELEGATION UNDER THE SOUTH AUSTRALIAN PUBLIC HEALTH (GENERAL) REGULATIONS 2013			
34.	Non-compliance with Notices (Section 93(6) of Act)		
34.1	The power pursuant to Regulation 5B(2) of the South Australian Public Health (General) Regulations 2013 (the General Regulations), for the purposes of the creation of a charge on land under Section 93 of the Act, to deliver to the Registrar-General a notice, in a form determined by the Minister on the recommendation or with the approval of the Registrar-General:	CEO	NIL
34.1.1	setting out the amount recoverable under Section 93 of the Act; and		
34.1.2	setting out the land in relation to which the relevant action was taken; and		
34.1.3	requesting the Registrar-General to make a notation under Regulation 5B of the General Regulations in relation to the relevant land.		
34.2	The power pursuant to Regulation 5B(8) of the General Regulations, if or when the amount to which the charge relates is paid, to by further notice in writing to the Registrar-General (being a notice in a form determined by the Minister on the recommendation or with the approval of the Registrar-General) cancel the charge.	CEO	NIL

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 12.5

Originating Officer: Steven Watson, Governance and Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Council Resolutions Update including 2 year update to outstanding resolutions

For: Decision

SUMMARY

The Action List is updated each month by the responsible officer and outlines actions taken on resolutions passed at Council meetings. In some cases actions can take months or years to be completed due to the complexity and/or the level of influence Council has in the matter.

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

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
24/05/2016	Ordinary Council	91/16	Road Closure portion Sinkinson Road Mt Torrens
26/09/2017	Ordinary Council	209/17	Road Realignment - Bonython Road Summertown
26/09/2017	Ordinary Council	233c/17	CWMS Review Update
26/09/2017	Ordinary Council	233d/17	CWMS Review Update
24/10/2017	Ordinary Council	261/17	Sale of Land at Adelaide Hills Business and Tourism Centre - CONFIDENTIAL ITEM
24/10/2017	Ordinary Council	262/17	Sale of Land at Adelaide Hills Business and Tourism Centre - Period of Confidentiality
27/02/2018	Ordinary Council	34/18	Mobile Food Vending Businesses
27/02/2018	Ordinary Council	54/18	Confidential Item - Retirement Village Review
27/02/2018	Ordinary Council	55/18	Retirement Village Review - Period of Confidentiality
27/03/2018	Ordinary Council	65/18	Memorial for late Cr Val Hall
24/04/2018	Ordinary Council	100/18	CEO Performance Review Panel
19/06/2018	Special Council	131/18	CWMS EOI Outcomes
26/06/2018	Ordinary Council	138/18	Draft Annual Business Plan 2018 2019 Adoption
26/06/2018	Ordinary Council	145/18	World Heritage Bid Annual Report
26/06/2018	Ordinary Council	152/18	Special Event - Period of Confidentiality
24/07/2018	Ordinary Council	166/18	Cities Power Partnership Membership Application
28/08/2018	Ordinary Council	190/18	Petition - Deloraine Road Kersbrook
28/08/2018	Ordinary Council	192/18	MON Kangaroo Management on Public Lands
28/08/2018	Ordinary Council	198/18	Community Grants 2018 - 2019
28/08/2018	Ordinary Council	204/18	Mobile Food Vending
28/08/2018	Ordinary Council	206/18	Road Closures Young Driver Awareness Course 2018-2019
28/08/2018	Ordinary Council	208/18	Revocation of Community Land Lobethal Retirement Village
28/08/2018	Ordinary Council	209/18	Ombudsman SA - Final Investigation Report
28/08/2018	Ordinary Council	220/18	CEO Performance & Remuneration Review - Confidential Item
28/08/2018	Ordinary Council	221/18	CEO Performance & Remuneration Review - Period of Confidentiality
28/08/2018	Ordinary Council	209/18	Ombudsman SA Final Investigation Report Cr Herrmann
11/09/2018	Special Council	226/18	6.2 Parliamentary Inquiry into the Heritage System regarding Places or Objects
11/09/2018	Special Council	228/18	6.4 2017-18 Preliminary End of Year Financial Results and Carry Forwards
11/09/2018	Special Council	236/18	To note the inclusion of Council's annual kerbside recycling tonnes in the forthcoming East Waste request for tender process for the receipt and p

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.

In total there are two uncompleted resolutions for which an update is required for Council.

An update for these resolutions is provided below.

Date	Meeting	Resolution No.	Topic
22/04/2014	Ordinary Council	85/14	Adelaide Hills Region Waste Management Authority - Period of Confidentiality

Resolution 85/14 – Adelaide Hills Region Waste Management Authority

Background

This item is Confidential and is regularly monitored through Council Confidential Items Register.

Current Situation

Confidentiality order in place until 12 December 2018 and there has been no change to the status to date.

4. OPTIONS

Council has the following options:

- I. Note the status of the outstanding items and the proposed actions
- II. Resolve that other actions are required.

5. APPENDIX

- (1) Action List

Appendix 1

Action List

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	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	17/09/2018	Council has recently recived correspondence from the Acting Chief Executive of DEW outlining that Crown Solicitor's Office has now completed its review of the 'Memorandum of Agreement' template, and that the agreement documents will be sent to Council shortly for completion.
22/04/2014	Ordinary Council	85	Adelaide Hills Region Waste Management Authority - Period of Confidentiality	That the documents and reports pertaining to this matter, including discussions and considerations, be retained in confidence until the legal action has been concluded, but no longer than 12 months, pursuant to section 91(9).	Peter Bice	In Progress	7/09/2018	Confidentiality order extended to 12 December 2018. Review is required prior to December 2018 Council Meeting.
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	7/09/2018	The outcomes of the Trails Strategy review were discussed at a workshop in May. An update to the strategy is proposed with a framework to assist in the identification of future priorities. The trails strategy update will link with the bike plan and also the State Government current trails strategy.
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	5/09/2018	As timber is unsuitable we are currently looking at an alternative solution.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
24/03/2015	Ordinary Council	57/15	Confidential Item - Morella Grove	As per confidential minute	Peter Bice	In Progress	10/09/2018	Report to Council forthcoming in September 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	11/09/2018	Council is working collaboratively with neighbouring Councils as part of a broader Inter-Regional Cycle Network project.
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	10/09/2018	Council are in discussions with a key landowner regarding construction of a walking loop along Sturt Valley Rd, through their private property, and connecting to Upper Sturt Rd. A concept plan is being prepared for consultation with affected residents.
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	10/09/2018	Final plans and valuation are being considered by the Anglican Church State Diocese and upon confirmation from them a report will be presented to Council for consideration. Norton Summit Church has advised on 9/8/18 that the matter is still under consideration by the State Diocese. They have been advised that consideration by Council will need to occur after the election, likely to be in January or February 2019.
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	11/09/2018	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 have recently been notified that the project was unsuccessful. Consideration to any future project investment is being discussed with the funding application partners, and may form part of the 2019/20 Capital Program development.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	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</p>	Terry Crackett	Completed	7/09/2018	Road closure has been gazetted and sale proceeds received from the purchaser.
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 & Infrastructure for nil consideration.</p>	Terry Crackett	In Progress	10/09/2018	<p>The acquisition from RJ & BE Day has been completed and registered at the Lands Titles Office.</p> <p>Title for the land held by City of Tea Tree Gully has been reissued in the name of Adelaide Hills Council.</p> <p>The request to DPTI for the transfer of land has been made and awaiting a response. Follow up to be undertaken and awaiting a response.</p> <p>The Section 210 process is yet to be commenced, will be commenced in September</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 & Development Policy Committee within 3 months</p>	Peter Bice	In Progress	11/09/2018	Council staff have now received the high level concept designs for the reserve areas a meeting is currently being scheduled with the Kurna Elders.
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	10/09/2018	<p>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. Further discussion at PAG to occurred on 9 July 2018.</p> <p>DPTI have confirmed that they do not require access for residents to be made from Harms Avenue.</p> <p>Council staff to investigate option of closing Harms Ave and reallocation of addresses for properties to make location of properties by emergency services vehicles, services etc easier. Report to come to Council in September 2018.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	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</p>	Terry Crackett	In Progress	10/09/2018	<p>DA granted by DPTI on 15 December 2017.</p> <p>Final version of lease to be provided by CFS for execution by Council. Awaiting final execution copies of the lease from CFS after they requested a further amendment.</p> <p>Road closure process and finalisation of community land management plan to be progressed in September after the lease is executed.</p>
25/10/2016	Ordinary Council	220	CWMS Expression of Interest – Period of Confidentiality	<p>That the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until 31 December 2017 except public statements which outline the rationale and process for seeking a review of options related to Council's CWMS</p>	Peter Bice	In Progress	7/09/2018	<p>Retain in confidence. CWMS Expression of Interest process still underway - Confidentiality period extended on 12/12/17 to remain confidential until 26/09/2018.</p>
7/12/2016	Special Council	272/16	Contract for Sale Portion of AHBTC site	<p>A Contract for Sale and Purchase for the sale of proposed Lot 301 in the draft community plan attached as Appendix 2 be negotiated and entered into between the Council and Adelaide Hills Craft Brewing Company Pty Ltd for a sale price of ##### subject to the following conditions:</p> <p>Issuance of an approval for the land division application (community title) of the draft community plans attached as Appendices 3a and 3bDeposit by the Registrar-General of the primary and secondary community plans substantially in accordance with the draft community plans attached as Appendices 3a and 3bFinance approval for the purchaser</p>	Terry Crackett	In Progress	10/09/2018	<p>Resolution has been fully released from confidentiality.</p> <p>Contract has been finalised and received on 10/9 for execution by both parties.</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
7/12/2016	Special Council	267/16	Woorabinda Bushland Reserves Heritage Agreement	<p>2. That the Chief Executive Officer, or delegate, be authorised to commence discussions with DEWNR in regard to entering into individual Heritage Agreements, over the following Council properties:</p> <p>a. Council owned land located at 9 Woorabinda Drive, Stirling (Woorabinda) described in Certificate of Title 5292 Folio 381</p> <p>b. Council owned land located at 9 Ethel Street , Stirling (Stirling Park) described in Certificate of Title 5315 Folio 98</p> <p>c. Council owned land located at 71 Longwood Road, Heathfield (Hender Reserve) Certificate of Title 5753 Folio 715</p> <p>d. Council owned land located at 34 Madurta Avenue, Aldgate (Madurta Reserve) described in Certificate of Title 5902 Folio 219</p> <p>3. That following the assessment by DEWNR, a further report be brought back to Council prior to approval to enter into the Heritage Agreements</p>	Peter Bice	In Progress	7/09/2018	Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation from DEW.
13/12/2016	Ordinary Council	281/16	Piccadilly CFS Relocation	<p>2. Pursuant to s202 of the Local Government Act 1999, a lease be granted to the CFS for the portion of Atkinson Reserve identified as "Proposed Lease Area" in the plan attached as Appendix 1 for a term of 21 years with a right of renewal for a further 21 years subject to the following conditions:</p> <p>a. lease terms being substantially in accordance with and consistent with other leases of Council land to the CFS</p> <p>b. receipt of development approval for the construction of a station building substantially in accordance with the building plan attached as Appendix 1</p> <p>c. partial surrender of the existing lease from the Piccadilly Valley Community Recreation Centre (PVCRC)</p> <p>3. Subject to a lease being granted under item 2 above, the Community Land Management Plan for Atkinson Reserve be amended to reflect that the use of that portion of the land identified as Proposed Lease Area in Appendix 1 is changed from Category 4 Recreation & Sport Facilities to Category 6 CFS Purposes.</p> <p>4. The CEO and Mayor be authorised to sign all necessary documentation to give effect to this resolution</p>	Terry Crackett	In Progress	10/09/2018	DA granted by DPTI 15 December 2017. Awaiting receipt of final lease from CFS for execution. Community Land Register and Community Land Management Plan to be updated following execution of the lease. 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	10/09/2018	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 assesment of the native vegetation on the land, this is likely to take some months.
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	Peter Bice	In Progress	7/09/2018	Retain in confidence as the CWMS Expression of Interest process is still underway

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
25/07/2017	Ordinary Council	155/17	Reserve Gifting Proposal - Dunnfield Estate, Mt Torrens	<p>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:</p> <p>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:</p> <p>The Council specified construction standards are metThe cost of all works are to be met by the DeveloperThe Developer enters into a legally binding Landscape Maintenance Agreement to agreed maintenance standards for a period of ten (10) yearsThe landscaping works are completed within two (2) years from the date of final approval.</p> <p>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</p>	Peter Bice	In Progress	11/09/2018	<p>The land division variation application 473/D38/2011 has been approved by the Development Assessment Commission. Council staff have drafted a maintenance agreement which we will work through with the Developer.</p> <p>Council staff and the developer have been working through the management of significant and regulated trees on the site, and recent works progressed very well. We are now looking to formally progress the draft maintenance agreement.</p>
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	10/09/2018	<p>LRGSCI have received Development Approval for the boundary realignment and transfer will progress in conjunction with the boundary realignment. Final contract terms being negotiated and expected to be finalised in September.</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 & Infrastructure Act 2016</i>, Council supports staff working with DPTI to prepare the Rural Planning Policy element of the Planning & Design Code in a manner consistent with the issues and investigations outlined in the second Statement of Intent for the Primary Production Lands DPA</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	11/09/2018	<p>Staff have attended a number of meetings of the P&D Code Primary Production Working Group since May 2018. A further meeting is to be arranged shortly, date of which DPTI is yet to confirm. This Group will progress the development of the Rural Policy Module of the Code. Staff will provide further updates as this work progresses during the year.</p>
8/08/2017	SPDPC	SP42/17	Public Liability Insurance for Community Owned & Managed Halls	<p>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.</p>	Terry Crackett	In Progress	10/09/2018	<p>Information from LGRS received on 10/9 and will be incorporated into the framework information to be presented to Council at the Feb 19 workshop</p>

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
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	7/09/2018	Applications for the Woorabinda BR Heritage Agreements were completed on the 7th of December 2017. Currently in assessment with DEWNR; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation from DEW
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	7/09/2018	Existing dog access arrangements within a Heritage Agreement are requested in the 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; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation from DEW.
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	7/09/2018	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; Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation from DEW.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
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	7/09/2018	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. Advice 5th of June 2018 from DEWNR - HA application has a revised completion date no later than the 31 December 2018. Mapping component complete, awaiting authorisation from DEW.
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	Completed	7/09/2018	Road widening plan has been deposited and additional road land vested in Council
26/09/2017	Ordinary Council	233c/17	CWMS Review Update	As per confidential minute	Peter Bice	Completed	7/09/2018	Probity services are to be maintained through open market expression of interest process. Retain in confidence as the CWMS Expression of Interest process is still underway
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.	Peter Bice	Completed	7/09/2018	A report on the outcome of the EOI process was presented to Council at its 28 August 2018 Council meeting for consideration. As a result, Council resolved to undertake a Request for Tender process and that an ongoing analysis be undertaken on continued Council ownership of CWMS assets.
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.	Peter Bice	In Progress	7/09/2018	Report, related attachments and the minutes of Council held in confidence. Retain in confidence as the CWMS Expression of Interest process is still underway.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
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 & 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 372create an easement for transmission of electricity in favour of Distribution Lessor Corporationcreate a free and unrestricted right of way in favour of Allotment 13 being the land in CT Volume 5502 Folio 373accept 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 resolution.	Terry Crackett	In Progress	10/09/2018	Surveyor has prepared final plan and road process order. Boral has requested amendments to the LMA which is being considered by Council's lawyers.
24/10/2017	Ordinary Council	250/17	DEWNR Fuel Reduction on Private Lands Program	That DEW’s Strategic Fuel Reduction program is approved for the Adelaide Hills Council region	Peter Bice	In Progress	17/09/2018	AHC sites intended for spring 2018/19 include Lobethal Bushland Park, Heathfield Waste Facility site, Yanagin Reserve and Belair (Upper Sturt) site. Council will collaborate with DEWNR on post weed management activities. Weed management activities by DEW and AHC were undertaken at Heathfield Stone Reserve on June 28th 2018. More weed management planned for this site. An information report will be provided to Council at its upcoming 25 September Ordinary Council Meeting.
24/10/2017	Ordinary Council	261/17	Sale of Land at Adelaide Hills Business and Tourism Centre - CONFIDENTIAL ITEM	As per confidential minute	Terry Crackett	Completed	7/09/2018	Settlement has been effected and item released from confidentiality
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	Completed	7/09/2018	Settlement has been effected and item released from confidentiality
14/11/2017	Special Council	268/17	Review of Advisory Groups	To cease the Hills Voice Reference Panel Nominations for Australia Day awards to be assessed only by staff and a report for decision to come to Council Any grant applications currently considered by advisory groups will be assessed only by staff and a report for decision to come to Council To 'in principle' retain Council and Community/Independent Members on Advisory Groups That the Chief Executive Officer prepares a report for the Council's consideration at a future meeting regarding the appropriateness of the current governance arrangements for the Advisory Groups including, but not limited to, whether they would benefit from an alternate structure (such as a s41 Committee), a revised Terms of Reference in their current form, or to be ceased.	Terry Crackett	In Progress	13/09/2018	HVRP ceased, Australia Day Awards 2018 assessed by staff. Further consultation occurring with Council Members, ELT and AG EOs and AG Membership. Council report scheduled for 23 October 2018 Council meeting.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/11/2017	Ordinary Council	281/17	LED Streetlight Review	That Council awaits on the outcomes from the LGASA process and for the outcomes of this report to inform a transition to LED street lighting A further report to Council to be provided following the completion of the LGASA process and subsequent review of the most appropriate model for Adelaide Hills Council to adopt.	Peter Bice	In Progress	6/09/2018	Council has now received the outcome of the LGASA process which states that the LGASA will not be involved in council streetlighting. Council staff need to obtain expert advice as to the best approach and tariff available to proceed to a transition to LED streetlights. A report to Council will be provided identifying the next steps.
28/11/2017	Ordinary Council	282/17	Rededication of Crown Land Hender Reserve	To apply to the Department of Environment, Water and Natural Resources to revoke the existing dedication of the land contained in Crown Record Volume 5753 Folio 715 described as Section 1527 Hundred of Noarlunga in the area named Heathfield known as Hender Reserve ("Land") for recreation purposes To apply to the Department of Environment, Water and Natural Resources to dedicate the Land for Recreation and Conservation Purposes – Heritage Agreement subject to the draft conditions that are attached as <i>Appendix 2</i> To authorise the CEO to finalise the conditions of dedication subject to them being substantially in accordance with the draft conditions attached as <i>Appendix 2</i> To authorise the CEO to sign all necessary documents to effect this resolution	Terry Crackett	In Progress	13/09/2018	Application for rededication has been completed and submitted to DEWR. Gazettal for rededication has not yet occurred. Department of Environment and Water have advised on 13.8.18 that completion is expected by mid September. Subsequent contact on 12.9.18 advised that it will be completed in the next month.
23/01/2018	Ordinary Council	4/18	Road Exchange - Mt Torrens Walking Loop	To issue a Road Process Order pursuant to the <i>Roads (Opening & Closing) Act 1991</i> to: Close and merge the land identified as "A" in Preliminary Plan No 17/0041 (<i>Appendix 1</i>) with Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison Open the land identified as "1" in Preliminary Plan No 17/0041 as public road being portion of Allotment comprising pieces 81 & 82 in Filed Plan No. 218134 comprised in Certificate of Title Volume 6025 Folio 732 owned by Brian Bruce Willison The closed road be excluded as Community Land pursuant to the Local Government Act 1999 To undertake the road exchange for nil consideration with the Council to pay all necessary costs to effect this resolution To authorise the Chief executive Officer (or delegate) to finalise and sign all necessary documentation to effect the road exchange and this resolution	Terry Crackett	In Progress	10/09/2018	Mr Willison passed away in late January prior to documents being signed. The road exchange process will be held pending issue of Grant of Probate of Mr Willison's estate.
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	13/09/2018	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.
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	6/09/2018	Associated investigations underway, Water Sensitive Urban Design and Water Reuse potential. The recent announcement of the successful funding in relation to the Mount Barker Swimming Pool, will enable appropriate considerations to be made in regards to the requirements for the Woodside Recreation Ground site.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
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 with budget allocations and strategic objectives. That \$50,000 be allocated to the 2017-18 Operating Budget from the Chief Executive Officer's contingency provision to enable the initial actions to be taken. The CEO provides a progress report on the implementation of the Business Development Framework within 6 months from the date of appointment of the Director.	David Waters	In Progress	12/09/2018	The Hub Director commenced on 23 July. The progress report is therefore likely in December 2018 or January 2019.
27/02/2018	Ordinary Council	34/18	Mobile Food Vending Businesses	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 	Marc Salver	Completed	11/09/2018	Fees and Charges Register has been updated pursuant to resolution 3. Further consultation was undertaken in accord with resolution 4 which included focus group sessions. A Council workshop occurred on 8 May 2018 regarding the draft Location Rules. Further consultation on these location rules with the focus group and community drop in sessions were undertaken. The final Location Rules were adopted by Council at its 28 August 2018 meeting. This now concludes the actions required from the 27 February 2018 Council resolutions
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	12/09/2018	Traffic Counters were installed to collect current traffic speeds as part of the assessment process, and we are now seeking an independent review as to whether any speed limit change is justified. This should be available in October. It should be noted that the 85% speed was 80kph.
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	12/09/2018	The process will involve both community/stakeholder input and professional branding advice.
27/02/2018	Ordinary Council	54/18	Confidential Item - Retirement Village Review	As per confidential Minute	Terry Crackett	Completed	7/09/2018	To be released from confidentiality following finalisation of the sale (settlement)

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	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	Completed	7/09/2018	To be released from confidentiality following finalisation of the sale (settlement)
27/02/2018	Ordinary Council	57/18	Confidential Item - AH Swimming Centre Shade Sail	As per confidential minute	Terry Crackett	In Progress	10/09/2018	Matter being progressed per resolution
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	10/09/2018	Progressing per confidential minutes
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	Completed	5/09/2018	Project complete
27/03/2018	Ordinary Council	68/18	Milan Terrace Pedestrian Safety	<ol style="list-style-type: none"> That the report be received and noted That a Traffic Plan concept be developed for a wombat or zebra crossing pedestrian facility That Council undertakes consultation with the community, Stirling Hospital and other relevant stakeholders on the concept plan for a wombat or zebra crossing 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 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	In Progress	10/09/2018	<p>Final report has now been recieved assessing the merits of a potential Zebra or Wombat Crossing, a draft concept plan has been prepared for consultation with stakeholders.</p> <p>Meeting held with Stirling Hospital CEO 19/7/2018</p>
27/03/2018	Ordinary Council	69/18	Play Space Policy	Implement policy and communicate to staff and/or community if applicable.	Peter Bice	In Progress	7/09/2018	The Play Space Policy is due to come into affect in July 2018. Implications will be communicated to relevant staff & the community where applicable.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
24/04/2018	Ordinary Council	100/18	CEO Performance Review Panel	1. That the minutes of the CEO Performance Review Panel meeting of 12 April 2018 as distributed, be received and noted. 2. To undertake the 2018 CEO Performance Review and Total Employment Cost Package Review using an external consultant, and report back to the 28 August 2018 Council meeting.	Andrew Aitken	Completed	31/08/2018	The fieldwork of the Review process has been completed, consdiered by the CEO PRP and a final report will be considered by Council on 28 August 2018.
24/04/2018	Ordinary Council	102/18	Sale of Land for Non Payment of Rates	Refer to Confidential Minute	Terry Crackett	In Progress	13/09/2018	Actions continuing in accordance with resolution and anticipate that this will be completed by December 2018
19/06/2018	Special Council	131/18	CWMS EOI Outcomes	Refer to confidential minute	Peter Bice	Completed	7/09/2018	Minutes of this confidential item have been released from confidentiality.
19/06/2018	Special Council	132/18	CWMS EOI Outcome - Period of Confidentiality	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 2019.	Peter Bice	In Progress	7/09/2018	Minutes of this confidential item have been released from confidentiality.
26/06/2018	Ordinary Council	136/18	AHC PLEC Projects	1. That the report be received and noted. 2. That the CEO be authorised to lodge a formal application to the Power Line Environment Committee for stage 1 of undergrounding power lines in the township of Gumeracha to be undertaken in 2019/2020, with stage 2 to be undertaken at a later date. 3. That future allocation and prioritisation of PLEC projects be considered as part of the next review of the LTFP January 2019.	Peter Bice	In Progress	5/09/2018	Received letter from PLEC requesting submission and estimate for the Gumeracha project. Council to provide PLEC with submission for undergrounding powerlines by 11 October 2018.
26/06/2018	Ordinary Council	138/18	Draft Annual Business Plan 2018 2019 Adoption	See Minute	Terry Crackett	Completed	13/09/2018	All actions completed

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
26/06/2018	Ordinary Council	145/18	World Heritage Bid Annual Report	That the report be received and noted That the contents of the Annual Report 2017-18 for the World Heritage Listing Project for the Mount Lofty Ranges are received and notes the future actions will include: An External Expert Review of the project A continuation of discussions with state government in order to secure their support and potential funding for the project A progression of the development of a Digital Knowledge Bank to better engage with industry groups	Marc Salver	Completed	11/09/2018	Administration will progress the actions as noted in resolution 2 above over the next 12 months
26/06/2018	Ordinary Council	152/18	Special Event - Period of Confidentiality	until the event agreements are signed and the race routes are announced by the relevant Minister but not longer than 31 December 2018.	David Waters	Completed	3/08/2018	Both the Women's and Mens routes have now been publicly announced.
17/07/2018	Special Council	153/18	Bott Adelaide Hills Rally - Road Closure Consent	Refer to Minutes	David Waters	In Progress	12/09/2018	Staff are working with organisers to ensure all of the Council's conditions are met.
17/07/2018	Special Council	156/18	LED Street Lighting Program	That the report be received and noted That further investigation is undertaken to understand the best approach and tariff structure for transitioning to LED street lighting as soon as practicable.	Peter Bice	Not Started	6/09/2018	
24/07/2018	Ordinary Council	161/18	MON Stormwater Henry Street Woodside	I move that the CEO provide a report as part of Budget Review 1, on a request to advance proposed expenditure for "Henry Street Stormwater" scheduled for 2019/20 to 2018/19.	Peter Bice	In Progress	10/09/2018	A report will be prepared for BR1 with the view to undertaking detailed design for Henry St stormwater in FY 2018/19.
24/07/2018	Ordinary Council	162/18	MON Use of Recycled Material in Capital Works	I move that Council measures, and reports on, the amount and origin of recycled material it uses in Council's Capital works programs, at least annually.	Peter Bice	In Progress	17/08/2018	Council Staff are in the process of identifying, measuring and recording recycled material usage as part of Capital Works projects.
24/07/2018	Ordinary Council	163/18	MON Magarey Road Access	That, before the commencement of the bushfire season, the CEO, in consultation with residents and the Bushfire Advisory Committee, provides a report on possibilities to improve access by fire-fighting appliances and other emergency vehicles to properties on Magarey Road, Mount Torrens.	Peter Bice	In Progress	7/09/2018	Site inspection undertaken and options identified. Correspondence to be sent to Magarey Road residents seeking feedback on options. Agenda item for the Bushfire Advisory Group 24 October meeting.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
24/07/2018	Ordinary Council	164/18	By-Laws	That the report be received and noted.In exercise of the powers contained in section 246 of the <i>Local Government Act 1999</i> , having satisfied the consultation requirements of the Act and having regard to the submissions received from the public, the National Competition Policy Report, the Certificates of Validity provided by the Council's legal practitioner and the comments from the Dog and Cat Management Board in relation to By-laws number 5 and 6, the majority of Council in the presence of at least two thirds of its members, hereby makes and passes the following By-laws as attached and marked as <i>Appendices 1 to 6</i> of this report.That the Chief Executive officer be authorised to undertake all steps necessary to finalise the By-law review process and to give effect to the newly adopted By-laws.	Marc Salver	In Progress	11/09/2018	15/08/18 DR The By-laws have been referred to parliament and have been published in the Government Gazette 9 August 2018. On this basis the By-laws will commence operation effective 10 December 2018.
24/07/2018	Ordinary Council	166/18	Cities Power Partnership Membership Application	That the report be received and notedThat Council resolves to proceed with the application for Cities Power Partnership membership and that the Mayor be authorised to sign the letter on behalf of Council.	Peter Bice	Completed	10/09/2018	The application letter has been prepared and signed and sent off to Cities Power Partnership. The regional launch will occur on 11 September 2018. The regional launch has been changed and will occur in November, date to be decided. Application has been accepted.
24/07/2018	Ordinary Council	176/18	Mobile Skate Ramp	That the Council considers placing the mobile skate ramp in Lobethal, along with any other requests, at the conclusion of its time in Birdwood.	Peter Bice	In Progress	7/09/2018	Council will begin planning for the the next site for the skate ramp in early 2019, & consider placing it at Lobethal.
1/08/2018	Special Council	181/18	Stonehenge Reserve Masterplan Update	Confidential Item	Peter Bice	In Progress	7/09/2018	
1/08/2018	Special Council	181/18	Stonehenge Reserve Masterplan Update	Period of Confidentiality the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the consultation has concluded.	Andrew Aitken	In Progress	17/09/2018	Unable to close out as the matter is still in progress.
1/08/2018	Special Council	183/18	Retirement Village Review	Confidential Item	Terry Crackett	In Progress	10/09/2018	Progressing per Council resolution
1/08/2018	Special Council	184/18	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 settlement with the exception of Clause 8 and Appendix 2 which shall be retained in confidence until 31 July 2023	Andrew Aitken	In Progress	17/09/2018	Unable to close out as the matter is still in progress.
9/08/2018	CEO Performance Review Panel	PRP15/18	2018 CEO Performance Review - Confidential Item	as per Confidential Minute	Andrew Aitken	Completed	31/08/2018	Released 31/08/18

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
9/08/2018	CEO Performance Review Panel	PRP16/18	2018 CEO Performance 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 CEO has been advised in writing, but not longer than one month from the date of the decision of Council.	Andrew Aitken	Completed	31/08/2018	
9/08/2018	CEO Performance Review Panel	PRP20/18	2018 CEO Remuneration Review - Confidential Item	as per Confidential Minute	Andrew Aitken	Completed	31/08/2018	Relased 31/08/18
9/08/2018	CEO Performance Review Panel	PRP21/18	2018 CEO Remuneration 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 CEO's TEC Package has been resolved and the CEO has been advised in writing.	Andrew Aitken	Completed	31/08/2018	
14/08/2018	Special SPDPC	SP18/1	Local Heritage Stage 1 (Public Places) Development Plan Amendment	That the report be received and notedTo approve the attached Summary of Consultations and Proposed Amendments report and the draft Local Heritage – Stage 1 (Public Places) Development Plan Amendment (DPA) for submission to the Minister for Planning for approval, with the exception of those sections of the Kersbrook Hall which do not form part of the original structure. If the aforementioned condition is not possible, then the exception lapses.To recommend to Council that it consider the establishment of a heritage incentive fund in its 2019/20 budgetary processThat the Chief Executive Officer be authorised to make any necessary minor amendments to the DPA as directed by relevant officers of the Department of Planning, Transport and Infrastructure or by the Minister for Planning.	Marc Salver	In Progress	11/09/2018	The DPA was submitted to the Minister on 20 August 2018 and we are now awaiting his approval.
28/08/2018	Ordinary Council	190/18	Petition - Deloraine Road Kersbrook	Council resolves that the petition signed by 11 signatories, about the condition of Deloraine Road Kersbrook, be received and noted.	Andrew Aitken	Completed	29/08/2018	Letter sent 30/8/2018
28/08/2018	Ordinary Council	191/18	MON Footpath Assessment and Renewal	In supporting its adopted Asset Management Policy, the Council gives priority to the renewal of footpaths in areas of high utilisation (utilising Council Priority Map Rating - High to Low) and low condition rating.When considering new/upgraded footpaths that priority be given to locations of high utilisation (utilising Council Priority Map Rating - High to Low) with locations having no footpath being the highest priority.When prioritising footpath investment utilises the principles above which align and support Council's Policies and Strategic documents.Future priority mapping to include hospitals and aged care facilities.	Terry Crackett	In Progress	10/09/2018	The motion reflects Council's current consideration in the development of its 18/19 annual business plan and intended expenditure going forward.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/08/2018	Ordinary Council	192/18	MON Kangaroo Management on Public Lands	That the Chief Executive Officer writes to the Minister for Primary Industries and Regional Development (The Hon. Tim Whetstone MP) and the Minister for the Environment and Water (The Hon. David Speirs MP) seeking advice on what the government policy is on the management of kangaroos on public land.	Andrew Aitken	Completed	29/08/2018	Letter sent 30/8/2018
28/08/2018	Ordinary Council	193/18	MON Kenton Valley Memorial Park	That the Chief Executive Officer, in consultation with residents and community groups, investigates and provides a report by 31 March 2019, on future management options for the Kenton Valley Memorial Park.	Terry Crackett	In Progress	7/09/2018	
28/08/2018	Ordinary Council	194/18	MON Randell's Workers' Cottages	I move that the Chief Executive Officer, in consultation with residents and interest groups, investigates and provides a report by 31 March 2019 on future management options for Randell's Workers' Cottages, 1 Beavis Court Gumeracha.	Terry Crackett	In Progress	7/09/2018	
28/08/2018	Ordinary Council	195/18	Traditional Aboriginal Names of Localities and Places	I move that Council requests that the Administration prepare a report on the potential for dual naming, incorporating traditional Aboriginal place names alongside existing place names, of localities and places in the Adelaide Hills Council district. That, considering the report, resourcing for signage be considered for the 2019-20 budget.	David Waters	In Progress	29/08/2018	Staff have commenced scoping this exercise.
28/08/2018	Ordinary Council	196/18	Shannons Adelaide Rally Support for Road Closure	That the report be received and noted. That, in relation to the Shannons Adelaide Rally 2018, Council's support of the event is contingent on the organisers, to the satisfaction of the Chief Executive Officer: Providing evidence of satisfactory insurance to cover any damage to 3rd party property caused by the event; Providing confirmation that affected business owners are aware of the road closures; Providing written confirmation to confirm that the concerns raised by affected residents have been addressed and that arrangements for egress and regress from those properties can be managed within the event; Written confirmation from the organisers that they will erect advance notices of road closures on the affected roads, at least 3 weeks prior to the event. That subject to the requirements of 2. being undertaken, Council provides consent for road closure orders in relation to the Shannons Adelaide Rally 2018, to be held between Wednesday 28 November and Saturday 1 December 2018 as follows: <i>(see Minutes for road details)</i>	David Waters	In Progress	12/09/2018	Staff are working with the event organiser to ensure the conditions are met.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/08/2018	Ordinary Council	197/18	Household Hazardous Waste Disposal	That the report be received and noted.That the Council supports, in principle, acceptance of funding from Green Industries SA to establish and operate a Household Chemical and Paint Drop-off Facility at the Heathfield Resource Recovery Centre.That delegation is given to the CEO to negotiate and if to their satisfaction, enter into a funding agreement between Green Industries SA and the Adelaide Hills Region Waste Management Authority and Adelaide Hills Council for a Household Chemical and Paint Drop-off Facility at the Heathfield Resource Recovery Centre.A future report to be provided to Council on the outcome of the negotiation with Green Industries SA, the Adelaide Hills Region Waste Management Authority and Adelaide Hills Council.	Peter Bice	In Progress	7/09/2018	Meeting arranged between AHRWMA and Council to commence negotiations.
28/08/2018	Ordinary Council	198/18	Community Grants 2018 - 2019	That the report be received and noted.That Council award Community Grants totalling \$45,847 as follows: <i>(see Minutes for Organisations and grant amount)</i>	David Waters	Completed	12/09/2018	Applicants have been advised of the outcomes.
28/08/2018	Ordinary Council	199/18	Reconciliation Action Plan Working Group	That the report be received and noted.To endorse a regional approach to the establishment of a Reconciliation Action Plan Working Group in partnership with Mount Barker District Council.Subject to a commitment to the same effect by the Mount Barker District Council, adopt the draft Terms of Reference as contained in <i>Appendix 1</i> .To authorise the Chief Executive Officer to make any minor alterations to the Terms of Reference as may be required.To appoint Cr Ian Bailey to the Reconciliation Action Plan Working Group for the remainder of the current term of Council.	David Waters	In Progress	12/09/2018	Awaiting DC Mt Barker's decision in respect to this matter.
28/08/2018	Ordinary Council	200/18	Proposal to enter 11 AHC Reserves into Heritage Agreements 2018	<ol style="list-style-type: none"> 1. That the report be received and noted. 2. That the Biodiversity Officer be authorised to enter:Doris Coulls Reserve, 152 Old Mt Barker Road, AldgateHeathfield Waste Facility, 32 Scott Creed Road, HeathfieldKiley Reserve, 15 Kiley Road, AldgateShanks Reserve, 1 Shanks Road, AldgateStock Reserve, Stock Road, MylorLeslie Creek Reserve, Leslie Creek Road, MylorMi Mi Reserve, 125 Aldgate Valley Road, MylorAldgate Valley 2 Reserve, 114 Aldgate Valley Road, MylorKyle Road Nature Reserve, Kyle Road, MylorCarey Gully Water Reserve, Deviation Road, Carey GullyHeathfield Stone Reserve, 215 Longwood Road, Heathfield all being of significant biodiversity value, into Heritage Agreements. 3. That the Heritage Agreements retain the existing dog access arrangements in place for each of those reserves. 	Peter Bice	In Progress	6/09/2018	Heritage reports already prepared for 2 sites, with 3-4 more due to submit first batch of 5-6 Heritage Agreement Applications to the Native Vegetation Council FY 18/19. The other reserves require rededication/reclasssaifcation before being eligible for Heritage Agreements, Property Department will be working on this with aim of batching more sites in FY19/20. We have budgeted for more HA reports in 19/20, as per the FY18/19 Annual Business Plan and Budget.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/08/2018	Ordinary Council	201/18	Community & Recreation Facility Grants	That the report be received and notedThat Council approve the 14 Community & Recreation Facility Grant application recommendations, totalling \$97,741 as recommended in Appendix 1.	Peter Bice	In Progress	7/09/2018	Applicants will be notified of the Council's recommendations during September, with funding to be distributed during October.
28/08/2018	Ordinary Council	203/18	Community Wastewater Management Systems Review - Update and Consultation Outcomes	The report be received and notedThe CEO undertakes a request for tender process for the divestment of Council's CWMS assets to inform Council's decision to sell or retain these assets.The resolution to undertake a request for tender process is subject to there being no matters of material impact identified through further due diligence and request for tender preparation activities, as determined by the CEO.Subject to Council resolving to proceed to a request for tender for the divestment of Council's CWMS assets, the CEO be delegated to prepare and approve an evaluation plan for the purposes of assessing responses received including but not limited to the following criteria: CWMS customer pricing and feesSale price for CWMS assetsRespondents financial capacityRespondents operational capacity and capabilityNetwork investment and expansion That ongoing analysis be undertaken on continued Council ownership of CWMS assets for request for tender comparison purposes to inform future decision making.The Prudential Review Report and the Probity Report be received and noted.The Council acknowledges that whilst S48 of the Local Government Act 1999 does not require a prudential review to be undertaken, the report in relation to this project is consistent with the provisions of S48.The Administration is	Peter Bice	In Progress	7/09/2018	Joint Working Group meeting to progress Council resolution to be held mid September 2018 following this matter being considered by the Rural City of Murray Bridge and the City of Onkaparinga.
28/08/2018	Ordinary Council	204/18	Mobile Food Vending	That the report be received and noted.That Council adopt the Mobile Food Vending Business Location Rules contained in Appendix 1 of this report with an effective date of 1 September 2018.That Council adopt the Mobile Food Vending Business pre-approved sites and site specific rules contained in Appendix 2 of this report with an effective date of 1 September 2018.That the Chief Executive Officer be authorised to approve or revoke, in accordance with the Location Rules, sites for the pre-approved sites list and 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.	David Waters	Completed	12/09/2018	The new rules came into effect on 1 September 2018 as per the resolution.
28/08/2018	Ordinary Council	205/18	Regional Transport Study Funding Request	That the report be received and noted.To endorse the provision of \$10,000 from the Chief Executive Officer's contingency allocation to contribute to the regional transport study into passenger transport linkages between Adelaide and Mount Barker and beyond.	David Waters	In Progress	12/09/2018	Transport study is due to be completed in March 2019.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/08/2018	Ordinary Council	206/18	Road Closures Young Driver Awareness Course 2018-2019	That the report be received and noted. That pursuant to Section 33(1) of the <i>Road Traffic Act 1961</i> and Clause G of the Instrument of General Approval of the Minister dated 22 August 2013, to: Declare that the Driver Education Program that is to take place on Newman Road, Charleston is an event to which Section 33 of the <i>Road Traffic Act 1961</i> applies. Make an order directing that a section of Newman Road, Charleston, between Five Lanes Road and Lewis Road, be closed to traffic for the period between 9.00am and 6.00pm on Thursday 11 October 2018, and 9.00am and 6.00pm Wednesday 17 April 2019. Make an order directing that persons taking part in the event be exempt from the duty to observe the Australian Road Rules Rule 238 (Pedestrians travelling along a road). Make an order directing that all vehicles except emergency and participant vehicles and local residents living at the named section of Newman Road, be excluded from the closed section of road for the period of the closure.	David Waters	Completed	29/08/2018	
28/08/2018	Ordinary Council	207/18	Road Widening Oakwood Road Oakbank	That the report be received and noted. To purchase the area of land, being 104.6m ² , identified in red on the plan attached as <i>Appendix 2</i> ("Land") from the owners of the adjoining land at 2 Oakwood Road Oakbank in consideration of fencing and asphalt works with an estimated value of \$5,285 plus all reasonable costs to vest the land as public road, including lodgement fees and stamp duty costs totalling approximately \$3,000 (and thus a total value of approximately \$8,285). That the Mayor and CEO be authorised to sign all necessary documentation to effect this resolution.	Terry Crackett	In Progress	7/09/2018	
28/08/2018	Ordinary Council	208/18	Revocation of Community Land Lobethal Retirement Village	That the report be received and noted. That the community land classification over the land comprised in Certificate of Title Volume 6017 Folio 705 being Allotment 202 in Deposited Plan No. 75850 be revoked.	Terry Crackett	Completed	7/09/2018	Resolution of Council of 28 August 2018 completes the revocation process
28/08/2018	Ordinary Council	209/18	OmbudsmanSA - Final Investigation Report	That the report be received and noted. To note that having investigated the alleged breach of the Code of Conduct for Council Members, the Ombudsman finds that: Cr Malcolm Herrmann has breached the provisions of section 63 of the <i>Local Government Act 1999</i> and clause 3.2 of Part 3 of the Code of Conduct for Council Members and further, that Cr Herrmann acted in a manner that appears to be contrary to law within the meaning of section 25(1)(a) of the <i>Ombudsman Act 1972</i> ; and Further investigation into whether Cr Herrmann breached clause 3.4 of Part 3 of the Code of Conduct for Council Members is unnecessary and unjustifiable pursuant to the <i>Ombudsman Act 1972</i> .	Andrew Aitken	Completed	29/08/2018	No further action required
28/08/2018	Ordinary Council	213/18	MWN Review of Community Grants Policy	That the community grants policy be reviewed before the next round of community grants.	David Waters	Not Started	12/09/2018	The review has been earmarked for the first half of 2019, i.e. prior to the next grants round.

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
28/08/2018	Ordinary Council	220/18	CEO Performance & Remuneration Review - Confidential Item	As per confidential minute	Andrew Aitken	Completed	31/08/2018	Released 31/08/18
28/08/2018	Ordinary Council	221/18	CEO Performance & Remuneration 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 CEO has been advised in writing or by 31 August 2018, whichever is earlier.	Andrew Aitken	Completed	31/08/2018	
28/08/2018	Ordinary Council	209/18	OmbudsmanSA Final Investigation Report Cr Herrmann	To require Cr Herrmann to attend training on Council's <i>Records & Information Management Policy</i> and the <i>State Records Act 1997</i> by 26 September, 2018.	Terry Crackett	In Progress	13/09/2018	Training scheduled for 25 September 2018.
28/08/2018	Ordinary Council	209/18	OmbudsmanSA Final Investigation Report Cr Herrmann	To revise clause 4.1.1 of Council's <i>Records & Information Management for Council Members Procedure</i> to read as follows: 'Email correspondence is to be conducted via the Council Member's corporate email account.'	Andrew Aitken	Completed	17/09/2018	
11/09/2018	Special Council	223/18	Pomona Road Bike Track Trial	Council support a trial of a BMX facility in Stirling, within the Service Women's War Memorial Reserve (adjacent Pomona Road)	Peter Bice	In Progress	12/09/2018	Planning for consultation and engagement is now underway with a site meeting to be scheduled late September with a view to works beginning in Late October/Early November.
11/09/2018	Special Council	223/18	Pomona Road Bike Track Trial	A report is prepared to Council by 26 November 2019 on completion of the trial.	Peter Bice	In Progress	12/09/2018	A report will be prepared for the 26 November 2019 Council Meeting.
11/09/2018	Special Council	224/18	Draft Gumeracha Main Street Masterplan	Council endorses a broader community engagement process from 11 October to 2 November 2018 to enable the local community to provide feedback on the outcomes within the draft Masterplan. The Chief Executive Officer be authorised to consider and respond to minor changes to the draft Masterplan and to timing, advertisements and extent of the broader community engagement process.	Peter Bice	In Progress	12/09/2018	
11/09/2018	Special Council	224/18	Draft Gumeracha Main Street Masterplan	A report is provided back to Council by January 2019.	Peter Bice	In Progress	12/09/2018	Report scheduled for January 2019 Council Meeting
11/09/2018	Special Council	225/18	Draft Gumeracha Precinct Federation Park and Oval Masterplan	Council endorse a broader community engagement process from 11 October to 2 November 2018 to enable the local community to provide feedback on the outcomes within the draft Masterplan. The Chief Executive Officer be authorised to consider and respond to minor changes to the draft Masterplan and to the timing, advertisements and extent of the broader community engagement process.	Peter Bice	In Progress	12/09/2018	Community egagement currently being planned.
11/09/2018	Special Council	225/18	Draft Gumeracha Precinct Federation Park and Oval Masterplan	A report is provided back to Council by January 2019.	Peter Bice	In Progress	12/09/2018	Report scheduled for January 2019 Council Meeting

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
11/09/2018	Special Council	226/18	6.2 Parliamentary Inquiry into the Heritage System regarding Places or Objects	<p>To approve the submission on the South Australian Environment, Resources and Development Committee Inquiry into the Heritage System as detailed in Appendix 2 of the report subject to the inclusion of the following words: That the submission be amended to include the following words to be inserted in the first line of point b. under Inquiry Point 2, to read as follows:</p> <p>"Council considers that anyone seeking heritage listing of a place should have the right to be heard in support of their submission. In addition if a landowner is not a party to the nomination than they too should have the right to be heard in support of their position."</p> <p>That the submission be amended to include the following words to be inserted after the first paragraph under Inquiry Point 4:</p> <p>"It is noted that there is a perception that heritage listing is an impediment for owners to maintain or repair their heritage places. This perception has led in some cases to unexpected consequences whereby owners of buildings</p>	Marc Salver	Completed	17/09/2018	Council submission in this regard was sent to the ERD Committee on 14 September 2018
11/09/2018	Special Council	228/18	6.4 2017-18 Preliminary End of Year Financial Results and Carry Forwards	<p>The Preliminary End of Year Results for 2017-18 is noted.</p> <p>Carry forward projects from 2017-18 totalling an amount of \$2.091m of expenditure and \$1.451m of income (Attachments 2 and 3 to this report) be approved.</p> <p>The 2018-19 Proposed Budgeted Uniform Presentation of Finances reflecting a Budgeted Operating Surplus of \$302k before Capital Revenue and revised Net Borrowings of \$4.333m as summarised in Attachment 4 to this report be adopted.</p>	Terry Crackett	Completed	12/09/2018	
11/09/2018	Special Council	229/18	Road Exchange McBeath Drive, Skye Horsnell Gully	<p>In accordance with sections 12 and 15 of the Roads (Opening and Closing) Act 1991, as regards the land within the Adelaide Hills Council area, enter into an Agreement for Exchange with Boral Resources (SA) Ltd and issue a Road Process Order to open as road portions of Section 906 Hundred of Adelaide numbered "1", "2" and "3" on Preliminary Plan No. 17/0066 (Appendix 1) and in exchange to close portions of McBeath Drive marked "A", "B", "C" and "D" on Preliminary Plan No. 17/0066, subject to the following: Boral Resources (SA) Ltd agreeing to pay all costs associated with the road exchange process including but not limited to all survey, valuation and reasonable legal costs; Boral Resources (SA) Ltd agreeing to pay all costs associated with a Council boundary adjustment between Adelaide Hills Council and the City of Burnside to rectify the resulting Council boundary anomaly from the road exchange process</p> <p>The closed road is excluded as Community Land pursuant to the Local Government Act 1999.</p> <p>Council approves the sale of the differential between the total area of closed road and the total area of opened road of approximately 1.242m² to Boral</p>	Terry Crackett	In Progress	13/09/2018	Progressing per Council resolution
11/09/2018	Special Council	230/18	Burials outside Cemeteries Policy	<p>The Burials outside Cemeteries Policy as provided as Appendix 1 is endorsed for community consultation.</p> <p>That the CEO be authorised to consider and respond to minor changes to the draft Policy and to the timing, advertisements and extent of the broader consultation process.</p>	Terry Crackett	In Progress	13/09/2018	Consultation is expected to commence in October

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
11/09/2018	Special Council	231/18	Exclusion of Community Land – Crafers Retirement Village	To exclude the land identified as Allotment 121 on the plan attached as Appendix 1 as Community Land pursuant to the Local Government Act 1999 when the land is vested in the Adelaide Hills Council as a land grant from the Crown	Terry Crackett	In Progress	13/09/2018	Noted pending vesting of land at Crafers
11/09/2018	Special Council	232/18	Revocation of Community Land – Bridgewater Retirement Village	<p>To commence a process to revoke the Community Land classification of the land located on the corner of Mt Barker Road and Second Avenue Bridgewater known as 511 Mt Barker Road Bridgewater contained in Certificate of Title Volume 5488 Folio 788 (Land) on which a portion of the Bridgewater Retirement Village is located by:Preparing a report as required under section 194(2)(a) of the Local Government Act 1999 and making it publicly available.Undertaking consultation in accordance with its Public Consultation Policy as required under section 194(2)(b) of the Local Government Act 1999.</p> <p>To commence a process to vary the charitable trust affecting the Land by investigating land parcels owned by the Adelaide Hills Council, including Carripook Park, Candlebark Reserve and Vincent Playground Reserve, that may be suitable for the development of a landscaped garden for the benefit of the community and for the construction of a memorial to the Ash Wednesday Bushfires of 1983 as contemplated by the charitable trust over the Land and invite community suggestions and feedback in relation to any appropriate land parcels.</p>	Terry Crackett	In Progress	13/09/2018	Progressing per Council resolution
11/09/2018	Special Council	233/18	Road Closure Glenside Lane, Crafers	<p>Subject to there being no objections lodged during the public notification period, to make a Road Process Order pursuant to the Roads (Opening & Closing) Act 1991 in accordance with the Preliminary Plan attached to this report as Appendix 2 as follows:</p> <p>to close and merge the piece of land identified as “A” in the Preliminary Plan with Allotment 105 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5291 Folio 390;</p> <p>to close and merge the pieces of land identified as “B” and “D” in the Preliminary Plan with Allotment 103 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5291 Folio 388; and</p> <p>to close and merge the pieces of land identified as “C” and “E” in the Preliminary Plan with Allotment comprising pieces 101 and 102 in Deposited Plan No 42581 comprised in Certificate of Title Volume 5281 Folio 387.</p> <p>2. Subject to issue of a Road Process Order in accordance with the Preliminary Plan, that:The closed road be excluded as Community Land pursuant to the Local Government Act 1999; andThe piece marked “A” be sold to Mr Ken Lehmann and Mrs Nurdia Lehmann, the owners of Certificate</p>	Terry Crackett	In Progress	13/09/2018	Progressing per Council resolution
11/09/2018	Special Council	234/18	Sale of closed unnamed road off Burton Road, Mt Torrens	<p>To sell the land comprised in Certificate of Title Volume 6191 Folio 688 known as Closed Road U in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$9,500 (exclusive of GST) to the adjoining land owner R T & T L Gladigau.</p> <p>To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.</p>	Terry Crackett	In Progress	13/09/2018	Progressing per Council resolution

Meeting Date	Meeting	Res No.	Item Name	Action Required (Council Resolution)	Responsible Director	Status	Date of Update	Comments
11/09/2018	Special Council	235/18	Sale of closed unnamed road off McVitties Road, Birdwood	<p>To sell the land comprised in Certificate of Title Volume 6193 Folio 468 known as Closed Road S in Road Plan No. 1793 and identified on the plan attached as Appendix 1 (Land) for the amount of \$8,500 (exclusive of GST) to the adjoining land owner Talunga Pty Ltd.</p> <p>To delegate to the Chief Executive Officer to sign all documentation necessary to effect the sale of the Land.</p>	Terry Crackett	In Progress	13/09/2018	Progressing per Council resolution
11/09/2018	Special Council	236/18	To note the inclusion of Council's annual kerbside recycling tonnes in the forthcoming East Waste request for tender process for the receipt and p	To note the inclusion of Council's annual kerbside recycling tonnes in the forthcoming East Waste request for tender process for the receipt and processing of Member Councils' recycling material.	Peter Bice	Completed	12/09/2018	This has been noted, and also relayed to Easte Waste.
11/09/2018	Special Council	238/18	Ashton Landfill – Confidential Item	<p>Until 10 September 2019. 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.</p> <p>Council takes all reasonable actions, including initiating legal proceedings to recover losses associated with an alleged breach of contract by Tonkin Consulting when designing and overseeing slip remediation works they undertook during 2013 and 2014 at the former Ashton Landfill allegedly leading to a further landfill cap slip in 2015. The Chief Executive Officer is delegated to undertake all necessary actions to affect this resolution.</p>	Peter Bice	In Progress	12/09/2018	Council continues to progress the matter.

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 13.1

Originating Officer: Tonia Brown, Biodiversity Officer

Responsible Director: Peter Bice, Director Infrastructure & Operations

Subject: Department for Environment and Water Fuel Reduction on Private Lands Program annual update

For: Information

SUMMARY

The purpose of this report is to provide an update on the Department of Environment and Water's (DEW formerly DEWNR) strategic fuel reduction program, which was approved by Council on 24 October 2017.

Numerous sites on Adelaide Hills Council land were identified through the Bushfire Management Area Planning process. Following the program adoption by Council it was agreed that DEW would provide an annual update to Council detailing the proposed sites for the upcoming year, as well as updates on the outcomes of the previous year's prescribed burn sites.

Tim Groves, Fire Management Officer, DEW will be presenting a summary to Council.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 3	Place
Strategy 3.3	We will complete the road reserves and reserve assessments (blue marker project), leading the nation in conservation and biodiversity management practices.

This relates directly to the Biodiversity Strategy, specifically Goal 6.3.5 which relates to maintaining good quality habitat for flora and fauna. The Strategy refers to:

- Reduce habitat degradation by protecting and maintaining good quality remnant vegetation and enhancing or restoring medium quality vegetation or corridors

One of the high priority actions to come out of this was to develop a Woody Weed Control program in Asset Protection Zones within areas of Conservation Value to reduce fuel loads.

➤ **Legal Implications**

Depending on how the seasons are progressing (in terms of rainfall), the burns are likely to be conducted within the fire danger season. As required under the *Fire and Emergency Services Act 2005* Section 79(2), 80 - all prescribed burns conducted within the fire danger season must have an authorised permit and must comply with the conditions and regulations of the permit and Act.

The burns are conducted in accordance with *Native Vegetation Regulations 2017* (Division 3) which allows fuel reduction to be undertaken for the purposes of bushfire mitigation, if approved by the CFS Chief Officer (or authorised delegate). Approval must have regard to the Bushfire Management Area Plan applicable for the area.

➤ **Risk Management Implications**

Council currently undertakes fuel reduction through weed control in high value conservation reserves via a range of methods and programs. Conducting strategic prescribed burning is unlikely to significantly alter the risk profile of weed management in high value conservation reserves but it will provide information on the effectiveness of alternative weed control methods specific to the conditions of the local area.

<i>Inherent Risk</i>	<i>Residual Risk</i>	<i>Target Risk</i>
<i>Extreme (4A)</i>	<i>Medium (2C)</i>	<i>Medium (2C)</i>

DEW will be conducting the burn operations at no cost to the Council (this will include preparing the site, conducting the burn and patrolling the site until declared safe). This is listed under the Terms and Conditions of the Access Agreement document (Section 4(b))

Subject to 4(c), CFS releases and indemnifies the Owner against any costs any costs, expenses or claims which the Owner may incur in connection with any loss of life, personal injury or loss or damage to Property arising from the CFS's (or CFS Personnel's) occupation of your Property under this Agreement except to the extent that such loss, injury or damage is caused or contributed to by the Owner (or any of its invitees, employees, agents or contractors).

Other actions required at the site (e.g. pre and post burn weed management work) will be undertaken by both Council and DEW.

Local CFS Brigades will be invited to attend the burn. Their attendance will be subject to volunteer availability.

➤ **Financial and Resource Implications**

Funds of \$29k were allocated in the 2018/19 Annual Business Plan for post burn weed management and bird monitoring.

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

Not applicable.

➤ **Environmental Implications**

To assess the effects of the prescribed burn on a range of environmental and cultural issues, an Environmental Assessment (EA) is undertaken in alignment with DEW policy and procedure.

EA address potential threats and benefits to flora, fauna, threatening processes, ecological communities, threatened species habitat, water and flooding, heritage, amenity and other values.

Environmental Assessments are undertaken within the DEW Fire Information Management System (FIMS) using state government corporate data and expert input and knowledge.

This DEW EA process has been endorsed by Commonwealth Environment Department to assess the impacts on nationally threatened species or communities (none found at this site).

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

As this is a DEW project all consultation was undertaken by them.

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Not Applicable

Community: Not Applicable

2. BACKGROUND

The CFS has been working with Bushfire Management Committees and the community to identify areas at the greatest risk of bushfire across the State through the Bushfire Management Area Planning process. Within these areas the State Government is now

working with landholders, including the Adelaide Hills Council, to help reduce the bushfire risk that may exist on their land.

The DEW approached AHC in 2016 with a proposal to undertake a prescribed burn in the Heathfield Stone Reserve. A report was approved by Council at the 28 March 2017 Council Meeting, where it was resolved to allow the prescribed burn to proceed.

14.1. Heathfield Stone Reserve Burn Proposal

Moved Cr Ron Nelson
S/- Cr Ian Bailey

60/17

Council resolves:

1. That the report be received and noted
2. That a burn on Heathfield Stone Reserve for the purpose of bushfire mitigation and weed management (to be carried out by DEWNR and CFS), be approved for Autumn 2017.

Carried Unanimously

Staff from DEW then met with AHC staff in May 2017 to propose a number of additional strategic sites on AHC land which were identified through the Bushfire Management Area Planning process. Following endorsement by Council on 24 October 2017, the sites listed below now form part of the DEW 'whole of landscape' prescribed burn program and are scheduled into DEW's burn program over the next five years.

12.9 DEWNR Fuel Reduction on Private Lands Program

Moved Cr Val Hall
S/- Cr Ian Bailey

250/17

Council resolves:

1. That the report be received and noted
2. That DEWNR's Strategic Fuel Reduction program is approved for the Adelaide Hills Council region.

Carried Unanimously

Each site has been inspected in conjunction with AHC Biodiversity personnel and contact made with key stakeholders, including relevant Landcare and volunteer organisations.

- Crafers West (RAA Tower)
- Heathfield Waste Facility (Evans Drive)
- Heathfield Stone Reserve
- Yanagin Reserve
- Mylor Parklands
- Lobethal Bushland Park
- Belair / Upper Sturt Courts

The proposed burns represent a joint initiative between DEW, CFS and Adelaide Hills Council.

3. ANALYSIS

DEW conducted a prescribed burn at Heathfield Stone Reserve in October 2017 and the Crafers West (RAA Tower), in November 2017. Both fires were considered by DEW to be successful in terms of fuel reduction objectives.

Although the prescribed burns are primarily aimed at reducing fuel loads, it is recognised that on many Adelaide Hills Council properties there are opportunities to deliver secondary benefits including weed management or other ecological benefits, such as bushland regeneration, improvement of wildlife habitat and overall bush restoration outcomes. At most of these sites Council has been restoring bushland for many years, in partnership with a number of organisations, including Natural Resources Adelaide and Mount Lofty Ranges (NRAML), Bush for Life (Trees for Life), Landcare and community voluntary groups. It is the view of Council Biodiversity staff that the burns have presented a significant opportunity to capitalise on the initial clearance of weeds. It is highly recognised that there is considerable potential for the weed seed bank to germinate post burn. In the 2018/19 Annual Business Plan, Council committed funds to assist with the 'post-burn' weed management at each of the sites targeted in the DEW 'whole of landscape' prescribed burn program. It is anticipated that these activities will extend for a five year period following the initial burns. The first year of weed management activities will be outsourced to Bushcare contractors during spring 2018.

Likewise, DEW has committed to a three year 'in kind' support at each of the sites. This has already been initiated at the Heathfield Stone Reserve in August 2018.

Heathfield Stone Reserve

Prior to the burns, DEW felled the majority of Sallow Wattle, Pittosporum and Radiata Pines across the burn site to ensure this biomass was consumed during the burn. This amounted to approximately one week's work with a four person crew. Both NRM and AHC contributed to spraying of Watsonia across the majority of the burn site using the herbicide 22-DPA.

DEW's post burn follow-up for 2018 consisted of a ten person crew for one day hand pulling Erica, Broom, Boneseed, Sallow Wattle and Pittosporum seedlings that germinated and re-sprouted to help eradicate these exotic species from the site. Council's post burn follow-up activities for 2018 have not yet been undertaken, however Council's Bushcare contractors will be undertaking weed management during spring 2018.

RAA Tower, Crafers West

This site contains areas virtually weed free with a high diversity of native plants, whereas other areas are significantly weed infested. The main weed objectives DEW identified were to maintain the condition of the good quality bushland by containing English Broom, Blackberry and Pittosporum to the disturbed areas.

Post burn follow-up for 2018 have not yet been undertaken, however Council's weed management activities will be outsourced to Bushcare contractors during spring 2018.

Monitoring

Monitoring of burn sites will be a necessary component of the program, to observe and record species' overall response to fire, in particular fire intensity and frequency over time. This is not a service that DEW provides post fire and will be undertaken by AHC Biodiversity personnel and Environmental Consultants. A number of photo points have been established at Heathfield Stone Reserve to provide observational (qualitative) and quantitative data on native and exotic plant species and the woodland community's response to fire. Baseline data and the first year post fire data have already been collected. It is anticipated that these sites will continue to be monitored annually with the data stored with the AHC and provide opportunities to inform the DEW Program moving forward.

In the 2018/19 Annual Business Plan, Council committed funds to assist with the woodland bird monitoring program. The program, which has already been initiated at all sites, will incorporate biannual surveys to help inform staff and assist Council in its input into the decision making with regard to proposed burn frequencies. The overall intention of the program is to help reduce potential long-term impacts on bird species and their distributions within these Council reserves and across the wider region, where decline of woodland bird species is now well recognised.

Prescribed burns spring 2018

The three upcoming sites include Lobethal Bushland Park, Yanagin Reserve and the parcel located behind the Belair / Upper Sturt Courts.

Belair / Upper Sturt Courts

The DEW pre-burn works have been undertaken at the Belair / Upper Sturt Courts, where Pittosporum and Gorse has been cut or sprayed to assist with carrying the burn in late spring.

Council's post fire weed management activities will be outsourced to Bushcare contractors during the Autumn season of 2019.

Lobethal Bushland Park

The DEW pre-burn works have included management of significant infestations of Gorse and Blackberry on the neighbouring properties to the west, which has involved primarily burning. The Lobethal Bushland Park burn is planned to take place in two separate stages on different days between Monday 10 September and Friday 12 October 2018. Timing will be subject to weather conditions such as temperature and wind speed, as well as other factors such as how damp or dry the fuel being burned is.

Council's post fire weed management activities will be outsourced to Bushcare contractors during the Autumn season of 2019.

Yanagin Reserve

It is anticipated that the burn will be undertaken on any day between Monday 10 September and Friday 12 October 2018.

Council's post fire weed management activities will be outsourced to Bushcare contractors during the Autumn season of 2019.

4. OPTIONS

Council has the following options:

- I. The Council receives the report.

5. APPENDICES

- (1) Prescribed burning schedule 2018-19
- (2) Burn Maps – Spring 2018

Appendix 1

Prescribed burning schedule 2018-19

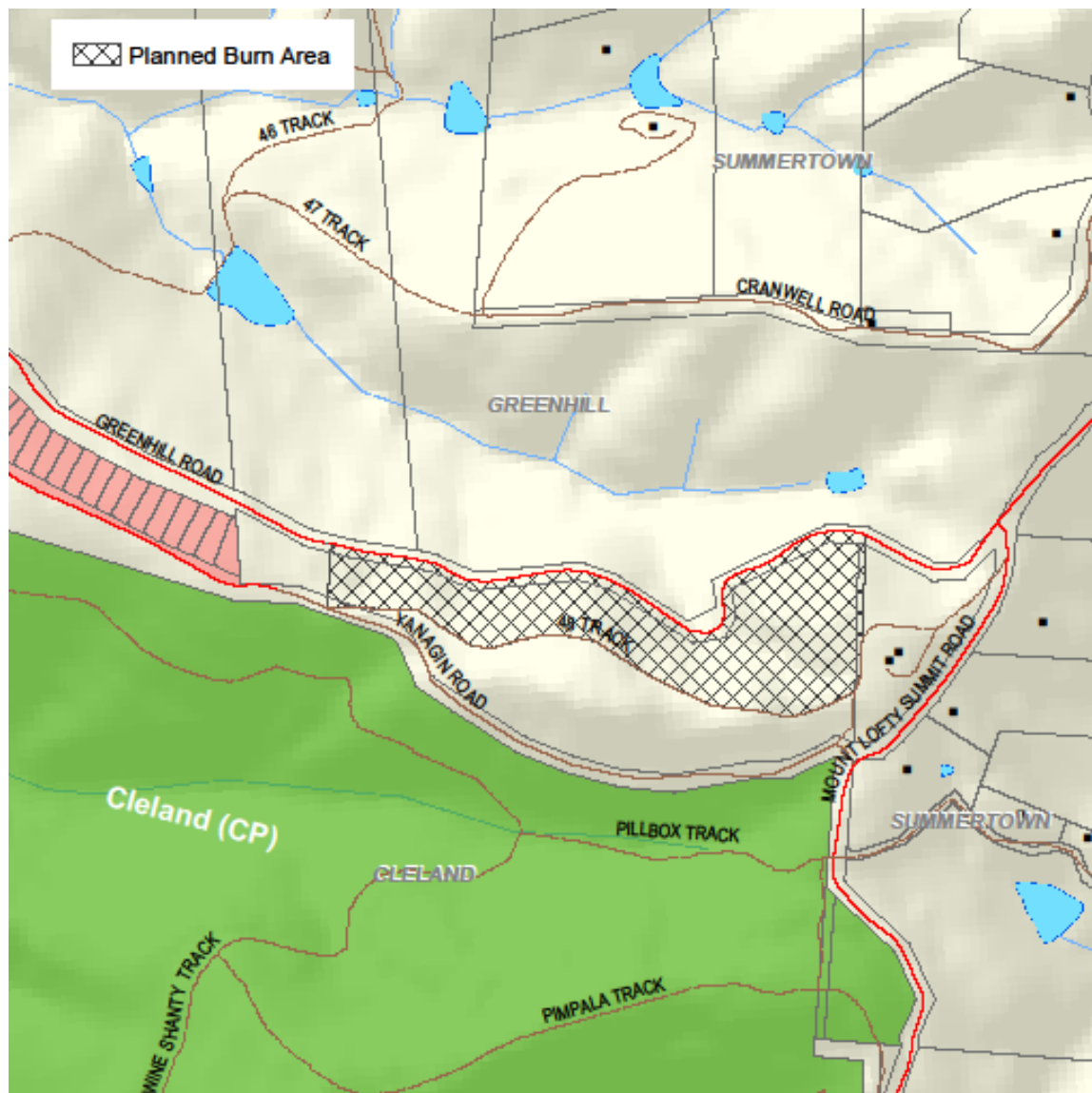
Burn Schedule – 2018/19

AHC Site	Timing of burn	Title details	Size of burn (Ha)	DEW Commitment	Status
Heathfield Stone Reserve	Oct 2017	CR5753/723 H105500 S1605	2.7	3 years 'in kind' support	Burn Completed
RAA Tower Crafers West	Nov 2017	CR5753/709 H105100 S995	2.8	3 years 'in kind' support	Burn Completed
Yanagin Reserve	Late September – Early October 2018	CT5636/762 F129961 A7	6	3 years 'in kind' support	Burn Planned
Lobethal Bushland Park	Early October 2018	CT5696/526 CT5696/526	7.3	3 years 'in kind' support	Burn Planned
Belair / Upper Sturt Courts	Late Spring 2018	CT5168/474 D28220 A2	1.3	3 years 'in kind' support	Burn Planned
Heathfield Waste Facility	Autumn 2019	CT5487/174 F8254 A2	11	3 years 'in kind' support	Burn Planned

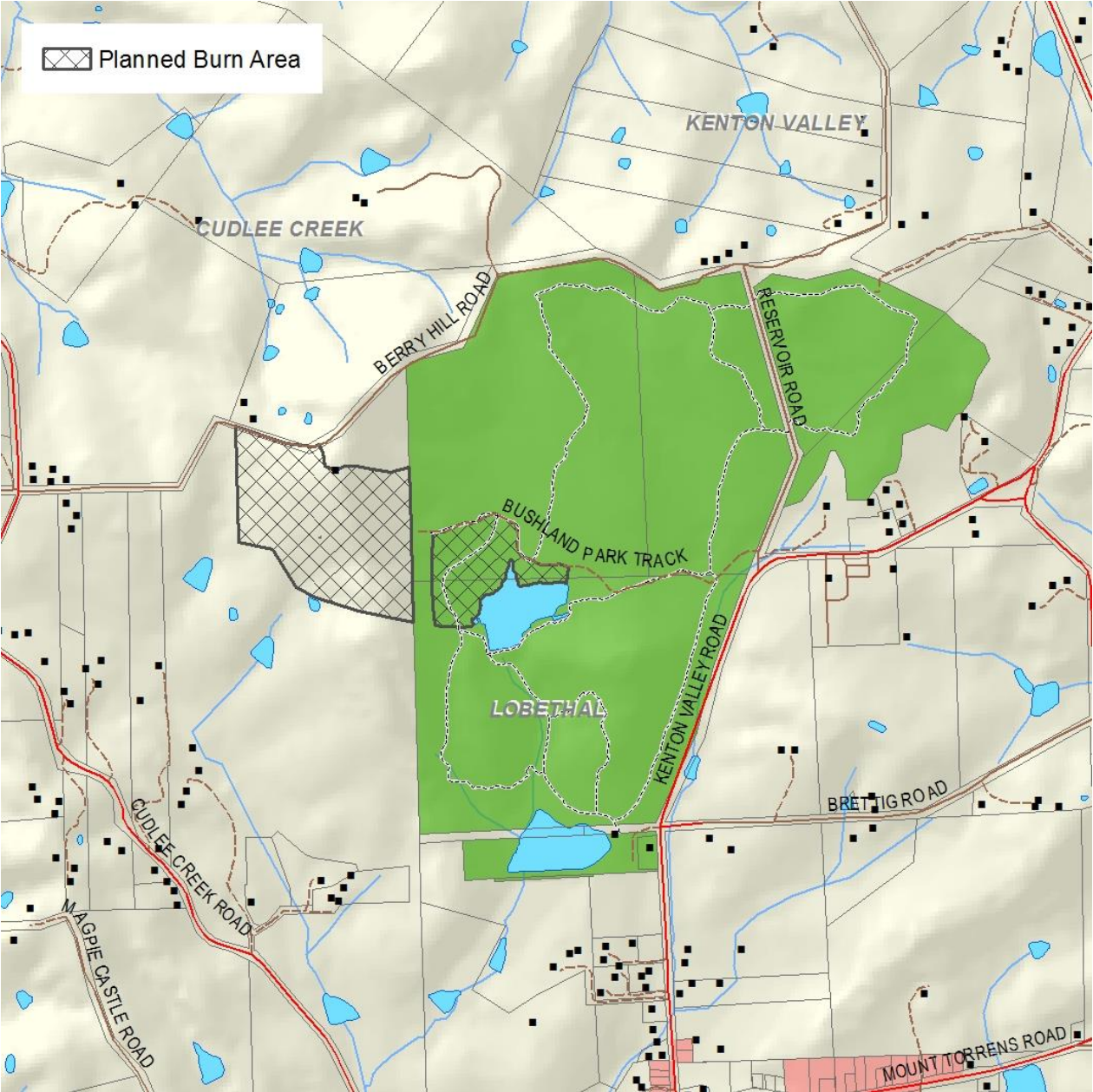
Appendix 2

Burn Maps –Spring 2018

Yanagin Reserve

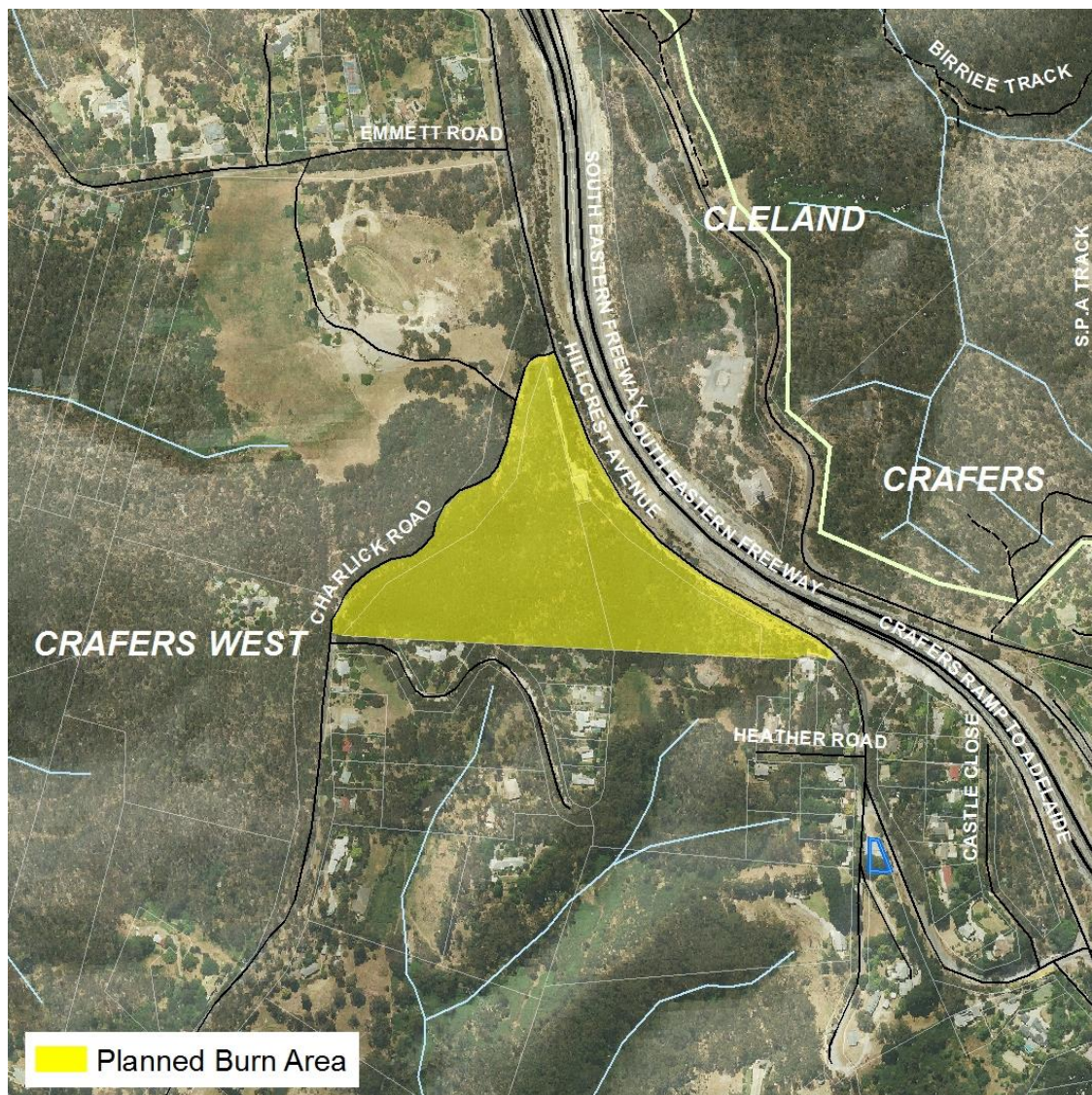


Lobethal Bushland Park



Burn Maps –2018

Crafers West – RAA Tower



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 13.2

Originating Officer: Kylie Caruso, Roads Officer Property Services

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Harms Avenue, Birdwood

For: Information

SUMMARY

This report is presented in order to provide information on the future of Harms Avenue, East of Wegener Road Birdwood, and the investigations currently underway in terms of a potential road closure.

The investigations undertaken in respect of the contents of this report were instigated by the Motion on Notice at the Council meeting of 26 July 2016 which was resolved as follows:

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

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Risk & Responsibility (Community Welfare and Legal Compliance)

Ensuring that resident's use of Council's unmade road land is approved and insurances are in place for the approved use.

➤ **Legal Implications**

The use of unmade road land for private purposes without a road permit being issued results in a circumstance where the liability for the use, what is on the land and if there is

an accident land is unclear. Occupation of any form of Council land, including road land, must be documented in the appropriate form of agreement to ensure liability obligations are clear and that use and works are not being conducted on Council land without approval.

➤ **Risk Management Implications**

Ensuring that the unmade section of Harms Avenue is either closed and amalgamated with adjoining land or covered by road rent permits will assist in mitigating the risk of:

Unauthorised private use of unmade road reserves for access and improvements leading to increased risk and liability to Council.

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

The properties facing the unmade section of Harms Avenue have registered addresses as Harms Avenue however Harms Avenue is not physically made (or identified) making it difficult for emergency service vehicles to locate premises if required.

The unmade section of Harms Avenue is utilised by the adjoining land owners for access and parking and does not, on initial investigation, look to be needed as a public road. Therefore the closure of the road if deemed to be surplus to Council's current and future needs as a public road, reduces the risks to Council associated with safety and liability, vegetation control works and costs.

➤ **Financial and Resource Implications**

Not Applicable

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

Streamlining the road boundaries will assist with better identification of properties, for ease of location for emergency services and other associated vehicles and services.

➤ **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: Not Applicable

Community: Department of Planning, Transport and Infrastructure

2. BACKGROUND

At the Council meeting of 26 July 2016, it was resolved as follows:

12.1 Future of Harms Avenue, Birdwood

Moved Cr Malcolm Herrmann
S/- Cr Linda Green

133

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.

Carried Unanimously

Whilst no report has returned to the Chamber since July 2016, investigations have been undertaken by the Manager of Property Services and Roads Officer. This item has remained on the Action Tracker and has been a regular item for discussion with the Property Advisory Group.

The attached maps (**Appendix 1 and 2**) show the location of Harms Avenue Birdwood.

The road reserve was originally created in 1958 by DP 6234. Development on the adjoining allotments has occurred since that time.

The area to the west of Wegener Road (22-36 Harms Avenue) is serviced by a bituminised service road which ensures traffic accesses Torrens Valley Road by Wegener Road (rather than direct onto Torrens Valley Road). The area to the east of Wegener Road (2-20 Harms Avenue) has not been developed with a bituminised service road and access to these properties is directly off Torrens Valley Road as if Harms Avenue does not exist. There is no legal separation between the unmade section of Harms Avenue and Torrens Valley Road. (**Refer to Appendix 2**)

The aerial photo/map combination indicates that whilst one dwelling is located close to their front boundary, the building does not encroach onto the road reserve. There does not appear to be any permanent encroachment onto the road reserve. A preliminary look at the location of services however shows that there is some service infrastructure under the unmade section of Harms Avenue.

Service and delivery vehicles, together with emergency services vehicles, have difficulty in locating Harms Avenue in this eastern section as these properties appear to be addresses along Torrens Valley Road. There are currently no address markers in place in this section of road.

The Department of Planning, Transport and Infrastructure (DPTI) report that whilst over 3,000 vehicles traverse this section of Torrens Valley Road on a daily basis, as the speed limit in that location is 60kph, they do not have concerns with the residents in this section accessing their properties direct from Torrens Valley Road.

3. ANALYSIS

Council staff are consulting with the land owners in the eastern section of Harms Avenue to determine interest in undertaking a road closure process under the *Roads (Opening & Closing) Act 1991*.

It would require all land owners to consent to the road closure to make it feasible. Depending on feedback from the land owners, Council may consider absorbing the out of pocket costs involved with the road closure (approximately \$10,000) on the proviso that land owners are agreeable to paying market value for the road land adjacent to their property.

In the interim, Council will issue Road Rent Permits for the areas utilised by the land owners at the eastern section of Harms Avenue for the area between Torrens Valley Road and their property boundaries.

Given the complexities and costs associated with a road closure it is not proposed to consider a similar path for the western section of Harms Avenue.

4. OPTIONS

Council has the following options:

- I. To receive and note the status of the Harms Avenue Birdwood investigations (Recommended)
- II. To resolve for additional information to be provided (Not Recommended)

5. APPENDICES

- (1) Harms Avenue, Birdwood – Location/Street Map
- (2) Harms Avenue, Birdwood – Satellite Map

Appendix 1

*Harms Avenue, Birdwood
Location/Street Map*

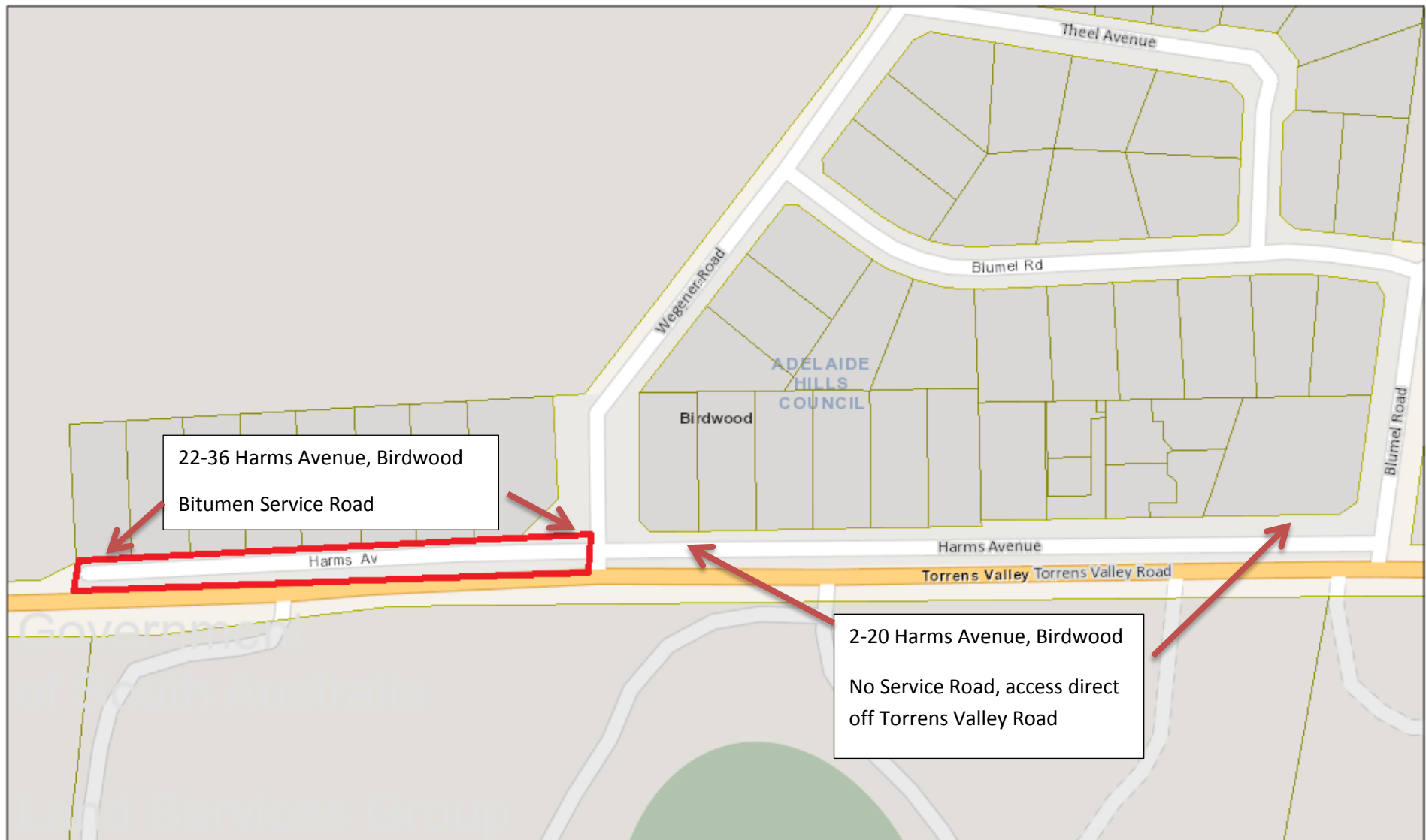
Land Services Group

The Property Location Browser is available on the Land Services Group Website: www.sa.gov.au/landservices

Date created:
September 6, 2018



Government of South Australia
Department of Planning,
Transport and Infrastructure



Disclaimer: The information provided above, is not represented to be accurate, current or complete at the time of printing this report. The Government of South Australia accepts no liability for the use of this data, or any reliance placed on it.

Appendix 2

2-20 Harms Avenue, Birdwood
Satellite Map



**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 13.3

Originating Officer: Julie Wilhelm, Regional Positive Ageing Project Officer

Responsible Director: David Waters, Director Community Capacity

Subject: Age Friendly Community Strategic Plan – Status Report

For: Decision/Information

SUMMARY

Council's *Age Friendly Community Strategic Plan (Appendix 1)* was developed as a framework for Council to continue to develop the Adelaide Hills as an age friendly community and was adopted in October 2017.

The Plan supports Council's Strategic Plan, in particular *Strategy 1.9 – We will work to make the district more age friendly*. It builds on existing strengths and brings together strategies from across the organisation into one place.

The Plan has four goals:

Goal 1 – A range of housing in well serviced townships supports people to age in the Adelaide Hills

Goal 2 – Our places and spaces are safe, accessible and welcoming

Goal 3 – Our residents are well informed and well-resourced as they age

Goal 4 – Older people make valued contributions to community life

The purpose of this report is to provide an update regarding the progress and implementation of the goals and strategies that are contained in the Age Friendly Community Strategic Plan.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 1	People and business prosper
Strategy 1.9	We will work to make the district more age-friendly

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.

The Adelaide Hills Council district has a relatively low proportion of people over 70 years of age, suggesting that people tend to move out of the area as they age. This is likely due to the difficulty of managing larger properties as people age, the challenges posed by geography, limited public transport and the proximity to support services. The ability to downsize properties is limited by building and development constraints although this has been somewhat addressed through the Townships and Urban Areas Redevelopment Plan Amendment recently approved by the Minister for Planning. It is understood that some people leave the district in their later years as they look for smaller properties closer to public transport and services.

This goal area identifies the importance that in order for our local community to prosper, improve our economy, increase social capital and maximise the strengths with the Adelaide Hills Council, it needs to be liveable for all ages.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

Implementation of the *Age Friendly Community Strategic Plan* enables Council to improve safety, support, inclusion and wellbeing for older residents. Risks mitigated by failing to have and implement the Plan include the risk of continued decline in the over 70 population, failure to meet goals of the Strategic Plan and the decline in local options for older residents.

Primarily, the implementation of the Age Friendly Community Strategic Plan will assist in mitigating the risk of:

Inequitable response to older people leading to the loss of the older age cohort from the hills and reduced social opportunities for residents and visitors of all ages.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Low (2D)	Low

The residual risk takes into account the work already underway under the *Age Friendly Community Strategic Plan*. The report reflects the objective to bring together both existing controls and mitigation actions into one strategic approach.

➤ **Financial and Resource Implications**

Council's directorates were involved in the development of the plan and in prioritising actions that sat within realistic budget constraints. Directorates continue to prioritise work in upcoming budget proposals as appropriate and where finances allow that support and reflect identified goals and strategies in the plan. The latest review of the Long Term Financial Plan took into account funding needs for this, and other, plans.

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

The implementation of the *Age Friendly Community Strategic Plan* will improve Council's response to older people through initiatives such as ensuring that Council information is engaging and accessible for older people, including those from diverse backgrounds.

➤ **Environmental Implications**

Not applicable.

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

Consultation with Council Directorates was undertaken and information gained has been presented in the Analysis section of this report.

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Consultation has occurred with various Council departments.

Community: Not Applicable

2. BACKGROUND

At its meeting held on 24 October 2017, Council adopted the *Age Friendly Community Strategic Plan* which provides an overarching framework for Council to continue to develop the Adelaide Hills as an age friendly community.

The plan builds on the regional *Hills Positive Ageing Strategy 2020* and brings age friendly approaches into alignment with the Council's primary Strategic Plan. It identifies strategies complementary with other plans such as the *Regional Public Health Plan* and *Townships and Urban Areas Development Plan Amendment* which provide strategic direction for developing an age friendly community.

The *Age Friendly Community Strategic Plan* reflects the multiple elements of the natural, built and social urban environment which impacts on older people enabling them to remain active, productive and engaged within their community for as long as possible, including the effect on social capital and wellbeing.

This report is provided as an annual progress update to ensure that the committed strategies are being implemented.

3. ANALYSIS

The following update has been prepared to review progress on the adopted goals and strategies that make the hills a better place to grow older.

The review and subsequent report show that the Council has made considerable progress in implementing the plan. There has been action on every strategy in the plan with positive outcomes for the community.

Goal 1 – A range of housing in well serviced townships supports people to age in the Adelaide Hills

Goal 1 encourages the creation of opportunities from the private sector to support housing choice and further develop and increase the number and diversity of affordable housing options for older people wishing to live in the Adelaide Hills.

Key achievements relating to this goal include:

- The *Township and Urban Areas Development Plan Amendment* was approved by the Minister for Planning. The opportunity for diversified housing choice has been facilitated through policy changes in five towns to permit development of smaller allotments and more affordable housing options. The development of Hamilton Hill Estate with medium density and affordable housing development has begun at Woodforde. The higher density housing is being developed with a range of allotment sizes to offer housing choice.
- The recent sale of the Council's retirement villages to Clayton Church Homes will ensure positive outcomes are achieved for the Adelaide Hills community and in particular the residents in the villages. Clayton Church Homes guarantees a resident of a village a place in supported accommodation/aged care if it becomes necessary.
- Encouragement of private sector investment in the Adelaide Hills Council area is supported by community development activities such as place-making and creative pursuits, which includes but not limited to: the Aged Friendly Tourism Project, development of the Arts and Heritage Hub and a focus on community wellbeing.

Goal 2 – Our places and spaces are safe, accessible and welcoming

Goal 2 recognises the value of a continuing and evolving development approach to community facilities and public spaces that are accessible, affordable, and enjoyable places for social connection, personal development and improved wellbeing. The goal also reflects a supportive response to the community impacts of climate change.

Key achievements relating to this goal include:

- The Positive Ageing Program has utilised council parks, halls and open spaces as locations to visit and host special events right across the Council area including, but not limited to events: 'Picnic in the Park', 'Wildflower Walks' and 'Let's Do Dinners'.
- Delivery of art exhibitions, history and heritage exhibitions, workshops and performances at the Arts and Heritage Hub space at the former Lobethal Woollen Mill site.
- Our Community Centres are part of the Hills Connected Consortium which work collaboratively and regionally in order to optimise opportunities for the community. Activities include, but are not limited to: Combined Community Sheds Day, Resilience Training, the Community Associations Forum, exercise programs, art classes, computer training and garden groups.

- The 2016-17 review of the Council’s Community Centres has resulted in a new structure and staffing model with a broader scope of impact. This has enabled an increase in outreach activities and provision of support to community groups.
- Adelaide Hills Council continues to provide and support halls and meeting spaces responsive to community needs.
- Adelaide Hills Council and surrounding Council regions partnered with state agencies and Regional Development Australia in the ‘The Resilient Hills and Coasts Climate Change Project’ to develop a regional climate change adaptation plan. At local level, Adelaide Hills Council identified within the 2018/19 budget funds associated with climate change adaptation for biodiversity and infrastructure projects. The Adaptation Plan delivers on the region’s obligation under SA Strategic Plan (Target 62) to develop a regional climate change adaptation plan. The work in this area recognises that climate change can have a direct impact on the liveability of an area and contributes to maintaining safe and suitable conditions for all people but in particular vulnerable groups such as older people.
- Adelaide Hills Council participated in the Adelaide University funded project, *Improving the thermal environment of housing for Older Australians*, a series of focus groups were held to explore the way older people kept warm in cold weather, cool in hot weather and their opinions about the way house design and heaters and coolers affect comfort and wellbeing.
- Adelaide Hills Council undertook a network analysis across its footpaths in townships to determine priority zones for investment into the future.
- Development of a Footpath Network Plan as part of the Infrastructure Development Plan identifies: future pedestrian infrastructure needs based on social factors, a range of vulnerable users and the places they need to go. A three year rolling plan of footpath development is under development. Examples of specific developments include:
 - Council’s Strategic Trails & Cycling documents are currently being reviewed. A Framework approach & associated Policy position for walking, cycling & horse riding will be presented to Council in late 2018. The reviewed approach will ensure that trails are appropriately managed & maintained, & allow maximum use by the community.
 - Gumeracha Main Street Project – a community-led initiative aimed at achieving economic sustainability of local businesses, improved visual appearance and changed traffic behaviour.
 - Gabion seating area created by volunteers in the Torrens Valley Community Garden.
 - Accessibility ramp to the (Council owned) Gumeracha Op Shop.
 - Red Shed has had electrical upgrade to improve safety of the space operationally including acquiring a new band saw via Hills Connected Communities funding.

Goal 3 – Our residents are well informed and well-resourced as they age

Goal 3 recognises the importance and value of effectively informing and engaging our residents with opportunities for participation in programs and structured activities that enhance their health and wellbeing. It also supports opportunities for social connection and physical activities which are appropriate and affordable as they age.

Key achievements relating to this goal include:

- Adelaide Hills Council webpage updated and improved with dynamic content and easily accessible menus.
- Development of a Customer Experience Survey/Action Plan. The survey will be undertaken in August and September 2018. An action plan will be developed to enhance customer experience from identified improvement opportunities. Older people will have an opportunity to inform our understanding of the customer experience from their perspective.
- Adelaide Hills Council encourages a vibrant community culture through the provision of festivals and events such as NAIDOC Week, Reconciliation Week, Santos Tour Down Under, Harmony Day Community Picnic and art exhibitions. Many older people are involved in organising or attending these community activities.
- Adelaide Hills Council provided a range of activities that encouraged active communities and community wellbeing which target older people, for example: men's mental health workshops, chair yoga, bus outings, line dancing, keep fit, health and wellbeing information sessions.
- My Aged Care information sessions have been rolled out across the district to assist older people in navigating the changing aged care system.
- Adelaide Hills Council received funding from the Commonwealth Department of Health, Commonwealth Home Support Program for services such as domestic assistance, home maintenance, social support and transport to support older people to stay independent and remain in their own home and communities for longer.
- Successfully applied for and received Commonwealth Home Support growth funding to increase service provision to eligible community members aged 65 and over.
- Development of new social support programs based on extensive community consultation to provide options for consumers to grow their physical and mental capacity and expand their social connections.
- Successful advocacy for continued Commonwealth Home Support Funding for Sector support and Development – funding extended to 2020. Funding supports a collaborative project between Adelaide Hills Council, Mount Barker District Council and Alexandrina Council to deliver outcomes for older residents and support the aged care sector in the hills.
- Through the Hills Positive Ageing Taskforce and Southern Fleurieu and KI Positive Ageing Taskforce Councils supported various health education initiatives for people working within the aged care sector including; Aged Friendly Assessments for local business; Dementia Training; Wellbeing Training; community education on changed in the Aged Care Sector; Older Person Mental Health First Aid training; Men's Health & Wellbeing workshops; Being Connected program; Resilience and Wellbeing training.

- Provision of Library Home services for isolated residents, including materials suitably matched to the changing needs of older residents such as large print and audio books.
- Through the Hills Positive Ageing Taskforce and Dementia Action Group, a 'Brain Hub' was established as a pilot at the Strathalbyn library. Success of the pilot has identified brain hubs will be established in other libraries in the region, including in Adelaide Hills Council libraries.
- Through the Dementia Action Group, a fridge magnet resource was developed and distributed throughout the region that contains generic and local important contact information for people living with Dementia and for their carer's. The magnets are currently being updated with current contact details and will be re-distributed later in 2018.
- Through the Hills Dementia Action Group, a Hills Dementia Awareness Day was held in 2017 with the next scheduled event to be held in 2019. Dementia training for frontline customer service and library staff was implemented.
- Adelaide Hills Council provided a number of health and wellbeing information sessions, including Healthy Eating, General Cancer Prevention and Early Detection, Arthritis SA, and Carers & Disability Link & Commonwealth Respite & Carelink Centre.
- Through the Hills Positive Ageing Project, Council has auspiced a Dementia Friendly Communities pilot project 2018 – 2020. The objective is to 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. A consultant has been engaged to audit identified businesses. Information and education workshops will be conducted in 2019 for regional business houses and to the broader community on raising awareness.
- Adelaide Hills Council provided local government nominees to respective Country Health SA Health Advisory Councils to relay ideas and views from the community to facilitate planning for new and improved health and wellbeing services.
- Adelaide Hills, Mount Barker and Alexandrina Councils work collaboratively across the region to deliver transport services and support for positive ageing service providers.
- Adelaide Hills Council with funding assistance from state and commonwealth governments, provided community transport services to assist transport disadvantaged people to access essential services.
- Hills Community Transport will receive an additional \$83,000 in the 2018/19 financial year to further expand transport services in the region.
- Commonwealth Government funding has supported the leasing of two electric cars and purchase of a 'people mover' to support transport programs targeted towards isolated and transport disadvantaged consumers of the Council's Home support program.
- Adelaide Hills Council advocated for the local and regional needs of older people through contribution to consultations and submissions related to aged care policy reform and a range of health and related services issues.

- Adelaide Hills Council representatives participated in a roundtable with the Federal Minister for Ageing – issues raised included people finding it difficult to navigate the aged care system, the importance of efficient and effective assessment of people's needs, long waiting lists for higher level aged care packages, social support, the need for a more integration in the aged care system, the needs of carers and workforce considerations.
- Adelaide Hills Council, in conjunction with the Eastern Health Authority, has continued to work with the Eastern Hoarding and Domestic Squalor Group.
- Adelaide Hills Council has worked with NBN Co, the community, and key businesses to maximize the potential of the NBN to delivery improve services.
- Age Friendly Tourism Project – a collaborative project between Adelaide Hills Council, Mount Barker District Council, Adelaide Hills Tourism, Country SA Primary Health Network, Regional Development Australia and the Hills Positive Ageing Project.
 - Outcomes included a webpage on the Adelaide Hills Tourism website with advice on inclusive destinations in the hills, an FAQ for tourism operators about creating an inclusive experience for their customers and raised awareness amongst operators about the benefits to their business of being inclusive.
- Accessibility
 - Installation of access ramp at the Gumeracha Op Shop
 - Support the modifications to registered CHSP clients homes to enable them to continue to live in the community
 - Modifications to new community transport vehicle
 - Training and consultation regarding the Disability Access and Inclusion Bill
 - Training and consultation regarding roll out of the NDIS
 - Participation in Local Government Access and Inclusion Network
 - Development of the Multicultural Action Plan to address language and literacy barriers
 - Ensuring all facets of resources, programs and furniture are appropriate for customers with disabilities.
- Significant numbers of external networks and working relationships exist and include but not limited to: The Home Support/Positive Aging team – representation and linkages to the Adelaide Hills Positive Ageing Taskforce, Commonwealth Home Support Managers Meeting, Hills Community Services Forum, Dementia Action Group, Local Government Transport Coordinators group, membership with peak body Aged and Community Services Australia (SA), Community Centres and Transport Coordinators Network.
- Creation of a collaborative response to the Aged Care Reform Discussion Paper to advocate for fair and equitable service provision (including transport) for members of our community aged over 65 years.

- Continued partnerships approach as a key component to successfully meeting community needs these include but not limited to: Aged Care service providers, local history groups and resident associations.
- Adelaide Hills Council with neighbouring Councils facilitated and supported a range of networks to encourage information sharing, networking, collaboration, partnerships and advocacy including: Hills Positive Ageing Taskforce, Hills Community Passenger Network, Hills Connected Consortium, Hills Dementia Action Group, Strathalbyn Aged Care Network, Hoarding and Squalor Working Group, Special Interest Groups relating to the following public health topics – Waste Water, Food Act and Health Managers Forum.

Goal 4 – Older people make valued contributions to community life

Goal 4 recognises the value for creating opportunities that encourages active participation through various avenues that reflects the significant value older people make to the community.

Goal 4 recognises the importance Council has to ensure service delivery and consultation process are responsive to the needs of older people.

Key achievements relating to this goal include:

- Adelaide Hills Council employed a Volunteering Coordinator with a view to increasing volunteer attraction and retention rates as well as supporting and highlighting the value of volunteering across the community. A significant number of our volunteers are over 65 years and many enjoy volunteering as a means of staying connected and contributing to the community.
- The Adelaide Hills Council, Mount Barker District Council and Strathalbyn and Milang in the Alexandrina Council have developed a Hills Treasures event that identify, highlight and celebrates older people living in the Hills. In 2017 a further 40 older Hills residents were honoured with the title of Hills Treasure at an afternoon tea in October 2017. The initiative acknowledges and thanks older hills residents who have been working for their community.
- Adelaide Hills Council employment approach reflects the wide range of employees across demographics including people who choose to still work past the 'retirement' age.
- Significant formal and informal consultation occurs across all areas of Council to assist and better understand community;
 - An extensive phone and electronic survey of older people regarding social support needs (2017)
 - Community Conversations and Council role in the Arts (2017)
 - CALD community interviews for the Multicultural Action Plan (2016/17)
 - Formation of the Arts and Heritage Hub Community Task Group (2017)
 - Bi-annual Library and Council Community Survey (2016).

Priorities for the next 12 months

Goal 1 – A range of housing in well serviced townships supports people to age in the Adelaide Hills

- Crown Land Review.

Goal 2 – Our places and spaces are safe, accessible and welcoming

- Implementation of Business Plan regarding the Arts & Heritage Hub at Lobethal.
- Community & Recreation Facility Framework – information collection for Council workshop for further community consultation.

Goal 3 – Our residents are well informed and well-resourced as they age

- Hills Home and Community Support Positive Ageing Services and activities continue to be implemented in line with the Commonwealth Home Support Program Grant Agreement and extensive client survey to enhance community interests and social connection.
- Dementia Action Group – Dementia Friendly Communities action plan implementation (2018-2020).
- Brain Hubs to be established throughout regional libraries (2018-19).
- Wellbeing Measures – development and implementation of community wellbeing and resilience initiatives and measures will be identified for application in 2019.
- Disability Access and Inclusion Planning development – State plans and guidelines still to be developed.
- Website development – improvement to accessibility, useability and relevancy. Implementation and action 2019.

Goal 4 – Older people make valued contributions to community life

- Hills Treasures event – scheduled for 2019.
- Hills Connected Communities Program – development of model for reporting outcomes achieved by Community Centres (2018-19).
- Volunteer engagement survey end of 2018.
- Volunteer management and engagement system implementation.
- Online recruitment hub initiative.

4. OPTIONS

Council has the following options:

- I. Receive the *Adelaide Hills Council Age Friendly Strategic Plan* report. (Recommended)
- II. Refer the *Adelaide Hills Council Age Friendly Strategic Plan* report for further development and refining. (Not Recommended)

5. APPENDICES

- (1) Adelaide Hills Council Age Friendly Community Strategic Plan

Appendix 1

Adelaide Hills Council Age Friendly Community Strategic Plan

Age Friendly Community Strategic Plan



AGE FRIENDLY COMMUNITY STRATEGIC PLAN

Table of Contents

Executive Summary	2
1. Introduction	3
2. Who are we planning for?.....	4
2.1 Population Age and Projections.....	4
2.2 Cultural Diversity.....	6
2.3 Housing and Aged Care Accommodation and Support	6
2.4 Volunteers and Carers.....	6
2.5 Health Status.....	7
2.6 Access.....	7
3. Service Providers Workshop	8
4. Community Conversations	9
4.1 Who participated?	9
4.2 What do people like about where they live?.....	9
4.3 Age friendliness of the Adelaide Hills Council.....	10
5. Age Friendly Self-Assessment	15
6. What is our Planning Context	17
7. Goals and Strategies	18
Appendix 1.....	20

Executive Summary

The Adelaide Hills Council Age Friendly Community Strategic Plan provides the overarching framework for Council to continue to develop the Adelaide Hills as an age friendly community. The Plan supports Council's ***Your Adelaide Hills: Strategic Plan - Strategy 1.9 - We will work to make the district more age friendly.***

The Adelaide Hills district has a relatively low proportion of people over 70, suggesting that people tend to move out of the area as they age. This is likely due to the difficulty of managing larger properties as people age, the challenges posed by geography, limited public transport and the proximity to support services.

The Age Friendly Community Strategic Plan has four goals:

- 1 – A range of housing in well serviced townships supports people to age in the Adelaide Hills
- 2 – Our places and spaces are safe, accessible and welcoming
- 3 – Our residents are well informed and well-resourced as they age
- 4 – Older people make valued contributions to community life

The Plan recognises existing strengths within the Adelaide Hills Council and describes strategies and actions for building on those strengths. The Plan combines new and existing information from Council and the community into one integrated approach to the growing older population in the Adelaide Hills Council area.

Council received funding from the SA Office for the Ageing to prepare this *Age Friendly Community Strategic Plan*. Council staff worked with consultants Urban and Regional Planning Services to develop and write the Plan. It is based on consultations with Councillors, Council staff and residents and a workshop with Councillors. The community was consulted through a series of community conversations with older people and their input has guided the development of actions in the Plan.

Responsibility for actions arising from the *Age Friendly Community Strategic Plan* will be shared across relevant Council directorates. Some directorates have already planned, budgeted or completed work that contributes to the creation of an age friendly community in the Adelaide Hills Council area.

For people to prosper in the Hills, we need to make it liveable for all ages.

1. Introduction

To make the Hills an even better place to grow older, the Adelaide Hills Council has prepared this Age Friendly Community Strategic Plan.

The Plan provides strategic directions to support an Age-friendly Community and builds on Council's existing strategies that support wellbeing.

Council worked with planning consultants Urban and Regional Planning Solutions (URPS), drawing upon the *Age Friendly Neighbourhoods Guidelines* and *Toolkit for Local Government* prepared by the SA Office for the Ageing, to establish an evidence-based framework for the Plan.

The methodology for preparing the plan involved:

- A review of the population profile for the Adelaide Hills Council area
- A workshop with aged care service providers in the region
- Community conversations that took place in June 2016
- A self-assessment workshop with Council staff to identify areas where Council is performing well and where improvements are needed
- A review of related key documents and plans

This research and data has been reviewed with Council staff from key departments and informs the Goals and Strategies of the Age Friendly Community Strategic Plan.

2. Who are we planning for?

The following demographic profile provides an understanding of the age structure of the population of the Adelaide Hills Council area and key indicators around housing, health, wealth and participation.

2.1 Population Age and Projections

33% of people in the Adelaide Hills Council area are aged over 55, higher than the Greater Adelaide rate of 29.3%, indicating there are already a number of retirees residing in the area.

While the Adelaide Hills Council area has a higher proportion of retirees, it has a lower proportion of people aged 75 years and over (in the total aged population). These figures are suggestive of the limitations often encountered by older residents of the Adelaide Hills Council area.

The older people who completed the survey indicated that their ability to remain in the Hills as they age is affected by limited public transport, limited access and walkability of hilly terrain, and limited options for downsizing from rural acreages to smaller residential properties in nearby townships. These were the reasons that older people tend to leave the Hills.

This information was supported by service providers who reported that older people need to leave the Hills when they can no longer drive, or when a partner becomes critically ill or dies.

For those who do remain in the Hills, it is possible that the comparatively lower number of residential aged care beds results in those aged over 85 having to move elsewhere for their aged care.

Figure 1 shows the Statistical Local Areas (SLA) within the Adelaide Hills Council area and indicates the location of key towns.

Within the Council area, the Central Statistical Local Area has the largest proportion of older people, with proportionally fewer older people in the Hills and Ranges SLAs.

The number of people aged over 65 in the Adelaide Hills Council area is projected to increase from 5,166 in 2011 to 9,138 in 2026. This represents a 77% increase over the 2011 data.

Population projections indicate that by 2026, Council will have proportionally more people in the over 55 and over 65 age groups than Greater Adelaide.

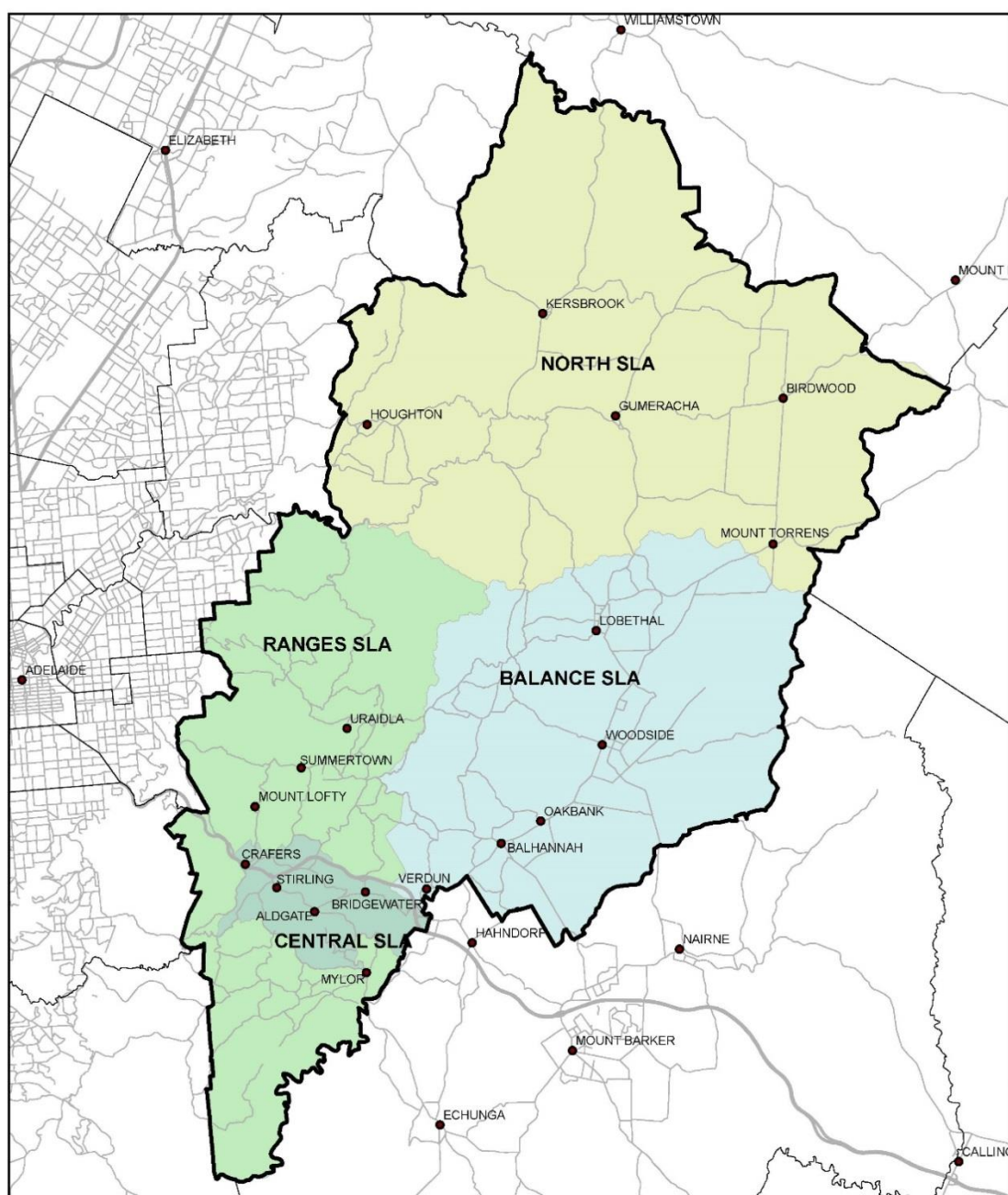
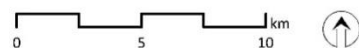


FIGURE 1 STATISTICAL LOCAL AREA MAP - ADELAIDE HILLS COUNCIL



JOB REF.	2016-0039
PREPARED BY	AP
DATE	25.10.2016
REVISION	1
DATA SOURCE	DPTI, ABS

LEGEND

● Towns

▬ Adelaide Hills Council

▬ Local government boundaries

— Main Road

— Freeway / Highway

Statistical Local Areas

▬ Adelaide Hills (DC) - Central

▬ Adelaide Hills (DC) - North

▬ Adelaide Hills (DC) - Ranges

▬ Adelaide Hills (DC) Balance



2.2 Cultural Diversity

The Adelaide Hills Council area is home to approximately 222 people who identify as Indigenous persons, which is less than 0.6% of the total population and significantly lower than the proportion of 1.3% represented in the Greater Adelaide population.

Over 18% of Adelaide Hills Residents were born overseas, however more than half came from the United Kingdom (9.2%), New Zealand (0.9%) and South Africa (0.5%).

There are a number of people from Germany (1.1%), Netherlands (0.7%) and Italy (0.6%) who have probably been living in Australia for longer periods of time.

Most of those from non-English speaking backgrounds report that they speak English well or very well. Only 0.5% of the population report not speaking English well.

One of the challenges for the Adelaide Hills Council is how best to meet the needs of small pockets of people from culturally diverse backgrounds, for example Vietnamese people, as they age.

2.3 Housing and Aged Care Accommodation and Support

In the Adelaide Hills Council area, over 90% of housing stock is detached dwellings, compared with 71% for Greater Adelaide, indicating there are limited alternatives to conventional family homes.

Housing options for older people are also limited, as there appears to be a very tight supply of rental accommodation. At the 2016 Census, only 11% of housing was rented, compared with nearly 30% for Greater Adelaide. The supply of rental housing is particularly restricted in the Central SLA where it accounts for less than 10% of all homes.

The Council area also has a limited supply of residential aged care places, at a rate of 66 places per 1000 population, compared with 97 for Greater Adelaide. There are only 26 places per 1000 population in the Central SLA. Historically this has been because Adelaide Hills was included in the Metropolitan East Region which had high levels of residential aged care places. Since 2009 Adelaide Hills has been part of the Hills, Mallee and Southern Region.

Rates of Commonwealth Home Support Program (CHSP) (formerly HACC) assistance in the area are also well below average at 84 per 1000 compared with 107 for Greater Adelaide.

2.4 Volunteers and Carers

Nearly a third of older people in the Adelaide Hills Council area are volunteers, and 16% are providing unpaid childcare – both of these rates are well above the averages for Greater Adelaide.

Across the Council area, older people are participating in the labour force at a rate twice that of Greater Adelaide.

2.5 Health Status

Fewer older people in the Council area rate their own health as fair or poor (11%) compared with 15% for Greater Adelaide.

Similarly, the area is home to proportionally fewer older people who need assistance with core activities (11% compared with 19%). This is directly related to the out-migration of older people discussed previously.

2.6 Access

The Council area has small numbers and proportions of households without a car. However those locations that show low car ownership, match locations where there are a higher number of retirement units, indicating that these locations should be targeted with transport support.

The area has above average rates of home internet connections.

3. Service Providers Workshop

This workshop was attended by representatives of service provider organisations who identified the following issues around supporting frail older people who need support to stay at home:

- The most important outcome is helping older people to stay in their own homes with support to live well.
- Council plays a central role as the first port of call, distributing information and creating links between the older community and what they need.
- Council takes a community development approach to health and wellbeing. Council is also able to advocate for the needs of its community. Council supports community projects, libraries and mobile libraries, community centres, social support programs and transport.
- Regional collaboration between Councils is important, as are partnerships to share resources.
- An emerging area for Council involvement could be in the provision of information to retirees contemplating a 'tree change' to an Adelaide Hills property. This could raise questions that they may need to consider before they decide to move to the Hills.
- Council provides facilities for other organisations, and funding for places like The Hut Community Centre Inc to provide community support.
- There are collaborative structures such as the Dementia Working Group and the Regional Public Health Plan.
- The experience and passion of Council staff in community development and community services contributes to strong relationships with other service providers.
- There could be potential for joint venture housing for older people between Councils, non-government organisations (NGOs), and other not-for-profit housing providers.
- Cross Council partnerships demonstrate commitment to regional projects such as the dementia-friendly community garden at Mount Barker and community transport options.
- Councils are well placed to provide support in the areas of wellbeing, resilience and positive psychology.

4. Community Conversations

In order to gather in-depth qualitative information from residents and visitors about the age friendliness of the area, Council staff held conversations with members of the community. The conversations were guided by a structured questionnaire. The process sought participation by people of all ages, not just older people.

4.1 Who participated?

Responses came from across the Council area.

A total of 36 community conversations took place, a third of which (12) were male and 24 were female.

Most respondents were aged over 60, spread evenly between the 60–69, 70–79 and over 80 age groups.

Those under the age of 60 accounted for up to 20% of responses.

Respondents had lived in the Council area for an average of 29 years.

Discussions also took place with groups of older people attending the Positive Ageing Centre at Woodside.

4.2 What do people like about where they live?

Overall, people reported that they love the Hills and love living here.

Common responses included:

- The cooler climate
- The semi-rural hills environment, including space, vegetation and fresh air
- Friendly community and strong community feel
- Shops and services in townships
- Easy to get around
- Living close to family

4.3 Age friendliness of the Adelaide Hills Council

4.3.1 Housing

The majority of respondents (81%) lived in a separate home, with a small number in a unit/apartment or retirement estate. Only one respondent reported living in supported residential care.

Three quarters of respondents identified that their homes would not be suitable for someone living with mobility impairment. Reasons why homes would be unsuitable in this regard included:

- the slope and surface material of the driveway,
- steps and internal stairs,
- gradient of yard,
- bathroom layout, and
- lack of balustrading and grab rails.

People were asked whether they thought it would be easy to modify their home if required:

- 60% thought they could, and
- 40% that they could not.

Reasons why people thought they could easily modify their home included:

- space for ramps,
- the ability to re-do the bathroom, and/or
- install grab rails around the home.

Reasons why people thought they could not modify their homes included:

- the cost,
- difficulty due to the age of the property,
- space limitations, or
- the two storey nature of the property.

People were asked whether they thought they could find a more accessible home in their area if they wanted to move. Responses were:

- unsure (40%)
- no (32%)
- yes (28%)

Common barriers included:

- that their current location is not suited to older people,
- lack of availability of suitable properties (including units), and
- to a lesser extent, price.

4.3.2 Physical Environment

The overwhelming majority (77%) of respondents identified that they walk around their local area, and those that walk, do so regularly. Two thirds of respondents can walk to a local shop, park, garden or reserve, while a slightly higher percentage (73%) can walk to visit friends.

The questionnaire asked people to imagine that they are walking a path that they use regularly, and to respond to questions about this walking path. Responses, summarised in the following table, reveal areas where work is needed.

Indicator	Yes	No
Does this walking path have seats at regular intervals?	33%	67%
Does this walking path have seats with backs?	37%	63%
Does this walking path have seats with backs and arm rests?	18%	82%
Does this walking path have shade?	79%	21%
Does this walking path have even surfaces free from trip hazards?	14%	86%
Does this walking path have signs to help you find your way?	32%	68%
Does this walking path have room for a wheelchair or gopher to pass you?	22%	78%
Does this walking path have kerb ramps where they are needed?	33%	67%

There were a number of questions about whether libraries, Council offices, community centres and parks are accessible for people of all ages and abilities. All of these facilities were identified as being accessible by 90% or more of participants in the community conversations. 73% of respondents considered that the facilities provide safe spaces to park gophers and mobility aids.

4.3.3 Health and Wellbeing

77% of respondents identified that they knew how to access in-home support services. Some people identified where they would go for information, with Council and the internet, being the most common source.

Nearly all respondents reported that they are able to access information about health issues and programs that support physical activity and social connection. The most common sources of information are:

- doctors (82%)
- community centre (62%)
- chemist (59%)

- Council offices (59%)
- library (56%)
- internet (56%)

80% of respondents identified that they have access to free public computers with internet access, and 85% are aware of opportunities to participate in learning in the local area.

There was a higher level of awareness of courses, programs and sessions at:

- community centres (96%)
- WEA (80%)

Compared with:

- libraries (68%)
- University of the Third Age (60%)
- online learning (44%)
- other venues (11%)

Participants were also asked about learning opportunities that might interest them. Responses included woodworking, cooking and advanced computing classes, and providing programs for young people.

In the area of transport, few respondents identified that there is a community transport service in their area, or that they have used it. The most common way people get around is through:

- driving myself (88%)
- walking (56%)
- going with friends or family (53%)

4.3.4 Participation

Respondents thought that Council run events are:

- Held in venues that are accessible (97% identified yes)
- At times that are suitable (89% identified yes)
- Able to be attended alone (97% identified yes)
- Affordable (100% identified yes)

None of the respondents identified that they participate in paid work, and very small number were carers. More than 85%, however, participate in community life through volunteering.

In the area of participation in Council consultations, most respondents identified that they had not provided comment or attended consultation activities in the past two years. Those that had, were involved in Council's Strategic Plan, positive ageing initiatives or specific issues (e.g. footpath maintenance or the community bus). Of those who had participated, most rated the experience as good or very good.

More than 70% of respondents were unsure if Council provides assistance to people with hearing or visual impairments, to people who do not speak English well, or to people who are living with dementia or confusion.

4.3.5 Suggestions for the Strategy

The final question asked people for suggestions on how to make the Adelaide Hills an ever better place to grow older. A range of comments were received, including:

- Additional and improved footpaths, for example:
"It would be nice to have more footpaths but I think the Council is working towards this"
"The footpaths are bad for gophers - they haven't been repaired regularly so they've deteriorated"
"Ensure the road verges are clear for people to walk along. Often obstructed by overgrown hedges and bushes"
"Seating along the Amy Gillett bikeway so that we can use it for walking too"
- Wider range of housing options, for example:
"Encourage developers to provide private units for people to downsize (mainly garden in our case) in the Stirling area. We don't want to leave this area, we love it"
"Housing for the elderly"
- Improved car parking areas, for example:
"More parking for disabled on main street"
"Flat parking areas"
- Better transport options, including for scooters/wheelchairs, for example:
"Better community transport options"
"Accessible public transport "
"Mobile scooter and electric wheelchair recharge stations"
"Public transport with easier access for the elderly and movement impaired citizens"
- Wider range of activities to remain active and connected, for example:
"All the programs where everybody is encouraged to mix together and communicate"
"Keeping the mind active"
"Plenty of bright entertainment for the aged and ageing"
"Remaining connected with community and looking out for one another"

- Ongoing consultation opportunities, for example:
“Provision of good consultation opportunities. Listen realistically to people's needs and expectations”

5. Age Friendly Self-Assessment

The Age Friendly Neighbourhoods Guidelines and Toolkit for Local Government includes a self-assessment tool based on the World Health Organisation's Age-Friendly Cities Checklist.

The self-assessment tool is structured around the areas that best reflect those in which Local Government is involved in ageing

- Planning to support active ageing
- Housing and services
- Physical environment
- Health and wellbeing
- Participation

A self-assessment workshop was held at the Adelaide Hills Council in April 2016. The purpose of the workshop was to document areas where the Adelaide Hills Council is performing well and where improvements are needed. The key themes arising from the workshop were as follows:

Strengths:

- Council has a good understanding of the ageing nature of its population
- Council provides Home Care Services to more than 900 Clients, to help people remain active and independent at home
- Council provides public infrastructure such as footpaths, ramps, and kerbing that, except where limited by topography, meets Disability Discrimination Act Standards and Australian Standards
- Council provides a range of information about services and programs, and generally does so in a way that caters to the needs of older people. Council's libraries and community centres support access to computers/internet and lifelong learning opportunities
- Council recognises older people for their past and present contributions, and generally considers the needs of older people in planning community events
- Council contributes to outreach initiatives for people at risk of social isolation through libraries, community centres, Commonwealth funded aged care programs and partnerships with other service providers
- Information provided by Council is generally good

Areas for improvement:

- Improvements are needed in the area of housing supply, and the way in which development is regulated through Council's Development Plan. There are difficulties in the provision of affordable and varied housing in townships such as space limitations, topography, and planning policy intended to protect the watershed, address bushfire risk and limit the creation of additional dwellings in rural land

- Consideration of the needs of users of motorised transport, such as gophers, in pathways and car parks is an area for improvement, as is provision of seats with arms and backrests, and consistent signage for clear orientation
- There is cultural diversity in the Hills, and while it may not be necessary to translate, it is important to provide options to do so, and/or identify Council staff who speak other languages
- The needs of older Aboriginal people are not well understood
- Voluntary and community transport, and specialised transport for people with disabilities were identified as being limited in the Adelaide Hills Council area, with distances, road network, topography and costs presenting significant barriers

6. What is our Planning Context

The Adelaide Hills Council Age Friendly Community Strategic Plan draws upon the research, investigations and strategies developed by complementary plans and reports.

The documents reviewed were:

- Regional Public Health Plan for the Southern and Hills LGA, including Adelaide Hills Action Plan
- Hills Positive Ageing Strategy 2020
- Lofty Aspirations Sustainable Actions – Strategic Plan for the Adelaide Hills Council 2014-2018
- Your Adelaide Hills Strategic Plan for the Adelaide Hills Council, adopted in 2016
- Adelaide Hills Council Disability Action Plan 2011-2016
- Adelaide Hills Council Community Strategy 2015-2020

Council already has a number of high level strategies focused on supporting and enabling our older people. The following are examples:

- The Adelaide Hills Council Township and Urban Areas Development Plan Amendment (DPA) aims to encourage diverse housing choices. Community consultation on this DPA has been completed and the Plan is awaiting authorisation by the Minister for Urban Development and Planning
- Council's Strategic Plan focuses on reviewing Council's role in the provision of Retirement Villages and supported housing, and exploring alternative options and partnerships in the provision of affordable and accessible housing. These initiatives are a response to older people's desire to remain in a familiar neighbourhood as they age
- Council's Disability Action Plan 2011-2016 includes a section ensuring people with limited capabilities have equitable access to buildings, facilities, services and events
- The Regional Public Health Plan acknowledges the importance of housing to social and health outcomes, and the need to support older people to continue to live healthy and independent lives. This Plan also seeks a health-promoting physical environment through improved footpaths and trails and development of open spaces and natural places
- Council also emphasises community participation in its Community Strategic Plan, and notes the importance of continuing to engage specific groups within the community, including older people

7. Goals and Strategies

The following Goals and Strategies are built on the demographic profile, other relevant plans and reports, Council's self-assessment, feedback from aged care service providers and a small resident survey, all of which are described above.

The Adelaide Hills Council area is geographically large with 57 smaller towns and settlements spread across the hills. Care needs to be taken when identifying towns that might be suitable for housing for older people.

Land within townships is often steep and it can be hard to find level building sites.

Much of the Adelaide Hills is subject to development restrictions because of water quality protection and the level of assessed bushfire risk.

Many smaller towns have limited services and are poorly served by public transport. Community transport is limited.

The relatively high price of land in townships tends to result in high prices for units.

Farmers wishing to transition to retirement often find it hard to do so as they are unable to create a separate house allotment due to restrictions on subdivision.

Council currently delivers services to its older population with an Australian Government grant of \$880,000. Changes are likely to be made to these funding arrangements in 2020. The impact of these changes on Local Government is uncertain but is likely to require a new response from Councils who wish to continue supporting their ageing residents.

Townships with potential to be the focus of future age friendly housing and other initiatives because of their existing services and infrastructure were identified as:

- Woodside
- Lobethal
- Birdwood
- Balhannah

These townships all have doctors, shops and chemists and there is a Council presence at Woodside. All towns have some public transport bus services, albeit some of these operate to a limited timetable. Crafers and Stirling were considered, but not included, because of the constraints imposed by topography and fire risk.

With all these factors in mind, the following Goals and Strategies have been identified.

It is not anticipated that this Plan can be delivered solely within the envelope of Council's long-term financial plan. Implementation will occur within existing resources where that is possible. External funding will be sought for those projects that support State or Federal Government strategies and plans.

GOAL ONE: A range of housing in well serviced townships supports people to age in the Adelaide Hills

- Strategy 1:** Encourage private sector investment to support housing choice
- Strategy 2:** Support an increase in the number and diversity of affordable housing options for older residents

GOAL TWO: Our places and spaces are safe, accessible and welcoming

- Strategy 3:** Develop community facilities and public spaces managed by Council as accessible, affordable, and enjoyable places for social interaction, personal development and improved wellbeing
- Strategy 4:** Provide a supportive response to the community impacts of climate change
- Strategy 5:** Provide safe and appropriate footpaths and walking areas that respond to community needs

GOAL THREE: Our residents are well informed and well resourced as they age

- Strategy 6:** Ensure that information is accessible, relevant, engaging and easily shared
- Strategy 7:** Offer programs and structured activities that enhance health and wellbeing
- Strategy 8:** Support informal opportunities for social connection and physical activities that are accessible to older people and their communities
- Strategy 9:** Maintain appropriate and affordable services to support people who choose to live in their own homes as they age

GOAL FOUR: Older people make valued contributions to community life

- Strategy 10:** Support opportunities for older people to be active participants in their communities through paid employment, caring for others and/or voluntary work. Recognise and celebrate their contributions
- Strategy 11:** Ensure that Council's service delivery and consultation processes are responsive to the needs of older people

See Appendix 1 for detailed actions.

Appendix 1.

The strategies and actions that follow are colour coded for easy reference to the directorate or team who will take responsibility for specific actions.

Where the responsibility for action rests with a number of areas, a Lead group is specified for that action. The Lead group is colour coded according to the following key:

Engineering and Assets	
Corporate Services	
Property Services	
Community and Customer Services	
Strategy and Development	
Organisational Development	
Event Management	

GOAL ONE: A range of housing in well serviced townships supports people to age in the Adelaide Hills

Strategy One: Encourage private sector investment to support housing choice		
	Actions	Responsible
1.1	Update the State of the District Report and upload this to Council's website as a source of information for potential housing investors.	LEAD: Strategy and Development Community and Customer Service
1.2	Facilitate a forum for prospective private housing developers, builders and non-government housing organisations to promote opportunities for smaller lots and multi-unit development resulting from the adoption of the Township and Urban Areas Development Plan Amendment.	Strategy and Development
1.3	Assist private sector developers to identify potential sites for infill and/or renewal and provide them with 'Age-friendly Guidelines for Residential Living' to enable them to assess the suitability of these sites for older people.	Strategy and Development
1.4	Explore ways to provide incentives to developers of small scale retirement units that apply the Liveable Design Guidelines (Adaptable Housing). Examples include providing a density bonus or reduced car parking requirements.	Strategy and Development

Strategy Two: Support an increase in the number and diversity of affordable housing options for older residents		
	Actions	Responsible
2.1	As a part of Council's strategic property review, identify Council-owned land that could be contributed to a joint venture housing project with a not-for-profit housing provider.	LEAD: Corporate Services CEO
2.2	Ensure that future management arrangements for Council owned retirement villages maintains access to affordable and appropriate housing for older	LEAD: Corporate Services

Strategy Two: Support an increase in the number and diversity of affordable housing options for older residents

	Actions	Responsible
	people within Hills townships.	Council's Executive Leadership Team
2.3	Commence conversations with NGO housing providers regarding the future of Council owned retirement villages.	LEAD: Property Services Community and Customer Service CEO Strategy and Development

GOAL TWO: Our places and spaces are safe, accessible and welcoming

Strategy Three: Develop community facilities and public spaces managed by Council as accessible, affordable and enjoyable places for social interaction, personal development and improved wellbeing

	Actions	Responsible
3.1	Undertake a targeted audit of Council owned buildings and public gathering spaces to assess their: <ul style="list-style-type: none"> • Compliance with DDA standards • Ability to contribute to meeting community needs for older people • Current level of use and potential to accommodate new uses • Suitability for a range of programs and activities • Accessibility by public and community transport 	LEAD: Strategy and Development Community and Customer Service
3.2	Develop a pragmatic and balanced approach to redeveloping sites identified as a high priority by Council.	Strategy and Development
3.3	Explore alternatives to traditional burials and cremations e.g. natural earth burials.	Strategy and Development

Strategy Four: Provide a supportive response to the community impacts of climate change

	Actions	Responsible
4.1	Continue to explore Council's options for supporting older people during extreme weather events and power outages.	Community and Customer Service

Strategy Five: Provide safe and appropriate footpaths and walking areas that respond to community needs

	Actions	Responsible
5.1	Ensure that the Footpath Development Plan targets areas with high levels of foot traffic and access to key community destinations. Undertake an audit of existing kerb ramp locations.	Engineering and Assets
5.2	Continue to implement a Maintenance Plan that enhances the life of the asset and contributes to safety for users.	Engineering and Assets
5.3	Review Council's current Street Lighting Policy as part of the Footpath Development Plan.	Engineering and Assets
5.4	Include suitable seating, with backs and arms, at intervals of 200m-400m in footpath projects, especially in main streets within townships.	Engineering and Assets
5.5	Review directional signage along pedestrian routes and prepare a Signage Plan to enable investment in key areas.	Engineering and Assets
5.6	Review the provision of car parking, including the number and location of parks for people with a disability permit in shopping areas.	Engineering and Assets
5.7	Develop and promote a Car Parking Strategy for events which generate high traffic volumes. Consider drop-off points and disability parking when making traffic arrangements for events.	LEAD: Event Management Engineering and Assets

GOAL THREE: Our residents are well informed and well resourced as they age

Strategy Six: Ensure that information is accessible, relevant, engaging and easily shared		
	Actions	Responsible
6.1	Review the way Council provides information to older people to ensure the information is accessible, including for people from varied cultural backgrounds.	Community and Customer Service
6.2	Review Council's website and work towards Web Content Accessibility Guidelines (WCAG 2.1) compliance in consultation with a cross-section of	LEAD: Corporate Services

Strategy Six: Ensure that information is accessible, relevant, engaging and easily shared

	Actions	Responsible
	older residents and stakeholders to ensure that the website is intuitive, easy to navigate and provides links to other relevant websites.	Community and Customer Service

Strategy Seven: Offer programs and structured activities that enhance health and wellbeing

	Actions	Responsible
7.1	Engage members of the 'Baby Boomer' generation in identifying their interests and the types of activities they would like to participate in.	Community and Customer Service
7.2	Review and refresh the learning opportunities provided through libraries and community centres, including focusing on increasing people's computer skills and teaching skills such as cooking, woodwork and other crafts.	Community and Customer Service
7.3	Develop partnerships with other providers such as WEA, SA Health, Alzheimer's Australia, Heart Foundation and Cancer Council to offer courses, seminars and lifestyle programs. Council could provide venues, transport and refreshments, and be the primary communication channel to the community.	Community and Customer Service
7.4	Work with providers of dance, exercise, body strengthening and music classes to make these opportunities available across the Council area.	Community and Customer Service
7.5	Identify and promote opportunities for spiritual wellness, including yoga and retreats and programs offered by religious and spiritual organisations.	Community and Customer Service
7.6	Support the development of a regional dementia-friendly garden in Mount Barker.	LEAD: CEO Council

Strategy Eight: Support informal opportunities for social connection and physical activities that are accessible to older people and their communities

	Actions	Responsible
8.1	Engage members of the 'Baby Boomer' generation in identifying their interests and the types of activities they would like to participate in.	Engineering and Assets
8.2	Review and refresh the learning opportunities provided through libraries and community centres, including focusing on increasing people's computer skills and teaching skills such as cooking, woodwork and other crafts.	LEAD: Engineering and Assets Community and Customer Service
8.3	Develop partnerships with other providers such as WEA, SA Health, Alzheimer's Australia, Heart Foundation and Cancer Council to offer courses, seminars and lifestyle programs. Council could provide venues, transport and refreshments, and be the primary communication channel to the community.	LEAD: Engineering and Assets
8.4	Work with providers of dance, exercise, body strengthening and music classes to make these opportunities available across the Council area.	LEAD: Community and Customer Service Economic Development
8.5	Identify and promote opportunities for spiritual wellness, including yoga and retreats and programs offered by religious and spiritual organisations.	Community and Customer Service

Strategy Nine: Maintain appropriate and affordable services to support people who choose to live in their own homes as they age

	Actions	Responsible
9.1	Advocate to Federal and State Governments on behalf of those residents whose quality of life is sustained by the services they receive in their homes.	LEAD: Community and Customer Service Council CEO
9.2	Develop a costed strategy for continuing to support	LEAD: Community and

Strategy Nine: Maintain appropriate and affordable services to support people who choose to live in their own homes as they age

	Actions	Responsible
	<p>our older community to remain at home. Explore a number of approaches to providing these services including:</p> <ul style="list-style-type: none"> • Partnerships with Non-Government Organisations (NGOs) • Increasing contributions from service users • Seeking alternative funding sources • Modifying Council's role in supporting older people 	Customer Service Corporate Services

GOAL FOUR: Older people make valued contributions to community life

Strategy Ten: Support opportunities for older people to be active participants in their communities through paid employment, caring for others and/or voluntary work. Recognise and celebrate their contributions

	Actions	Responsible
10.1	As an age-friendly employer, recognise the needs of older workers through flexible working arrangements, accessible and appropriate work place and skill development opportunities.	Organisational Development
10.2	Provide an effective volunteering program for the recruitment, management and development of volunteers.	Community and Customer Service
10.3	<p>Recognise the contribution of our older volunteers and those who provide services to older people in a range of ways:</p> <ul style="list-style-type: none"> • Publicity (Council media) • Awards • Events • Personal thank you (e.g. letters from the Mayor) 	Community and Customer Service
10.4	Provide opportunities for older people to share their stories and pass on their skills through libraries and community centres.	Community and Customer Service

Strategy Ten: Support opportunities for older people to be active participants in their communities through paid employment, caring for others and/or voluntary work. Recognise and celebrate their contributions

	Actions	Responsible
10.5	Maintain partnerships with schools and pre-schools to foster cross-generational interaction and mutual learning.	Community and Customer Service

Strategy Eleven: Ensure that Council's service delivery and consultation processes are responsive to the needs of older people

	Actions	Responsible
11.1	Include training in providing helpful, courteous and appropriate services to older people, including those experiencing confusion and dementia and those from diverse cultural backgrounds in Council's induction processes.	Community and Customer Service
11.2	Review the procedures available to assist people with vision or hearing impairments to access Council services (including libraries and community centres).	Community and Customer Service
11.3	Review Council's recent consultation process to: <ul style="list-style-type: none"> a) assess the level and nature of participation of people aged over 65 b) identify the ways that potential barriers have been addressed by providing the following: <ul style="list-style-type: none"> ▪ convenient locations ▪ accessible buildings ▪ transport ▪ suitable times ▪ having refreshments available ▪ accessible toilets ▪ child care 	Community and Customer Service

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018**

AGENDA BUSINESS ITEM

Item: 13.4

Originating Officer: Lachlan Miller, Executive Manager Governance & Performance

Responsible Director: Terry Crackett, Director Corporate Services

Subject: Corporate Plan 2017 – 2020 Status Report

For: Information

SUMMARY

The Corporate Plan 2017-20, is an internal document that focuses on the development of our people and organisation, enabling and supporting the implementation of the Strategic Plan initiatives.

The Plan (**Appendix 1**) was completed in late 2017 and was received and noted by Council in January 2018.

As part of the annual reporting of Council's key plans and strategies, the purpose of this report is to provide the status of the projects contained within the Plan.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Our organisation

Our organisation needs to be agile and capable of delivering the Council's long term community objectives and annual priorities. Built on a continuous improvement philosophy, our Corporate Plan seeks to develop a high performing and service focused culture.

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

The implementation of the Corporate Plan will assist in mitigating the risk of:

Lack of effective corporate planning will impact on resource planning leading to inability to effectively manage resources and meet strategic priorities.

Inherent Risk	Residual Risk	Target Risk
Extreme (4A)	Medium (3D)	Medium (3D)

Note that there are controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

The financial implications of the implementation of the Corporate Plan are address either in ordinary budgeted functional expenditure or as new initiatives in the annual business planning and budgeting processes.

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

The Corporate Plan has been developed with the purpose of enabling the organisation to improve how work and processes are undertaken, by extension this flows on to how services are provided to the community and residents.

➤ **Environmental Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: The Project Managers for each of the projects have provided updates to their projects.

Community: Not Applicable

2. **BACKGROUND**

Following the adoption of the ‘new’ Strategic Plan, it was timely to review the then current Corporate Plan.

The Corporate Plan (**Appendix 1**) is an internal document that ‘seeks to develop a high performing and service focused culture through an emphasis on’ the elements contained within. The Plan focuses on the development of our people and organisation, enabling and supporting the implementation of the Strategic Plan initiatives.

The Corporate Plan has been developed through a consultative process with relevant staff.

Council received a report at its 23 January 2018 Ordinary Council meeting and resolved as follows:

13.3. Corporate Plan

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

15/18

Council resolves that the report be received and noted.

Carried unanimously

3. ANALYSIS

Notwithstanding that the Corporate Plan has only been in place for 9 – 10 months, consistent to provide annual reporting to Council on the implementation status of its key plans and strategies, it is timely to report to Council on the progress achieved to date for both the items identified to commence in 2017-18 and 2018-19. A number of these projects were built into the 2018-19 Annual Business Plan and Budget.

The status of each of the Corporate Plan projects is contained in **Appendix 2**.

4. OPTIONS

Council has the following options:

- I. To receive and note the status of the Corporate Plan items (Recommended)
- II. To resolve for additional information to be provided (Not Recommended)

5. APPENDICES

- (1) Corporate Plan 2017-20
- (2) Corporate Plan 2017-20 Status Report as at 12 September 2018

Appendix 1

Corporate Plan 2017-20

Corporate Plan

2017 – 2020



Corporate Direction

Contents

- 2 Corporate Direction
- 3 Corporate Plan Purpose and Structure
- 4 Work Health and Safety
- 5 Leadership
- 6 People
- 7 Strategy and Policy
- 8 Partnerships and Resources
- 9 Processes, Systems and Customer Service
- 11 Results

The Adelaide Hills Council's strategic purpose is to make the Adelaide Hills a place for everyone. With this in mind, it has adopted a number of bold and exciting community-focussed objectives which will be achieved through a range of practical and deliverable actions. These are outlined in the Council's Strategic Plan, your adelaide hills.

This Corporate Plan outlines how a high performing culture will be developed throughout the organisation to enable the Council to deliver on the objectives in an innovative, cost effective and timely manner.

As an organisation we need to:

- Provide **value for money** to the community
- **Innovate** and continuously improve
- **Communicate and collaborate** in a respectful and meaningful way
- Deliver excellent **customer service and experience**
- **Engage with the community** and involve them in decision making
- Actively **develop our people and leaders**
- Create **equal opportunity** for all.

Working together, and exercising boldness, sound judgement and compassion, we can become an organisation with an even more enviable reputation for achieving great organisational and community outcomes!

Andrew Aitken
Chief Executive Officer

Purpose and Structure

To be a successful organisation – one that has the right people in the right jobs, that focuses on developing its people and the organisation, that achieves identified strategies, that seeks to improve its processes and systems to deliver a better customer experience, that utilises partnerships internally and externally to achieve greater outcomes – an appropriate management framework is used.

The framework Council uses focuses on an holistic view of the organisation, where all the elements fit and work together. Development in these areas enables an organisation to achieve sustainable success. These elements are:

- Leadership
- People
- Strategy and Policy
- Partnerships and Resources
- Processes, systems and customer service
- Results

WHS is a critical element to manage across the organisation and through all processes. Although not an element itself, it is an overarching principle and practice that must be managed at all times.

For this reason, WHS activities are included under the relevant elements to ensure we are continuing to focus on improvement of WHS as part of the way we work, as part of our culture.

Planning and development of the Council's administration happens through the Corporate Plan which aims to develop our organisation to ensure we are all capable of delivering the Council's long term community objectives and annual priorities.

Council's role



Work Health and Safety

Managing WH&S is a core part of the way we do things at Adelaide Hills Council. The Council has a broad risk profile associated with its work in the community and in the organisation.

<p>AHC is committed to providing a workplace that:</p>	<ul style="list-style-type: none"> • Is safe and healthy for all employees, volunteers, contractors and visitors • Minimises, manages and controls risks within the work environment • Minimises the risk of injury and ill health at work • Complies with the Work Health and Safety (WH&S) Act 2012 and the Performance Standards for Self-Insured employers.
<p>AHC strives to fully integrate work health and safety into all aspects of its activities and planning through:</p>	<ul style="list-style-type: none"> • Leadership commitment • Planning and implementing WH&S policies, procedures, safe operating procedures and the WH&S Improvement Plan • Exercising due diligence to ensure WH&S obligations are met • Effectively implementing controls and corrective actions • Effectively communicating and consulting with employees • The provision of training and awareness on WH&S issues • Proactively managing rehabilitation and early return to work • Measuring and evaluating the effectiveness of the implementation • Reviewing and revising the system to enable continual improvement • Encouraging innovative solutions.

Timeframes have been decided for all Objectives and are shown using the following key:

- Primary action timing
- Ongoing implementation or further development

Leadership

We will have leaders who shape the future and make it happen and who are role models for positive and optimistic behaviour. We want our leaders throughout the organisation to proactively inspire people and create a culture of involvement, ownership, empowerment, improvement, inclusion, positive behaviour, responsibility and accountability.

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
1. Corporate Values SP: <i>Our organisation</i>	Investigate and decide the role and benefit of corporate values for AHC. If decided to have organisational values, develop and implement the values for AHC.	Organisational Development	●	○	○
2. WHS Commitment from all People Leaders SP: <i>Work Health and Safety</i>	Identify ways to ensure leaders are dedicating sufficient time to managing WHS and ensure connectivity between the safety system and daily work activities. Provide more frequent feedback on achievements in WHS across the organisation.	Organisational Development	●	○	○
3. People Leaders SP: <i>Our organisation</i>	Educate People Leaders in the expectations of being a People Leader and conduct quarterly People Leader sessions (including development and education). Individual improvements in leadership are identified and monitored through the People Leader 4X8 6 Month Planner process. Further develop People Leaders in coaching and performance management to enable effective conversations with their people and development of both them and their people. Develop a Leadership and Accountability policy/procedure.	Organisational Development	●	○	○
4. Process and System Improvement SP: <i>Our organisation Customer Service Commitment</i>	Establish requirements and accountability for People Leaders to undertake service improvement, including customer experiences, through review and implementation of improved processes and systems, that include the assessment of customer needs. Ensure all departments are involved in process improvement to enable a consistent application across the organisation.	Service Improvement	●	○	○
5. Coaching and Mentoring SP: <i>Our organisation</i>	Develop and implement a mentoring and coaching program to include informal and formal options.	Organisational Development	●	○	○
6. Development of Future Leaders SP: <i>Our organisation</i>	Explore the opportunities for people to develop and gain experience in leadership roles. Update the Acting Procedure to provide clarity of the process.	Organisational Development		●	○
7. Decision Making SP: <i>Our organisation</i>	Arrange training for relevant employees on their decision making responsibilities and considerations as Public Officers.	Organisational Development	●	○	○

People

We will realise the full potential of our people for the achievement of organisational, community and personal goals. We value and promote diversity, inclusion and fairness and strive to improve the way we involve and empower our people. We aim to care for, communicate, reward and recognise in a way that inspires people.

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
8. People Development SP: Our organisation	Clarify the Learning and Development framework. Undertake a review and update of the Training and Development Procedure and include the L&D framework. Address in the procedure 1. Responsibility for provision of different L&D activities 2. Sharing of knowledge and expertise of current employees organisationally. Ensure corporate induction processes include in depth training for all employees in the use of CRM and the EDRMS.	Organisational Development		●	○
9. Induction Process SP: Work Health and Safety SP: Our Organisation	Investigate the options to make the WHS induction process more specific to the role and to understand personal responsibility (on-line modules to be considered) Ensure training in responsibilities as a Public Officer is included in the induction process.	Organisational Development		●	○
10. Reward and Recognition SP: Our organisation	Review and update the Reward and Recognition policy/procedure, including the investigation of contemporary approaches to team and individual reward	Organisational Development	●		
11. Performance Process SP: Our organisation	Review the 4X8 process to ensure Council's performance and development process is valued across the organisation and provides the best opportunity for each employee to meet their full potential, feel valued and achieve great organisational outcomes Finalise the Council's performance and development process for field employees, and undertake training and implementation.	Organisational Development	●	○	○
12. Diversity and Inclusion SP: Our organisation	Establish a Diversity and Inclusion Team and develop an organisational D&I statement Undertake organisation wide Disability Awareness training Research and implement a Diversity and Inclusion Policy/Procedure.	Organisational Development	●	○	
13. Recruitment and Selection SP: Our organisation	Review and update our Recruitment and Selection Policy/Procedure to ensure practices are contemporary and include a focus on recruiting people that fit the organisation we want AHC to be.	Organisational Development	●	○	

Strategy and Policy

We will review, develop and implement policies, plans and objectives to deliver our strategy.

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
14. Policy Development SP: Governance	Review and update the Policy development process for both internal policy and Council adopted policy Develop a process for producing procedures relating to Council Policies.	Governance and Performance		●	○
15. Strategic Plan and other strategies and functional plan management SP: Risk and Responsibility	Establish a process to develop and report on: <ul style="list-style-type: none"> the strategic plan to deliver the strategy over the required timeframe (that includes resourcing, timing and integration with other Council strategies and plans) the functional plan/strategy over the required timeframe (that includes resourcing, timing and integration with other Council strategies and plans). 	Governance and Performance	●	○	○

Partnerships and Resources

We will pursue positive internal and external partnerships and manage internal resources in order to support policy and strategy and the effective operation of our processes.

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
16. Better utilise existing LG networks SP: Collaboration on public policy setting	<p>Explore opportunities to raise organisational awareness of existing networks and contacts across Council to better canvas options and achieve outcomes.</p> <p>Identify further opportunities for a range of employees to enter and participate in LG networks.</p>	Corporate Services	●	○	○
17. External networks and Communication SP: Collaboration on public policy setting	<p>Identify and document existing and potential external partnerships and how involved with AHC for organisational use and enhance our service delivery outcomes.</p> <p>Ensure AHC assesses when it is appropriate to partner with others, prior to making the commitment.</p>	Governance and Performance			●
18. Accommodation SP: Our organisation	Define and progress accommodation requirements for the organisation.	Property Services	●	○	○
19. Knowledge Management SP: Our Organisation	<p>Review, update and communicate organisational standards on system use, including:</p> <ul style="list-style-type: none"> • What systems are to be used for what purposes and • Required storage processes and management 	Service Improvement		●	○
20. Resource Planning SP: Our Organisation	Leaders regularly reviewing resource requirements in line with the organisational strategic and corporate plan priorities and with a focus on innovation.	Organisational Development		●	○

Processes, Systems and Customer Service

We strive to consistently add value for customers by understanding, anticipating and fulfilling needs, expectations and opportunities. We achieve this through continuous improvement and systems innovation.

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
21. Project Management Framework SP: <i>Risk and responsibility</i>	Finalise an adaptable /scalable project management framework that can be applied to any Council project. All project and program scopes to include identification of all strategic stakeholders and partnering opportunities.	Engineering and Assets		●	○
22. WHS System and Data Management SP: <i>Work Health and Safety</i>	Implement an integrated system for the management of WHS processes and data. (Skytrust) Introduce to Hills Hub a dashboard showing key statistics to raise the profile of events and actions in WHS.	Organisational Development	●	○	○
23. One Point of Customer Contact SP: <i>Customer Service Commitment</i>	Improve customer experience interactions by: • Resolving more enquiries at the first point of contact • Developing CRM as the first point of call system to manage customer requests, enquiries and feedback • Improving knowledge management for customer service (eg. Knowledge articles/scripting) • Redesigning service delivery processes • Continuing to improve our performance reporting	Service Improvement	●	○	○
24. System Integration SP: <i>Customer Service Commitment</i>	Clarify and document how and when employees are to use organisational systems to manage internal processes. Reduce duplication and improve processes through system integration. Undertake a more strategic assessment of IS infrastructure with a view to reduce and/or better utilise current and future systems, including the budget and financial systems.	Information Systems		●	○
25. Service Delivery Innovation SP: <i>Customer Service Commitment</i>	Consider, develop, review or update the following approaches to service delivery across the organisation: • Using an On-line customer portal • Focus on automating outdated or manual systems • Ensure we have non-digital and digital options	Service Improvement	●	○	○
26. Sustainable Continuous Improvement SP: <i>Our organisation</i>	Drive further process improvements across teams and with a focus on customer experience, efficiency and simplicity including automating manual processes.	Service Improvement	●	○	○

Processes, Systems and Customer Service

(continued)

Priority Areas and Strategic Plan (SP) Linkages	Key Actions	Department	2017/18	2018/19	2019/20
27. Benchmarking Opportunities SP: Customer Service Commitment	Investigate opportunities for key initiatives with high impact to undertake relevant sector-wide benchmarking to inform and improve service delivery and customer experience. Explore the links with partners who undertake benchmarking <ul style="list-style-type: none"> • LGA benchmarking • LG Professionals model 	Governance and Performance	●	○	○
28. Excellence Framework consideration SP: Our organisation	Prepare a discussion paper on the applicability and appropriateness of an organisational excellence framework options for AHC	Service Improvement		●	○
29. Financial Reporting SP: Financial sustainability	Review Financial reporting processes	Finance	●		

Results

We will identify and understand the Results required to achieve our vision and strategic goals. We will use balanced information to measure outcomes with respect to our people, customers, community and key elements of our policy and strategy and we will use these results to support continuous improvement.

Priority Areas and Strategic Plan (SP) Linkages	Results	2017/18	2018/19	2019/20
Key performance indicators and related outcomes exist and are used to set clear targets and determine the successful deployment of strategy and other plans, based on the needs and expectations of relevant stakeholder groups	Establish regular customer service and experience reporting, as included in the CX (Customer Experience) Action Plan	●	○	○
	Establish a performance reporting framework from which to regularly report to management, staff and Council (Projects, Financial, Customer Service, WHS...)	●	○	○

(08) 8408 0400



mail@ahc.sa.gov.au



ahc.sa.gov.au



fb.com/adelhillsCouncil



PO Box 44, Woodside SA 5244



@adelaidehillscouncil



@AHCouncil



Appendix 2

*Corporate Plan 2017-20 Status Report
as at 12 September 2018*

ID	Title	Description	Project Mgr	Status Update (for public reporting)	Status	Project Sponsor	Corporate Plan Reference
622	Corporate Values (CP1, 2017/18)	Investigate and decide the role and benefit of corporate values for AHC. If decided to have organisational values, develop and implement the values for AHC.	Exec Mgr OD	ELT began discussion in 2017 on organisational values and further discussions early 2018 through our planning days. At that stage, it was decided that the implementation of organisation wide values is a significant project and requires appropriate resourcing to be allocated. Further discussions to take place end of 2018.	On Track	CEO	1 - Leadership
623	WHS Commitment from all People Leaders (CP2, 2017/18)	Identify ways to ensure leaders are dedicating sufficient time to managing WHS and ensure connectivity between the safety system and daily work activities. Provide more frequent feedback on achievements in WHS across the organisation.	Exec Mgr OD	Further work to specifically address encouraging people leaders to spend sufficient time in WHS management is ongoing and will be further developed through our People Leader gatherings. Through Skytrust (our WHS system), the management of WHS on a daily basis will be increased due to system reminders and actions. Dashboards showing actions and achievements will be reviewed as part of this process.	On Track	CEO	1 - Leadership
624	People Leaders (CP3, 2017/18)	Educate People Leaders in the expectations of being a People Leader and conduct quarterly People Leader sessions (including development and education). (ABP 18/19- commence sessions) Individual improvements in leadership are identified and monitored through the <i>People Leader 4X8 6 Month Planner</i> process. Further develop People Leaders in coaching and performance management to enable effective conversations with their people and development of both them and their people. Develop Leadership and Accountability policies/procedures.	Exec Mgr OD	Planning around the 1/4ly People Leader sessions has commenced. Considerations on leadership requirements are being considered as part of the 4X8 Performance process review. Developing People Leaders coaching and performance management abilities is being planned as part of the People Leader quarterly catch ups.	On Track	CEO	1 - Leadership
601	Process and System Improvement (CP4 2017/18)	Establish requirements and accountability for People Leaders to undertake service improvement, including customer experiences, through review and implementation of improved processes and systems, that include the assessment of customer needs.	Coord Service Strat & Innov	Some process and system improvements have been identified and implemented. These include, internal improvements to customer requests to update details, new customer standards reports, improvements to easily identify and prioritise high risk cases, and enhancing queue management processes.	On Track	Dir Comm Capacity	1 - Leadership
154	Coaching and Mentoring (CP5, 2017/18)	Establish and commence an organisational mentoring and coaching development program, to include form and informal options CEO Performance Target 2017-2018	Exec Mgr OD	A coaching and mentoring pilot is currently taking place. Further work to seek feedback on the pilot and improvements will take place in September. Finalisation of the process will be undertaken, before promotion takes place organisationally.	On Track	CEO	1 - Leadership
627	Development of Future Leaders (CP6, 2018/19)	Explore the opportunities for people to develop and gain experience in leadership roles. Update the Acting Procedure to provide clarity of the process.	Exec Mgr OD	This is part of an ongoing process to improve the way we provide people the opportunity to gain experience in leadership roles. The Acting Procedure will be updated as part of the finalisation of this activity.	On Track	CEO	1 - Leadership
628	Decision Making (CP7, 2017/18)	Arrange training for relevant employees on their decision making responsibilities and considerations as Public Officers	Exec Mgr OD	Information from training providers has been sought. No formal training in being a Public Officer and associated responsibilities is currently available. We do discuss these responsibilities through current induction processes. This approach is looking at options to provide this training in an ongoing and sustainable method to ensure we can provide to employees now and as new people commence.	On Track	CEO	1 - Leadership

ID	Title	Description	Project Mgr	Status Update (for public reporting)	Status	Project Sponsor	Corporate Plan Reference
629	People Development (CP8, 2018/19)	Clarify the Learning and Development framework. Undertake a review and update of the Training and Development Procedure and include the L&D framework. Address in the procedure: Responsibility for provision of different L&D activities Sharing of knowledge and expertise of current employees organisationally Ensure corporate induction processes include indepth training for all employees in use of CRM and EDRMS.	Exec Mgr OD	The procedure will be updated to reflect improvements and to clarify our learning and development framework, which is linked with our performance process. Consideration is being given to ongoing training requirements of key systems through induction.	On Track	CEO	2 - People
630	Induction Process (CP9, 2018/19)	Investigate the options to make the WHS induction process more specific to the role and to understand personal responsibility (on-line modules to be considered). Ensure training in responsibilities as a Public Officer is included in the induction process.	Exec Mgr OD	Some initial considerations have been given to systems that can be used to provide WHS and other induction modules. Seeking a sustainable approach for current and future employees.	On Track	CEO	2 - People
202	Reward and Recognition (CP10, 2017/18)	Review and update the Reward and Recognition policy/procedure, including the investigation of contemporary approaches to team and individual reward.	Exec Mgr OD	This item has been updated to reflect the Corporate Plan requirements. Reward and recognition processes will be reviewed later in the year to provide advice on options that could be adopted organisationally.	Behind Schedule	CEO	2 - People
632	Performance Process (CP11, 2017/18)	Review the 4X8 process to ensure Council's performance and development process is valued across the organisation and provides the best opportunity for each employee to meet their full potential, feel valued and achieve great organisational outcomes. Finalise the Council's performance and development process for field employees, train and implement.	Exec Mgr OD	Some planning conversations within the OD team have taken place. Feedback to be sought from across the organisation.	Behind Schedule	CEO	2 - People
633	Diversity and Inclusion (CP12, 2017/18)	Establish a Diversity and Inclusion Team and develop an organisational D&I statement. Undertake organisation wide Disability Awareness training. Research and implement a Diversity and Inclusion Policy/Procedure. (ABP 18/19)	Exec Mgr OD	The D&I Team has been formed and is meeting on 18/9/18. (refer to Project Register item 447) to commence the development of a Diversity and Inclusion Policy/Procedure, along with other key activities. The D&I statement has been added to the website within the Employment section. Completed: Organisational wide disability training (see Project Register item 445)	On Track	CEO	2 - People
634	Recruitment and Selection (CP13, 2017/18)	Review and update our Recruitment and Selection Policy/Procedure to ensure best practice and include a focus on recruiting people that fit the organisation we want AHC to be.	Exec Mgr OD	Some discussions and research has commenced. Review of the current procedure and redrafting has commenced.	Behind Schedule	CEO	2 - People
593	Policy Development (CP14, 2018/19)	Review and update the Policy development process for both internal policy and Council adopted policy	Exec Mgr Gov & Perf	The Council adopted policy development and management process is well-structured and robust. An internal (Administration-adopted) policy and procedure framework is currently being developed and will be launched across the organisation in the coming months. It is anticipated that the transition to and development of a robust suite of internal policies and procedures will take a number of years.	On Track	CEO	3 - Strategy & Policy

ID	Title	Description	Project Mgr	Status Update (for public reporting)	Status	Project Sponsor	Corporate Plan Reference
635	Strategic Plan and other strategies and functional plan management (CP15, 2017/18)	Establish a process to develop and report on: the strategic plan to deliver the strategy over the required timeframe (that includes resourcing, timing and integration with other Council strategies and plans) the functional plan/strategy over the required timeframe (that includes resourcing, timing and integration with other Council strategies and plans).	Exec Mgr Gov & Perf	The current LTFP and ABP development processes incorporate sub-processes for scheduling the projects and budget required to deliver on the strategic plan and functional strategies. The project monitoring and reporting components are yet to be formalised.	On Track	Dir Corp Services	3 - Strategy & Policy
595	Better utilise existing LG networks (CP16, 2017/18)	Explore opportunities to raise organisational awareness of existing networks and contacts across Council to better canvas options and achieve outcomes.	Exec Mgr Gov & Perf	Project is scheduled for 2018-19 but is yet to be scoped.	Not commenced	CEO	4 - Partnerships and Resources
70	Council Accommodation Plan (CP18, 2017/18)	Develop and implement a plan to meet Council's accommodation needs	Proj Coord AHBTC	Council staff are working through the short, medium and long term requirements for accommodation of Council staff. The assessment includes projections of staff numbers into the future, the synergies of particular teams working in close proximity to achieve efficiencies and how Council staff can maximise the use of technology and the existing facilities.	On Track	Dir Corp Services	4 - Partnerships and Resources
602	Consistent Use of Systems (CP19, 2018/19)	Review, update and communicate organisational standards on system use, including: What systems are being used for what purposes, and Required storage processes and management.	Coord Service Strat & Innov	Some preliminary work has started with Records regarding reviewing the way incoming items are dealt with (stored and assigned). New processes have been established whereby these activities are now undertaken in CRM.	On Track	Dir Comm Capacity	4 - Partnerships and Resources
636	Resource Planning (CP20, 2018/19)	Leaders regularly reviewing resource requirements in line with the organisational strategic and corporate plan priorities and with a focus on innovation.	Exec Mgr OD	Work on this item is planned for later in the year to support leaders as they prepare their budgets for the next year.	On Track	CEO	4 - Partnerships and Resources
173	Project Management Framework (CP21, 2018/19)	Develop a Project Management Framework	Mgr Civil Services	Currently reviewing existing AHC project management documentation, and working with project managers to develop a checklist and associated standard forms, as a first step.	On Track	Dir Infra & Ops	5 - Processes and Customer Services
557	WHS System and Data Management (CP22, 2017/18)	Implement an integrated system for the management of WHS processes and data. (Skytrust) Introduce to Hills Hub a dashboard showing key statistics to raise the profile of events and actions in WHS.	Org Dev Officer	Skytrust set up and implementation is ongoing. Incident and hazard reporting data has been entered. Aiming to commence a pilot in September. This will also activate the Corrective Actions Register (CAR) as actions from the investigation will automatically be added to the CAR.	Behind Schedule	Exec Mgr OD	5 - Processes and Customer Services
603	Customer Contact Knowledge Management (CP23, 2017/18)	Improve customer experience interactions by: Improving knowledge management for customer service (e.g.. Knowledge articles/scripting).	Coord Service Strat & Innov	A new updated Knowledge Management function will be activated in CRM and will allow the knowledge articles to be integrated and accessed more easily be staff. The most common customer enquiries have been identified, and new knowledge articles are in the process of being written for these topics. This will provide a consistent approach for dealing with customer enquiries.	On Track	Dir Comm Capacity	5 - Processes and Customer Services
598	System Integration (CP24, 2018/19)	Clarify and document how and when employees are to use organisational systems to manage internal processes to reduce duplication and improve processes through system integration. Undertake a more strategic assessment of IS infrastructure with a view to reduce and/or better utilise current and future systems, including the budget and financial systems.	Mgr ICT	The project to clarify, document and undertake a strategic assessment of organisational systems is still to be developed. However there are a number of organisational systems under review that are being implemented that will form some of the deliverables of this project. The systems are as follows; Asset Management System – ConfirmGIS Mapping System – MapInfo and Spectrum Spatial AnalystInformation Management System – SharePoint and RecordPoint.	Not commenced	Dir Corp Services	5 - Processes and Customer Services

ID	Title	Description	Project Mgr	Status Update (for public reporting)	Status	Project Sponsor	Corporate Plan Reference
652	Service Delivery Innovation (CP25 2017/18)	Consider, develop, review or update the following approaches to service delivery across the organisation: 1. Using an online customer portal 2. Focus on automating outdated and manual systems 3. Ensure we have non-digital and digital options	Coord Service Strat & Innov	Staff have been exploring online customer portals used by other Councils and will develop a report on the value and viability of such an approach for AHC in the coming months.	Behind Schedule	Dir Comm Capacity	5 - Processes and Customer Services
653	Sustainable Continuous Improvement (CP26 2017/18)	Drive further process improvements across teams and with a focus on customer experience, efficiency and simplicity including automated manual processes.	Coord Service Strat & Innov	Key improvement projects in progress at present include: Updating contact centre software to facilitate better management of customer calls through better monitoring contact centre performance and call types, which can lead to more streamlined management of common call types. Implemented duplicate detection for customer details to avoid multiple customer profiles and therefore confusion in the handling of customer cases. Improving processes for dealing with incoming customer requests via email to ensure requests are dealt consistently and to quicken the customer response.	On Track	Dir Comm Capacity	5 - Processes and Customer Services
599	Benchmarking Opportunities (CP27, 2017/18)	Investigate opportunities to undertake relevant sector-wide benchmarking to inform and improve service delivery and customer experience. Investigate opportunities for key initiatives with high impact to undertake relevant sector-wide benchmarking to inform and improve service delivery and customer experience. Explore the links with partners who undertake benchmarking LGA benchmarking LG Professionals model	Exec Mgr Gov & Perf	Council is current undertaking the data collection for participation in year 2 of the Local Government Performance Excellence benchmarking project involving many councils across Australia and New Zealand. The LGA has also raised the prospect of commencing other benchmarking projects although no detail has emerged.	On Track	Dir Corp Services	5 - Processes and Customer Services
604	Excellence Framework consideration (CP28, 2018/19)	Prepare a discussion paper on the applicability and appropriateness of an organisational excellence framework options for AHC	Coord Service Strat & Innov	This project is due to commence early 2019	Not commenced	Dir Comm Capacity	5 - Processes and Customer Services
600	Financial Reporting (CP29, 2017/18)	Review Financial Reporting Process	Mgr Fin Services	Financial reporting process was reviewed in 2016/17 and monthly internal reporting process updated including monthly reporting through to ELT. It is further proposed that quarterly reporting of Actuals through to Council to be incorporated into the Budget Review process.	On Track	Dir Corp Services	5 - Processes and Customer Services
515	Customer Experience Survey/Action Plan (CP30(a) 2017/18)	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. Undertake a customer experience survey and present an action plan of identified improvement opportunities to Council Members. 2018-2019 CEO Performance Target	Coord Service Strat & Innov	Market Research Company CSBA has been engaged to undertake the survey on Council's behalf. CSBA will be randomly calling customers who have contacted the Contact Centre between April and July 2018. The surveying commenced in August and is it expected that it will be completed by the end of September.	On Track	Dir Comm Capacity	5 - Processes and Customer Services

ID	Title	Description	Project Mgr	Status Update (for public reporting)	Status	Project Sponsor	Corporate Plan Reference
607	Customer Service and Customer Experience Reporting (CP R, 2017/18)	Establish regular customer service and customer experience reporting, as included in the Customer Experience Action Plan. (KPI).	Coord Service Strat & Innov	<p>Quarterly Reporting on our performance against the Customer Service Standards has been in place for the last 12 months.</p> <p>Additionally, Monthly Internal reports on our performance against the Customer Service Standards has commenced from July 2018.</p> <p>Outcomes of the Customer Experience Survey currently being undertaken will be reported to Council.</p>	On Track	Dir Comm Capacity	6 - Results
644	Performance Reporting Framework (CP R, 2017/18)	Establish a performance reporting framework from which to regularly report to management and Council (Projects, Financial, Customer Service, WHS...) Project 642 refers to this project.	Exec Mgr Gov & Perf	<p>The current ABP process involved the identification of performance indicators for some of the services provided by the business functions.</p> <p>Additionally there is a current suite of customer service standard indicators being collected and reported to Council.</p> <p>Scoping of this project is in its early stages due to other priorities.</p>	On Track	Dir Corp Services	6 - Results

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 25 September 2018
AGENDA BUSINESS ITEM**

Item: 13.5

Originating Officer: Steven Watson, Governance & Risk Coordinator

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: Local Government Election Update – Close of Nominations

For: Information

SUMMARY

Local Government general (or periodic) elections are held every four years in November. Polling day for the 2018 Local Government Election is Friday 9 November 2018 with postal voting closing at 5.00pm.

The three key phases of the election process are as follows:

- **Enrol** – aimed at maximising the number of eligible votes enrolled on the House of Assembly Roll or Council Supplementary Roll
- **Nominate** – aimed at encouraging a diverse and fulsome range of candidates for the various positions available
- **Vote** – aimed at encouraging all eligible voters to exercise their vote by completing and returning the ballot papers.

The purpose of this report is to provide an update to Council on the key actions and outcomes of the Enrol and Nominate phases.

RECOMMENDATION

Council resolves that the report be received and noted.

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Strategy	Governance

Encouraging maximum participation in the enrolment, nomination and voting processes are key drivers to facilitating the Governance strategy.

Council's *Caretaker Policy* impacts of the actions of Council Members and Council Officers during the 'elections period', being the period from the close of nominations to the conclusion of the election.

➤ **Legal Implications**

The *Local Government (Elections) Act 1999* sets out the legislative responsibilities and obligations of the various parties involved in the election process.

➤ **Risk Management Implications**

Conducting an election process in a manner that is compliant with legislation and maximises participation will assist in mitigating the risk of:

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

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

Note that there are many other controls that assist in mitigating this risk.

➤ **Financial and Resource Implications**

Council has accrued the costs of conducting the election in the three previous, and the current, financial years.

A separate budget was approved during the 2018-19 Annual Business Plan and Budget process to provide for the cost of the count process following advice from ECSA. A related allocation was also made to provide for the costs of the induction and orientation training and development program for the new Council Members.

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

There is a high expectation that that Council facilitates an inclusive and compliant election process.

➤ **Environmental Implications**

Not applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not Applicable

Council Workshops: Not Applicable

Advisory Groups: Not Applicable

Administration: Executive Manager Governance & Performance
Executive Assistant CEO & Mayor
Communications Coordinator
Senior Rates Officer

Community: Not Applicable

2. BACKGROUND

Council received a report at its 27 February 2018 meeting regarding the 2018 Local Government Election schedule.

The report set out, amongst other matters, the key indicative dates for the election process as below:

2018 Local Government Elections Timetable	
Roll Close	5.00pm Friday 10 August 2018
Nominations Open	Tuesday 4 September 2018
Nominations Close	Midday Tuesday 18 September 2018
Caretaker Period	18 September 2018 – close of election
Mail out of voting materials	Monday 22 – Friday 26 October 2018
Close of voting	5.00pm Friday 9 November
Counting	9.00am Saturday 10 November 2018
Provisional declaration	Immediately after the completion of each count
Request for a recount	Within 72 hours of provisional declaration
Public notice of election result	No later than Thursday 6 December 2018
Informal welcome and induction	6.30pm Tuesday 20 November 2018 (indicative)
Council Meeting (to be called by the CEO)	6.30pm Tuesday 27 November 2018 (indicative)

3. ANALYSIS

Key Election Process Phases

The three key phases of the election process are as follows:

- **Enrol** – aimed at maximising the number of eligible votes enrolled on the House of Assembly Roll or Council Supplementary Roll
- **Nominate** – aimed at encouraging a diverse and fulsome range of candidates for the various positions available
- **Vote** – aimed at encouraging all eligible voters to exercise their vote by completing and returning the ballot papers.

Enrol Phase

The main thrust of the Enrol Phase was to encourage eligible voters to register for the House of Assembly and Council Supplementary Rolls, as applicable.

A coordinated state-wide media program was undertaken between the Electoral Commission of South Australia (ECSA) and the Local Government Association (LGA) and was supplemented at the local level by each council.

The following media were used to promote enrolment:

- Newspapers – mainstream and other languages
- Social Media – website, YouTube, Twitter, Facebook
- Radio – mainstream and other languages
- Television – on demand
- Outdoor Signage – digital billboards, banners
- Mailouts – businesses and Supplementary Roll electors.

The Enrol phase concluded with the roll close on 10 August 2018 with the following enrolments for the Adelaide Hills Council area:

- House of Assembly Roll – 29,574 (approx. 100 higher than 2014)
- Council Supplementary Roll – 34 (approx. 40 lower than 2014)

Nominate Phase

The main thrust of the nominate phase was to promote awareness of the opportunity to nominate to a diverse range of potential candidates and to provide the process for them to nominate.

As with the Enrol Phase, a coordinated state-wide and local campaign was undertaken using the media channels identified above.

In addition, Candidate Information Sessions were conducted as follows:

- 27 August 2018 - Torrens Valley Community Centre, Gumeracha – (approx. 5 attendees)
- 3 September 2018 - Council Chambers, Stirling – (approx. 12 attendees)

In accordance with ECSA advice, nomination kits were only made available from the site at which training staff would be continuously available to both provide advice and, once completed, to receive completed nominations for forwarding to ECSA for acceptance. This was the principal office at Stirling.

At the close of nominations the following numbers of nominations were received.

Mayor (1 position available) – 2 nominations received
Ranges Ward (7 positions available) – 13 nominations received
Valleys Ward (5 positions available) – 9 nominations received

As a result of the nominations received contested elections will occur for the Mayoral position and all Councillor positions in the Ranges and Valleys Wards.

4. OPTIONS

Council has the following options:

- I. To receive and note the status of the Local Government Election Update (Recommended)
- II. To resolve for additional information to be provided (Not Recommended)

5. APPENDICES

Nil